Table of Contents

I. PURPOSE 2

II. SCOPE 2

III. KEY RESPONSIBILITIES 2

IV. PROCEDURE 2

V. EYE PROTECTION 3

VI. HEAD PROTECTION 4

VII. HEARING PROTECTION 4

VIII. HAND PROTECTION 5

IX. FOOT PROTECTION 5

X. FALL PROTECTION 6

XI. ELECTRICAL PROTECTION 6

XII. WORKSITE HAZARD ASSESSMENT 6

XIII. MONITORING 6

XIV. TRAINING 6

XV. RETRAINING 7

XVI. DOCUMENTATION 7

I. PURPOSE

The purpose of the Personal Protective Equipment (PPE) program is to set forth the procedures for the use, care, and maintenance of personal protective equipment required to be used by employees for the prevention of injuries.

II. SCOPE

This procedure applies in its entirety to all Gallant Builders (Gallant) projects unless a variance is granted by the Gallant Safety Director.

III. KEY RESPONSIBILITIES

SAFETY DIRECTOR

- Assists in the selection of appropriate PPE. If a task exposes an employee to hazards which cannot be eliminated through engineering or administrative controls, the Safety Director assists the supervisor and project manager to identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Employees need to give feedback to the supervisor about the fit, comfort, and suitability of the PPE being selected. Employees are provided reasons for selection of PPE.
- Assists supervisor and site managers in assuring all PPE obtained meets regulatory and this procedure's requirements.
- Performs Worksite Hazard Assessments - The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. Sources of hazards include, but are not limited to: hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout. Certifies in writing the tasks evaluated, hazards found and PPE required to protect employees against hazards and ensures exposed employees are made aware of hazards and required PPE before they are assigned to the hazardous task. Certificate shall include certifier's name, signature, dates and identification of assessment documents.

MANAGERS AND SUPERVISORS

- Supervisors and managers shall regularly monitor employees for correct use and care of PPE, and obtain follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE.
- Supervisors and managers shall enforce PPE safety rules following the guidance of the Gallant progressive disciplinary procedures and ensure Required PPE Poster is posted properly.

EMPLOYEES

- Complying with the correct use and care of PPE.
- Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.
- Reporting and replacing defective or damaged PPE, which shall not be used.
- Wearing of required PPE is a condition of employment.

IV. PROCEDURE

GENERAL

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Employee-owned equipment is NOT permitted, except for footwear (non-safety toe or safety toe footwear) and prescription safety glasses. Gallant is still responsible for the assurance of its adequacy, maintenance and sanitation of those two items.

All PPE issued shall be at no cost to the employee. All employees will know and follow the procedures outlined in this Program.

V. EYE PROTECTION

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapours. Eye and Face PPE must comply with ANSI Standard Z87.1-2003 (Z87+), *Occupational and Educational Personal Eye and Face Protective Devices*.

SAFETY GLASSES

Safety glasses, with side shields, that meet ANSI Z-87.1-2003 standards with “high Impact lenses” are required to be worn by all employees, subcontractors, and visitors while on Gallant property, at all times, as described below:

- At field locations, office facility and warehouse.
- Visitors will be provided with visitor glasses. In the absence of approved prescription safety glasses, “Over the glass” type safety glasses or goggles, must be worn over the non-safety glasses until approved prescription safety glasses are obtained.
- Workers assisting welders must wear absorbent safety glasses that protect the wearer from ultra-violet (UV) and/or infrared rays (IR).
- Dark shaded lens (sunglasses) darker than a # 1 shade is prohibited to be worn indoors unless welding or assisting a welder.
- A doctor must support “exceptions for medical reasons” in writing to exempt safety eyewear requirements.

GOGGLES

- Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Safety Data Sheet of the material being handled.
- Dust proof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around the lenses and side shields.

FACE SHIELDS

- Full face shields shall be worn over safety glasses when operating hand held or stationery grinders with abrasive or wire wheels, while chipping paint or concrete or, performing jobs where there is the potential for flying objects striking the face and safety glasses or goggles would not provide adequate protection.
-

VI. HEAD PROTECTION

Employees must wear hard hats when on a Gallant project. Hard hats must comply with ANSI Standard Z89.1-1997 Class E,

- Hardhats are to be worn at all field, shop and warehouse locations, or where deemed necessary as per each location's PPE Hazard Assessment.
- Hardhats will not be altered in any way.
- Do not paint or apply unauthorized stickers, name plates, etc.
- Do not drill, cut, bend, or apply heat.
- Do not alter the suspension system.
- Hardhats will be inspected by the employee regularly for cracks, chips, scratches, signs of heat exposure (sun cracks), etc.
- Defective hardhats will be replaced immediately.
- Hardhats shall not be placed in rear windows of vehicles where they will be exposed to the sun or become projectiles during an accident.
- A supply of hardhats and safety glasses must be made available to visitors.
- Gallant shall provide hardhats and safety glasses to visitors who made need them.
- Employees will be trained in the use, care and maintenance of head protection equipment.

VII. HEARING PROTECTION

Hearing protection is required to be worn by all employees, subcontractors, and visitors while in posted "High Noise" areas or where hazard assessments determine that the work operation generates noise that the worker(s) must be protected from. Refer to the Gallant Hearing Conservation Program for more information.
Warning signs will be posted in areas known or suspected to have noise levels exceeding 85 dBA either constantly or intermittently.

When signs are not posted, employees shall wear hearing protection when noise caused by machinery, tools, etc., prevents normal conversations to be heard clearly.

Rule of thumb: If you have to yell to be heard, hearing protection is required

<u>TYPES</u>

- Molded Inserts (ear plugs)
- Canal Caps (head band type)
- Muff, either headband or hard hat mounted Earmuffs and earplugs shall be provided to the employee in sizes and configurations that will be comfortable to the employee.

<u>CARE AND MAINTENANCE</u>

- Inspect hearing protection prior to each use.

- Hearing protection must be kept clean to prevent ear infections.
- Most earplugs used today are disposable and must be discarded when they become dirty, greasy, or cracked.
- Earmuffs that have deteriorated foam inserts, cracked seals or are defective must be replaced.

FIT

- Due to individual differences, not everyone can wear the same type of hearing protection. A variety of styles may have to be tried before one is found to be comfortable and provide adequate protection.
- Employees shall be instructed how to obtain the proper fit.

VIII. HAND PROTECTION

GLOVES

- Gloves are required to be worn when performing work, which may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals.
- Welding: Welding gloves made of leather or other heat resistant materials shall be worn when performing arc welding or oxy/gas cutting.
- Chemical: Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.
- Refer to the specific chemical's Safety Data Sheet for the correct glove type.
- Persons assigned to working with chemicals, i.e., solvent vats, shall be issued their own individual gloves for hygiene purposes.
- Kevlar: Kevlar gloves shall be worn when handling sharp materials or when there is a cut/puncture hazard.
- Leather: Leather gloves should be worn when working with abrasive materials or when handling rigging equipment.
- Cloth: Cloth gloves should be worn when handling objects or materials, which could cause blisters, splinters, cuts, etc.
- Heat Resistant: Heat resistant gloves shall be worn when handling hot bearings, races, or other materials or objects that have been heated beyond ambient temperatures.
- Insulated: Insulated gloves shall be worn to prevent frostbite in extreme cold climates.
- Glove Inspections
    - Gloves shall be inspected before each use for holes, tears, and worn areas.
    - Chemical gloves shall be periodically air tested for pinholes by twisting the cuff tightly, apply low air pressure to expand the glove, and then submersing in water to check for bubbles.
    - Defective gloves shall be discarded immediately.

IX. FOOT PROTECTION

Safety footwear shall be worn by all employees with regularly assigned duties at field locations.

- If required to be in the close proximity of the work, the work will be stopped while visiting the area or safety footwear will be worn.
- Field Locations: Leather or equivalent boots, either lace up or pull up, shall be worn.
- The boot must provide ankle protection and have soles designed to protect from punctures with defined heels for climbing ladders.
- Metatarsal guards will be worn when duties present a hazard of equipment or material crushing the foot.

- All safety footwear must meet ANSI Z41-1999 standards.
- Client locations may require safety footwear to be worn by everyone; check with the local supervisor for client requirements before visiting field locations.

X. FALL PROTECTION

Personal fall protection is required when performing certain elevated jobs in excess of six feet. Consult the Gallant Fall Protection Program.

XI. ELECTRICAL PROTECTION

Consult the Gallant Electrical Safety Program.

XII. WORKSITE HAZARD ASSESSMENT

A written hazard assessment shall be performed. During the hazard assessment a determination if hazards are present or are likely to be present, this necessitates the use of PPE. The following sample hazard sources will be identified:

- High or low temperatures; Chemical exposures (use SDS for guidance)
- Flying particles, molten metal or other eye, face, or skin hazards
- Falling objects or potential for dropping objects; employee falling from a height of 6' or more
- Sharp objects; Rolling or pinching that could crush the hands or feet;
- Electrical hazards

Where these hazards could cause injury to employees, personal protective equipment must be selected to substantially eliminate the injury potential. Employees will be notified for the selection and reason.

The results of this assessment shall be communicated to each affected employee and kept at the local office.

Selected/identified PPE shall be fitted to each affected employee. Fitting, including proper donning, doffing, clean and maintenance of PPE is addressed in the Training section. Exemptions for use of PPE must be supported by the PPE hazard assessment.

XIII. MONITORING

Supervisors and site managers monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the Safety Director who then conducts a hazard assessment for appropriate PPE. The Safety Director monitors the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

XIV. TRAINING

Employees who require or may need to wear PPE shall be properly trained and PPE must be fitted to each affected employee. Training shall include:

- When PPE is necessary?
- What PPE is necessary?
- How to properly don, doff, adjust and wear PPE?
- The limitations of PPE.
- Useful life and disposal of PPE.
- How to clean and maintain PPE in a sanitary and reliable condition?
- Reporting and replacing defective or damaged PPE, which shall NOT be used.

XV. RETRAINING

Retraining is required when:

- The workplace changes, making the previous training obsolete.
- The type of PPE changes.
- When the employee demonstrates lack of use, improper use, or insufficient skill or understanding in PPE selection, necessity, use and limitations.

XVI. DOCUMENTATION

Training shall be documented and records kept at the local office. The training certification shall include:

- Name of employee(s) trained;
- The dates of training; and
- The certification subject.