Hand Protection Page 1 of 4

**PURPOSE**

The purpose of this work instruction is to establish consistent requirements for the selection of hand protection on all work locations.

**REQUIREMENTS**

It is the responsibility of Project Management to implement and monitor hand protection in accordance with this policy. Project Management, particularly Front Line Supervision, shall ensure understanding and compliance with hand protection requirements and usage. Furthermore, routine audits that specifically target glove use and hand hazards shall be conducted. Frequency and level of participation shall be determined by Project Management.

**POLICY**

1) Gloves shall be worn at all times when entering the work environment and during all work-related activities. Gloves shall not be removed until a worker leaves the work environment. It is acknowledged that there will be times when gloves will need to be temporarily removed (for small, specific tasks where there is no hazard to the hand or fingers). However, it is expected that prior to a worker removing his/her gloves; all potential hand injury risks present in the workplace shall be appropriately evaluated and mitigated with a thorough analysis of the task along with Front Line Supervision approval.

2) The Hazard Assessment process, specifically the TSTI, shall identify hand hazards and the appropriate gloves to be worn for the task. The safety analysis shall address proper body positioning and hand placement. Before applying force to any tool or object, individuals shall anticipate that the force could be released unexpectedly and in an uncontrollable manner, resulting in the potential for hand injury. The primary focus should always be to eliminate hand exposure to pinch points, crush points, sharp objects, etc.

3) Any piece of equipment or structure (e.g., toolboxes, baskets, etc.) that has a lid or hatch that has the potential to fall or close on hands/fingers shall be designed (e.g., strut, locking support bar, etc.) to eliminate hands and fingers from being impacted during an unexpected/uncontrolled closure.

4) Job tasks shall be designed so that an individual’s hands cannot come into contact with sharp objects (e.g., a knife lying in a sink of water, objects in a toolbox or on a work station, spiral wound gaskets, etc.).

5) Jobs shall be evaluated to determine what specific hand protection is required. Appropriate gloves (e.g., impact resistant, cut resistant, electrical resistant, etc.) shall be worn for the duration of the specific task. For work tasks on all XXX projects, gloves will have the following minimal requirements:

* When the task activity warrants, which would be the case in the majority of craft activities, all gloves shall have dorsal impact protection for the hand and full length of the fingers (exceptions are only for janitorial and other domestic related tasks, as noted in # 6 below).
* Shall have a minimal cut resistance level of 4 and a puncture resistance rating of 3.
* In addition, gloves shall also have: adequate grip, good dexterity, and anti-fatigue properties.
* Hot/Cold weather environmental protection (where applicable)
* When the task involves high impact or vibration hazards, gloves shall be equipped with padded protection for the palm.

NOTE: These requirements do not apply to the following tasks:

* Welding (*only while physically welding*)

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* Lab tasks – performed in the Lab ) Job tasks shall be designed so that an individual’s hands cannot come into contact with sharp objects (e.g., a knife lying in a sink of water, objects in a toolbox or on a work station, spiral wound gaskets, etc.).

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NOTE: These requirements do not apply to the following tasks:

* Welding (only while physically welding)
* Lab Tech jobs in Laboratories

6) For job tasks involving light duty work (e.g. office cleaning, visitors, etc.), gloves shall be suitable for the task while maintaining a cut resistance level 4 protection rating. Consideration for additional protection will be needed when tasks involve the use of chemical solvents, handling sharp objects, etc.

7) Any task that requires the employee’s hands to directly contact sharp objects or edges as part of their job, shall wear a cut resistance level 5 glove for the job task. Protective sleeves shall also be utilized that provide equal level of protection (sheet metal work, insulation, use of utility knives, etc.).

8) When the likelihood of chemical exposure exists, (e.g. line breaks, handling of solvents, etc.) careful consideration should be given during the risk assessment process. If other hazards to the hands are eliminated or controlled, a chemical glove meeting the requirements of the applicable SDS shall apply. If hazards such as impact, caught-in-between, sharp objects or puncture still exists, a combination of gloves may be required (e.g. use of a chemical protective liner, use of a cut protection liner, etc.).

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9) Protection in regards to situations or job tasks not addressed herein will be covered under the applicable HSE policy (i.e. electrical work, abrasive blasting, etc.).

10) All gloves shall be inspected before each use to ensure that they are not torn, punctured, or made defective in any way. Any glove with impaired protective ability shall be discarded and replaced.

11) To ensure gloves are available at all times, or when job tasks require the use of multiple glove types, break-away glove clips shall be available to the workforce at all times.

* 12) Incident reports shall capture the following information for **all** finger/hand incidents and should include photos safely re-enacting the incident with the same glove type used. Corrective actions shall consider improvements in hand protection including glove enhancement suggestions. When a hand injury occurs, the XXX Hand Injury Report form (Attachment) shall be submitted within 3 business days and include the following information:
* Did pre-job planning specify glove requirements?
* Were gloves being worn at the time of the incident?
* Type of glove used (general purpose, leather, chemical, electrical, light duty, etc.)
* Manufacturer/Model of glove used
* Area of hand or wrist affected by the incident
* Copy of the TSTI/risk assessment

13) Every worker shall be properly trained during the orientation process, to select, and utilize the appropriate PPE, including gloves, for each job task they may perform. Hand Safety training shall be conducted annually thereafter with all affected employees and shall address the following:

* Proper selection and acquisition
* Proper usage
* Limitations
* Care instructions
* XXX glove policy (this document)

14) All employees shall be properly fitted for all types of gloves they should need while on the site. An appropriate amount of sizes should be kept on site at all times.

15) These guidelines are not intended to address office-based job tasks (paper work, keyboarding, etc.). However these guidelines do apply to certain work-related job tasks that may occur in an office setting (cleaning, carpentry, electrical, etc.).

16) Some gloves allow for washing/cleaning which can prolong the life of the glove. Gloves shall be used, maintained, and discarded according to the manufacturer’s recommendations.

17) New gloves, and new glove designs, will come into the market place. Before alternate products are used, evaluation and approval is required from home office management.

18) Each project shall have a glove board that portrays/depicts each available glove along with its specific protective characteristics as well as any limitation(s).

19) Each project location shall include an addendum to the PPE section of their site specific safety plan that outlines glove use, selection, and training.

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| **ANSI/ISEA 105 Cut-Resistance Performance Levels\*** Performance Level  | Weight (grams\*\*) needed to cut through glove material (25 mm (1inch) of blade travel – ASTM F1790-97) (20 mm (.8 inches) of blade travel – ASATM F1790-05)  |
| 0  | < 200  |
| 1  | ≥ 200  |
| 2  | ≥ 500  |
| 3  | ≥ 1,000  |
| 4  | ≥ 1,5000  |
| 5  | ≥ 3,500  |