



Personal Protective Equipment Program (Section 11)

PURPOSE:

Wagner-Meinert, Inc. recognizes the importance of providing proper personal Protective Equipment to our employees. The safety of employees continues to be our number one goal. A comprehensive Personal Protection Program can only be accomplished through the close cooperation of workers and management. The Personal Protective Equipment Program is designed to provide strict guidelines for the use of Personal Protective Equipment.

SCOPE:

A comprehensive Personal Protection Program has been implemented comprising many elements. It includes the specific safety equipment to be used by personnel while performing job duties.

Some Examples of personal protective equipment for use while servicing ammonia refrigeration systems include:

- Twin Cartridge Respirators
- Industrial style Respirators
- Self Contained Breathing Apparatus (SCBA)
- Lanyards and Lifelines
- Steel toe shoes
- Hearing Protection
- Face shields
- Hard Hats

REFERENCES:

- A) Personal Protective Equipment. 29 CFR Part 1910.132, 133, 134, 135, 136, 137, and 138 Occupational Safety and Health Standards for General Industry.
- C) Part 1926--Safety And Health Regulations For Construction

PROCEDURES:

Wagner-Meinert, Inc.' Personal Protection Program is composed of written procedures for each of the elements of the program, including:

- 1.0 GENERAL REQUIREMENTS**
- 2.0 HAZARD ASSESSMENT**
- 3.0 EYE AND FACE PROTECTION**
- 4.0 RESPIRATORY PROTECTION**
- 5.0 HEAD PROTECTION**
- 6.0 FOOT PROTECTION**
- 7.0 ELECTRICAL PROTECTIVE EQUIPMENT**
- 8.0 HAND PROTECTION**

1.0 GENERAL REQUIREMENTS

- 1.1 The selection of PPE is fairly simple in some cases (e.g., determining whether safety glasses with side shields are necessary in a wood-working shop), but it can be complicated in many others (e.g., choosing the best glove or respirator for protection against specific chemicals). Thus, work Project Managers, Foreman's and employees should exercise care to select the appropriate PPE for the job. Inspect it prior to use, and make sure that affected workers required to wear the equipment receive the proper fit and training. If assistance is needed in the selection process, the work Project Managers, Foreman's and employees should contact the Safety Committee Team. Only OSHA approved safety equipment will be used whether employee or employer owned.
- 1.2 Wagner-Meinert, Inc. only supplies OSHA approved safety equipment. All personnel are fully trained on equipment use, maintenance, and sanitation per manufacturers recommendations.

2.0 HAZARD ASSESSMENT

- 2.1 A hazard assessment must be performed at job site (See Section 8 Worksite Hazard Analysis Program) to determine the controls that must be in place prior to beginning work. The Work Site Hazard Analysis (WSHA) process determines whether or not other documentation is required for specific activities. In most cases, the (WSHA) form is sufficient documentation for work involving the PPE

covered in this document and for determining the appropriate methods for controlling or mitigating hazards identified.

- 2.2 Project Managers, Foreman's and employees are responsible for ensuring that the appropriate hazard assessment is performed for each workplace and work activity. (Specific hazards assessment requirements for each group of PPE are given in the subsections below.) Project Managers, Foreman's and employees can perform the assessment or a safety committee member or a Hazards Control representative may do it. They also are responsible for communicating information about hazards and appropriate PPE selection to all workers in the area.
- 2.3 All Personal Protective Equipment will be inspected for defects and cleanliness. See section 12 WMI-Respiratory Protection Program.pdf for section 11 page 7 for maintaining and cleaning respirators.

3.0 FACE AND EYE PROTECTION

- 3.1 Face and eye protection shall be provided where chemical splashes (including cryogenes), flying particles, or mucous membrane exposure to a biological agent presents a hazard. The minimum type of eye protection is a pair of safety glasses. Increased protection against flying particles is provided when safety glasses have permanent side shields. Safety glasses with permanent side shields are appropriate for general use in wood and metal shops and for use of small quantities of chemicals that are not highly corrosive. Goggles are used for additional eye protection.
- 3.2 Goggles are the preferred form of eye protection. They shall be used instead of safety spectacles, face shields, or a combination of safety spectacles and faces shields when:
 - 3.2.1 Caustics and hydrofluoric acid (these eye injuries are more serious than with other acids) are involved in operations.
 - 3.2.2 High concentrations of acids (pH<2) or bases (pH >11) are used.
 - 3.2.3 Temperatures are elevated. Chemical reactions, including acid-base, fuel-oxidizer/reducing chemical, and solution reactions, also generate heat in labs or shops. The MSDS provide advice about these types of hazards in industrial settings.
 - 3.2.4 Work generates splash, dust, mists, or aerosols. Some electroplating and chemical processes create airborne mists. Air agitation, pouring of either large quantities of liquids or powders, or pouring from greater heights, vigorous mixing or sparging, or any operation may create corrosive splashes or mists.

- 3.2.5 Face shields should be used as supplemental protection for the skin of the face, but when used without safety eyewear are not considered to be adequate eye protection.
- 3.2.6 Special eye protection is required when workers are exposed to bright light, lasers, or ultraviolet light; when operations such as welding, metal cutting with a torch or arc, or brazing are performed; and when ultraviolet (UV) sources are used.
- 3.2.7 For employees who routinely wear prescription safety glasses, it is recommended that they obtain quality prescription safety glasses. Wagner-Meinert will reimburse up to \$75.00 for prescription safety lenses per calendar year and reimburse up to \$75.00 for approved safety frames every 2 years. It is the responsibility of the employee to acquire prescription safety glasses and turn in expenses for re-inbursement.

4.0 RESPIRATORY PROTECTION

- 4.1 Respirators will be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. As part of the maintenance program respirators will be inspected for cleanliness and defects. Worn or deteriorated parts will be replaced prior to respirator use. No components will be replaced or repairs made beyond those recommended by the manufacturer. The manufacturer will conduct repairs to regulators and/or alarms of atmosphere-supplying respirators.
- 4.2 All affected employees who are required to wear respirators will be fit tested:
 - 4.1.1 Fitting, including proper donning, doffing, cleaning, and maintenance.
 - 4.1.2 Before starting work requiring the use of a respirator;
 - 4.1.3 Annually thereafter; and
 - 4.1.4 When there are changes in the employee's physical condition that could affect respirator fit such as obvious changes in body weight, facial scarring, extensive dental work, etc.
- 4.2 Employees will be fit-tested with the make, model and size respirator that they will actually be wearing. Employees will be provided with several models and sizes of respirators so that they can find the best and most comfortable fit possible. In situations where an employee must use a powered, air-purifying respirator, fit-testing will be done in the negative pressure mode.
- 4.3 The Safety Director or qualified designee will conduct fit tests following OSHA's guidelines.

- 4.4 The Safety Committee has determined that quantitative fit-testing is not required for most of our personnel. The fit testing will be mandatory for personnel who require fit testing under OSHA Standard. The Safety Committee will reevaluate whether quantitative fit-testing is needed.

5.0 HEAD PROTECTION

- 5.1 Head protection will be supplied by Wagner-Meinert, Inc.

- 5.2 Head protection shall be worn under the following conditions:

5.2.1 On any active construction site.

5.2.2 When working below any occupied ladder, scaffolding, or when there is any chance of falling objects can occur.

5.2.3 When any job site customers policy requires head protection

6.0 FOOT PROTECTION

- 6.1 Foot protection such as steel-toed boots are a requirement in the field and for personnel in the shop area.

7.0 ELECTRICAL PROTECTIVE EQUIPMENT

- 7.1 See Section 13 (WMI-Electrical Safe Work Practices Program).

8.0 HAND PROTECTION

- 8.1 All personnel have access to protective gloves related to their job duties. Contact Shop Foreman for required hand protection.

DOCUMENT MANAGEMENT:

Documentation pertaining to Personal Protective Equipment throughout the facility will be maintained for the life of the equipment, or until any outstanding investigations are complete whichever is longer. All documentation as outlined in this policy will be maintained by the Safety Director.

CHANGE CONTROL:

All management system changes are reviewed, approved or disapproved by the Safety Committee.

This program was initially developed on May 21, 2001, replacing the former Personal Protective Equipment Program entirely.

Revision No. 1 (May 21, 2001)
Revision or Review No. 2 (January 10, 2002)
Revision or Review No. 3 (January 11, 2003)
Revision or Review No. 4 (January 15, 2004)
Revision or Review No. 5 (October 8, 2004)
Revision or Review No. 6 (January 10, 2005)
Revision or Review No. 7 (December 29, 2005)
Revision or Review No. 8 (January 3, 2006)
Revision or Review No. 9 (June 26, 2006)
Revision or Review No. 10 (July 28, 2006)
Revision or Review No. 11 (September 6, 2007)

PERSONNEL:

The Owners of Wagner-Meinert, Inc. have the ultimate responsibility for the Personal Protective Equipment Program. They have designated the Safety Director to manage the Personal Protective Equipment Program.