



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Number: 8.1

Date of Issue: 07/01/2015

Section: Personal Protective Equipment

Date of Revision:

PURPOSE

Personal Protective Equipment (PPE) is a means of reducing personal injury to an employee by creating a barrier between an individual and a given hazard. Following administrative and engineering controls, PPE serves as a final safety option, and should be treated as a vital means of protection. Therefore, this section covers the basic guidelines to be followed by field employees for the use and maintenance of personal protective equipment. This policy also covers the general requirements for appropriate work clothing.

SCOPE

This policy shall be applicable to all field personnel employed by Rival Services ("Rival"). Rival personnel include any agency or leased laborers under direct supervision of the Company where we collect and report their man-hours.

Visitors to Rival owned, leased, or controlled sites will be directed to abide by all safety rules and will be escorted by regular personnel.

GENERAL REQUIREMENTS

Whenever PPE is used, it will be maintained in a sanitary condition wherever it is necessary by reason of hazards of processes or environment, chemical, or mechanical hazards.

In all instances where personnel are required to work in conditions which are inherently hazardous to the health and/or well-being of the employee, and where OSHA standards identify a need for the company-sponsored provision of personal protective equipment, Rival shall provide suitable PPE at no cost to the employee.

If employee-owned PPE is used, the employee will report this to management for an assessment as to the equipment's adequacy. The company will assure that employee-owned PPE is adequate, properly maintained, and sanitary.

It is imperative that any defective or damaged PPE not be used.

Training will be given to employees concerning when to wear PPE, what PPE should be worn, how to put on and take off and adjust PPE. The limitations of the PPE and its use, care, and maintenance will also be included in the training.

PPE training will be documented. The certification should include the employee name, the dates of training, and the training content.



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Each employee must demonstrate an understanding of training received and the ability to use PPE properly. When there is a reason to believe that any employee who has been trained does not have the required understanding and skill or there are changes in the workplace, the employee must be retrained.

POLICY

Clothing

It is the responsibility of each employee to wear appropriate work clothing required by his/her work assignment.

Loose fitting or excessively torn clothing is not permitted.

Employees are to follow clothing requirements established at each location; consult with your immediate supervisor.

Special protective clothing will be required in such operations as welding, cutting, and when handling caustic material, acids or other chemicals.

Supervisors will inform their employees before they perform work to ensure proper dress and requirements for PPE for their own protection against existing hazards.

Flame Retardant/Resistant Clothing (FRC)

FRC will be utilized in all field operations due to the possibility of injury from flash fire hazards or burns.

In all cases, FRC must conform to NFPA 2112 standards.

FRC will be worn fully zipped or buttoned up with the sleeves rolled down and buttoned at the cuffs.

When other garments are worn in conjunction with FRC, the FRC must be worn as the outmost layer of clothing. Garments worn underneath FRC should be made of a material that does not melt when exposed to heat.

- Acceptable fabrics are those which are made of inherently flame resistant fibers, or have been chemically treated to produce a flame resistant fabric in accordance with NFPA 2112.



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- Unacceptable fabrics are 100% nylon, 100% polyester and 100% acrylic.

Personnel should understand the following concerning FRC:

- The capabilities and limitations of FRC use.
- The possible hazards associated with the use of non-fire resistant clothing in a flash-fire situation.
- Proper hydration requirements when wearing FRC.
- Chlorine bleach and hydrogen peroxides found in some detergents can degrade the FR properties over time.
- Flammable materials and soils may build up on the surface of the FRC. FRC contaminated with flammable substances should be removed from service if they cannot be adequately decontaminated.
- FRC should be removed from use when they have developed holes or tears that cannot be repaired, or when the fabric has thinned and become “thread bare.”

NOTE: Work clothes made of 100% polyester, rayon, or nylon acrylic are prohibited.

Facial Hair

If the job requires the use of respiratory protection, safety policies for the task may require that facial hair be prohibited or the length restricted. Consult with the Safety Department should respiratory protection be required.

Scalp Hair

If hazards exist where long hair could become entangled in moving machinery parts (i.e. machine shop environment) or where the location/company has policies on scalp hair, employee must contain their shoulder length or longer hair. This can be accomplished by using hair nets, tucking inside hat or shirt, or other effective methods.

Hard Hats

Plastic or fiberglass (not metal) hard hats meeting ANSI standards Z89.1 will be worn by all employees when:

- Loading/unloading equipment and material.
- In posted areas.
- All field locations.



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Some shops/locations have specific policies regarding the use of hard hats, consult with supervisor and/or Safety Department for location policy. Rival Services prohibits the use of "Cowboy style" hard hats. Ball caps or any other type of headgear which could interfere with the protection of the hard hat are not permitted to be worn under the hard hat.

Equipment operators may remove their hard hats only if they are sitting in a solid cab with overhead protection.

The employee will regularly inspect the hard hat to ensure that it is in a safe condition. The inspection will include a check of the condition of the webbing and sweatband. Suspensions will be replaced when found to be in a deteriorated condition. A new suspension can be obtained at a pre-designated location.

Hard hats and their suspension systems are to be installed and used as designed by the manufacturer. Do not wear the hard hat shell in a reversed position on the suspension system. The design of the hard hat must not be modified by anyone other than the manufacturer. Do not use paints, solvents, chemicals, adhesives, gasoline or like substances on headgear. Such substances can destroy the impact resistance of the headgear. Clean headgear regularly with a mild soap and water.

All SSE's must wear a green hard hat for the first 6 months of their employment with Rival Services. (See Rival Services's HSE Policy 1.4, *Short Service Employee Program*.)

Noise Protection

Protection against the effects of noise exposure will be provided when sound levels exceed permissible noise levels as defined by the following table:

Permissible Noise Exposures

<u>Duration per day (hours)</u>	<u>Sound level dBA (slow response)</u>
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115



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Wherever it is not feasible to reduce the noise levels or duration of exposure to those specified in the table above, ear protective devices will be provided and used to bring the noise to an acceptable level for the planned exposure time.

All employees will wear hearing protection devices in areas posted as "high noise areas."

Employees will be fit tested for proper hearing protection unless a universal fit protector is used.

They also will receive training on how to insert, use, and maintain the hearing protector.

Plain cotton hearing protection plugs are not acceptable and will not be used.

Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

A survey of noise areas should be made. The client may have survey results for the work area or may be able to assist in a noise survey. The home office of your local insurance service can schedule a noise survey. Results must be maintained for records.

Safety Glasses and Goggles

Safety glasses with clear side shields meeting ANSI Z87.1, will be worn by all employees when exposed to hazards such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, projections or injurious light rays which are inherent to the work or environment..

Contact lenses are not allowed to be worn on location or in shop/fabrication areas, unless approved by the manager/superintendent.

Goggles

Impact Goggles will be worn under the following conditions:

- When working in dusty locations.
- When grinding, chipping, or sawing (Skil or band saw) overhead. The goggles will always be used in conjunction with a face shield.
- When using power actuated tools (use with face shield).

Splash-Proof Chemical Goggles will be worn when performing the following jobs:

- When handling wet cell batteries.
- When handling or in/near the vicinity of caustic, acid, and any other chemicals where spill or splash hazards exist.



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- Irritant dust operation.
- Irritant mist/sprays operation.
- Certain operations require that face shields be worn in conjunction with chemical goggles.

Any exception to the above rules must be personally approved by the Safety Department and/or Management.

Face Shields

An approved full-face shield will be worn to provide face protection from flying particles, chemical splashes, or mist. Face shields are secondary eye protection and must be used only with primary eye protection, i.e., safety glasses, monogoggles (direct or indirect ventilation), etc.

Face shields are required when performing the following jobs:

- Grinding or chipping any material (Goggles must be worn under the face shield when grinding or chipping overhead or in an enclosed or confined space.)
- Using power wire brushes.
- Handling wet cell batteries.
- Handling caustics, acids, and other chemicals where spill or splash hazards exist (to be used with chemical monogoggles).
- Changing tong dies.
- Operating abrasive cutoff saws (gasoline or electric).
- Any operation which subjects the eyes or head to flying particles.

Eye and Face Protection for Welding and Burning

Appropriate eye and face protection will be worn for welding and cutting operations.

A complete welding hood with proper tinted lens will be worn while welding. A pancake hood is allowed for pipeline construction and in certain situations such as hard to get to welds, where the complete welding hood will not fit. When pancake hoods are used, they must be a manufactured hood (home-made pancake hoods are not allowed) and upon completion of the welding operation, safety glasses must be donned.

Cutting/burning goggles or safety glasses with a #3 or #4 shade will be worn while performing acetylene/fuel gas burning and cutting.

Gloves

Suitable gloves will be worn for the work being performed.



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Hand protection will be worn by all personnel when handling rough, sharp edged, abrasive material, or where the work subjects the hands to lacerations, punctures, burns, or bruises.

Gloves will not be worn for close work around saws, lathes, drill presses, or similar machinery in which they could become entangled.

Chemically impervious gloves, suitable for the particular chemical, will be provided for employees who are handling caustics, acids, or other chemicals. The Safety Coordinator will be consulted for the type of glove to be used with the specific chemical. The Material Safety Data Sheets will be consulted for the appropriate type protection.

Safety (Steel-Toed) Boots

Safety-toed work boots in good repair which are ASTM F 2412-05 and F 2413-05 compliant will be worn at all times, except when regularly employed in an office/store environment.

Boots must have solid outer coverings that are highly resistant to water, oil, and chemicals. Leather (or similar material) boots that offer ankle support and which protect the lower leg from minor impact, abrasions, and bites are strongly recommended for field personnel.

Replace foot protection that has become saturated with petrochemicals or other flammable materials.

Personnel who regularly work with caustic chemicals should avoid wearing leather footwear.