



Policy

Personal Protective Equipment (PPE)

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Approved by : J. Shay



1. Policy

Personal Protective Equipment (PPE) is to defend the worker from hazards that cannot be eliminated in the design of a job process. The purpose of this policy is to spell out the requirements for PPE usage, as well as to clearly define and document the disciplinary actions for failure to wear prescribed PPE.

This PPE policy applies to all Russell Standard, Hammaker East and Sterlingwood (and associated companies) employees, visitors, contractors, and subcontractors. Site visitors and customers are not required to wear PPE on site, provided they stay in PPE Exclusion Zones (as defined below), otherwise they are subject to the same requirements set forth in this policy.

2. Definition

PPE Exclusion Zones – Pre-approved areas in which it has been determined that PPE is NOT required.

3. Process Summary

At Russell Standard, Hammaker East and Sterlingwood, we strive to eliminate hazards before they are presented to employees and customers. If hazards cannot be eliminated through engineering or administrative controls, we may be able to control the potential of injury to an employee by requiring them to wear Personal Protective Equipment (PPE). Wearing the right PPE may not prevent accidents, but it can help to prevent or minimize injuries.

PPE is the final step in the protection our workers. If we are unable to eliminate the hazard to the employee, then PPE must be worn. At Russell Standard, Hammaker East and Sterlingwood, we have compiled a list of PPE requirements for all employees to wear on our job sites and in our facilities.

3.1. Training

All employees will be trained on the standard company PPE requirements and the proper use of PPE at the time of hire. In addition, field training will be presented on various PPE topics, based on exposure. Although rare, when policy/procedure or process changes occur, the company will be responsible to retrain employees and ensure employees understand PPE requirements, as well as the limitations of the required PPE. After such training is complete, the company will maintain formal documentation for all employees that have been trained.

Retraining will also be conducted every year or when workplace changes make the earlier training obsolete, the type of PPE changes, or when employees demonstrate lack of use, improper use, or insufficient skill or understanding.

3.2. Personal Protective Equipment Assessment

Basic comprehensive PPE assessments have been conducted at all Company Emulsion Plants, Hot Mix Asphalt Plants, and on in-field construction jobs. It has been determined that hazards are present and are likely to be present, which necessitate the use of PPE.

*If any employee feels that they are unprotected from hazards, please contact the Safety Director to correct the hazard or protect the employee using PPE.

3.3. Universal PPE Requirements

i. Hard Hats

A hard hat must be worn AT ALL TIMES on all plant and/or construction job sites, except in approved PPE exclusion zones, as defined below. Hardhats must meet or exceed all applicable requirements for OSHA as per the ANSI standard Z89.1.

- Construction Job Site PPE Exclusion Zones include:
 - ☐ Inside any piece of mobile equipment protected by an overhead “headache rack” (which fully covers the operator overhead), Roll-over Protection System (ROPS) (which fully covers the operator overhead), or truck/car cab (inside a truck or vehicle). Equipment with only a roll bar overhead requires a hard hat to be worn by the operator at all times.
 - ☐ Other areas may include inside field offices or inside Conex Sea Containers, pending approval from the Area Manager or site foreman.
- Emulsion Plant Sites and Hot Mix Asphalt Plant Site PPE Exclusion Zones include:
 - ☐ Office buildings
 - ☐ Employee Parking Areas
 - ☐ Lunch/Break Areas
 - ☐ Walkways from Employee Parking Areas to Office Buildings/Check in Area

NOTE: Hardhats are generally not required in Plant Labs, except where posted. Hard hats are generally not required in garages/shops unless a significant overhead risk exists, such as lifting overhead with an overhead crane.

All employees outside of PPE Exclusion Zones (offices, designated buildings, certain parking areas, lunch/break rooms, or other exclusion zones) MUST wear a hard hat at all times. Violators are subject to disciplinary action following section 3.5 of this policy.

ii. Safety Glasses

Safety glasses must be worn AT ALL TIMES on all Plant and/or Construction job sites, except in approved PPE exclusion zones, as defined below. Safety glasses must meet or exceed all applicable requirements for OSHA as per the ANSI standard Z87.1.

- Construction Job Site PPE Exclusion Zones include:
 - ☐ Inside a truck/car cab (inside a truck or vehicle).
 - ☐ Other areas may include inside field offices or inside Conex Sea Containers, pending approval from the Area Manager or site foreman.
- Emulsion Plant Sites and Hot Mix Asphalt Plant Site PPE Exclusion Zones include:
 - ☐ Office buildings
 - ☐ Employee Parking Areas
 - ☐ Lunch/Break Areas
 - ☐ Walkways from Employee Parking Areas to Office Buildings/Check in Area

*NOTE: In cases where prescription glasses are required and prescription safety glasses are unavailable, safety “over-glasses” or goggles must be worn. Regular eyeglasses are never acceptable as “safety glasses”, as they do not meet the design criteria of ANSI Z87.1.

All employees outside of PPE Exclusion Zones (offices, designated buildings, certain parking areas, lunch/break rooms, or other exclusion zones) MUST wear safety glasses at all times. Violators are subject to disciplinary action following section 3.5 of this policy.

a. Prescription Eye Wear

Prescription safety glasses are available to employees at the Area Manager's discretion. Refer to Company Procedure for Ordering Prescription Safety Glasses for instructions.

iii. Work Footwear

Substantial work boots are required. Employees are required to provide their own work boots that have an anti-slip sole and leather uppers that are at least 6", steel toes and laces are recommended but not required. Tennis shoes and open-toed shoes are not acceptable.

- Construction Job Site PPE Exclusion Zones include:
 - ☐ Areas may include inside field offices or inside Conex Sea Containers, pending approval from the Area Manager or site foreman.
- Emulsion Plant Sites and Hot Mix Asphalt Plant Site PPE Exclusion Zones include:
 - ☐ Office buildings
 - ☐ Employee Parking Areas
 - ☐ Lunch/Break Areas
 - ☐ Walkways from Employee Parking Areas to Office Buildings/Check in Area

All employees outside of PPE Exclusion Zones (offices, designated buildings, certain parking areas, lunch/break rooms, or other exclusion zones) MUST wear work boots at all times. Violators are subject to disciplinary action following section 3.5 of this policy.

iv. Hi-Visibility Green Shirts

When working on company job sites of any type, from residential or commercial parking lots to interstate highways, it is required that employees wear Hi-Visibility green shirts with reflective striping, at a minimum.

- Construction Job Site PPE Exclusion Zones include:
 - ☐ Areas may include inside field offices or inside Conex Sea Containers, pending approval from the Area Manager or site foreman.

All employees outside of PPE Exclusion Zones on construction sites MUST wear Hi-Visibility clothing at all times. Violators are subject to disciplinary action following section 3.5 of this policy.

3.4. Job Specific PPE Requirements – Special PPE Requirements

The following is a list of PPE requirement for job-specific functions performed within Russell Standard, Hammaker East and Sterlingwood emulsion plants, hot mix plants, construction sites maintenance shops, service areas and garages.

i. Fall Protection

Fall protection PPE is required when working at heights over 4' from the lower level. The Fall Protection Program can be located in Chapter 21 of the Safety Program Manual.

ii. Respiratory Protection

In some cases, respiratory protection may be required. The Respiratory Protection Program can be located in Chapter 22 of the Safety Program Manual.

*Use the Safety Data Sheet (SDS) for each product you may use to determine the proper respiratory protection device.

iii. Long Sleeve Shirts or Coats

Long Sleeve shirts or coats are required when:

- a) Loading/unloading hot AC, oils, and other liquid materials*
- b) Handling caustic or corrosive materials*
- c) Welding, grinding, cutting, or brazing

*Use the SDS for each product you may be handling, loading/unloading to ensure proper shirt material is selected

iv. Hand Protection/Gloves

Hand injuries can be prevented with the use of gloves.

Typical gloves types used are:

- a) Leather Palm Work Gloves
- b) Neoprene Insulated gloves
- c) Mechanics Gloves
- d) Electrical Rated Gloves
- e) Welders Gloves

Some situations bring a need for special gloves such as:

- a) Electrical work
- b) Work with caustic or corrosive materials
- c) Handling materials which contain sharp edges or burrs
- d) Performing heavy manual lifting of objects
- e) Crack Pro Operation
- f) Transfer Operations
- g) Lab Operations Involving Handling of Hot Materials
- h) Welding, grinding, cutting, and/ or brazing
- i) Certain greases and oils
- j) Parts cleaner

*Use the SDS for each product you may use to determine proper glove usage.

v. Hearing Protection

Hearing protection, generally in the form of ear plugs, is required in certain situations and in certain areas. The Hearing Conservation Program can be located in Chapter 14 of the Safety Program Manual.

Hearing protection is required in high noise areas. The types of hearing protection available include:

- a) Ear Muffs
- b) Ear Plugs
- c) Canal Caps

*Ear plugs, muffs or canal caps will be provided by the company to employees upon request and must be used by employees when working in high noise areas.

Typical high noise areas include but are not limited to:

- a) Jackhammer operations
- b) Using compressed air, steam or sand in cleaning operations
- c) Power tool operation
- d) Working near a generator or air compressor
- e) Working near or operating noisy or loud equipment
- f) Working in high noise areas of plants

vi. Face Shields/Googles

Approved goggles or face shields are required to be worn in conjunction with approved safety glasses during any of the following work operations/functions:

- a) Using hand or power tools for drilling, grinding, chipping, or cutting
- b) Using compressed air, steam or sand in cleaning operations
- c) Welding of any type (follow OSHA shade chart posted in CFR 1910.133)
- d) Loading/unloading hot AC, oils, other liquid materials
- e) Loading or unloading of acids, corrosives, or other hazardous liquid materials.
- f) Any operation that may subject the worker to the hazard of airborne/flying debris, dust, liquids, or particles.

vii. Class II or III Safety Vests

Class II or III safety vests are used so drivers can see the construction crews working on busy roadways or in work conditions that limit the driver's visibility.

Class II or III safety vest are required on construction sites during:

- a) Flagging Operations
- b) Night Work
- c) Whenever required by state DOT or any customer

*Class II Vests and Hard Hats are required to be worn at all times by all flaggers.

3.5. Disciplinary Program/Violations of PPE Policy

Since the safety and health of our people is of the utmost importance to the company, violations of the PPE policy will not be tolerated. The progressive disciplinary policy set forth below will be followed with strict adherence.

i. Disciplinary Actions

- 1) The company strives for good leadership and fair supervision at all employment levels. It is in the company's best interest to ensuring fair treatment of all employees and in making certain that disciplinary action is taken to protect workers, correct problems, prevent recurrence, and prepare the employee for satisfactory service in the future.
- 2) Although employment with the company is based on mutual consent and both the employee and the company have the right to terminate employment at-will, with or without cause or advance notice, the company may use progressive discipline at its discretion with regards to usage of PPE.

- Disciplinary actions for company employees failing to wear PPE is as follows:
 - i. **First offense:** Verbal and written warning
 - ii. **Second offense:** 1 day unpaid suspension
 - iii. **Third Offense:** 3 day unpaid suspension
 - iv. **Fourth offense:** 5 day unpaid suspension
 - v. **Fifth offense:** Termination of employment
- 3) All employees, site visitors, customers and contractors will start the season fresh with ZERO PPE violations on April 1st. Previous PPE violations will be removed from employee, site visitor, customers and contractors records on March 31st. Employees, visitors, customers and contractors may not accumulate more than 4 PPE violations a season (April 1st and March 31st).

*NOTE: The company recognizes that there are certain types of employee, site visitor, customer and contractor problems that are serious enough to justify either a suspension/expulsion, or in extreme situations, termination of employment/permanent expulsion, without going through the usual progressive disciplinary steps. The company reserves the right to bypass any step in the aforementioned Disciplinary Program at the company's discretion.

4. References

4.1 Related Policies

- i. Russell Standard/Hammaker East Safety Program Manual.

4.2 Related Procedures

- i. AP 1 Ordering Prescription Safety Glasses.

4.3 Forms

- i. PH 410: Employee Corrective Action.

4.4 Attachments

- i. Appendix A: OSHA General Requirements.

5. Revision History

Version Control	Revision Date	Approved By	Changes
<Start from 1>	<YYMMDD>	<Contact person – full name & title>	<Briefly summarize major changes>

6. Approval

The Safety Department of Russell Standard Corporation/Hammaker East Limited has approved the Personal Protective Equipment Policy. This policy will be periodically reviewed by the Safety Department and changes or additions to this policy will be recommended.

Signatures:

Jim Shay, Safety Director

Date

APPENDIX A: OSHA GENERAL REQUIREMENTS

Personal protection for the eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers shall be provided and used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

Employee-owned equipment. Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance and sanitation of such equipment.

Design. All personal protective equipment (PPE) shall be of safe design and construction for the work to be performed.

Hazard Assessment. The employer is required to conduct a hazard assessment of the workplace to determine if any hazards are present that would require the use of PPE, and then select the appropriate PPE based on those hazards. (Appendix B of 29 CFR 1910.132 provides non-mandatory guidelines for conducting a survey, identifying sources of hazards, organizing and analyzing data, and selection of the appropriate devices, including a selection chart for eye and face protection.) The hazard assessment will include the certifier's name, signature, date & identification of assessment documents associated with the assessment.

Handling of defective or damaged equipment. Defective or damaged PPE must not be used.

Training of employees. The employer shall provide training to each employee who is required to use PPE.

Employees must know:

- When the equipment is necessary.
- What equipment to use.
- How to properly don, adjust and remove the equipment.
- The limitations of the equipment.
- Proper care, maintenance, and disposal practices.

EYE AND FACE PROTECTION

Protective eye and face devices purchased after July 5, 1994 must meet the requirements of ANSI Z87.1-1989. Equipment purchased before that date need only comply with ANSI Z87.1-1968.

You should always use the correct eye and face protection if you work with:

- Molten metals
- Liquid chemicals
- Hazardous gases
- Flying particles
- Injurious radiant energy

Safety Glasses are the basic form of eye protection.

- Coverage from the front and sides is required any time there is a hazard from flying objects.
- Detachable side protectors are now acceptable.
- Types of eye and face protection include:
 - Safety glasses
 - Goggles
 - Face shields
 - Welding helmets
 - Full hoods
- Safety glasses or goggles should be worn under face shields and welding helmets for added protection.
- Tinted or shaded lenses may be needed to protect you from glare when working in a bright environment.
- Tinted or phototropic lenses can limit your vision when moving from a bright area to a dim area.
- You need a specially numbered filtering lens to protect your eyes welding or any other radiant energy. Check to see which lenses will best protect your eyes.
- To ensure that your eye protection is safe, identification of the manufacturer must be listed on the items.

Prescription Lenses

If you wear contact lenses, you may face additional hazards from dust or chemicals.

- Dust caught underneath the lens can cause painful abrasions.
- Some chemicals can react with your contacts to cause permanent injury.
- Keep in mind that contact lenses are not considered protective devices. If eye hazards are present, you must wear eye protection in addition to or instead of contact lenses.

If you wear prescription glasses, you must wear one of the following:

- Goggles and other protective devices to fit over your regular prescription glasses.
- Protective eyewear ground to your prescription.

RESPIRATORY PROTECTION

The proper selection of respiratory equipment must comply with ANSI Z88.2.-1969 standards, even though a later issue of this standard, ANSI Z88.2-1980, has been issued. OSHA has not revised its existing regulation mandating respiratory compliance with the later ANSI standard.

Hazards to the lungs are not always easy to detect. Some of the most common hazards are the lack of oxygen and the presence of harmful dusts, fogs, smokes, mists, gases, vapors, or sprays including substances that may cause cancer, lung impairment, other diseases or death. Respirators help prevent the entry of harmful substances into the lungs during breathing. Some respirators also provide a separate supply of breathable air so work can be performed where there is inadequate oxygen or where greater protection is needed.

The prevention of atmospheric contamination at the worksite generally should be accomplished as far as feasible by engineering control measures, such as enclosing or confining the contaminant producing operation, exhausting the contaminant, or substituting with less toxic contaminants. When effective engineering controls are not feasible, while those controls are being installed, or during clean-up operations, however, appropriate respirators must be used. The user should be aware that respirators have their limitations and are not a substitute for effective engineering controls.

Where respirators are necessary for health protection, specific procedures are necessary to overcome any potential deficiencies and to ensure the effectiveness of the equipment.

Employers are responsible for establishing an effective respiratory protection program – different hazards require different respirators – and employees are responsible for wearing the respirator and complying with the program.

Any respirator program should stress thorough training of all participants, especially those who use the respirators. Employees must be aware that the equipment does not eliminate the hazard. If the equipment fails, over-exposure will occur. To reduce the possibility of failure, equipment must fit properly and be maintained in a clean and serviceable condition. Employers and employees must understand the equipment's purpose and its limitations. The equipment must not be altered or removed by the wearer even for a short time, despite the fact the wearer may find it uncomfortable.

There are three commonly used respirators. They are:

- *Facemask* – Filters dust and dirt particles from the air.
- *Air purifying respirator* – Requires special cartridges to filter gases and toxic fumes from the air.
- *Air supplied respirator, self-contained breathing apparatus (SCBA)* – Supplies air from a cylinder carried by the worker, or from a cylinder at a remote location with a supply line, or from a compressor.

An effective respirator program must cover the following factors:

- Written standard operating procedures
- Program evaluation
- Selection
- Training
- Fit testing
- Inspection, cleaning, maintenance and disposal
- Medical examinations
- Work area surveillance
- Air quality standards
- Approved respirators

HEAD PROTECTION

The criteria for protective helmets have been revised to require protective helmets purchased after July 5, 1994 to comply with ANSI Z89.1-1986. Helmets purchased before that date need only meet ANSI Z89.1-1969 criteria.

Head protection is required if you work where there is risk of injury from falling objects or if you work near exposed electrical conductors which could contact the head.

Hard Hats

Hard hats are designed to protect you from impact and penetration caused by objects hitting your head, and from limited electrical shock or burns.

- The shell of the hat is designed to absorb some of the impact.
- The suspension, which consists of the headband and strapping, is even more critical for absorbing impact. It must be adjusted to fit the wearer and to keep the shell a minimum distance of one-and-one fourth inches above the wearer's head.
- Hard hats are tested to withstand the impact of an eight-pound weight dropped at five feet – that is about the same as a two-pound hammer dropped 20 feet and landing on your head.
- Hard hats must also meet other requirements including weight, flammability, and electrical insulation.

Classes of Hard Hats

Be sure to wear the right hard hat for the job. Hard hats come in three classes:

- **Class A** hard hats are made from insulating material to protect you from falling objects and electric shocks by voltages of up to 2,200 volts.
- **Class B** hard hats are made from insulating material to protect you from falling objects and electric shocks by voltages of up to 20,000 volts.
- **Class C** hard hats are designed to protect you from falling objects, but are not designed for use around live electric wires or where corrosive substances are present.

ANSI Z89.1-1997

In 1997 ANSI published a revision to its Z89.1 head protection standard. ANSI Z89.1 contains some notable changes.

The revision eliminated the old Type 1 and Type 2 design designations. In the revised standard, "Type" is used to designate whether a helmet provides protection strictly from blows to the top of the head (Type I) or protection from blows to both the top and sides of the head (Type II).

In addition, Z89.1-1997 also changed the alpha designations for the classes of electrical performance. Under Z89.1-1997, the following three classes are recognized:

- **Class G (General) Helmets**--This is equivalent to the old Class A. Class G helmets are proof tested at 2,200 volts.
- **Class E (Electrical) Helmets**--This is equivalent to the old Class B. Class E helmets are proof tested at 20,000 volts.
- **Class C (Conductive) Helmets**--This class provides no electrical insulation; the alpha designation did not change from the old standard

FOOT PROTECTION

This standard specifically requires employees to wear foot protection when working in areas where there is a potential of foot injury due to falling or rolling objects, objects piercing the sole, or exposure to electrical hazards. Previously the standard only required safety-toe footwear for employees to meet ANSI Z41.1-1967. The new standard also requires protective footwear purchased after July 5, 1994 to meet ANSI Z41.1-1991 standards. Previously purchased equipment need only comply with the earlier ANSI standard.

Foot injuries are most likely to occur:

- When heavy or sharp objects fall on your foot.
- When something rolls over your foot.
- When you step on an object that pierces the sole of your shoe.

As with other safety gear, your footwear depends on the job you will be performing.

Safety Shoes and Boots

Safety shoes and boots are made with a steel-reinforced box toe to protect your foot from being pierced or crushed. Many safety boots are now required to have puncture-resistant soles.

- If you work around exposed electrical wires or connections, you will need to wear metal-free nonconductive shoes or boots.
- If you work in a static-free environment, such as when working with computers or other electrical equipment, wear a conductive shoe designed to drain static charges into the floor or mat.
- Rubber or synthetic footwear may be needed when working around chemicals.
- Avoid wearing leather shoes or boots when working with caustic chemicals because these substances can eat through the leather.
- Foot guards and heel and ankle shields may be necessary for your particular work.
- Your company safety official will recommend the personal foot protection that is best for you.

HEARING PROTECTION

Hearing loss is a common workplace injury, all too often ignored because it happens gradually over a period of time. Workers may suffer permanent hearing loss because loud noises can be damaging without causing pain. It can create physical and psychological stress. There is no cure for noise-induced hearing loss so the prevention of excessive noise exposure is the only way to avoid hearing damage. Hearing protection worn incorrectly can be almost as damaging as wearing no hearing protection at all.

You need to protect your ears when:

- The sounds in your work area are irritating.
- You have to raise your voice to be heard by someone closer than two feet away.
- There are signs indicating hearing protection is required.
- There are short bursts of sound which can cause hearing damage.

Earplugs

Earplugs offer the best protection. Foam earplugs that fit snugly are the most effective. To insert properly:

- Roll the plug into a small diameter.
- Place it well into the ear.
- You may find it helpful to pull your ear back and up as you insert the plug.
- After you have inserted it, hold the plug in your ear for a few seconds to ensure a good fit.

Earmuffs

Earmuffs may also be used to protect your hearing. Earmuffs fit over the outside of the ear. Though they look like they would provide better protection than earplugs, their effectiveness is actually limited by the

seal they form around the ear.

The cups on the earmuffs should be made of sponge to give a good seal.

- Facial hair can decrease your protection by breaking the seal.
- Wearing eyeglasses with earmuffs can pose a similar problem.

Proper Protection

To ensure the proper degree of protection, earplugs and earmuffs may have to be worn together. This is especially true in an extremely noisy work environment. Keep in mind that when using hearing protection to block out damaging noises, you may also be blocking out sounds you need to hear – such as voices and alarms.

HAND PROTECTION

A standard for hand protection is a new addition to Subpart I – Personal Protective Equipment. 1910.138 requires hand protection for employees who are exposed to hazards that present a potential for hand injuries. Fingers, hands, and arms are injured more often than any other parts of the body. You must wear hand protection when you are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.

Gloves

Gloves are the most common protectors for the hands.

- When working with chemicals, gloves should be taped at the top, or folded with a cuff to keep liquids from running inside your glove or onto your arm.
- Vinyl, rubber or neoprene gloves are sufficient when working with most chemicals. However, if you work with petroleum-based products, a synthetic glove will be needed.
- Leather or cotton gloves are appropriate for handling most abrasive materials. Gloves reinforced with metal staples offer greater protection from sharp objects.
- Do not wear metal-reinforced gloves when working with electrical equipment.
- It is dangerous to wear gloves while working on moving machinery. Moving parts can easily pull your glove, hand and arm into the machine.
- Your supervisor will instruct you on the best type of hand protection available for your job. Whatever gloves are selected, make sure they fit properly.

LIMITATIONS OF PPE

You should know the limitation of your PPE. It will not protect you from everything. Find out the limitations of your equipment. For example, your gloves may protect you from the chemicals you work with, but may dissolve if they come into contact with chemicals used in the shop next door.

Inspection

- Earmuffs with cracked, cut, or missing gaskets reduce your protection.
- Dirty or scratched eyewear could limit your vision.
- Periodically, check the suspension of your hard hat. Look for loose or torn cradle straps, loose rivets, broken sewing lines or other defects.
- Replace your hard hat at least every two to five years, or after a major impact.
- PPE must fit properly to protect you. If you are not wearing the right size shoe, there may be

a greater danger from tripping than from any other hazard.

Maintenance

PPE must be properly maintained.

- Learn how to clean and sanitize your equipment. Earplugs, for example, may keep your ears safe from damaging noise, but may cause an infection if inserted with dirty hands.

Care and Storage

- Knowing how to store your equipment is just as important. For example, rubber boots could easily be punctured if left where they can be stepped on by others.
- If your equipment is damaged, know how to repair it or when to replace it. If you work with chemicals and your rubber boots or gloves are punctured or torn, do not repair them – throw them out! No repair you can make would provide you with enough protection.