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10.0 Personal Protective Equipment (PPE) Policy

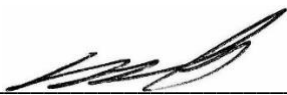
Personal Protective Equipment (PPE) is the third and last means of protecting a worker from injury. PPE becomes essential when administrative and engineering controls are ineffective or insufficient.

By ensuring that work projects are well planned and workers are well trained to follow safe work practices, hazards should be minimized. Personal Protective Equipment then provides an additional degree of protection for the worker.

The companies have adopted the following guidelines for the use of PPE:

- All employees, subcontractors, customers and visitors will wear on a job site, as required, CSA approved safety glasses, CSA Grade 1 safety boots, long trousers, long sleeved shirts, CSA approved hard hats and any other specialty PPE required for the job site.
- All PPE used within the company will be within the requirements of local Health and Safety Regulations and Government standards.
- All PPE used within the company will be maintained in accordance with the manufacturer's instructions and requirements.
- Company-issued PPE will be inspected at the time of issue and before each use by the worker using the PPE.
- All PPE that is of questionable reliability, damaged or in need of service, will be removed from service immediately and tagged "OUT OF SERVICE" or discarded.
- The company will maintain appropriate inspection and service logs for specialty PPE.
- No piece of PPE will be modified or changed contrary to the manufacturer's instructions or specifications or the OH & S Act and Safety Codes.

The safety information in this policy does not take precedence over applicable government regulations, with which all employees should be familiar.



Monty Cissell, President

July 5, 2023

10.1 Personal Protective Equipment (PPE) Inventory

Workers are responsible to wear or use personal protective equipment. Management is responsible to ensure that workers are protected by personal protective equipment and trained to use it. PPE is not to be used instead of engineered devices such as guards that are built into machinery and tools.

Personal protective equipment for handling hazardous chemicals is specified in Safety Data Sheets (MSDS). See the Appendix for Waste Management and for product specific hazards and required PPE.

The companies have adopted the following standards for the use of PPE:

Steel Toed Boots

On all prime contractor sites and/or when feet are at risk from falling objects or other hazards at field sites.

Hard Hats

On all prime contractor sites and/or other worksites where overhead hazards exist.

Gloves

When handling sharp objects, chemicals, hot or cold objects, ropes and cables, etc.

Safety Glasses

On all prime contractor sites and/or other worksites where hazards to the eyes exist.

Fire Retardant Coveralls

On all prime contractor sites and/or other worksites where there exists a potential for explosion or flash fire as defined by the occupational health and safety regulations.

Hearing Protection

When working at sites with noise levels greater than the legislated limits for unprotected exposure.

High Visibility Gear

When working at sites where workers are exposed to traffic.

Workers will receive training on the care, use and maintenance of the PPE through orientation sessions and ongoing discussions at safety meetings, etc.

Eye & Face Protection

CSA Approved Eye Protection must be worn:

- When working with tools – cutting, splicing, grinding or using compressed air.
- Where there is a potential exposure to any substance, chemicals, tools or material that is likely to irritate or injure the eye.
- Eye and face protective equipment is designed to protect a worker from such hazards as:
 - Flying objects and particles.
 - Molten metals.
 - Splashing liquids.
 - Ultraviolet, infrared and visible radiation (welding).

There are two types of PPE:

BASIC EYE PROTECTION includes:

- Eye cup goggles.
- Mono-frame goggles and spectacles with or without side shields.

FACE PROTECTION includes:

- Metal mesh face shield for radiant heat or hot and humid conditions.
- Chemical and impact resistant (plastic) face shields.
- Welders' shields or helmets with specified cover.
- Filter plates and lenses.

NOTE: Sport and sunglasses are not an acceptable substitute for proper, required industrial safety eye protection. Similarly, prescription eyeglasses alone DO NOT provide required protection.

Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lenses should NOT be worn at the work site. Contact lenses may trap or absorb particles or gasses causing eye irritation or blindness. Hard contact lens may break into the eye when hit.

Basic eye protection should be worn with face shields. Face shields alone are often not enough to fully protect the eyes from work hazards.

For more information, check with

Alberta Occupational Health and Safety Codes.

Other current legislation.

DO

- Ensure that your eye protection fits properly (close to the face).
- Clean safety glasses daily or more often if needed.
- Store safety glasses in a safe, clean, dry place when not in use.
- Replace pitted, scratched, chipped, cracked, bent and poorly fitted eye protection; as damaged face/eye protection interferes with vision and will not provide the protection it was designed to deliver.

DO NOT

- Modify eye/face protection.
- Use eye/face protection that does not have a CSA certification.

Eye Protection for Welders

Welders and welders' helpers should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.

Foot Protection

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries and impact.

- Safety footwear is divided into three grades, which are indicated by colored tags and symbols:
- The **tag color** tells the amount of resistance the toe will supply to different weights dropped from different heights.

The **symbol** indicates the strength of the sole. For example, a triangle means a puncture resistant sole able to withstand 135 kg (300 lbs) of pressure without being punctured by a 5 cm (2 inch) nail.

In the oilfield industry it is recommended that only the **green triangle** grade of footwear, which also gives ankle support, be used.

Your choice of protective footwear should always overprotect, NOT under-protect.

DO

- Choose footwear according to the job hazard and approved standards.
- Lace up boot and tie laces securely (boots do not protect if they are a tripping hazard or fall off).

- Use protective boot dressing to help the boot last longer and provide a greater water resistance (wet boots conduct current).
- Choose a high-cut boot to provide ankle support (fewer injuries).

DO NOT

- Wear defective; safety footwear (i.e. exposed steel toe caps).
- Under-protect your feet.
- Modify safety footwear.

For More information, look at: Alberta Occupational Health and Safety Codes and other current legislation.

Head Protection

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances and contact with energized objects and equipment.

In the oilfield, the recommended type of protective headwear is a hard hat that has the required “dielectric strength.” There are many designs, but they all must meet CSA requirements for Class G (General Usage) and Class E (Electrical trades).

Most head protection is made up of two parts:

- The shell (light and rigid to deflect blows).
- The suspension (to absorb and distribute the energy of the blow).

Both parts of the headwear must be compatible and maintained according to the manufacturer’s instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets. In Alberta, they can only be used when **the only hazard** is that a worker might strike his/her head against a **stationary object**.

Inspection and Maintenance:

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

DO

- Replace headgear that is pitted, cracked, holed or brittle.
- Replace headgear that has been subjected to a blow even though damage cannot be seen.
- Remove from service any headgear if its serviceability is in doubt.
- Replace headgear and components according to the manufacturer’s instructions.
- Consult OH & S regulations or your supplier for information on headgear.

DO NOT

- Drill, remove peaks, and alter the shell or suspension in any way.
- Use solvents or paints on the shell (makes shell “break down”).
- Put chin straps over the brims of certain classes of headgear.
- Use any liner that contains metal or conductive material.
- Carry anything in the hard hat while wearing the hard hat.

For more information, look at: Alberta Occupational Health and Safety Codes, ANSI Standard and other current legislation.

Hearing Protection

CSA Approved hearing protection must be worn when there is an excessive noise level at the worksite.

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

The “rule of thumb” for hearing protection is:

Use hearing protection when you cannot carry on a conversation

at a normal volume of voice when you are three feet apart.

Remember, this is only a rule of thumb...any sound over 82 dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the construction industry are **earplugs** and **earmuffs**. If you choose to use other types of hearing protection, ask your safety supplier or OH & S office for further information.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a “good” fit. Each person’s head, ear shape and size are different. One style may not fit every person on the crew. If hearing protection does not fit properly or is painful to use, the person will likely not use it. As well, if the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduces noise to the point where it is comfortable (takes the sharp edge off the noise). If the hearing protection does not take the sharp edge off the noise or if workers have ringing, pain, headaches or discomfort in the ears, you will need the advice of an expert.

TIPS TO CHECK THE FIT OF FOAM EAR PLUGS

- Use your fingertips to feel if the ear plugs are fully inserted into the ear canal, use a mirror to check, or have a coworker visually confirm.

- Cup hands tightly over your ears. If sounds are much more muffled with your hands in place, the earplugs may not be sealing properly.
- Talk out loud. Your voice should sound hollow, as if you are talking in a barrel.
- Listen for noises around you. Noises should not be as loud as they were before inserting the ear plugs.

TIPS TO CHECK THE FIT OF EAR MUFFS

- Read the manufacturer's instructions on how to don the ear muffs.
- Make sure the ear muffs cover the whole ear, and do not have anything in between that prevents a good seal between the ear muff and the ear (for example, prescription eyewear).
- Listen for noises around you. Noises should sound muffled and not be as loud as they were before putting on the ear muffs.

For further information, look at the Alberta Occupational Health and Safety Codes and other current legislation.

Fire Retardant Clothing

The use of fire retardant clothing is mandatory for employees of Wild West Dirt Works Ltd.. Ideally the best protection is afforded to you by the use of Proban or Nomex III fire retardant clothing.

Fire retardant clothing should have the following characteristics:

- High level of flame resistance - It should not ignite easily or continue to burn if ignited.
- For workers who may experience arcs or other flames, clothing that is worn underneath coveralls should be made of natural fibres that will not melt when exposed to heat or flame resistant clothing.
- Fabric Integrity - It should not melt into the skin and it should not shrink when heated thus exposing the skin to fire.
- Maintains flame resistance when washed or cleaned.

Care & Maintenance of Fire Retardant Clothing:

The label of your garment should be checked for specific instructions as to the laundering procedure to maintain fire retardant fabrics. Garments should be laundered inside out and fabric softeners and chlorine bleach should generally be avoided. Alternately, garments may also be dry cleaned.

Limb and Body Protection

If there is a danger that a worker's hand, arm, leg or torso may be injured, an employer must ensure that the worker wears properly fitting hand, arm, leg or body protective equipment that is appropriate to the work, the work site and the hazards identified.

Skin Protection



Section 10 Personal Protective Equipment

Health & Safety Manual

An employer must ensure that a worker's skin is protected from a harmful substance that may injure the skin on contact or may adversely affect a worker's health if it is absorbed through the skin

10.2 PPE Maintenance Schedule

Personal Protective Equipment	Inspection Schedule
Fire Retardant Coveralls	Per Use Visual Inspection Annual by manager/supervisor/H & S Coordinator
Hat Hat	Per Use Visual Inspection Annual by manager/supervisor/H & S Coordinator
Safety Glasses	Per Use Visual Inspection Annual by manager/supervisor/H & S Coordinator
Hearing Protection	Per Use Visual Inspection Annual by manager/supervisor/H & S Coordinator
Steel Toed Boots	Per Use Visual Inspection Annual by manager/supervisor/H & S Coordinator



10.3 PPE Training Certification Form

Employee Name:	Trainer Name:
Job Title/Work Area:	Date of Training:

Types of PPE employee is being trained for:

- FR Coveralls/His Vis
 Hard Hat
 Safety Glasses
 Hearing Protection
 Steel Toed Boots

The following information and training on the personal protective equipment (PPE) listed above were covered in the training session:

- _____ The limitations of personal protective equipment: PPE alone cannot protect the employee from on-the-job hazards.
 _____ What work place hazards the employee faces, the types of personal protective equipment that the employee must use to be protected from these hazards, and how the PPE will protect the employee while doing his/her tasks.
 _____ When the employee must wear or use the personal protective equipment.
 _____ How to use the personal protective equipment properly on-the-job, including putting it on, taking it off, and wearing and adjusting it (if applicable) for a comfortable and effective fit.
 _____ How to properly care for and maintain the personal protective equipment: look for signs of wear, clean and disinfect, and dispose of PPE.

Note to worker: This form will be made a part of your personal file. Please read and understand its contents before signing.

(Employee) I understand the training I have received, and I can use PPE properly.

Employee's signature

Date

Trainer	
_____	Employee has shown an understanding of the training.
_____	Employee has shown the ability to use the PPE properly.
_____	_____
Trainer's Signature	Date



Section 10
Personal Protective Equipment

Health & Safety Manual
