

PERSONAL PROTECTIVE EQUIPMENT

A. INTRODUCTION

Personal protective equipment, or PPE, when properly worn, is designed to reduce or eliminate hazards from the work environment that cannot be controlled by other means. It is considered the last barrier of protection for the employee. Other means of protecting employees such, as Engineering controls or administrative methods must be pursued first.

EAGLE INDUSTRIAL INSTRUMENTATION is required by law (OSHA 29 CFR 1910.132) to provide Personal Protective Equipment and train our employees in its use, to protect them from hazards in the work environment. The training is intended to provide employees with the necessary protective equipment to guard against hazards in the workplace and enhance on-the-job safety. It also furnishes the employee direction on the selection, use, and care of protective equipment. **EAGLE INDUSTRIAL INSTRUMENTATION** provides this equipment at no cost to the employee. PPE not designated herein and required by a specific job task or customer requirement shall be provided by **EAGLE INDUSTRIAL INSTRUMENTATION**

B. RESPONSIBILITIES

Management is responsible for ensuring that employees have completed the training required by this procedure and the documentation of this process. The Safety Coordinator is responsible for ensuring that Eagle Industrial Instrumentation personnel conduct a PPE Hazards Assessment by completing a Job Safety Analysis form prior to beginning a project. These assessments or JSA's should be conducted on each job before any work is done. The results of the assessment or JSA's will also determine what personal Protective Equipment will be used. **EAGLE INDUSTRIAL INSTRUMENTATION** Supervisor's are responsible for providing assistance in the implementation of this policy. Eagle Industrial Instrumentation personnel are responsible for learning and following **EAGLE INDUSTRIAL INSTRUMENTATION** policy/procedure regarding their use and maintenance.

C. GENERAL REQUIREMENTS

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition whenever 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 functions of any part of the body through absorption, inhalation or physical contact.

1. Equipment – **EAGLE INDUSTRIAL INSTRUMENTATION** provides most all the necessary protective equipment to perform any job encountered as they apply to our operations, the majority of these include but are not limited to: eye, face, ear, head and hand protection, fall protection, protective clothing, aprons and respiratory protection at no cost to the employee. The only exception is safety toe shoes or boots.
2. Training – **EAGLE INDUSTRIAL INSTRUMENTATION** will also provide the necessary training regarding all PPE to each employee who is required to use the PPE. Training shall include:
 - When PPE is necessary
 - What PPE is necessary
 - How to properly don & doff, adjust and wear properly.
 - PPE Limitations
 - Proper care, maintenance

EAGLE INDUSTRIAL INSTRUMENTATION shall also verify that each employee has understood the required training through written testing along with documentation showing name of employee, dates of training, and the instructor.

Retraining will be conducted when the workplace changes making the earlier training obsolete, the type of PPE changes or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

3. Hazard Assessment – **EAGLE INDUSTRIAL INSTRUMENTATION** will assess the workplace to ascertain if and where hazards exist or are likely to exist; at which time **EAGLE INDUSTRIAL INSTRUMENTATION** will select the respective PPE to be used, that will protect any affected employee from the hazards identified in the assessment. This assessment will be performed with a written certification identifying the workplace evaluated along with the person conducting the assessment and the dates completed.
4. Employee Owned Equipment – Where PPE equipment is furnished or owned by the employee, the H S & E coordinator will be responsible for assuring the equipment meets regulatory standards (OSHA, NIOSH, etc.) and is properly maintained, cleaned and sanitized.

The protective equipment to be used by employees will be determined by the advance analysis of the job and by conditions that occur as work progresses. However, on all jobs the following are the minimum:

- Safety goggles or face shield shall be worn by employees who are engaged in chipping, grinding or performing any other operations that present eye hazards.
- Safety hats and glasses will be worn by all employees and visitors at all times while in the plant's designated area(s).
- Safety shoes are required for all employees on all projects. Tennis shoes, open toed shoes and sandals are prohibited.
- Long-sleeve shirts with sleeves rolled down and buttoned are suggested at all times on projects.
- Personnel with beards will not be permitted to enter certain locations. This will include contractor employees, subcontractor employees, and vendor representatives, etc.

5. Protective Equipment and clothing – Maintenance and Repair

- Personal protective clothing shall be shared on a 50/50 basis between the employee and **EAGLE INDUSTRIAL INSTRUMENTATION**
- Personal protective equipment is vital to safety in your work locations. The equipment shall be properly cleaned, inspected after use, and stored in clearly marked and properly designated area.
- Any equipment that no longer provides adequate protection shall be repaired or replaced immediately. Unusable equipment shall be destroyed.

a. Ears

- 1) Appropriate hearing protection is provided by **EAGLE INDUSTRIAL INSTRUMENTATION** and must be worn by all personnel in area where signs are posted warning of excessive noise levels. Hearing protection shall also be worn in unposted areas that are suspected of temporary excessive noise.

b. Eyes

- 1) Approved ANSI z.87 safety glasses with side shields shall be provided by **EAGLE INDUSTRIAL INSTRUMENTATION** and must be worn by all employees.

- In areas designated by **EAGLE INDUSTRIAL INSTRUMENTATION** facility safety program.
 - During the execution of job assignments posing a potential eye hazard.
 - As defined by customer safety procedures on location.
- 2) Complete coverage eye protection must be worn when dust hazards exist and when using any type of pneumatic tools.
 - 3) Individuals must wear splash-proof goggles when they are handling hazardous chemical liquids, powders, or vapors. They must also wear the goggles when they are in the immediate vicinity of these chemicals.
 - 4) A person near other persons who are doing work that requires the use of safety goggles must wear such goggles.
 - 5) Employees engaged in helping welders should not look directly at the welding process and must use approved eye protection.
 - 6) Goggles with No.5- or 6-shade lenses must be worn when material is cut with acetylene gas. Helpers engaged in such work shall wear goggles with No. 4-shade lenses.
 - 7) Electric arc welding requires the use of welding helmets or hand shield fitted with No. 10 or darker shade lenses.
 - 8) Cover glasses must be used with all welding goggles, helmets, and shield.
 - 9) Suitable goggles must be worn when inspecting tubing under hydraulic pressure.
- c. Feet and Toes
- 1) Approved ANSI z.41 safety shoes or boots are not provided by **EAGLE INDUSTRIAL INSTRUMENTATION** but are required to be worn at all times.
 - 2) Tennis shoes, sandals, and other similar shoe types are not to be worn at any time on the job site. The wearing of low-quarter steel toe shoes is discouraged.
 - 3) Rubber boots with safety toe protection shall be used on jobs where exposure to

hazardous chemicals is eminent, i.e. calcium chloride, zinc bromide.

d. Hands

- 1) Wearing gloves prevents many minor injuries resulting from rough materials or irritating substances. Wear gloves whenever possible. Leather or leather-palm gloves shall be worn when wire rope is being handled. Cloth gloves afford adequate protection when normal work is done.
- 2) Appropriate gloves must be worn when acids, caustic soda, and soda ash are handled.
- 3) Insulated or heat-resistant gloves must be worn when regular work gloves cannot adequately protect against burns.
- 4) **EAGLE INDUSTRIAL INSTRUMENTATION** shall provide all cotton, latex and rubber gloves.

e. Head and Face

- 1) **EAGLE INDUSTRIAL INSTRUMENTATION** shall supply safety hats to the employees and visitors. These must be worn by employees and visitors in the field, the shop, or any location where head injury hazards exist. Safety hats are selected for their protective qualities, and no others may be worn on the job. Safety hats must fit properly to provide maximum protection, and they must be maintained to ensure their protective qualities. Safety hats must not be painted or modified in any manner.
- 2) Hair long enough to constitute as a hazard while a person is working near moving machinery or rotating tools and equipment must be secured by a net or tied back.
- 3) Beards that constitute a hazard while a person is near moving machinery or rotating tools are not permitted.

f. Respiratory

Please refer to Respiratory Protection section of this Safety Manual for more detailed safety policy information.

- 1) Employees must be taught how to use respiratory protection before its actual use is required. Specific training requirements vary for respiratory types. Training must be conducted in accordance with applicable regulations. Periodic refresher training shall be held as appropriate. This training will identify individuals who, because of their physical conditions, cannot use the equipment.
- 2) Respirators must be worn when personnel are working in an atmosphere contaminated with harmful mists, fogs, gasses, smokes, sprays, and vapors. Respirators must be one of the following types approved by the national Institute of Occupations Safety and Health (NIOSH):
 - a) Dust respirators – Used to protect from nuisance and toxic dusts. Not to be used for vapors, mists, or fumes unless specified by the manufacturer/supplier.
 - b) Chemical cartridge respirators – Used to protect from mist or vapor such as paint spray. Not to be used for dusts or fumes unless specified by the manufacturer or supplier.
 - c) Make sure that all respiratory protective equipment is regularly inspected, cleaned, and maintained in good working condition.

g. Other Protective Equipment

Other protective equipment shall be provided by **EAGLE INDUSTRIAL INSTRUMENTATION**.

- 1) Chemical goggles, full face shield, protective gloves and an acid-proof apron shall be worn for handling chemicals that may be harmful to the skin or eye when exposure to spillage is possible. Certain materials such as acids and caustic soda required additional protection.

h. Clothing

Clothing shall be provided on a 50/50 cost basis between **EAGLE INDUSTRIAL INSTRUMENTATION** and the employee.

- 1) If clothing becomes saturated with oil, gasoline, or chemicals, the employee shall immediately wash the exposed skin area with soap and water and change clothes to prevent skin irritation. The employee must avoid all sources of fire, including cigarettes, pipes, or cigars before changing clothes and washing the affected skin with soap and water. A doctor should be consulted if a skin rash develops.

i. **Personal Flotation Devices**

Personal Flotation Devices shall be provided by **EAGLE INDUSTRIAL INSTRUMENTATION**

- 1) Each individual must wear a personal flotation device (PFD Type V) as specified below, except in rare instances where conditions make such use a greater hazard. A PFD must be a Type V approved for the service intended by the United States Coast Guard and must be fastened when worn. A PFD must be worn:
 - a) When doing repairs and maintenance of warehouse wharf and bulkhead areas.
 - b) When loading and unloading barges of sack products and bulk type products.

D. PERSONAL PROTECTIVE EQUIPMENT MAINTENANCE

Eagle Industrial Instrumentation personnel are responsible for keeping PPE equipment sanitary and properly maintained. Any damaged PPE will be repaired or replaced as soon as it is detected. In the event that the PPE is not repairable it will be replaced. This process will be documented and filed with the safety coordinator.

E. GUIDELINES

All personal protective equipment shall be cleaned, maintained, and stored in a sanitary and reliable condition, as per manufacturers' guideline. Periodical inspections of the equipment will be conducted to identify signs of damage or wear. At no time shall PPE be modified or altered in any way that degrades the integrity of the equipment.

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