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Summary

Personal Protective Equipment (PPE) comprises items of clothing and equipment which are used by themselves or in combination with other protective equipment to isolate the individual wearer from a particular hazard or a number of hazards. Engineering controls should be used first to eliminate a hazard from the workplace. In the absence of adequate engineering controls administrative controls should be used. PPE is to be used as a "last line of defense" when engineering and administrative controls do not provide adequate employee exposure. PPE cannot provide protection to the wearer against all hazards under all conditions.

This program establishes the minimum PPE requirements for the employees of the Branscome Companies. This program outlines the basic use and training requirements for employees utilizing PPE. This program does not cover specific requirements for securing and using personal protective equipment covered in other Safety and Health Policies (e.g., Respiratory Protection, Hearing Conservation Policy).

1.0 Purpose

It is the policy of The Branscome Companies to use engineering controls to reduce hazards to employees whenever possible. However, it is recognized that in some situations this may not be possible. In those situations, the proper selection, use, and care of personal protective equipment are essential to protect employees from hazards.

2.0 Scope

This program covers the general requirements for the use of all types of personal protective equipment (PPE). It also addresses the specific requirements for the following:

- Eye & Face
- Head Protection
- Foot Protection
- Hand Protection
- Body Protection



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3.0 Roles & Responsibilities

- 3.1 Site Management - Site management is responsible for providing the appropriate PPE for employees at their location. Most PPE is provided at no charge to the employee. Additionally, management must provide the tools and equipment for maintenance and storage of the equipment to prevent damage

- 3.2 Plant Superintendent - The Plant Superintendent is responsible for ensuring the effective operation of the PPE Program. This includes:
 - Conducting PPE assessments for all job tasks;
 - Securing the appropriate PPE based on the PPE assessment findings;
 - Provide proper storage and maintenance facilities for PPE; and
 - Making sure employees have necessary PPE and wear it when required.

- 3.3 Director of Safety - The Director of Safety is responsible for the development and updating of the PPE policies and procedures. This includes:
 - Reviewing PPE assessments for all job tasks; and
 - Selecting the proper equipment to protect from these hazards.

- 3.4 Safety Specialist – Safety Specialist will manage the day-to-day operations of the PPE Program at their locations. This includes the following:
 - Replace damaged PPE promptly;
 - Ensure that training for PPE use is up-to-date; and
 - Address problems with the selected PPE and resolve those issues.

- 3.5 Supervisors - Supervisors are responsible for enforcing the use of required PPE. In addition Supervisors are to:
 - Always wear the appropriate PPE to model correct behavior;
 - Ensure that employees are using the right PPE for the job;
 - Ensure that employees are properly trained in the selection, use, care, storage and maintenance of PPE and select and use the right PPE for the job;
 - Make sure that employees are inspecting, cleaning, maintaining, and storing all PPE properly; and
 - Report any problems with the selected PPE to the Safety Specialist, such as poor fit, poor quality, and employee discomfort.



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3.6 Employees are responsible for using and maintaining their PPE. Responsibilities include:

- Obtaining training in the use of the PPE before work is commenced;
- Putting on and taking off PPE properly;
- Using PPE in the correct way including following manufacturer’s instructions;
- Maintaining PPE in good condition;
- Store PPE properly to protect from damage; and
- Notifying a Supervisor or the Safety Specialist of damaged or defective PPE or of the need for specialized PPE.

4.0 Definitions

- 4.1 Certification - A written confirmation by the employer that the hazard assessments and training required by the standard have been conducted.
- 4.2 Hazard - Any source of potential damage, harm or adverse health effects on something or someone. Basically, a hazard can cause harm or adverse effects to individuals as health effects or to organizations as property or equipment losses.
- 4.3 Hazard Assessment - Hazard analysis or hazard assessment is a process in which individual hazards of the workplace are identified, the probability of their occurrence assessed and recommendations for control or elimination are presented.

5.0 References

- 5.1 29 CFR 1910, Subpart I: Personal Protective Equipment
- 5.2 29 CFR 1910.15(e); Emergency Eyewash
- 5.3 ANSI – Z 7.1-2003, 1989 Occupational & Educational Eye & Face Protection
- 5.4 ANSI – Z89.1-2003, 1986 Industrial Head Protection
- 5.5 ANSI – Z41.1–1999, 1991 Protective Footwear
- 5.6 ANSI/ISEA – Z358.2, 2004 Emergency Eyewash and Shower Equipment
- 5.7 Branscome Companies’ Electrical & Arc Flash Safety Program



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- 5.8 Branscome Companies' Fall Protection Program
- 5.9 Branscome Companies' Hearing Conservation Program
- 5.10 Branscome Companies' Respiratory Protection

6.0 Program

6.1 Hazard Assessment

6.1.1 A first critical step in developing a comprehensive safety and health program is to identify physical and health hazards in the workplace. This process is known as a "hazard assessment." Potential hazards may be physical or health-related and a comprehensive hazard assessment should identify hazards in both categories. A PPE Hazard Assessment form is located in Appendix A.

6.1.2 Hazard Categories

- Impact
- Penetration
- Compression (roll-over)
- Chemical
- Heat/cold
- Harmful dust
- Light (optical) radiation
- Biologic

6.1.3 Walkthrough Survey

The Director of Safety is responsible for ensuring that a Hazard Assessment is conducted at each location. The hazard assessment begins with a walk-through survey of the facility to develop a list of potential hazards. In addition to noting the basic layout of the facility and reviewing any history of occupational illnesses or injuries, things to look for during the walk-through survey include:

- Sources of electricity.
- Sources of motion such as machines or processes where movement may exist that could result in an impact between personnel and equipment.



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- Sources of high temperatures that could result in burns, eye injuries or fire.
- Types of chemicals used in the workplace.
- Sources of harmful dusts.
- Sources of light radiation, such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
- The potential for falling or dropping objects and “struck-by” hazards.
- Sharp objects that could poke, cut, stab or puncture.
- Biologic hazards such as blood or other potentially infected material.
- Sources of harmful noise.

6.1.4 When the walk-through is complete, the data is organized and analyzed so that it may be efficiently used in determining the proper types of PPE required at the worksite. Many different types of PPE are available. The PPE will be selected to provide the highest level of protection for each potential hazard identified, but it is definitely a good idea to select PPE that will provide a level of protection greater than the minimum required to protect employees from hazards.

6.1.5 Certification

Documentation of the hazard assessment is required through a written certification that includes the following information:

- Identification of the workplace evaluated;
- Name of the person conducting the assessment;
- Date of the assessment;
- Identification of the document certifying completion of the hazard assessment.

A “Certification of Hazard Assessment” form is found in Appendix B.

6.1.6 Branscome operations will be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards. This periodic reassessment should also include a review of injury and illness records to spot any trends or areas of concern. Once these trends or concerns are identified appropriate corrective action must be taken. The suitability of existing PPE, including an evaluation of its condition and age, should be included in the reassessment.

6.1.7 All Personal Protective Equipment with the exception of safety shoes shall be provided by the Branscome Companies. The Safety Specialist will



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review that equipment for adequacy and ensure that the employee cleans and maintains the equipment, as required by the manufacturer's instructions.

6.2 Personal Protective Equipment

6.2.1 Eye and Face Protection

Protective eyewear must be worn in all work areas, except offices (including office trailers), restrooms, and equipment (i.e., loaders, excavators, etc., as long as the equipment has windows and doors and those windows and doors are kept closed). Protective eyewear is not required during the operation of over-the-road vehicles.

Employees wearing prescription lenses must either purchase appropriate prescription protective eyewear or use eye protectors that will fit over the prescription lenses. If eye protectors are worn over prescription eyewear, the prescription eyewear must not interfere in any way with the function of the eye protector.

Acceptable Choices for Eye and Face Protection

Only eye and face protection that meets the ANSI Z87.1-2003, 1989 standards is allowed to be used. Detachable side shields on safety glasses may be used as long as they comply with the appropriate standard. Protective eyewear and face protection must be clearly marked with the manufacturer's name to be acceptable for use.

- Goggles - Safety glasses are not designed to provide total protection for the eyes from chemical sprays or splashes. The only acceptable eye protection when handling hazardous chemicals, especially corrosive chemicals, is a pair of goggles with ventilation designed to limit the entry of liquids or particulates into the space between the lens and the eyes.
- Face Shields - Face shields are designed to protect the face from flying particles and objects, as well as chemical sprays and splashes. Face shields must be worn over basic eye protection and must never be used as the sole protective device for the eyes.



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Safety glasses and goggles do not provide significant protection for the face. As such, their use should be supplemented with a face shield when working with molten metal, corrosive liquids, or skin irritants.

- **Welding Helmets and Hand Shields** - Welding helmets and hand shields are designed to protect the wearer from potentially injurious radiant energy, spatter metal, and/or sparks encountered during welding, brazing, and soldering operations. No operations that involve the emission of potentially injurious radiant energy (visible or invisible) will be conducted without wearing eye and/or face protection with at least the minimum protective shade. Helmets and hand shields are the only acceptable types of protection for arc welding.
- **Emergency Eyewash Stations** - Emergency eyewash stations must be installed and operational in areas where an employee's eyes may be exposed to corrosive materials.

Each emergency eyewash station must meet the specifications found in ANSI Z358.1. Emergency eyewash stations must be immediately accessible in an emergency. As such, the path to an eyewash station must be free of obstructions and interceding doorways. A high-visibility sign must be placed near each eyewash station to identify its location. Each eyewash station must be inspected and maintained.

6.2.2 Head Protection

- **When Required** - Head protection (hard hats) must be worn if any of the following apply:
 - Objects might fall from above and strike them on the head.
 - They might bump their heads against fixed objects, such as exposed pipes or beams.
 - There is a possibility of accidental head contact with electrical hazards.
- Based upon the Hazard Assessment, protective hats can be selected to protect against specific hazards or combinations of hazards. Only equipment that complies with the requirements of ANSI Z89.1 most recent standards must be used.



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Types & Classes

Types		
Type 1	Type 2	
Helmets with a full brim, not less than 1 and ¼ inches wide.	Brimless helmets with a peak extending forward from the crown	
Classes		
Class G	Class E	Class C
General	Electrical	Conductive
Limited Voltage Protection	High-Voltage Protection	No Voltage Protection
Intended for impact and penetration hazards	Intended for impact and penetration hazards and high-voltage shock	Intended for light-weight comfort and impact protection

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 tment - Head bands are adjustable and should be fitted so that:

- There is sufficient clearance between the shell and the headband;
 - The removable or replaceable type of sweatband should cover the forehead portion of the headband; and
 - The internal cradle of the headband and sweatband forms the suspension and is designed to act as a shock absorber. No part of the shell should contact the head.
- Inspection - All components, shells, suspensions, headbands, sweatbands and any accessories must be inspected daily for signs of dents, cracks, penetration, or any other damage that might reduce the degree of safety provided. Defective or damaged equipment must not be used and the employee must report problem to the Supervisor immediately.

6.2.3 Foot Protection

- Required - Foot protection must be worn anywhere there is the potential for any or all of the following hazards that might affect an employee’s foot or feet:
 - Heavy objects that could crush or otherwise damage an employee’s foot (e.g., forklift traffic, large moveable containers, vehicle traffic in relatively confined areas, etc.);
 - Sharp objects on the floor of the work area or on the ground in a traffic area (e.g., scrap sheet metal, broken glass, nails, etc.);



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- Electrical discharge (e.g., live wires, work in areas near electrical panels or equipment, etc.); or
 - Hazardous chemical exposure, especially liquids (e.g., acid or alkali spills, solvents, chemical irritants in general, etc.)
-
- Types - Foot protection includes, among other things, the following equipment:
 - Leather work boots
 - Steel-toed work boots or shoes
 - Steel toe caps
 - Rubber over boots
 - Some types of foot protection are used in combination, depending upon the anticipated hazards (e.g., leather work boots with toe protectors).

All protective foot gear must meet the requirement of the ANSI Z41 standard and be so marked.

6.2.4 Hand Protection

- Types

Hand protection must be worn whenever there is the potential for an employee to come into contact with physical, chemical, thermal, or electrical hazards.

Hand protection must be worn if there is the potential for exposure to any of the following conditions:

- Skin absorption of harmful substances
 - Severe cuts or lacerations
 - Severe abrasions
 - Punctures
 - Chemical burns
 - Thermal burns
 - Harmful temperature extremes
-
- Types - Hand protection typically consists of one or more gloves constructed of synthetic materials, leather, cotton, and/or rubber,



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among other things. Each such glove is designed to protect the wearer from a specific hazard or hazards.

The product Material Safety Data Sheet (MSDS) should be consulted for proper protective glove types to be used with a specific chemical.

6.2.5 Body Protection

- Required - Body protection may be necessary if there is the potential for an employee to get wet from something other than the weather or perspiration, or if there is the potential for bodily exposure to hazardous chemicals.
 - Coats
 - Jackets
 - Pants
 - Sleeves
 - Chemical Protective Coveralls
 - General Duty Coveralls
 - Flame Resistant (FR) Clothing
- Selection - Each form of body protection may be constructed of a variety of materials to suit specific needs. The selection of a specific form of body protection depends upon the nature of the hazard. As with gloves, different forms of body protection may be used to enhance the overall protection of the employee.
- Inspection - PPE must be inspected after each use to ensure that it free of damage or wear. Damaged or worn equipment must be repaired in accordance with manufacturer's instructions or replaced. Damaged or worn equipment that is worn to the point that the function is impaired, must be discarded. *Damaged or worn equipment **must not** be used.*
- Cleaning and Sanitizing Equipment - PPE must be kept clean to prevent exposure of the employee to harmful agents. This process must be conducted as provided by the manufacturer's instructions to prevent damage and to ensure the maximum service life for the equipment.
- Single Use Equipment - PPE that is designed for a single use must be discarded after that use.



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- Maintenance - Where PPE can be repaired, it will be repaired by a qualified person with parts made for that type of equipment in accordance with the manufacturers' instructions. Some equipment may need to be returned to the manufacturer for repair.
- Alterations - PPE must never be altered from its original form unless the alterations are authorized by the manufacturer. PPE that has been altered must be repaired or discarded.

7.0 Training

7.1 Required

Training is essential to ensure that affected employees use their PPE correctly in order to minimize exposures to potential hazards. Every employee who is required to use PPE in the performance of their job duties must receive PPE training. The frequency of PPE use by an employee does not affect his or her need for training. The requirements for PPE use and training apply even if the PPE is required to be worn only once.

7.2 Components

The training program will cover, at a minimum, the following items:

- Reason for using a PPE and when it must be worn
- Nature of potential hazards
- Consequences for not properly using PPE
- Criteria for PPE selection
- Capabilities and limitations of the selected PPE
- Inspection, putting on (donning), and taking off (doffing) procedures
- Proper maintenance and storage of the PPE
- Use of PPE in emergency situations, including PPE failures
- Employees must demonstrate their understanding of the proper care and use of their PPE or they will be required to repeat the training

7.3 Frequency

Training on the use of PPE is required before employees are allowed to perform work requiring the use of the PPE. If an employer believes that a previously trained employee is not demonstrating the proper understanding and skill level in the use of PPE, that employee should receive retraining. Other situations that require additional or retraining of employees include the following circumstances:



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- changes in the workplace or
- changes in the type of required PPE

7.4 Certification

Training of each employee required to wear or use PPE is documented by preparing a certification containing:

- the name of each employee trained
- the date of training
- a clear identification of the subject of the certification

8.0 Documentation

8.1 Hazard Assessments

Hazard assessments shall be performed in accordance with SH-12 and documentation shall be maintained by the Safety Specialist. The assessments shall be reviewed, at a minimum, every three years.

9.0 Document History

Number	Effective Date	Revision	Author
Original	May, 2011		Circle Safety
Revision 1	January, 2012	Update Program	Alvin Trotman
Revision 2	July, 2012	Remove section 8.2	Alvin Trotman
Revision 3	August, 2016	Revise wording requiring the wearing of eye protection	Alvin Trotman