

Personal Protective Equipment (PPE)

1.1 PURPOSE

- 1.1.1 The purpose of this policy is to ensure that PPE used by personnel working or visiting on TERRY R PITT CONSTRUCTION controlled jobsites offers maximum protection from hazards encountered. This policy identifies the minimum requirements to ensure that PPE used at the jobsite meets or exceeds governmental, company, and client requirements.

1.2 RESPONSIBILITIES

- 1.2.1 The safety department is responsible for the maintenance and issue of this policy.
- 1.2.2 The safety department is responsible for control of purchase and distribution of PPE equipment for employees that meet the requirements of this policy. The procurement department will ensure that the requirements of this policy are included in vendor and contractor purchase orders/agreements.
- 1.2.3 Companies working under TERRY R PITT CONSTRUCTION are responsible for providing PPE to their personnel and employees that meet the requirements of this policy, as a minimum.
- 1.2.4 TERRY R PITT CONSTRUCTION employees are required to follow client PPE requirements, provided that it meets or exceeds the requirements defined in this procedure.

1.3 HAZARD ASSESSMENT

- 1.3.1 A hazard assessment of the workplace must be performed to determine if hazards are likely or may be present that necessitate the use of PPE. Refer to 29 CFR 1910 SUBPART I, APPENDIX B, for the proper method in conducting an assessment. If such hazards are present, or likely to be present, TERRY R PITT CONSTRUCTION will select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment. Hazard assessments must be reviewed to determine proper PPE selection and reason for selection should be communicated to the employee. Properly-fitting PPE will be selected for each employee.
- 1.3.2 A written certification of the workplace hazard assessment that was performed must be prepared that contains the following information:
 - 1.3.2.1 The location or workplace evaluated
 - 1.3.2.2 The name of the person certifying that the evaluation has been performed
 - 1.3.2.3 Signature of certifying person
 - 1.3.2.4 The date(s) of the hazard assessment
 - 1.3.2.5 Identifies the document as a certification of hazard assessment.

1.4 PROCEDURE

- 1.4.1 All PPE used must be the right type for the job and must be maintained properly - even when workers are using their own equipment. PPE selected for the job must meet the following requirements for each employee:
 - 1.4.1.1 PPE will provide a level of protection above minimum required to protect the worker.
 - 1.4.1.2 PPE will fit properly.
 - 1.4.1.3 Defective or damaged PPE is not used.
 - 1.4.1.4 All PPE will be properly cleaned and maintained on a regular basis.
- 1.4.2 In the event an employee produces their own PPE (due to medical or other extenuating circumstances), each piece of equipment will be inspected to ensure compliance with all regulatory requirements. TERRY R PITT CONSTRUCTION will assume responsibility for the sanitation and maintenance of supplied equipment accordingly. Defective or damaged equipment will not be used and will be replaced before beginning work.
 - 1.4.2.1 When an employee supplies his own PPE (safety shoes), then such employee-owned equipment must be approved by the safety department to ensure its adequacy, maintenance, and sanitation and that it meets applicable ANSI requirements for the degree and type of hazard for which it is designed by the manufacturer to protect the wearer.
- 1.4.3 Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers will be provided, 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.
- 1.4.4 Employees must care for and correctly store PPE when not in use. Where an item of PPE becomes defective or lost, employees must immediately report it to their immediate supervisor who will authorize a replacement.
- 1.4.5 Employees will be allowed to select from different sizes of PPE (uniforms), when applicable, to ensure the most comfortable fit. Employees are required to maintain their own equipment and turn in defective or worn equipment for replacement immediately upon detection.
- 1.4.6 The following PPE will be supplied to employees as required for hazard control:

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Type	Source of Supply	Replacement Frequency
Hard hat	TERRY R PITT CONSTRUCTION procurement	As needed or change in work environment
Safety glasses	TERRY R PITT CONSTRUCTION procurement or at TERRY R PITT CONSTRUCTION jobsite	As needed or change in work environment
Safety toe footwear	Purchased by employee	Once every 2 years if signs of wear that reduce safety factor or change in work environment
Hearing protection	TERRY R PITT CONSTRUCTION procurement or at TERRY R PITT CONSTRUCTION jobsite	As needed or change in work environment
Hand protection	TERRY R PITT CONSTRUCTION procurement or at TERRY R PITT CONSTRUCTION jobsite	As needed or change in work environment
Work clothing	TERRY R PITT CONSTRUCTION procurement	Annually or if signs of wear that reduce safety factor or change in work environment
Fall protection	TERRY R PITT CONSTRUCTION procurement	Once every 2 years if signs of wear that reduce safety factor or change in work environment
PFDs	TERRY R PITT CONSTRUCTION procurement or at TERRY R PITT CONSTRUCTION jobsite	As needed or change in work environment

- 1.4.7 TERRY R PITT CONSTRUCTION requires that subcontractors who are performing services on behalf of TERRY R PITT CONSTRUCTION will provide their personnel, at their expense, with PPE and PPE training that meets or exceeds the requirements identified in this policy. These requirements will be included in vendor and contractor purchase orders/agreements.
- 1.4.8 It is required that *safe zones* be established within jobsites. These zones must be clearly marked. Prior to establishing a safe zone, a risk assessment must be performed and documented in which hazards have been identified and evaluated as posing minimal risk. After completion of the risk assessment, when it has been determined that these zones do not present a hazard to personnel, the use of PPE will not be required within these areas.

1.5 HEAD PROTECTION

- 1.5.1 Workers will be required to wear head protection when working in areas where there is a potential for injury to the head from falling objects or potential for electric shock or burns due to contact with exposed electrical conductors which could contact the head.
- 1.5.2 Hard hats meeting ANSI Z89.1 standards will be mandatory in all operation areas.
- 1.5.3 Hard hats will be inspected daily or prior to each use per the manufacturer's recommendation. If a hard hat becomes brittle, cracks, or is otherwise damaged, it will be replaced immediately.
- 1.5.4 Suspensions and shells must be replaced per the manufacturer's recommendation (ex: Suspensions should be replaced at least annually and shells should be replaced at least every 5 years).

1.6 EYE AND FACE PROTECTION

- 1.6.1 Approved safety glasses with side shields or goggles meeting ANSI Z87.1 standards will be mandatory in all operation areas except as designated in the local hazard assessment.
- 1.6.2 Prescription safety glasses should be purchased by employees who wears corrective lenses and performs tasks where eye protection is necessary (or shatter-proof protective goggles). Contact lenses may be permitted but require the use of eye protection.
 - 1.6.2.1 With corrective glasses, eye protection equipment required by this standard will be of the type that can be worn over glasses. Prescription-ground safety lenses may be substituted if they provide equivalent protection.
- 1.6.3 Chemical handling may require the use of specific safety glasses/goggles per the SDS.
- 1.6.4 During all operations involving grinding, chipping, and buffing or where material could separate and become a projectile, a face shield will be worn in conjunction with safety glasses/goggles. Chemical handling may require the use of specific face shields per the SDS.
- 1.6.5 Operations which require additional eye protection will be assessed on an individual basis.

1.7 HEARING PROTECTION

- 1.7.1 The hazard assessment will identify areas where hearing protection is necessary and what degree of protection is necessary.
- 1.7.2 Hearing protection must be readily accessible and worn whenever working in areas where noise exposures equal or exceed an 8 hour TWA of 85 dBA measured. Signs will be posted at or before where continuous noise levels are at 85 dBA or greater.
- 1.7.3 Various forms of hearing protection are available and must be worn in posted areas.

1.8 HAND PROTECTION

- 1.8.1 Where there is exposure to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, harmful temperature extremes, and sharp objects PPE will be provided and used.

1.9 FOOTWEAR

- 1.9.1 Personnel will be required to wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects or objects piercing the sole. Footwear must be ASTM/ANSI approved with recommended minimum of 75 foot-pounds compression resistance, leather, rubber, or other material that offers the best protection against expected hazards (ex. acids, alkalis, solvents, petroleum derivatives, drilling fluids) with a well defined heel.

1.10 FLAME RESISTANT CLOTHING (FRC)

- 1.10.1 Long sleeve, FRCs are required in all areas where manual activity is being performed where there is a risk for fire or exposure to heat processes.

- 1.10.2 FRC will be worn in accordance with the site hazard assessment, but at a minimum, full body FRC will be required to work for some customers, when:

1.10.2.1 Personnel are located within 35' of any hydrocarbon containing field or plant equipment (ex. piping, vessels, tanks, and wells).

1.10.2.2 When working in the area of reactor units or separators.

1.10.2.3 When personnel are exposed to potentially live electrical circuits.

1.10.2.4 Employees and/or supervisor identify a site-specific job and/or area with potential exposure to flash burn injuries.

- 1.10.3 FRC is not required as described below unless specified otherwise in local policies:

1.10.3.1 Personnel will wear FRC as the outer-most garment except when other personal protective clothing is required (ex. Welder's leather, personal flotation devices, etc.)

1.10.3.2 Personnel should not wear synthetic blends such as nylon, polyester, rayon, polyethylene, etc., under FRC. Natural fibers such as cottons and wools are recommended when layers are worn under FRC.

1.10.3.3 Only long sleeved FRC may be worn in designated FRC areas/jobs. FRC will be worn to completely cover the torso, arms, and legs (sleeves rolled down and body fully zipped or buttoned up).

1.10.3.4 FRC will be laundered, repaired, and taken out of service per manufacturer recommendation.

1.10.3.5 If FRCs become saturated with flammable liquid or chemicals, the personnel exposed will withdraw to a safe area, remove saturated clothing, wash contaminated skin, and change into clean clothes prior to commencing work.

1.10.4 FRC garments will comply with the requirements below:

- 1.10.4.1 If protective garment is worn over another layer of fabric, the protective fabric will exhibit an average Thermal Protective Performance (TPP) value of 4 (before and after washing). If protective garment is to be worn next to the skin, without a layer underneath, the protective fabric will exhibit an average TPP value of at least 6.
- 1.10.4.2 Fabric weight material will not be less than 4.4 oz/yd² (150 gram/m²).
- 1.10.4.3 FRC materials will comply with NFPA 2112 and tested to ASTM F 1930.
- 1.10.4.4 Optional reflective stripes will conform to the ANSI/SEA 107-1999 Level 2.

1.11 OTHER PROTECTIVE CLOTHING

- 1.11.1 No employee will wear clothing covered in full or in part with flammable or combustible materials (such as grease or oil) while engaged in hot work operations or working near an ignition source.
- 1.11.2 Affected employee will wear protective electrical insulating gloves and sleeves or other electrical PPE if they are exposed to electrical shock hazards while working on electrical equipment.
- 1.11.3 Button up shirts and long pants, both of all cotton natural fibers, are acceptable minimum requirements for personnel clothing in areas not designated per above.
 - 1.11.3.1 Coveralls with zippers or jeans are also acceptable as long as they are all cotton, natural fiber as well (this provides protection from cuts, abrasions, hot surfaces, etc). These can only be worn in areas where hot work operations are not being performed.
- 1.11.4 High visibility vests will meet CLASS II ANSI/ISEA 107-2004 requirements.

1.12 FALL PROTECTION SYSTEM

- 1.12.1 Personal fall arrest systems will be compliant to the requirements of 29 CFR 1926.502. Body belts and non-locking snap hooks are not acceptable as part of a personal fall arrest system.
- 1.12.2 Before using personal fall arrest equipment, each affected employee will be trained to understand the application limits of the equipment and proper hook-up, anchoring, and tie-off techniques. Affected employees will also be trained so that they can demonstrate the proper use, inspection, and storage of their equipment.
- 1.12.3 Personal fall arrest systems and components subjected to impact loading will be immediately removed from service and will not be used again for employee protection until inspected and determined by a qualified person to be undamaged and suitable for reuse.

1.13 INSPECTION

- 1.13.1 Personal protective equipment must be sized to fit the employee including proper donning, doffing, cleaning, and maintenance. PPE will be visually inspected before each use to assure that defective PPE is not used.

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- 1.13.2 Defective or damaged equipment should be turned in to the safety department for replacement. The last individual to use the equipment will appropriately label it as non-usable to prevent inadvertent use by another employee.

1.14 TRAINING

- 1.14.1 Employees will be required to attend PPE training and use PPE in accordance with training. TERRY R PITT CONSTRUCTION will provide required PPE and training.

- 1.14.2 Each employee required to use PPE will be initially trained to know the following:

- 1.14.2.1 When PPE is necessary
- 1.14.2.2 Which PPE is necessary
- 1.14.2.3 How to know if it fits properly
- 1.14.2.4 How to put on, remove, adjust, and wear PPE
- 1.14.2.5 How to dispose of PPE
- 1.14.2.6 The limitations of using PPE
- 1.14.2.7 Proper care and maintenance of PPE
- 1.14.2.8 Expected useful life of PPE

- 1.14.3 Employee training will be certified with a written document containing employee name, date of training, subjects taught, and degree of understanding acknowledged by the participant.

- 1.14.4 The employee must demonstrate an understanding of the training and the ability to use PPE properly before being allowed to perform work requiring the use thereof. Retraining must be performed when one of the following conditions exists:

- 1.14.4.1 There are changes in the workplace which makes previous training obsolete
- 1.14.4.2 There are changes in the types of PPE to be used
- 1.14.4.3 When employees are observed using PPE in a manner which is improper or demonstrates insufficient skill or understanding or there are inadequacies in employee knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill
- 1.14.4.4 The hazard assessment is changed

- 1.14.5 Retraining of employees will be documented as listed above.