**Health & Safety Management System**

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| Guideline:  | Personal Protective Equipment | Effective Date:  |
|  | **HEAD, EYE, FOOT PROTECTION & PROTECTIVE CLOTHING** | Revision Date:  |
| Authorized by: | Prepared by: | Review Date: |

**1.0 Purpose**:

The purpose of this procedure is to provide a safe work environment for all personnel on (Company/Site) property.

**2.0 Scope:**

These procedures are applicable to all personnel on site.

1. **Definitions:**
	1. ANSI: American National Standards Institute.
	2. Enclosed cab: Windows and doors closed shut.
	3. Material Safety Data Sheet (MSDS/SDS): Documents produced by manufactures that provide health, safety and precautionary information about their product.
	4. Personal Protective Equipment (PPE): Specialize clothing or equipment worn by personnel for protection again health and safety hazards.

**4.0 Legal Requirements:**

All regulatory requirements must be met. Local regulatory standards and requirements will take precedence, except in those cases where (Company Name) standards are more stringent.

1. **Guidelines:**
	1. Head Protection
		1. Hard hats shall be worn at all times except in offices, break rooms, areas inside of a building designated as a no hard hat area, the administration parking area, light vehicles, mobile equipment or vehicles with approved rollover protected enclosed cabs.
		2. Reflective tape or stickers on the sides and back of their hard hats.
		3. Hard hats shall not be painted and employees may not store materials between the liner and the shell.
		4. Only approved hard hat liners shall be used.
		5. Hard hats shall only be worn by manufactures recommendations.
		6. The shell may not be drilled or cut.
		7. Hard hats shall be inspected regularly to ensure the suspension straps are not torn or frayed. The shell and suspension brackets should not be cut, cracked or otherwise damaged.
		8. Do not repair hard hats. If your hat is damaged, replace it immediately with warehouse stock. Must be ANSI Z89.1.
	2. Eye Protection
		1. ANSI Z87.1 approved safety glasses with mandatory side shields or wraparound by design shall be worn at all times *except* in offices, break rooms, pickup trucks, and in mobile equipment or vehicles with enclosed cabs.
		2. Wraparound safety glasses will be provided as a normal warehouse stock item. The Prescription Safety glass program provided by (Company Name) will have permanent side shields attached as a mandatory requirement. For employees that have prescription glasses, (Company Name) will stock temporary side shields as a normal warehouse stock item.
		3. Face shields, goggles or hoods worn over safety glasses shall be used when performing the following jobs:
			1. Grinding, buffing, chipping or scaling.
			2. Work on batteries.
			3. Handling concentrated acids, caustics, cyanide or other corrosive materials.
			4. Using compressed air for spraying or cleaning.
			5. Cutting with a torch or performing welding operations.
			6. Sand blasting.
			7. Any operation where there is an unusual hazard to the eyes.
			8. Working around high-pressure liquid and gas lines and vessels.
	3. Foot Protection
		1. All employees shall wear ANSI Z41-1991, approved hard-toed footwear at all times except for office-type personnel who do not enter normal working areas.
		2. Employees are required to wear hard-toed footwear at all times; except for office-type personnel who do not enter normal working areas, including during extreme cold weather conditions.
		3. Safety footwear required for special tasks such as for working in or around water or chemicals may be required and is available at the warehouse with the approval of your supervisor.
		4. All safety footwear shall provide adequate traction and ankle support for the task and current conditions.
		5. Metatarsal guard footwear is required for maintenance activities and underground work.
	4. Protective Clothing
		1. When working with chemicals refer to the appropriate MSDS/SDS to determine the appropriate gloves, face protection, respiratory protection and outerwear that shall be worn.
		2. When welding, cutting or working with molten metal, appropriate protective gear which may include gloves, jacket, aprons, mitts, chaps, goggles, face shields and hood.
		3. Employees are required to have reflective articles on at all times, e.g., hard hat, reflective vest, belt, arm and ankle bands.
		4. Employees shall not wear rings and any jewelry that has the potential to increase the likelihood of an injury while performing any tasks shall be removed. Employees shall restrain long hair when working as mechanics, electricians, and welders or around moving equipment and machinery.
		5. For detailed information on area-specific requirements refer to area-specific Standard Operating Procedures (SOP).
		6. Personnel engaged in electrical work shall have PPE consistent with NFPA 70E.
	5. Water Safety:
		1. When there is a danger of falling into water appropriate PPE shall be utilized. Coast Guard approved or equivalent.
			1. Personal Floatation Device.
			2. Life Rings with attached rope.
2. **Responsibility:**

**6.1** (Company Name) employees, contractors, vendors and visitors: It is the responsibility of all (Company Name) employees, contractors, vendors and visitors on site to know, understand and follow these guidelines.

**6.2** (Company Name) Supervision: It is the responsibility of all members of (Company Name), contractor and vendor supervision to understand and implement this guideline. Additionally, it is the responsibility of supervision to ensure this guideline is followed.

**6.3** (Company Name) Management: It is the responsibility of (Company Name) management to provide the support and resources necessary for Supervision to successfully implement this guideline.

1. **Documents/Records:**

The acknowledgement sheet in the Health & Safety Guidelines book must be signed by every (Company Name) employee and submitted to the Health & Safety administrative assistant before commencing their specific work duties.

1. **Training:**

The correct use of Personnel Protective Equipment is covered during New/Annual Miner training, and will be addressed as needed during Department safety meetings and new supervisor training.

**APPENDIX A**

**SELECTION CHART FOR EYE AND FACE PROTECTION**

The following chart provided the general guidance for the proper selection of eye and face protection for hazards associated with the listed hazard “source” operations.

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| **SOURCE** | **TYPE OF HAZARD** | **PROTECTION** |
| **IMPACT** - Chipping, grinding, machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding. | Flying fragments, objects, large chips, particles, sand, dirt, etc. | Impact goggles or safety glasses with side shields. Use a face shield plus impact goggles or safety glasses for severe exposure.  |
| **HEAT** – Furnace operations, pouring, casting, hot dipping, and welding. | Hot Sparks | Face shields, googles and safety glasses w/ side shields. Fore severe exposure use a face shield. |
| Splash from molten metals | Face shields worn over goggles. |
| High temperature exposure | Screen face shields, reflective face shields. |
| **CHEMICALS** – Acid and chemical handling, use of cleaning products, batteries, paint use and clean-up products, pesticide and herbicide use. | Splash | Use face shield plus chemical goggles. |
| Irritating mists | Chemical goggles or safety glasses w/ side shields. Use face shield plus safety glasses or goggles for severe exposure. |
| **DUST** – Woodworking, buffing, general dusty conditions. | Nuisance dust | Safety glasses with side shields or goggles. |
| **LIGHT and/or RADIATION** – Welding: Electric Arc | Optical radiation | Welding helmets or welding shields. Typical shades: 10 - 14.  |
| **WELDING**: Gas | Optical radiation | Welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4. |
| **WELDING:** Torch brazing, torch soldering | Optical radiation | Safety glasses with shaded lenses and side shields or welding shield. Use face shield plus safety glasses for severe exposure. |
| **LASER OPERATIONS** | Reflected or direct laser beam impact | Narrow or broad spectrum laser safety glasses or goggles. Selection is based on type of laser. |