



## PERSONAL PROTECTIVE EQUIPMENT

Tate Engineering Systems provides PPE to all employees, free of charge, for:

- Risks that cannot be eliminated by engineering, work practice, or administrative controls.
- Exposure to hazardous chemicals, radiation, or mechanical irritants.
- Use as an additional layer of protection.

Tate Engineering Systems conducts hazard assessments of work tasks and, based on the hazards noted, to choose appropriate PPE. All PPE must comply fully with the suitable specifications of ANSI, ASTM, NIOSH, OSHA, MSHA, or other recognized standard setting organization. PPE may only be issued to employees that have been properly trained on hazard recognition, control, and proper use of the PPE.

### DEFINITIONS

Engineering Controls – If a hazard can be prevented by a physical change in the workplace, then it said to be eliminated with a engineering control. Engineering controls consist of:

- Substitutions
- Isolations
- Ventilation
- Equipment Modifications

Administrative Controls – Administrative control procedures can significantly reduce hazards. They include manipulations of the work schedule or changes in the ways work is performed.

Work Practice Controls - Work practice control is a type of administrative control where the way in which employees do work is modified. Some work practice controls are:

- Changing work habits
- Improving sanitation
- Demonstrating good hygiene practices

### PROCEDURE

The Service Manager in each Branch will adhere to the procedure:

1. Conduct a Work Hazards Analysis in the workplace that may require the use of personal protective equipment and certify that such an assessment has been completed.
2. Based on this assessment, determine what PPE is required, purchase the necessary PPE, provide it to the employee and require the employee to use it. In almost every case, the Tate Engineering Systems is required to pay for the PPE.
3. Provide training to employees on identifying when such equipment is necessary, how to use the gear, and on the proper care and maintenance of the equipment.
4. Ensure that the equipment is not damaged or defective; and



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5. Provide retraining of employees as necessary.

It is not necessary that identical tasks be assessed by all Service Managers. Standard PPE requirements will be approved by the Safety Committee. Service Managers and frontline Supervisors are required to assure that all employees follow the requirements for the use of PPE.

### HAZARD ASSESSMENT

The Hazard Assessment Form is the basis for all PPE decisions. All employees are required to complete a Job Hazard Assessment and document at least one quarterly. They will be reviewed by the Service Manager and turned into the Safety Manager become a permanent part of record of completion of safety documents for the employee. The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. The Tate Service Technician shall document their name, signature, date(s) assessment documents are completed.

### EMPLOYEE RESPONSIBILITY

Employees are required to use the PPE issued to them in accordance with the instruction and training received. They must adhere to all program requirements regarding such use, as well as cleaning, maintenance, and storage of the PPE. The employee is responsible for informing the Service Manager of the need to repair or replace PPE. It is also the responsibility of the employee to immediately report to the Service Manager any changes in the workplace that may pose a greater hazard than that which the PPE was designed to protect.

### HEAD PROTECTION

Where the potential for injury to the head exists, appropriate head protection will be issued, and the use of this equipment will be mandatory while in an area containing the potential. On customer locations, such head protection may be required at all times while on the property. Potential injury hazards requiring such use will include (but not be limited) to:

- Suspended loads that could fall
- Overhead beams or loads that the head could strike against.
- Energized wires or equipment that could be contacted.
- Workers at an elevated site that could drop objects on others below.
- Sharp objects or corners at heads level.

All head protection used by Tate Engineering Systems employees must comply with ANSI Z89.1-2003, Industrial Head Protection Standard.

### FOOT PROTECTION

Appropriate foot protection will be issued, and its use will be mandatory for all Tate Engineering Systems employees, where a foot injury potential exists. Its use may also be required at customer locations, dependent on the customer's PPE policy. Potential injury hazards requiring such use will include (but not be limited) to:

- Heavy materials handled by employees



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- Sharp edges or points (puncture risk)
- Unusually slippery or wet conditions
- Electrical hazards
- Construction/Demolition
- Rolling or mobile equipment
- Hot material (i.e., welding sparks)

All foot protection used by Tate Engineering Systems employees must comply with ASTM F2413-05, Standard Specification for Performance Requirements for Foot Protection.

The type of protection issued will be matched to the work to be performed, based on the hazard assessment. The work activities of the employees will be studied to determine the appropriate foot guards, safety shoes, or boots and leggings.

In locations where protective footwear is not specifically required, normal work boots may be worn, however, canvas-top (or other soft top) sport-type shoes, or open-toed shoes, including sandals will not be allowed.

### ARM AND HAND PROTECTION

Appropriate arm and hand protection will be issued, and its use will be mandatory for all Tate Engineering Systems employees, where an arm or hand injury potential exists. Its use may also be required at customer locations, dependent on the customer's PPE policy. Potential injury hazards requiring such use will include (but not be limited) to:

- Chemicals
- Sharp edges, splinters, etc.
- Temperature extremes
- Biological agents
- Electrical hazards
- Sharp tools, machine parts, etc.
- Material handling

The type of protection issued will be matched to the work to be performed, based on the hazard assessment. The work activities of the employees will be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure to hazards and the physical stresses that will be applied.

There is a wide assortment of gloves, hand pads, sleeves, and wristlets for protection against various hazardous situations and there are no general standards for such gloves. However, all gloves used by Tate Engineering Systems employees must be approved for use by the Service Manager or Safety Manager.



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### OTHER PROTECTION

If Tate Engineering Systems employees work activity is conducted over water, a Coast Guard approved life jacket or buoyant work vest should be used if there is a danger of falling into the water while working. Work activities that may involve employees working in the open within 15 feet of moving traffic, or which may expose the employee to the hazard of being struck by moving vehicles must wear vests designed to reflect light.

### EMPLOYEE PURCHASED PPE

Where employees provide their own protective equipment, Tate must be given the opportunity to assure its adequacy, including proper maintenance, and sanitation of such equipment. PPE that is purchase by Tate employees to wear at work must be reported to Service Managers to verify all required standards are met.

### EQUIPMENT INSPECTION & MAINTENANCE

All personal protective equipment must be inspected before every use and at appropriate intervals throughout the work shift. Inspection and maintenance should adhere to the following guidelines:

- Manufacturers' inspection and maintenance procedures must be followed.
- PPE items must be kept clean and stored in a manner that prevents undue wear and tear.
- Items that are worn or defective must be discarded in a manner that prohibits their continued use.

Defective or damaged PPE is not to be used. PPE that is in disrepair must be discarded or removed from service until repaired or replaced.

### FIT TESTING

Consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected and worn at all times during exposure to hazard.

### PERSONAL PROTECTIVE EQUIPMENT TRAINING

Tate Engineering Systems shall provide training to each employee who is required to use PPE. PPE training shall be documented. The certification of training includes the employee name, the dates of training, trainer name and the training content. The training shall include:

- When PPE is necessary;
- What PPE is necessary;
- Review of the Hazard Assessment Binder
- How to properly don, doff, adjust, and wear PPE;
- The limitations of the PPE; and,
- The proper care, maintenance, useful life and disposal of the PPE.



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Each affected employee shall demonstrate an understanding of the training specified in this section, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

Employees shall be retrained when necessary, including

- Changes in the workplace render previous training obsolete
- Changes in the types of PPE to be used render previous training obsolete
- Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

### **TRAINING RECORDKEEPING**

Safety training records are maintained by the HR Department in the employees personnel file.