

PERSONAL PROTECTIVE EQUIPMENT

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I. PURPOSE

GTC policy is to provide an accident-free workplace. Management will make every effort to reduce the risk of injury. The workplace shall be assessed to determine if hazards are present, or are likely to be present. If such hazards are present that necessitate the wearing of personal protective equipment, it will be provided by the company and its proper use required by the employee as a condition of employment. Personal Protective Equipment alone will not be relied on to provide protection against hazards but will be used in conjunction with guards, engineering controls and sound work practices. The specific equipment needed to safely perform a job will vary from task to task. There are many resources available to ensure that employees are properly protected. Two of these resources are: (1) Technical Expertise and (2) Experience.

II. TECHNICAL EXPERTISE

This area includes many resources: Hazard Assessments, Material Safety Data Sheets and Technical Data. These resources are all interrelated and can be found in other parts of this manual. The purpose in developing technical expertise is to maintain a proactive attitude toward safety to prevent injuries. The hazard assessments will document specific tasks, the hazards associated with those tasks and the required PPE. The MSDS file is a compendium of all chemicals and information on each chemical that includes associated hazards, physical and health hazards, necessary PPE, fire and explosion hazards, storage, precautions for safe handling and use and emergency response.

III. EXPERIENCE

The MSDS's are training and information tools. To further strengthen this policy, employees may also rely on hands-on practical training and experience. By observing hands-on practical training and experience you will be able to reduce risk. It is this type of environment in which the employee must be able to effectively evaluate the task and "take time" to question, "Am I prepared to do the job safely? What is necessary to prevent injuries to myself and my fellow employees?" The employee must make a mental preparedness checklist for necessary safety apparel; safety glasses, gloves, boots, faceshield, respirators, shoes, etc. Not all jobs will require all of these pieces of personal protective equipment, but the question must be asked.

The following policies may not be completely comprehensive due to specialized or limited operations. Always review the hazard assessment for the specific activity. If you have any questions, contact your supervisor / foreman immediately.

EYE/FACE PROTECTION POLICY

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All personnel are required to 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.

Safety glasses (prescription and/or nonprescription) with lenses, side shields and frames meeting ANSI Z87.1 shall be worn as a basic form of eye protection.

This is a minimum eye protection policy and does not supersede the requirements for jobs or conditions which require special and/or additional eye protection (i.e. chemical handling, grinding, welding, etc.). Please refer to the workplace hazard assessment and the Eye and Face Protection Selection Chart for questions regarding the appropriate protection for a specific task. If you have any questions, contact your supervisor / foreman immediately.

- Approved ANSI Z87.1 (standard eye protection) is required for all hammering and sawing activities.
- Coverall goggles and/or face shield is required for all chemical handling, power chipping, grinding operations.
- Burning goggles with a # 4 - 8 density lens with plastic cover plates on both sides are required for all gas welding and burning operations.
- Welding shields with a # 10 – 14 filter plate on both sides must be worn while performing shielded metal arc, MIG or TIG welding operations.
- Wearing of contact lenses is not recommended at jobsites.
- Although eye protection is recommended at all times, there are a few select designated areas where eye protection is not mandatory.

Excluded areas include:

- Office areas closed off to immediate work areas.
- Rooms closed off to immediate work areas.
- Lunch rooms, break rooms, cool rooms, rest rooms, locker/shower rooms closed off to immediate work areas.
- Mobile equipment and vehicles with an operator enclosed in cab.

HAND PROTECTION (GLOVE POLICY)

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I. PURPOSE

To prevent injuries to the hands while performing field activities. Employees' hands may be exposed to a variety of potential hazards such as those from skin absorption, harmful substances, severe cuts, lacerations, severe abrasions, punctures, chemical burns, thermal burns and materials handling. This policy will also ensure compliance with chemical handling, and preventing disease transmission requirements. Please refer to the workplace hazard assessment for required hand protection for a specific task. If you have any questions, contact your supervisor / foreman immediately.

II. POLICY

- A. When employee's handle a knife, blade, slitter or any other sharp object they should wear cut-resistant gloves on both hands.
 - 1. When "sliver" hazards are present from handling sharp objects, employees should wear cut-resistant kevlar gloves or at minimum leather gloves.
 - 2. All employees contacting metal, wood, glass or plastic objects which creates a reasonable likelihood of exposure shall wear gloves on both hands.
 - 3. When handling chemicals, use the appropriate gloves as defined by the material safety data sheet. Chemical gloves shall be taped or folded properly so as to prevent chemical exposure to wrists or forearms.
 - 4. Leather gloves on both hands is sufficient for the majority of field activities.
 - 5. Welding gloves shall be worn while welding or performing "hot work". Thermal resistant gloves shall be worn to avoid contact with potentially hot materials.
 - 6. An evaluation of operations where the gloves themselves put the employee at greater risk shall be completed and each affected employee notified of these operations.
 - 7. Electricians glove policy is covered in the Electrical Hot Work Procedure.

FOOT PROTECTION 803

I. POLICY

- A. All employees, contractors and visitors are recommended to wear approved foot protection as outlined. Protective footwear will provide employees protection where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. Please refer to the workplace hazard assessment for required foot protection for a specific task. If you have any questions, contact your supervisor immediately.

- B. The recommended foot protection is safety shoes/boots meeting ANSI Z41.1 Standards. The following exceptions will apply:
 - 1. Employees whose work is conducted in a designated office area may wear acceptable non-ANSI Z41.1 shoes or boots.

 - 2. Employees may wear acceptable non-ANSI Z41.1 shoes or boots during travel to and from work areas. It is recommended that employees change into safety shoes/boots prior to performing work.

 - 3. Visitors may elect to wear non-ANSI Z41.1 shoes/boots subject to the following:
 - a. They are in designated areas and do not involve any physical work.
 - b. They use designated walkways.
 - c. They wear acceptable non-ANSI Z41.1 shoes/boots.

 - 4. It is recommended that contractors and their employees wear approved ANSI Z41.1 shoes/boots.

- C. Acceptable non-ANSI Z41.1 shoes/boots are any shoes/boots which fully enclose the foot and have a clearly defined sole. Sandals, "flip flops", open-toed, open-heeled, clogs and moccasins are not acceptable shoes/boots.

- D. Management shall be responsible to notify visitor(s), contractor(s), vendor(s), of this policy.

HEARING PROTECTION POLICY

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Hearing protection in the form of ear muffs, canal caps or ear plugs with the appropriate noise reduction rating (NRR) must be worn when:

- Exposure to elevated noise levels exist or where posted (85dB(A)).
- You need to raise your voice to be heard by someone closer than two (2) feet away.
- There are bursts of sound which may cause hearing damage.

The OSHA Noise Standard requires companies to identify areas and/or operations that may exceed the Action Level or Time Weighted Average (TWA). This is accomplished by conducting a noise survey to determine actual levels by supporting data where levels exceed either the OSHA 80 dBA (TWA), 85 dBA Action Level or the 90 dBA Noise Limit. These areas are required to be clearly marked and identified as requiring hearing protection. If employees should be working in these areas exceeding these limits, they shall participate in a Hearing Conservation program per the OSHA Noise standard.

A Hearing Conservation Program includes the use of hearing protection (as identified above), baseline audiograms, annual audiograms and employee training, periodic noise sampling and a complete written program. This applies to all affected employees.

If you have any questions, please contact your Supervisor / Foreman.

HEAD PROTECTION 805

Hard hats meeting ANSI Z89.1 - 1986 are required to protect the employee when working in areas where there is a potential for injury to the head from falling objects, impact or penetration. Hard hats designed to reduce electrical shock hazard are required for affected employees when working near exposed electrical conductors which could contact the head.

The following is a list of the areas that require approved head protection. Please refer to the workplace hazard assessment for required head protection for a specific task. If you should have any questions, contact your supervisor / foreman. The identified areas are as follows:

- Field operations requiring their use (e.g., Construction Sites)
- Maintenance Operations where the risk of head injury is imminent
- Specialized or limited tasks involving risk of head injury.
- When a risk from falling objects is evident.
- Working near exposed electrical conductors which could contact the head.

Hard hat classes identify their level of protection as follows:

Class G (Old Class A)	resist impact and penetration and protects from low-voltage electricity.
Class E (Old Class B)	resist impact and penetration and protects from high-voltage electricity. (Fiberglass)
Class C	resist impact and penetration <u>ONLY</u> . Made of aluminum, electrical conductors should never be worn near electrical hazards and are <u>NOT PERMITTED</u> .

Note: METAL HARD HATS AND BUMP CAPS ARE NOT PERMITTED.

PROTECTIVE CLOTHING

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Clothing must be suitable for the work being performed and must not endanger the safety of the employee. The following list may not be completely comprehensive to cover all jobs however, it should be used as a basic guide. If you should have questions concerning a specific application, contact your Supervisor / Foreman.

- Shirttails must be tucked in.
- Long sleeves must be kept buttoned.
- Ties and scarves are not permitted. (Field Activities)
- Shirts shall constantly cover the shoulders and extend protection to the front and back torso to the trousers.
- Shorts are permitted however an evaluation shall be made to ensure adequate safety when performing specific tasks that require protection for the legs.
- Jewelry, such as rings, watches and earrings are not permitted when working around moving machinery.

If clothing should become saturated (i.e. chemical exposure, blood or body fluids), immediately follow first aid procedures. Immediately proceed to nearest emergency shower station, remove affected clothing and dispose of affected clothing properly.

The proper level of protective clothing for chemical handling, specialized or limited operations shall be carefully selected based on the specific hazards. Please refer to the MSDS and workplace hazard assessment for required protective clothing for a specific task.