



All DeLong's Facilities

Procedure #:
CS-005

Personal Protective
Equipment (PPE)

Rev 1

1. Purpose:

1.1 The purpose of this procedure is to define the required Personal Protective Equipment (PPE) at DeLong's, Inc. facilities for all current jobs/tasks.

2. Responsibility:

- 2.1 The Environmental Health and Safety (EHS) Manager is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.
- 2.2 The EHS Manager and/or Supervisors are responsible for implementation of this procedure and training of all employees with regard to this procedure.
- 2.3 Employees are responsible for following all provisions of this program and related procedures. Employees are expected to wear PPE when and where it is required.

3. References:

3.1 29 CFR 1910 Subpart I Personal Protective Equipment

4. Procedure:

4.1 Hazard Assessment

4.1.1 DeLong's, Inc. will perform an assessment of the workplace to determine if hazards are present, or likely to be present, which necessitate the use of (PPE). This assessment will consist of a survey of the workplace to identify sources of hazards to workers. Consideration will be given to hazards, such as impact/collision, penetration, compression, chemical, heat, harmful dust, and light radiation. Where such hazards are present, or likely to be present, DeLong's, Inc. will:

- Have each affected employee use the types of PPE that will protect the employee from the hazards identified in the hazard assessment.
- Communicate equipment selection decisions to each affected employee.
- Select PPE that properly fits each affected employee.
- Train employees in the use and care of PPE as described in the Training and Care of PPE sections this program.

DeLong's, Inc. will verify the required workplace hazard assessment has been performed by completing a written certification which is dated and signed by

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the person doing the assessment. Whenever there is a change in process or in the workplace that might introduce or change an exposure or hazard, DeLong's, Inc. will perform an assessment to determine if there needs to be additional PPE provided or different PPE should be provided. These supplemental hazard assessments will be documented, signed, and dated by the person performing the assessment.

4.2 Training

4.2.1 Each employee who is required to use PPE will be trained in the following:

- Why PPE is necessary.
- When PPE is necessary.
- What PPE is necessary and any alternative choices of equipment.
- How to properly don (put on), doff (take off), adjust, and wear PPE.
- The proper care, maintenance, storage, useful life, and disposal of PPE

4.2.2 The training will include an opportunity for employees to handle the PPE and demonstrate they understand the training and have the ability to use the PPE properly. The training will be documented in writing. The documentation will include the names of each employee trained, the date(s) of the training, and the subject matter covered.

4.2.3 If an employee who has been trained demonstrates a lack of knowledge or behavior which leads the supervisor to believe the employee does not have a proper understanding of the PPE involved, that employee will be retrained. If there are changes in the workplace or processes that change the exposures or type of PPE to be used, all affected employees will be retrained.

4.3 Care of PPE

4.3.1 Whenever necessary and practical, PPE will be assigned to individual workers for their exclusive use. Employees will be responsible for the PPE equipment assigned to them or used by them. All PPE that is provided by the Company will remain property of DeLong's, Inc..


4.3.2 PPE must be regularly cleaned, inspected, and stored according to instructions given during the training sessions or as directed by supervisors or managers.

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Defective or damaged PPE shall not be used. Employees must report any defective or damaged equipment to their supervisor for repair or replacement.

4.4 Payment for PPE

4.4.1 Required PPE

- All **REQUIRED** PPE shall be provided by DeLong's, Inc. at no cost to employees.

4.4.2 Replacement PPE

- DeLong's, Inc. will provide replacement PPE, except when the employee has lost or intentionally damaged the PPE.

4.4.3 Employee-owned Equipment

- Where an employee provides adequate PPE he or she owns, DeLong's, Inc. may allow the employee to use it and is not required to reimburse the employee for that equipment.
- Where employees provide their own PPE, DeLong's, Inc. shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.

5. Required PPE:

The following are requirements for routine tasks. Any non-routine tasks will be assessed on a case-by-case basis.

5.1 Hearing Protection

- Hearing protection is required at all times in production areas of the plant.

5.2 Foot Protection

- Safety toe shoes with metatarsal protection are required at all times in productions areas of the plant.
 - DeLong's, Inc. will provide metatarsal guards and allow the employee, at his or her request, to use boots with built-in metatarsal protection.

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5.3 Eye/Face Protection

- Safety glasses with side shields are required in all production areas of the plant, unless other eye protection is being utilized, such as goggles, a full face respirator, or a blasting hood.
- Face shield and goggles are required when completing abrasive cutting or grinding.
- Face shield or goggles are required when handling chemicals; paints, thinners, solvents, etc..
- A face shield is required when using drill presses, vertical mills, horizontal mills, lathes, planers, or any other metal chip producing mechanical equipment. Optional when guards are in place.
- A face shield is required when welding studs.
- A welding hood is required when welding.
- A supplied air blast hood is required when completing hand abrasive blasting.

5.4 Hand Protection

- Gloves are recommended in all areas, but **NOT** required.
- Gloves must not be worn when working with rotating equipment, such as drills, drill presses, and lathes.
- Gloves are required when performing hot work.
- Gloves are required when hand abrasive blasting.
- Welding gloves are required when welding.
- Chemical resistant gloves are required when handling chemicals; paints, thinners, solvents, etc..
- Cut resistant are gloves required when working with knives or sharp objects.
- Gloves are required when grinding, such as angle, or pedestal grinding.

5.5 Body Protection


- A welder's jacket/sleeves are required when welding.
- A chemical resistant apron is required when handling chemicals, such as paints, thinners, solvents, etc..

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- Fall protection is required when working at heights more than 4 feet above the ground.
- Tyvek coveralls are required when painting or completing hand abrasive blasting.

5.6 Respiratory Protection

- Detailed in the Respiratory Protection Program, Procedure #CS-006.

Failure to comply with this policy will subject an employee to the progressive disciplinary policy.

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