



PERSONAL PROTECTIVE EQUIPMENT

Innovations Manufacturing, Inc. (the Company)

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Purpose

The purpose of the Personal Protective Equipment Program is to set forth the procedures for the use, care, and maintenance of personal protective equipment required to be used by employees and contractors of the Company for the prevention of injuries.

Scope

This program is applicable to all employees and contractors regardless of where they are performing duties for the Company.

Key Responsibilities

Safety Director

- Ensures a certified PPE hazard assessment is completed. The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. The Safety Director is the certifier and must make sure his/her name, signature, and date(s) are present on the assessment documents. Sources of hazards include but are not limited to hazards from impact/motion, high/low temperatures, chemicals, materials, falling objects, sharp objects, rolling or pinching objects, electrical hazards, noise, flying particles, air contaminants, and workplace layout to name a few. The assessment certifies in writing the tasks evaluated, hazards found, and PPE required to protect employees and consultants against hazards and ensures exposed employees and contractors are made aware of hazards and required PPE before they are assigned to the hazardous task.

Safety Manager

- Assists in the selection of appropriate PPE. If a task exposes an employee or contractor to hazards which cannot be eliminated through engineering or administrative controls, the Safety Manager assists the worker to identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure.
- Assists managers in assuring all PPE meets regulatory requirements.

Managers and Supervisors

- Supervisors and managers shall regularly monitor employees and consultants for correct use and care of PPE and obtain follow-up training if required to ensure each employee and/or consultant has adequate skill, knowledge, and ability to use PPE.
- Supervisors and managers shall enforce PPE safety rules following the guidance of this program.

Employees

- Complying with the correct use and care of PPE.
- Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.
- Reporting and replacing defective or damaged PPE, which shall not be used.
- Employees need to give feedback to management about the fit, comfort, and suitability of the PPE being selected.
- Wearing the required PPE is a condition of employment.

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Procedure

General

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, must be provided, used, and maintained in a sanitary and reliable condition.

The Company is responsible for employee-owned equipment and consultants are responsible for consultant owned equipment. Where employees provide their own protective equipment, the Company must assure its adequacy, including proper maintenance and sanitation of such equipment.

The Company does not provide safety footwear, hardhats, or any other PPE to contractors or consultants. The Company does provide temporary PPE for all visitors who must enter the work area where PPE is required.

All PPE issued shall be at no cost to employees only as required by federal regulation.

Eye Protection

Employees and consultants must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapors. Eye and Face PPE must comply with ANSI Standard Z87.1-2003 (Z87+), *Occupational and Educational Personal Eye and Face Protective Devices*.

Safety Glasses

Safety glasses, with side shields, that meet ANSI Z-87.1-2003 standards with “high Impact lenses” are required to be worn by all employees, contractors, and visitors while on Company owned or controlled property, at all times, as described below:

- At factories, in shops and warehouses, except in approved, designated safety zones.
- In all yard work zones or by everyone when in the vicinity of loading or unloading equipment, performing mechanic or maintenance work, operating equipment such as forklifts, welding, or any type of work which has the potential to cause injury.
- In any office, restroom, meeting room, or any other building or space while performing any type of work where a potential eye injury may be present.
- Visitors will be provided with visitor safety glasses. In the absence of approved prescription safety glasses, “Over the glass” type safety glasses or goggles, must be worn over the non-safety glasses until approved prescription safety glasses are obtained.
- Workers assisting welders must wear absorbent safety glasses that protect the wearer from ultra-violet (UV) and/or infrared rays (IR).
- Dark shaded lens (sunglasses) darker than a # 1 shade is prohibited to be worn indoors unless welding or assisting a welder.
- A doctor must support “exceptions for medical reasons” in writing to exempt safety eyewear requirements.
- Safety glasses are not required:
 - Inside offices where no eye injury potential is present.
 - Inside vehicles.
 - Parking lots when traveling from vehicles to and from trailers or buildings that do not pass-through active work areas.

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Goggles

- Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Safety Data Sheet of the material being handled.
- Dust proof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around the lenses and side shields.

Face Shields

- Full face shields shall be worn over safety glasses when operating hand held or stationery grinders with abrasive or wire wheels, while chipping paint or concrete or, performing jobs where there is the potential for flying objects striking the face and safety glasses or goggles would not provide adequate protection.

Head Protection

Employees must wear hardhats when working in areas where there is a potential for injury to the head from impact events. Helmets must comply with ANSI Standard Z89.1-1997 Class E, *American National Standard for Industrial Head Protection* for Type II head protection or be equally effective.

- Employees must wear hardhats when working in areas where there is a potential for injury to the head from falling objects.
- Hardhats will not be altered in any way.
- Do not paint hardhats.
- Do not drill, cut, bend, or apply heat.
- Hardhats will be inspected by the wearer regularly for cracks, chips, scratches, signs of heat exposure (sun cracks), etc.
- Defective hardhats will be replaced immediately.
- Hardhats must be made available to visitors.
- Employees will be trained in the use, care, and maintenance of head protection equipment.

Hearing Protection

Hearing protection is required to be worn by all employees, contractors, and visitors while in all shop and production areas of the company.

Warning signs will be posted in all shop and production areas of the company.

When signs are not posted, employees and contractors shall wear hearing protection when noise caused by machinery, tools, etc., prevents normal conversations from being heard clearly.

Rule of thumb: If you must yell to be heard, hearing protection is required

Types of Hearing Protection

- Molded Inserts (ear plugs)
- Canal Caps (head band type)
- Headband or hard hat mounted earmuffs and/or earplugs shall be provided to employees in sizes and configurations that will be comfortable to the employee.

Care and Maintenance

- Inspect hearing protection prior to each use.
- Hearing protection must be kept clean to prevent ear infections.
- If earplugs are of disposable type, they must be discarded when they become dirty, greasy, or cracked.

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- Earmuffs that have deteriorated foam inserts, cracked seals, or are defective must be replaced.

Fit

- Due to individual differences, not everyone can wear the same type of hearing protection. A variety of styles may have to be tried before one is found to be comfortable and provide adequate protection.
- Employees shall be instructed how to obtain the proper fit.

Hand Protection

Gloves

- Gloves are required to be worn when performing work which may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals.
- Welding gloves made of leather or other heat resistant materials shall be worn when performing arc welding or oxy/gas cutting.
- Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.
- Refer to the specific chemical's Safety Data Sheet for the correct glove type.
- Persons assigned to working with chemicals, i.e., solvent vats, shall be issued their own individual gloves for hygiene purposes.
- Leather gloves should be worn when working with sharp materials or when handling rigging equipment.
- Cloth gloves should be worn when handling objects or materials, which could cause blisters, splinters, cuts, etc.
- Heat resistant gloves shall be worn when handling hot materials or objects that have been heated beyond ambient temperatures.
- Insulated gloves shall be worn to prevent frostbite in extreme cold climates.
- Glove Inspections
 - Gloves shall be inspected before each use for holes, tears, and worn areas.
 - Chemical gloves shall be periodically air tested for pinholes by twisting the cuff tightly, apply low air pressure to expand the glove, and then submersing in water to check for bubbles.
 - Defective gloves shall be discarded immediately.
 - **Exception:** machinists are exempted from wearing gloves while working with rotating machinery.

Foot Protection

Safety footwear shall be worn by all employees with regularly assigned duties at field locations, in shops and warehouses.

- Office workers and visitors who enter these areas on an infrequent basis will not be required to wear foot protection provided they stay clear of the work being performed.
 - If required to be in proximity of the work, the work will be stopped while visiting the area or safety footwear will be worn.
- All safety footwear must meet ANSI Z41-1999 standards.

Fall Protection

Personal fall protection is required when performing certain elevated jobs more than four feet. Consult the Company Fall Protection Program.

Electrical Protection

Consult the Company Electrical Safety Procedure.

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**Proper Fitting or Sizing of PPE**

Consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the PPE is more likely if it fits the wearer comfortably. PPE is generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

Defective PPE

Procedures must be in place to ensure defective or damaged PPE is not used. PPE that is in disrepair must be discarded or removed from service until repaired.

Training on the Use of PPE

Training should be given to employees about when to wear PPE, what PPE should be worn, how to put on and take off and adjust PPE. The limitations of the PPE and its use, care, and maintenance should also be included in the training.

Retraining on the Use of PPE

Each affected employee and/or consultant must demonstrate an understanding of training received and the ability to use PPE properly. When there is a reason to believe that any employee or consultant who has been trained does not have the required understanding and skill or there are changes in the workplace, the employee or consultant must be retrained.

PPE Training is Documented

Training shall be documented, and records maintained. The training certification shall include:

- Name of employee(s) or consultant(s) trained
- The name of the trainer
- The dates of training, and
- The training contents.

PPE Hazard Assessment continued on the next page

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PPE Assessment

				PPE HAZARD ASSESSMENT CHECKLIST	
HAZARD TO EYES/FACE	YES	NO	EC	DESCRIBE HAZARDS NOTED	PPE REQUIRED/CONTROL(S)
Flying particles/dust	X			Flying debris from various operations	Safety glasses w/side shields
Chemicals		X		N/A	
Light/radiation	X			Welding arc	Welding hoods
HAZARD TO EARS (NOISE)	YES	NO	EC	DESCRIBE HAZARDS NOTED	PPE REQUIRED/CONTROL(S)
Impact noise >140 dB		X		N/A	
Continuous noise >85 dB	X			Noise over 85 dBA over 8-hour TW average	Hearing protection/all times/shop
HAZARD TO EARS (NOISE)	YES	NO	EC	DESCRIBE HAZARDS NOTED	PPE REQUIRED/CONTROL(S)
Fumes	X		X	Welding fumes	Ventilation/fans combo in place
Mists		X			
Dusts	X		X	Wood, Vinyl, Styrofoam cutting dust	Vacuum collection system
Vapors		X			
HAZARD TO HEAD	YES	NO	EC	DESCRIBE HAZARDS NOTED	PPE REQUIRED/CONTROL(S)
Falling objects	X		X	Extrusion bundles on shelves	Bundles are strapped to prevent fall
Electrical shock		X			
Low pipe/beams/etc.		X			
HAZARD TO HANDS	YES	NO	EC	DESCRIBE HAZARDS NOTED	PPE REQUIRED/CONTROL(S)
Cuts/scrapes/bruises	X			Sharp edges and pinch points	Gloves where hazard is present
Hot/cold/temperatures	X			Welding heat and slag	Welding gloves
Chemicals		X			
Electrical shock		X			
HAZARD TO FEET	YES	NO	EC	DESCRIBE HAZARDS NOTED	PPE REQUIRED/CONTROL(S)
Falling dropped objects	X			Falling/dropped objects-Welding, Fab, Shipping	Safety shoes
Electrical shock		X			
Burns		X			
Puncture		X			
Chemicals		X			
HAZARD TO BODY	YES	NO	EC	DESCRIBE HAZARDS NOTED	PPE REQUIRED/CONTROL(S)
Chemicals		X			
Hot/cold temperatures		X			
Dusts		X			
Sunlight/UV exposures		X			

EC: Engineered Controls in place

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