

HSE Management System

Personal Protective Equipment Policy

REGULATORY STANDARD:

OSHA – 29 CFR 1910.132

Prepared	Reviewed	Approved	Effective Date	Version No.
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Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Safety Specialist – North America.
2. Any queries or feedback concerning the contents of this Procedure should be addressed to the Safety Specialist – North America.
3. This document is rendered null and void upon print.

INDEX

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITY
- 4.0 POLICY
- 5.0 RESPONSIBILITIES
- 6.0 SPECIFIC PPE REQUIREMENTS
- 7.0 TRAINING
- 8.0 REFERENCES

ATTACHMENTS

APPENDIX 1 – Airswift PPE Change Out & Expenditure Schedule

APPENDIX 2 – Airswift PPE Hazard Assessment Form

1.0 PURPOSE

This procedure sets forth requirements for wearing personal protective equipment (PPE) in order to reduce exposures to potential hazards and prevent injuries to Airswift employees. This procedure shall apply to both Airswift employees and contract employees working for Airswift. Airswift will review and evaluate this program on an annual basis or when changes occur, that prompt revision of this document, or when facility operational changes occur that require a revision of this document. Airswift will provide an effective written program for Hazard Assessments and job safety endorsed and advocated by the highest level of management within the company that outlines our goals and plans. This written program will be communicated to all personnel. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

2.0 SCOPE

This procedure provides guidelines for personal protective equipment (PPE) to ensure proper selection and standardization. This procedure covers only basic PPE. Other, additional or higher level PPE may be necessary as conditions warrant. Additional PPE may be required when performing work on property where the owner's PPE requirements exceed this procedure's requirements.

3.0 RESPONSIBILITY

All Airswift employees, visitors and contractors are responsible for ensuring that they understand this procedure and that they are using PPE as specified and in accordance with the PPE manufacturer's recommendations. When planning work for major projects, the Operations Manager or other resources, as appropriate, may be consulted to help determine the need for proper PPE. At a minimum, employees shall avoid wearing nylon or rayon-type material while working or visiting field operating areas and shall wear sleeved shirts (4-inch (10cm) minimum) at all times where FRC's are not required. Sleeveless T-shirts, tank tops and muscle shirts are not permitted to be worn.

Employees and/or contract employees of Airswift who are found to not be actively implementing the requirements of this procedure will be subject to disciplinary action.

The first instance of a PPE violation will result in a written warning, and the second instance may result in unpaid time off, the third instance may be termination. Specific circumstances may result in immediate termination due to the severity of the PPE violation (e.g. working at heights greater than six (6) ft. without fall protection/safety harness).

PPE will be provided by employer and maintained in a sanitary, reliable condition by affected employee. PPE will be properly fitted for each affected employee.

Protective Clothing and Personal Protective Equipment (PPE)

Where engineering controls and job hazard analyses do not eliminate all job hazards, employees will (where appropriate) wear personal protective equipment (PPE). Airswift will supply at no cost appropriate PPE for personnel requiring it. Employee provided PPE must meet the same inspection, maintenance, storage, and quality requirements as company provided items, and will be inspected by the employee before each use to assure its adequacy.

These include items such as caps, hair nets, face shields, safety goggles, glasses, hearing protection, foot guards, gloves etc. Airswift will ensure that personal protective equipment selected will meet the following requirements:

- It will be appropriate for the particular hazard.
- It will be maintained in good condition.
- It will be properly stored when not in use, to prevent damage or loss.
- It will be kept clean, fully functional and sanitary.
- It will meet or exceed all ANSI, ASTM, or other testing and certification requirements.
- It will not be used if defective or damaged.

4.0 SPECIFIC PPE REQUIREMENTS

4.1 Eye Protection

At a minimum, protective eyewear shall comply with ANSI Z87.1-1989. When chipping, grinding, or handling chemicals, goggles and face shields may be needed in addition to safety glasses. In high wind events, safety goggles may not provide sufficient eye protection and as necessary, goggles or form fitting safety wear with a seal should be deployed.

Airswift must ensure that workers are not exposed to radiation from electric arc welding; workers must either wear suitable eye protection or be protected by a screen.

The cost of eye examinations and any subsequent fittings, if required, will not be paid for and/or reimbursed by the company unless otherwise agreed to.

Airswift shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Wearing of contact lenses (where allowed) must be supplemented by eye protection that meet the criteria listed above. If an employee's job duties require using a full-face respirator, the Company will provide corrective eyeglass apparatus that fits inside the mask. The Company will not allow using safety glasses that interfere with the respirator seal.

Goggles shall be worn in work environments that have the potential to contain dust or other air-born contaminants (i.e., using air impact tools). In less severe environments where dust may be present, foam lined safety glasses may be worn as a suitable upgrade to safety glasses for dust exposure.

NOTE: Foam lined safety glasses are not a replacement for goggles.

4.2 Face Protection

Face protection (face shield) shall be worn in conjunction with safety glasses and/or goggles when additional protection of the facial area is needed. Tasks that require face protection

include, but are not limited to, grinding, welding, hydro blasting, sawing/cutting/ chipping of concrete and where potential exposure to corrosive or hot liquids exists.

4.3 Hand Protection

Specialty gloves such as those used for chemical, electrical or thermal protection shall be approved for that particular type of hazard. The following glove types should be used:

- Electrical: rubber insulated gloves and sleeves (if needed)
- Petroleum products: nitrile gloves
- Caustic/acids: nitrile gloves
- Cold/hot: insulated gloves
- Sharp or abrasives: leather or Kevlar gloves

Gloves must also be provided and worn when there is a risk of injury due to prolonged exposure to water.

4.4 Foot Protection

Steel-toe boots (lace up or pull on) shall be required to be worn by all employees unless they are located in a specifically designated exempt PPE area. Where chemical (including hot, corrosive, or toxic substances) or electrical hazards may be encountered, applicable protective footwear will be provided as needed. If there are hazards that affect the top of the foot, additional foot guards shall be used.

Safety shoes (having a rigid toe of steel or similar material) meeting ASTM F 2413-05 standard (formerly ANSI Z-41) must be worn as minimum foot protection in work areas including, but not limited to, process units, maintenance shops, tank yards and laboratory areas. Some tasks may require additional foot protection, i.e., metatarsal protection or chemical protection. Employees and contractors should select footwear that is appropriate for their job.

4.5 Severe Weather

When winter weather conditions such as snow, sleet, ice, and freezing rain all pose the risk of slip and fall accidents, which can result in serious, disabling injuries, slip resistant footwear, shall be worn for the conditions present. It is the responsibility of each employee to evaluate the hazards in their workplace and select the appropriate slip resistant footwear for use. Several options exist to choose from including footwear with sand type surface grips, spiked cleats, and spring grip devices which all give excellent traction in their designed capacity. Caution shall be used in the application of these products under certain conditions. For proper footwear selection by condition, please contact your Airswift HSE representative for assistance. Airswift will provide or reimburse employees for protective footwear. Consult an Airswift HSE Representative for program details. Footwear must meet the ASTM standard referenced above.

4.6 Body Protection

When required, Airswift will provide, and the worker must wear, safety pants or chaps or any other body protective equipment appropriate where a worker is at risk of a cut, puncture, irritation, or abrasion (including the use of a chainsaw). Additionally, specialized PPE will be required when

there is a possibility of employees being exposed to electrical shock and/or arc flash hazards. Employees must review the arc flash hazard analysis to determine what level of protection is required for specific electrical hazards. (e.g. Arc Flash rated Caloric suits, hoods, gloves, etc.)

4.7 Skin Protection

Management must provide, and the worker must wear, properly fitted, approved protective clothing where there is a risk of injury to skin from sparks, molten metal, radiation, or any harmful substance that may injure the skin or cause harm when absorbed through the skin.

4.8 Head Protection

All hard hats shall be class G or class E. Type I hard hats are the most commonly used and provide top impact protection only. Type I hard hats do not provide frontal or side impact protection. Hard hats are not required in buildings or enclosed vehicles unless required by the task or area conditions. Hard hats shall be worn at all times when working inside columns/vessels/tanks. The use of a chinstrap is recommended when working overhead or in awkward positions. Hard hats should be worn when performing work in full-face respirators; both air purifying and supplied air. For any work requiring full-face respirators in which the work being performed may create a greater hazard by wearing a hard hat, this must be noted on the JSA and all precautions must be taken to eliminate the possibility of all falling objects.

Several things, including but not limited to heat, cold, chemical exposure and sunlight, can affect the hard hat's useful life. Before and after each use, one should inspect the hard hat to ensure that none of the following conditions exist:

- Breakages, cracks, craze pattern, discoloration, chalky appearance or any other unusual condition of the hardhat shell. NOTE: Inspect the shell for brittleness by flexing the brim.
- Check the suspension for loss of flexibility, cracks, breaks, frayed straps or damaged stitching.

Hard hats should be stored in a clean, dry area and not subjected to extremes of heat, cold, direct, direct Ultra Violet exposure (sunlight) or high humidity. Never alter or modify your hard hat. Hardhat sticker use should be kept to a minimum.

- Suspension – replace after no more than 12 months of service.
- Entire hard hat – replace after no more than 5 years of service.
- More frequently as determined by the user inspection.

NOTE: Always replace the hard hat after it has withstood impact or penetration and clean only with mild soaps and warm water.

4.9 Hearing Protection

Hearing protection is required in all areas where noise levels exceed 85 Db or where the requirement for hearing protection is posted. Hearing protection will also be required when working around loud activities such as grinding, use of pneumatic tools, heavy machinery operations (e.g. operating a crane, dozer, etc.).

4.10 Flame Resistant Clothing (FRC)

All Airswift personnel will be required to wear FR clothing as required by the client and/or work conditions. All visitors, office personnel, contractors, and suppliers working for Airswift will be required to adhere to this policy when working outside of an office building. All employees are required to wear FR clothing when working in designated areas based on specific hazards, hazardous areas, and/or specific tasks that are identified by client including areas that where an arc flash/flash fire hazard potential exist. (Employees will be furnished FR clothing as required by the client). At a minimum, this type of clothing should be made of Fire Resistant NOMEX, Indura, or material(s) that meet fire retardant Hazard Risk Category 2 (HRC 2) specifications. (HRC 2 specifications are based on the requirements specified in NFPA 70E.) HR 2 rated materials have an Arc rating of 4.001 – 8 cal/cm²) For those employees who perform welding, burning, cutting, and other spark producing activities or working in areas where those activities are taking place, Fire Resistant cotton uniforms shall be used or the use of specialized PPE that will protect the FRC from being damaged. (i.e. leather sleeves/coats, or other welding/cutting specific PPE that is available).

FRC shall be worn as the outer most garment unless other PPE is required for a task, such as PVC clothing, welding leathers, etc. In these cases, FRC shall be worn beneath the other PPE.

For maximum protection FRC will be required to be worn as described by manufacturer's instructions. Specific requirements are as follows:

- FRC shirts shall not be worn in a manner which could create a potential snag hazard (i.e. long
- shirt tails around moving conveyors, open uniform shirts)
- FRC shirts shall be worn with only the top two buttons unfastened.
- Sleeves and cuffs shall be worn down and secured.
- Non-flame resistant garments shall not be worn over flame-resistant garments. (Exceptions can be made for chemical splash suits, rain gear unless a work place hazard assessment identifies a specific hazard that would require the need for increased FR protection.)
- Other PPE shall be worn if determined as necessary from a review of the potential hazards to which employees are exposed from the hazard assessment.
- Hooded shirts/sweatshirts that are not rated "Fire Resistant" shall not be worn as the outermost garment when FR Clothing is required. (Exception: Hooded shirts/sweatshirts can be worn under FR clothing as long as the hood is tucked into the FR Clothing and not left hanging out over the collar of the FR clothing.)
- FRC's shall be washed and maintained in accordance with the manufacturer's recommendations. Generally speaking, FRC's should not be washed or dried with any non-FRC garments or clothing. Do not wash with harsh chemicals or use bleach or bleach containing detergents. Do not use fabric softeners (neither liquids or dryer sheets) as this will create a coating on the FR fibers that will reduce it's effectiveness against flash fires.

NOTE: It is recommended to wear a cotton or cotton-blend material under FRC.

4.11 Enhanced Visibility Requirements

When required, (based on the client, state, county and local laws or regulations), all employees and contractors must wear Company-provided reflective uniforms or reflective warning vests.

The enhanced visibility requirements are necessary to protect employees from on or off-site vehicle or equipment traffic in their work environment during completion of their job tasks. Enhanced visibility requirements may be required at all times while working at specific locations and/or unless otherwise outlined in the JSA.

The JSA should specify those areas of the site where vests with the potential for static accumulations are not permitted to be worn. The Federal Highway Worker Visibility Rule (23 CFR Sec. 634) requires workers to wear ANSI 107 Class 2 or Class 3 High Visibility safety apparel when working on any federal, state, county, or city road projects subsidized with Federal monies. Airswift employees or contractors in a position to be working in this type of setting will be required to include provisions for meeting federally mandating high visibility requirements as part their Job Safety Analysis.

4.12 Personal Flotation Devices

Flotation devices meeting United States Coast Guard specifications shall be worn when working within three (3) feet of the water's edge, and at all times when operating a boat.

If a worker works from a boat for an extended period of time, the worker may wear a PFD (approved to CGSB Standard CAN/CGSB 65.GP-11) provided that there is also a life jacket readily available to each worker on the boat.

4.13 Personal H₂S (Hydrogen Sulfide) Meters

All personnel working in refinery, oil gathering & production operations, and/or operating and tank farm areas may be required to wear a personal H₂S monitors. If an H₂S monitor begins to alarm (at 10 ppm H₂S), the personnel being protected by the monitor should leave the area immediately and report the condition to the facility operations personnel. Only after the facility operations personnel have investigated the cause of the alarm and the area has been verified to be safe, should any attempt to re-enter the area be made.

5.0 TRAINING

Each employee who is required to wear PPE must be initially trained to use and care for PPE, proper fitting of PPE, how to obtain the necessary PPE for a specific task, as well as the limitations of its protection, must demonstrate an understanding of training and shall be retrained (frequency) in accordance with applicable laws and in accordance with the requirements of Airswift Clients. Additionally, all Airswift employees and/or Airswift contractor employees will be required to be trained on:

- Requirements for properly wearing personal protective equipment.
- Proper fitting and care of PPE

Refresher training. This program shall be provided to, and read by all employees receiving refresher training. The training content shall be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, which ever event occurs sooner.

Retraining shall be provided for all authorized and affected employees whenever there is a change in their workplace rendering previous training obsolete.

Retraining shall be conducted whenever it is identified that the types of PPE to be used renders previous PPE training obsolete.

Retraining shall be conducted when the affected employee(s) displays inadequate knowledge or use of assigned PPE indicating that the employee(s) has not retained the requisite understanding or skill.

All PPE training will be documented and maintained on file as record of having received and shown proficiency in required training.

6.0 REFERENCES

- 29 CFR 1910.132 through .138
- ANSI Z89.1-1986
- ANSI Z41-1991
- ANSI/ISEA 103-2010
- NFPA 70E (Table 130.7)

APPEXNDIX 1

Airswift PPE Change Out & Expenditure Schedule

PPE	Total Cost NTE	Unit Provided	Timeframe
Hard Hats	\$16	1	1 year
Safety Glasses	\$9	1	As needed*
Safety Goggles	\$15	1	As needed*
Prescription Safety Glasses	\$550	1	As needed*
Jackets	\$246	1	1 Year
Shirts	\$74	2	1 Year
Pants	\$90	2	1 Year
Coveralls	\$76	2	1 Year
Personal H ₂ S Monitor	\$300	1	2 Years
Safety Toed Footwear	\$160	1	1 Year
Gloves	\$45	1	As needed*
*Please note only two (2) pairs of PPE clothing will be provided per year.			

APPEXNDIX 2

Airswift PPE Hazard Assessment Form

Task Description: _____		Date: _____
Location: _____		Page: _____ of _____
Task Step	Hazard	PPE
Meeting Conducted by: _____		
Participants: _____		

