1.0 Policy

Employees shall use appropriate personal protective equipment (PPE) as determined by hazard assessments, training, and local requirements.

2.0 Purpose

To establish a specific procedures for the control, use and care of all personal protective, clothing and equipment in order to help ensure employee safety.

3.0 Scope

Applies to all Sunbelt Controls work sites and includes all visitors, vendors, and subcontractors.

4.0 Definitions

General Use PPE – any PPE that is generally issued to all employees for a work site for known exposures.

- **PPE** – an abbreviated term for 'Personal Protective Equipment'.
- **ANSI –** an abbreviated term for the ' American National Standards Institute'

5.0 Requirements

All PPE shall be selected by the Safety Manager and assigned/issued by Supervision and/or Site Safety Coordinators.

All general use PPE shall be provided to employees at no charge. PPE shall be identified in an Addendum on all general use PPE and shared-cost PPE available, respectively. It is the employee's responsibility to maintain any PPE utilized in a clean and sanitary manner subject to inspection and audit to ensure compliance.

PPE is to be made available to each employee for controlling exposure to applicable hazards. The foremost means of protecting employees from injuries or exposure is to eliminate the exposure, the second is Engineering Controls, and the third is PPE. PPE is a means of preventing injury or exposure when elimination of exposure and/or Engineering Controls is not possible.

Prior to the selection of any PPE by the Safety Manager, a hazard assessment shall be performed for each specific task or work area utilizing from the form in Appendix 6-A1.

Upon completion of each assessment, a certification of PPE hazard assessment shall be written and maintained on file at the work site.

A PPE hazard assessment shall be conducted whenever there is a change in operations, processes, machinery or any other conditions that may promote, create or produce any potential physical or health hazard.

5.1 Training

5.1.1 Initial

During orientation, all new employees shall be trained on the following:

- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, size and adjust, and wear PPE.
- The limitations of the PPE.
- The proper care, inspection, maintenance, useful life and disposal of the PPE
- Procedure for defective equipment; (*NOTE: label and render inoperative prior to disposal / turn-in)

5.1.2 Refresher

Refresher training of individual employees shall occur when any of the following occur:

- Changes in the work site render previous training obsolete.
- Changes in the types of PPE to be used render previous training obsolete.
- Inadequacies in the employee's knowledge or use of assigned PPE indicate that the employee has not retained an understanding of or skill in proper of PPE usage.

5.1.3 Certification of Training

All employees who training outlined in sub-headings 5.1.1 and 5.1.2 of this section of the manual shall certify their receipt and understanding of this training (reference Appendix 6-A PPE Hazard Assessment Worksheets & Certification). The following information shall be documented with this certification:

- Name of each employee
- Date(s) of training
- Identification of the PPE subject

5.2 Head Protection

All hard hats shall be in compliance with or exceed ANSI standard Z89.1-1986.
Criteria to be considered when purchasing hard hats shall include:

- Compatibility to welding hoods
- Compatibility with earmuffs, splash goggles, face-shields, etc.
- Comfort for the wearer
- Ratchet suspension

PLEASE NOTE:

- **Bump caps and metallic hardhats are prohibited.**
- **Approved Hardhats shall be worn in all general construction, service or otherwise designated hard hat areas.**

- **All stickers, decals or other modifications to hard hats shall be approved prior to use by the Safety Manager and shall meet established company branding protocols.**

5.3 Eye/Face Protection

All Safety glasses, goggles, and face shields shall meet ANSI Standard Z87.1-1989. ANSI approval should be distinguished on the frame and/or on the lens (Z87.1).

Approved eye protection shall be worn in all general construction, service or otherwise designated eye protection areas. Approved face protection shall be worn as required by the hazard assessment. Only those sunglasses approved by ANSI Z 87.1 are permitted on work sites.

Non-prescription safety glasses shall have side-shields permanently attached.

Prescription glasses shall meet ANSI Standard Z 87.1-1989 or ANSI-approved glasses/goggles shall be used over non-ANSI approved prescription glasses. For ANSI-approved prescription safety glasses, the type and fixture method shall be established through an Addendum to this policy section.

The cost of obtaining ANSI approved prescription lenses is the responsibility of the employee, subject to reimbursement / cost share programs. This shall be indicated through an Addendum to this policy section.

Employees shall wear ANSI-approved safety glasses or goggles whenever using face-shields and welding hoods.

5.4 Hand Protection

Approved hand protection shall be worn in all general construction, service or otherwise designated hand protection areas. The appropriate form of hand protection shall be worn as determined by the PPE hazard assessment.

5.5 Clothing

Employees shall wear chemical protective clothing as determined by the PPE hazard assessment.

5.6 Hearing Protection

When hearing protection is utilized or required, various types and styles of hearing protection shall be made available for employee selection and use.

In the event that hearing protection is required, the protection chosen must have the ability to reduce the employee noise exposure below 85 bBA. The Noise Reduction Rating (NRR) will indicate the amount of reduction provided by the specific hearing protection equipment.

5.7 Fall Protection

See the Fall Protection guidelines (under section 17) of this manual.

5.8 Foot Protection

Footwear shall be determined in accordance with the PPE hazard assessment.

All protective safety footwear shall meet the requirements and specifications detailed under ANSI Z41-1991.

The cost of obtaining this protective safety footwear is the responsibility of the employee, subject to reimbursement / cost share programs.

This shall be indicated through an Addendum to this Policy section.

5.9 Respiratory Protection

See the Respiratory Protection guidelines (under section 27) of this manual.

6.0 References

OSHA 29 CFR 1926.102 (Eye Protection)
OSHA 29 CFR 1926.96 (Foot Protection)
OSHA 29 CFR 1926.100 (Head Protection)
OSHA 29 CFR 1926.101 (Hearing Protection)
OSHA 29 CFR 1926.103 (Respiratory Protection)
OSHA 29 CFR 1910.132 (General Requirements
Associated ANSI standards are referenced as consensus standards for use within these safety standards.

OSHA 29 CFR 1910.133 (Eye Protection)
OSHA 29 CFR 1910.136 (Foot Protection)
OSHA 29 CFR 1910.138 (Hand Protection)
OSHA 29 CFR 1910.95 (Noise Exposure)
OSHA 29 CFR 1926.52 (Noise Exposure)
OSHA 29 CFR 1910.134 (Respiratory Protection)