

PERSONAL PROTECTIVE EQUIPMENT INDUCTION



Policy Statement

North Side LLC acknowledges the need for the provision of personnel protective equipment for the health, safety and well-being of its employees. PPE is defined as most necessary part of work environment which is intended to be worn or held by a person at work and which protects him against one or more risks to his health, safety or welfare. Work-place hazards must be eliminated when possible. However, if hazard controls are necessary then departments must select and use engineering controls when such controls are available and feasible. All work must be evaluated to identify hazards and any necessary personal protective equipment (PPE). When personal protective equipment is needed to perform a job task in a safe manner, the evaluation and selection of personal protective equipment must be documented. Personal protective equipment must be used and maintained in accordance with this program and the equipment manufacturer's recommendations. Departments must ensure that personal protective equipment (PPE) properly fits the user.

PPE MATRIX

	Field	Office	Driving
Helmet	✓	PPE for specific tasks will be determined by risk assessment	
Coverall	✓		
Safety Footwear	✓		
Hand Gloves	✓		
Safety Glasses	✓		
Safety Belt			✓

North Side LLC will provide Work Wear Personal Protective Equipment (PPE) to staff when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who work with PPE by consultation with staff and their representatives to:

- a) Carry out a risk assessment of duties to be undertaken whilst wearing the proposed PPE to determine whether the PPE is suitable, sufficient and necessary.
- b) Take any necessary measure to remedy any risks found as a result of the risk assessment.
- c) Ensure that where two (or more) items of PPE are used simultaneously, are compatible and as effective used together as separately.
- d) Arrange for adequate accommodation for correct storage of the PPE.
- e) Implement steps for the maintenance, cleaning and repair of PPE.
- f) Train staff in the safe use of PPE for all risks within the organization.
- g) Replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.
- h) Inform every employee of the risks, which exist and can be eliminated by wearing appropriate PPE.
- i) Reassess as necessary if any substances used or work processes change.

If there is a problem in the use of PPE you must:

- a) Inform their Line Manager immediately.
- b) In the case of an adverse health condition, advise the line manager and request referral to the Occupational Health Advisor and contact his/her own General Practitioner.

INFORMATION AND TRAINING

Training include the following:

- a) When the PPE is necessary;
- b) What PPE is necessary;
- c) How to properly put on and take off the PPE;
- d) The limitations of the PPE; and
- e) The proper care, maintenance, useful life and disposal of the PPE.

PPE BULLETIN

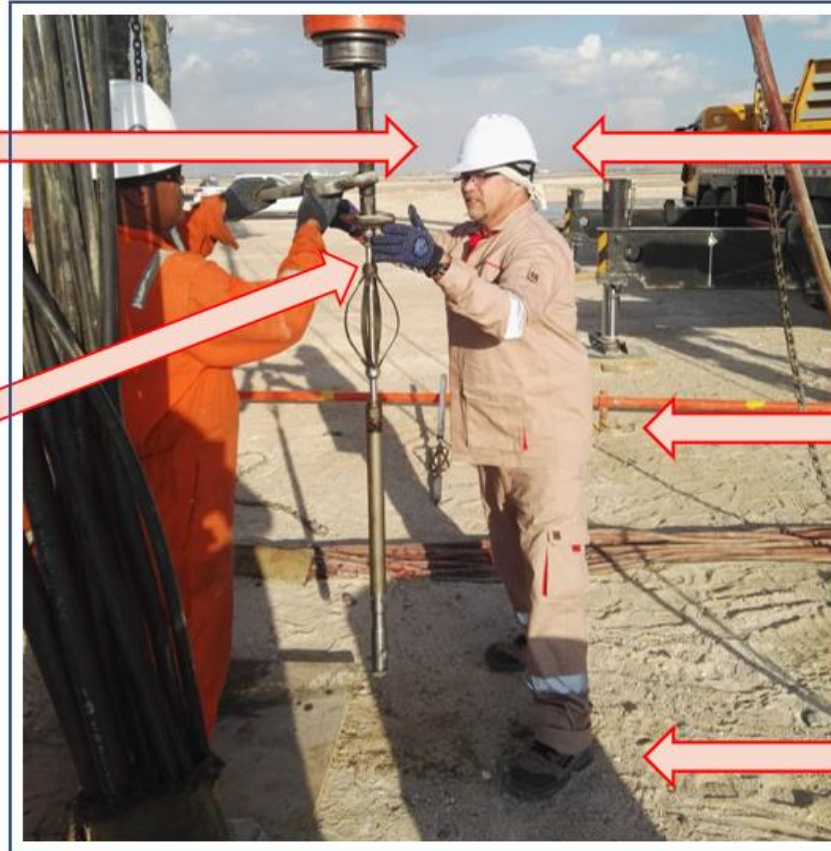
HELMET

SAFETY GLASSES

HAND GLOVES

COVERALL

SAFETY FOOTWEAR





HEAD PPE

Needed when employees are exposed to hazards that have potential to cause a head injury.

Examples of hazards:

- Flying objects.
- Falling objects or materials.
- Working near exposed energized electrical equipment.
- Working around or on scaffolds.
- Working at construction sites.
- Working around overhead tools or machinery.

Types of Head PPE

Impact Protection

- Type I – Is designed to protect only against objects falling from straight overhead, hitting the hardhat on the top.
- Type II – Is designed to protect against blows on the top of the head as well as side impacts.



HEAD PPE

Using head PPE

- Hard hat protection is effective only if the hat is adjusted to fit properly and is worn squared and not cocked at an angle or perched on the back of the head.
- Severe lacerations from relatively light blows have been incurred by workers wearing hard hats in unusual positions.
- Must not be worn backwards.

Care & Maintenance

- Check prior to each use for cracks, damaged suspension and chalky appearance (UV damage).
- Be aware that stickers placed on hardhat can conceal damage.
- Replace as necessary.
- Do not store in direct sunlight.



Using eye PPE

Needed when an employee work presents the potential of causing eye injury from physical, chemical, or radiation agents.

Examples of hazards:

- Machines
- Lasers
- Impacts
- Heat
- Tools
- Flying Particles/Dust
- Electrical work
- Chemical handling

EYE PPE

Types

- Non-prescription safety glasses
- Prescription safety glasses.
 - Employees that wear prescription (Rx) lenses can use non-prescription eye protection worn over prescription lenses as long as it does not compromise the fit of either piece of eyewear.
- All eye protection must be ANSI Z87 approved.

Care & Maintenance

- Check prior to each use for cracks or damage.
- Replace when necessary.
- Store in a clean area.



Hand PPE

Using hand PPE

Needed when work presents the potential of causing hand injury from physical, chemical, or radiation agents.

Examples of hazards:

- Absorbing harmful substances
- Sharp objects capable of causing cuts, abrasions, or punctures
- Chemical or thermal burns
- Electrical work
- High/Low temperatures

Types

- Cut/ tear/ puncture/ abrasive resistant gloves against the damage from sharp or abrasive objects.
- Lightweight gloves against contaminants such as dirt or dust and minor abrasions.



Care & Maintenance

- Check prior to each use for cuts, cracks or discoloration.
- Replace when necessary.
- Store in a clean area.



Feet PPE

Using feet PPE

Needed when work presents hazards that have potential to cause a foot injury:

Examples of hazards:

- Falling objects
- Rolling objects
- Piercing/cutting injuries
- Electrical work
- Chemical exposure

Types

- Impact- and compression- resistance, which uses a steel or nonmetallic toe cap (steel toe) to protect against falling objects or crushing from heavy rolling objects.
- Metatarsal footwear, which provides similar protection against falling objects to the area of the foot between the ankle and the toes.

Care & Maintenance

- Check safety shoes prior each use for cuts, cracks or other damage.
- Replace when necessary.
- Store all shoes in a clean, dry location.



Body PPE

Using body PPE

Needed when work presents a potential for contamination or injury to other parts of the body such as legs, arms, back, chest.

Examples of hazards:

- Heat
- Splashes
- Hot/cold metals and liquids
- Impacts
- Sharp objects
- Chemicals
- Electrical work
- Radiation



Types

- Coverall
- Full body suit

Care & Maintenance

- Check body PPE prior each use for cuts, cracks or other damage.
- Replace when necessary.
- Store in a clean, dry location.

PPE CLEANING AND CARE

- PPE must be kept clean and sanitary. Clean PPE with mild soap and water. Some PPE may require special cleaning, in these cases use the manufacturer's recommendations.
- If PPE is contaminated and cannot be decontaminated safely, it may need disposed of in a special manner to protect other employees from exposure to the hazard. EHS shall be contacted.
- PPE shall be stored in such a way that it will not become contaminated such as plastic bags, lockers, closet, drawers.

