



COMPANY HEALTH & SAFETY PROGRAM

Issue: A
Date: 4/20/2009
Rev: 3
Date: 11/14/17
Authorized:

Title: Personal Protective Equipment

Section No: 28

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1.0 **PURPOSE**

The purpose of this section is to shield employees from chemical, physical and biological hazards in the workplace that cannot reasonably be abated otherwise (e.g., through engineered systems and controls).

2.0 **SCOPE**

This section provides company requirements and procedures for the use of common personal protective equipment (PPE) on PPP jobsites.

3.0 **INDEX TO SECTION**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 PPE Selection Procedure
- 5.0 Employee Owned Equipment
- 6.0 General PPE Requirements
- 7.0 Training

4.0 **PPE SELECTION PROCEDURE**

The general procedure used by this company for selection of protective equipment is to comply with the PPP Health & Safety Program Section No. 37, Safety Planning. Section No. 37 includes job safety analysis procedures, daily pre-task plan procedures and PPE hazard assessment procedures, all of which work to identify PPE requirements. [The hazard assessment must include: Certifier's name, signature, date\(s\) & identification of assessment documents.](#)

PPP selects PPE which will ensure a level of protection greater than minimum requirements to protect employees from hazards and remain in compliance with appropriate ANSI standards.

5.0 **EMPLOYEE OWNED EQUIPMENT**

In situations where employees choose to provide their own PPE in lieu of company provided PPE, it is the PPP project supervisor's responsibility to ensure that such PPE is adequate, properly maintained, **inspected** and cleaned as necessary to ensure its safety and effectiveness, the same as if the PPE was provided by the company.



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6.0 GENERAL PPE REQUIREMENTS

- 1. *Head Protection*** - It is company policy that as a condition of employment all jobsite employees and subcontractors are required to wear hard hats. Such headgear shall be provided by PPP to its employees and will meet or exceed the appropriate ANSI standards. Hard hats must be worn with brim forward and not modified in any way that may affect the integrity of the hard hat, i.e.: drilling holes, painting etc.; hard hats will be removed from service for the following reasons: damaged in any way, hard hat has been in service for over five years, hard hat has exceeded the manufacturer's service life recommendations. Hard hat suspensions will be changed on annual bases.
- 2. *Hearing Protection*** - See Hearing Conservation, Section No. 19 of this program.
- 3. *Eye and Face Protection*** - All employees are required to use eye and face protection provided by the company, including safety glasses, side shields, welding shields, chemical goggles, full face shields, etc., for activities that require such protection. It is recommended that face shields and welding shields are only to be used by a single employee, if shared employees need to sanitize before and after each use, sanitizing materials will be provided by PPP.
- 4. *Fall Protection*** - See Fall Protection, Section No. 14 of this program.
- 5. *Body Protection*** - Employees are required to wear clothing appropriate to the season and the work situation. Shorts and shirts without at least 3-inch sleeves are prohibited.
- 6. *Hand Protection*** - Employees are required to wear appropriate gloves when the work requires.
- 7. *Foot Protection*** - Employees are required to wear sturdy work shoes or boots appropriate to the construction industry. Athletic shoes, such as tennis shoes, running shoes, etc., are prohibited. Some work situations may require ANSI approved safety footwear.



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8. **Requirement Discipline** - All supervisors are responsible for ensuring their employees are provided with and use the proper PPE.
9. **Hygiene and Care** - PPE must be maintained in a sanitary and reliable condition. Defective or damaged PPE shall not be used.
10. **Fitting**- PPE must be properly fitted to each affected employee.

7.0 TRAINING

The PPP project supervisor shall ensure that employees have been trained and understand the use of PPE before they are allowed to perform work requiring its use. Training shall include the following:

1. When PPE is necessary;
2. What PPE is necessary;
3. How to fit and wear assigned PPE;
4. Limitations of PPE; and
5. The proper care, maintenance, useful life and disposal of assigned PPE.

Retraining may be required when changes occur in the workplace or the types of PPE to be used. Also, inadequacies in an affected employee's knowledge or use of the assigned PPE would require retraining.

PPP Form S.TAR.1, Safety Training Program Attendance Record, shall be used as documentation of PPE safety training. Attendance records shall be sent to the safety director and copies maintained at the jobsite for the duration of the project. The safety director shall maintain the most recent training certification of an employee.



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REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
1	Revised to meet current standards	George Newton	Safety	2/4/2011
	Program reviewed and Revision History added		GMN	10/20/2014
2	5.0 add inspection to personal PPE 6.0 /1 Hard hats 6.0 /3 sanitize shields	George Newton		6/29/2015
3	4.0 Hazard assessment requirements	Mike McCaffrey		11/14/17