


Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		
	Issuer: Karin Cole		
	Revised By: Edward Hayden		10/15/2018

1.0 SCOPE

1.1. The Company's employees, guests, vendors or contractors who currently utilize Personal Protective Equipment (PPE) or have the potential to encounter hazards to the eyes, face, head, feet, hands, or who conduct work involving electrical or fall hazards, as identified during the Hazard Assessment of the workplace, are required to participate in this PPE Policy. PPE will be selected and used to protect employees and guests from the hazards and potential hazards that could be encountered. Some specific PPE requirements (included and not included in this Policy) are also covered under separate programs. Employees must review and abide by all Company policies, programs and plans, regardless of whether or not they are mentioned in this Policy.

2.0 PURPOSE

2.1. The Personal Protective Equipment (PPE) Policy has been developed to provide employees, guests, vendors and contractors with the necessary information to identify work situations that require the use of PPE, the proper selection and use of PPE, and documentation of this information. This information is important to help ensure the safety and health of all employees and guests of the Company

3.0 RESPONSIBILITY


3.1. Environmental, Health and Safety (EHS) Supervisor

- 3.1.1 Conduct Hazard Assessments throughout the Company.
- 3.1.2 Designate and empower individuals who must participate in and who will be responsible for the preparation and implementation of the PPE Policy.
- 3.1.3 Provide administrative support for this Policy within individual departments.
- 3.1.4 Ensure the PPE Policy is implemented and maintained within the department.
- 3.1.5 Provide technical information and assist departments in implementing an effective PPE Policy in their workplace.
- 3.1.6 Provide training for PPE instruction, as needed.

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Issuer: Karin Cole		
Description: PERSONAL PROTECTIVE EQUIPMENT POLICY	Revised By: Edward Hayden		10/15/2018

3.1.7 Review and revise the PPE Policy, as needed for compliance with applicable regulations.

3.2. Supervisors

- 3.2.1 Implement all aspects of this Policy within appropriate departments. The Supervisor has been designated this responsibility, as he/she is involved with employees on a daily basis.
- 3.2.2 Conduct additional hazard assessments and ensure that employees are informed, trained, and provided with appropriate PPE to be protected from potential hazards associated with job tasks.
- 3.2.3 Be familiar with the applicable government regulations, safety standards, and prudent safety practices to protect themselves and their fellow employees.

3.3 Employees

- 3.3.1 Comply with all guidelines and Company policies and any further safety recommendations provided by Supervisors and/or the EHS Supervisor regarding PPE.
- 3.3.2 Conduct assigned tasks in a safe manner and appropriately wear all assigned PPE.
- 3.3.3 Report, in a reasonably prompt manner, any unsafe or unhealthy work conditions and job-related injuries or illnesses to their Supervisor.


4.0 DEFINITIONS/REQUIREMENTS

- 4.1. PPE includes all clothing and work accessories designed to protect employees from workplace hazards.
- 4.2. PPE should not be used as a substitute for engineering, work practices, and/or administrative controls to protect employees from workplace hazards.


CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		
	Issuer: Karin Cole		
	Revised By: Edward Hayden		10/15/2018

- 4.3.** PPE should be used in conjunction with permanent protective measures, such as engineered guards, substitutions of less hazardous chemicals, and prudent work practices.
- 4.4. Applicable Regulation:** OSHA Regulation 29 CFR Part 1910 Subpart I - Personal Protective Equipment.
- 4.5. ANSI:** American National Standard Institute, a nonprofit, voluntary membership organization that coordinates the U.S. Voluntary Consensus Standard System. Their standards have been adopted throughout government and industry for various types of personal protective equipment.
- 4.6. Competent Person:** A person who, because of training and experience, is capable of identifying hazardous or dangerous conditions.
- 4.7. Hazard Assessment:** Investigating the work environment for potential dangers which could result in injury or illness.
- 4.8. Personal Protective Equipment (PPE :)** Devices worn by the employees to protect against hazards in the environment. Examples include safety glasses, face shields, respirators, gloves, hard hats, steel-toe shoes, and hearing protection.
- 4.9. Permissible Exposure Limit (PEL :)** The PEL for a substance is the 8-hour time-weighted average or ceiling concentration above which workers may not be exposed.
- 4.10. Qualified Person:** A person designated by the employer who is knowledgeable about and familiar with all relevant manufactures' specifications and recommendations; is capable of identifying existing or potential hazards in specific surroundings or working conditions which may be hazardous or dangerous to employees; and has been trained for the specific task assigned. When work is to be supervised by a qualified person, the qualified person shall have the necessary authority to carry out the assigned work responsibilities.

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		
	Issuer: Karin Cole		
	Revised By: Edward Hayden		10/15/2018

5.0 PROCEDURES


5.1. Hazard Assessment

- 5.1.1 A hazard assessment is completed to determine if hazards are present, or are likely to be present, which necessitates the use of PPE.
- 5.1.2 If such hazards are present, or likely to be present, PPE will be selected and used to protect the affected employees from the hazards identified in the hazard assessment.
- 5.1.3 PPE selection decisions and proper use and fit, shall be communicated to affected employees.
- 5.1.4 A hazard assessment may be conducted of a single employee, a single task, or a group of employees or equipment/tasks if more than one identical operation exists.
 - 5.1.4.1 For example, if all employees in a group are exposed to ultraviolet radiation during one type of welding, the hazard assessment could include all welders conducting that task.
 - 5.1.4.2 Likewise, painters using similar types of materials or laboratory employees using similar types of chemicals could be grouped under the same assessment.
- 5.1.5 During the hazard assessment of each task, the investigator will inspect the layout of the workplace and look for the following hazardous sources:
 - 5.1.5.1 High or low temperature that could result in burns, eye injury, ignition of equipment, heat/cold stress, frostbite, lack of coordination, etc.
 - 5.1.5.2 Chemical exposures, including airborne or skin contact that would have the potential for splash on the skin or eyes, or the potential to breathe vapors or mists
 - 5.1.5.3 Harmful dust or particulates

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		

5.1.5.4 Light radiation (i.e., welding, arc lamps, heat treating, lasers, growth lights, etc.)

5.1.5.5 Sources of falling objects, potential for dropping objects, or rolling objects that could cause crush or pinch points

5.1.5.6 Sharp objects that may pierce the feet or cut hands and fingers

5.1.5.7 Observe the layout of the workplace and the location of co-workers for the potential for collision with other personnel or objects.

5.1.5.8 Electrical hazards

5.1.5.9 Moving machinery from which objects may be thrown from

5.1.5.10 Sources of entanglement

5.1.5.11 Any other identified potential hazard

5.2 General PPE Requirements

5.2.1 PPE requirements vary by department. The requirements set forth by those departments must be followed (i.e., some departments may require hearing protection, respirators, safety toe shoes, etc.)

5.3 Eye and Face Protection

5.3.1 Employees shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.


5.3.2 Safety glasses, prescription and/or non-prescription, must be ANSI-approved (Z87 or higher.)

5.3.3 Eye protection must include side protection. Detachable side protectors (i.e., clip-on or slide-on side shields) meeting the ANSI designated rating above are acceptable.

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		

5.3.4 Safety glasses must be worn at all times in all areas with the exceptions below:

5.3.4.1 Exceptions include while entering Doors 8 and 33 up to the marked intersection, while on break if all immediate machinery is shut down and other co-workers are also on break, in break rooms, restrooms, cafeterias and offices (safety glasses must be worn to and from these areas.)

5.4 Hearing Protection

5.4.1 Hearing protection must be worn in all areas designated as “Hearing Protection Required” with the exception below:

5.4.1.1 Hearing protection is not required for office personnel, visitors or contractors that are passing through a department designated as “Hearing Protection Required.”

5.4.2 Ear buds and/or headphones shall not be worn in any areas designated as “Hearing Protection Required.”

5.4.3 Ear buds and/or headphones shall be permitted in areas that are non-hearing protection required areas. They can only be worn while at the individual work station. Once an employee leaves his/her work station, ear buds or headphones must be removed.

5.5 Foot Protection

5.5.1 Appropriate footwear shall be worn while on the production floor.


5.5.2 Open-toed or open-back shoes, including but not limited to: sandals, clogs, etc., shall not be permitted in any area of the production floor (including aisle ways.)

5.5.3 The shoe must have a low, wide-based heel. High heels, or any shoe with a heel height greater than two inches and/or a heel width of less than one inch are not permitted on the production floor. Shoes should be flat with a heel and sole made of a material that provides sufficient grip. Flat shoes with a good grip are recommended.

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		
	Issuer: Karin Cole		
	Revised By: Edward Hayden		10/15/2018

5.5.4 Proper footwear shall include shoes/sneakers that completely cover the foot up to the ankles and shall leave no skin exposed. Footwear shall be of solid material able to protect the employee from typical hazards.

5.6 Entanglement Protection

5.6.1 Loose or frayed clothing, long hair (including beards,) loose or dangling jewelry (i.e., necklaces, earrings, bracelets, watches, etc.) shall not be permitted around any exposed moving machinery.


5.6.2 Long hair shall be defined as “any hair that touches the collar of a normal collared shirt (not including a T-shirt).” Hair within this category must be tied or pulled back.

5.6.3 Longer hair, pony tails, braids, pig tails or hair that after being tied/pulled back is still longer than collar level, or still poses an entanglement hazard, must be confined further in one or more of the following fashions: fastened tightly against the head in the form of a bun or similar style utilizing a barrette, hat, hairnet, bandana or other approved device.

5.6.4 Departments that possess the potential for entanglement which may require the use of protection include, but are not limited to:

5.6.4.1 Case Fabrication, Buffing, Plating, Maintenance, Waste Treatment, Flint and Box, Inside Assembly, Surface Imprint, Laser Engraving, Tool Room, Heat Treat, Screw Room, Fuel Plant, Powder Coat, Fulfillment Center, Butane, Bradford Wick and Surface Finishing.

5.6.4.2 Any employee not assigned to the above-stated departments, but may be working in or around equipment in these areas, shall also be required to follow these policies.

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		

5.7 Hand Protection

5.7.1 With a multitude of routine duties throughout all departments, the risk of potential hand injuries exist. All efforts shall be made to protect employees from exposure to these types of injuries.

5.7.2 Appropriate hand protection shall be selected and used based on the risk and the duties of the employee.

5.7.3 The following shall describe the appropriate hazard risk and associated hand protection device:

5.7.3.1 Chemical Handling – Appropriate chemical resistant gloves (i.e., rubber, etc.) shall be utilized based on the chemical assessment and recommendations from the manufacturer.

5.7.3.2 Biohazard – Appropriate glove selection shall be made to protect an employee from the risk of Bloodborne Pathogens or other biohazards during routine work duties. Appropriate gloves may include latex, rubber or other type of properly-protecting hand protection found within the Bloodborne Pathogens Exposure Control Plan or specific training.

5.7.3.3 Heat/Hot Surface - A heat-resistant glove shall be used that is rated for the temperature and use of product handled.


5.7.3.4 Electrical – Proper hand, face and body protection shall be used based on the task and the level of voltage, etc. the employee shall be exposed to. Additional requirements may be necessary for those trained and authorized employees (i.e., Electrical Engineering, Maintenance, etc.) for use on electrical equipment. NFPA 70E shall also be used for reference if not defined by the departmental Supervisor or existing procedures.

5.7.3.5 Raw Material Handling – The handling of raw materials shall require hand protection in the form of appropriately-protective gloves. Typical duties such as handling coiled or stock steel, brass, wood (i.e., pallets, screw material packaging,) etc. where the risk of puncture, slivers, laceration or other injury shall require the use of gloves.

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		
	Issuer: Karin Cole		
	Revised By: Edward Hayden		10/15/2018

5.7.4 Departments that may require the use of hand protection include but are not limited to:

5.7.4.1 Case Fabrication, Maintenance, Tool Room, Screw Room, Heat Treat, Shipping, Packaging, Fuel Plant, Repair Center, Health Services, Waste Treatment, Inside Assembly, Warehouse, Custodial and Fulfillment Center. Hand protection requirements shall also apply to any department or task that poses any of the risks and hazards found throughout this section.


5.8 PPE Selection Guidelines

- 5.8.1 Whenever PPE is used, employee comfort should be considered.
- 5.8.2 Follow the manufacturer's recommendation for proper PPE usage.
- 5.8.3 PPE includes all clothing and work accessories designed to protect employees from workplace hazards.
- 5.8.4 PPE should not replace engineering, administrative or procedural controls for safety. It should be used in conjunction with these controls.
- 5.8.5 Employees must wear PPE as required and when directed by a Supervisor.
- 5.8.6 For each hazard identified, select PPE that will protect the employee by creating a barrier against workplace hazards.
- 5.8.7 Consider the likelihood of an accident and the seriousness of a potential accident.
- 5.8.8 PPE must be selected to protect against any hazard that is likely to occur or has a serious injury impact if it does occur.
- 5.8.9 It is important that employees become familiar with the potential hazards, the type of PPE that is available, and the level of protection that is provided by that equipment, (i.e., splash protection, impact protection, etc.)

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		

5.8.10 The PPE selected must fit the employee it is intended to protect.

5.8.10.1 Make certain that employees have the correct size of PPE.

5.8.10.2 Whenever possible, select adjustable PPE.

5.8.10.3 Employee input in the selection process is critical.

5.8.11 Damaged or defective PPE shall be immediately taken out of service to be repaired or replaced.

5.8.12 Where hazards could cause injury to employees, PPE must be selected to substantially eliminate the injury potential.

5.8.13 A Certification of Hazard Assessment and a Hazard Assessment Checklist must be completed by the EHS Supervisor to identify potential workplace hazards.

6.0 TRAINING

6.1. Prior to conducting work requiring the use of PPE, employees must be trained, and the training must be documented, in the following:

6.1.1. When PPE is necessary

6.1.2. What type is necessary

6.1.3. How it is to be worn

6.1.4. The intended purpose of the selected PPE

6.1.5. What its limitations are


6.1.6. Proper care, maintenance, useful life, and disposal

6.2. Upon completion of the training, the employee must be able to demonstrate the above mentioned information.

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Issuer: Karin Cole		
Description: PERSONAL PROTECTIVE EQUIPMENT POLICY	Revised By: Edward Hayden		10/15/2018


7.0 REFERENCES

- 7.1. 29 CFR 1910 Subpart I
- 7.2. SP-001- Fall Protection Program
- 7.3. SP-005- Bloodborne Pathogens Exposure Control Plan
- 7.4. SP-006- Hearing Conservation Program
- 7.5. SP-012-1 Safety Footwear Program
- 7.6. SP-013- Respiratory Protection Program
- 7.7. SP-020- Electrical Safety Program
- 7.8. Employee Handbook

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc

Environmental, Health & Safety	Document No. SP-012	Revision Level: 6	
	Description: PERSONAL PROTECTIVE EQUIPMENT POLICY		
		Issuer: Karin Cole	
		Revised By: Edward Hayden	10/15/2018

8.0 DOCUMENT CONTROL INFORMATION

8.1. APPROVAL AUTHORITY

WRITTEN/REVISED BY	APPROVED BY	APPROVAL SIGNATURE	DATE
Robin Distrola/Ed Hayden	Bruce Gallagher		
	Bunny Comilla		
	Ed Hayden		

8.2. REVISION HISTORY

REV. #	REV. DATE	REVISED BY	CHANGES
1	1/2010	R Distrola	Put into new format
2	6/24/11	E Hayden	Changes to 5.1.5 & 5.1.6 and added 5.1.7
3	12/26/14	K Fetter	Updated numbering system of section 5.0; Added 5.4.1.1 & 5.5.5; Changed 5.7.3.2 from BBP Safety Program to BBP Exposure Control Plan
4	3/28/2017	Karin Cole	Updated to new controlled document format
5	11/28/2017	Karin Cole	Minor grammatical edits; Updated section 3.3.3 to include "in a reasonably prompt manner"
6	10/15/2018	Edward Hayden	Grammatical edits/changed Zippo to the Company; changed title to Policy

CONTROLLED DOCUMENT: DO NOT DUPLICATE! This document was printed on 12/19/2018.

If this type appears in a color other than BLUE, this may not be the most recent version.

\\plantfile\users\EHayden\HR Stuff\Hand Book\2018 Revision\Policies\FINAL POLICIES - -2018\Final Versions 8-9-2018\Safety and PPE Policy-F 9-2018.doc