



13.0. PERSONAL PROTECTIVE EQUIPMENT (PPE)

13.1. Purpose

The purpose of this policy is to provide uniform methods for PPE use, to assure associate safety, and satisfy OSHA requirements.

13.2. References

29 CFR 1926 Subpart E Personal Protective and Life Saving Equipment
ANSI Standards for Various PPE

13.3. Safety and Health Analysis

- 13.3.1.** Exposure monitoring when required will be performed under the supervision of a competent or qualified person.
- 13.3.2.** The sections that follow address individual PPE that must be considered during project startup and daily planning. See the PPE Checklist.

13.4. General Requirements

- 13.4.1.** Protective equipment for eyes, face, head, extremities, protective clothing, respiratory devices, and protective shields and barriers shall be provided, used, and maintained in a sanitary and reliable condition.
- 13.4.2.** The following PPE is mandatory and will be worn at all times on all ARCO projects:
 - 13.4.2.1.** Hard hats – Must meet ANSI Z89.1 or Z89.2 Standards.
 - 13.4.2.2.** Safety glasses – Must meet ANSI Z87.1 Standards.
 - 13.4.2.3.** Hard-Soled Work Boots (or shoes)
 - 13.4.2.4.** High-visibility shirts or vests.
 - 13.4.2.5.** Appropriate clothing.
- 13.4.3.** **It is the associate's responsibility to properly wear the necessary PPE.**
- 13.4.4.** The workplace shall be assessed to determine if hazards are present, or are likely to be present, which necessitates the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, ARCO will: Select, and have each affected associate use, the types of PPE that will protect the affected associate from the hazards identified in the hazard assessment, Communicate selection decisions to each affected associate, Select PPE that properly fits each affected associate.
- 13.4.5.** Defective and damaged equipment SHALL NOT be used

13.5. Training

- 13.5.1.** Training shall be provided to each associate who is required to use PPE. Each associate shall be trained to know the following:
 - 13.5.1.1.** When PPE is necessary
 - 13.5.1.2.** What PPE is necessary
 - 13.5.1.3.** How to properly don, doff, adjust, and wear PPE
 - 13.5.1.4.** Limitations of the PPE



- 13.5.1.5.** The proper care, maintenance useful life and disposal of the **PPE**
- 13.5.2.** Each associate shall demonstrate an understanding of the training, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.
- 13.5.3.** When there is reason to believe that an associate who has already been trained does not have the understanding and skill required, the employer shall retrain each such associate. Circumstances where retraining is required include, but are not limited to, situations where: 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 associate's knowledge or use of assigned PPE indicate that the associate has not retained the requisite understanding or skill.
- 13.5.4.** PPE shall be provided at no cost to associates, exceptions include: safety-toed footwear, cold-weather gear, and prescription safety glasses.

13.6. Eye and Face Protection

- 13.6.1.** Associates shall be provided with and wear at all times eye protection.
 - 13.6.1.1.** Face and eye protection equipment shall be kept clean and in good repair.
 - 13.6.1.2.** The associate is responsible for inspection of his/her PPE to assure it is proper. Damaged or defective PPE shall be replaced immediately.
- 13.6.2.** Additional protection (full face shield) is required when performing tasks which may result in additional eye hazards such as grinding, cutting, welding, etc.
- 13.6.3.** Subcontractors are responsible for providing their associates with proper eye/face protection.