

I. Introduction

- A.** It is the policy and practice of Geocomp Corporation (Geocomp) to control hazards in the workplace to the greatest extent feasible to reduce the potential for employee injury.
- B.** The Geocomp Personal Protective Equipment Program (PPE) is designed to provide guidance to management regarding appropriate choices of PPE and to achieve compliance with the PPE standard as found at Title 29, Code of Federal Regulations 1910.132.
- C.** As needed, Geocomp provides equipment for the protection of the eyes and face, head, body, hands, and feet.

II. Personal Protective Equipment Program Responsibilities

A. Company President

- 1. Ensure that adequate staff resources, budget, time, equipment, and training are available for all employees who have Personal Protective Equipment Program responsibilities.
- 2. Ensure that all managers and employees are held responsible for their Personal Protective Equipment Program responsibilities.
- 3. Ensure that the Personal Protective Equipment Program is managed as are all the other important company programs

B. Managers

- 1. Implementation of the PPE Program on their projects and/or within their respective work areas.
- 2. Conduct, ensure the conduct, and/or confirm the accuracy of the project/work area specific Job Hazard Analysis.
- 3. Determine and provide the appropriate PPE to employees.
- 4. Ensure employees are trained on the proper PPE use, care, and cleaning.
- 5. Monitor the use, maintenance, and storage of PPE on their job sites.
- 6. Seek assistance from the Safety Officer in evaluating project/work area specific job hazard analysis so determination of proper PPE can be made.
- 7. Notify the Safety Officer when new hazards are introduced or when operations are added or changed so that the project/work area specific Job Hazard Analysis can be updated.

C. Employees

- 1. Wear PPE as required.
- 2. Attend required training sessions.
- 3. Care for, clean, and maintain PPE as required.
- 4. Inform the manager of the need to repair or replace PPE.

D. Subcontractors

1. At least comply with the level of PPE required for a Geocomp employee doing the same task.

E. Safety Officer

1. Oversee the effectiveness of the PPE program and perform periodic reviews to verify the program is working properly.
2. Ensure the conduct and accuracy of general and specific project/work area specific Job Hazard Analysis.
3. Ensure that initial and periodic refresher PPE training is conducted and documented.
4. Maintain records of employee PPE training.

III. Personal Protective Equipment Selection and Requirements

A. Job Hazard Analysis

1. An assessment of the PPE needs for the specific project/work area shall be conducted. Appendix A contains a template which may be used (or an equivalent) for the Job Hazard Analysis.
2. These assessments may take the following form:
 - a. For customers for whom the company does recurring work. An initial Job Hazard Analysis is required and should be confirmed on each visit to ensure that conditions have not changed.
 - b. For new and/or non-routine work, a Job Hazard Analysis is required before work begins.
3. Based on the hazard assessment, appropriate PPE will be identified and provided where feasible engineering and/or administrative controls are not available.
4. Selection of the proper PPE requires:
 - a. Identification of the hazard(s) which may include
 - Chemical
 - Impact
 - Laceration
 - Vibration
 - Electrical
 - Ionizing/Non-Ionizing Radiation

- b. Determination of the route of exposure
 - Inhalation
 - Absorption
 - Ingestion
 - Injection
 - Contact
- c. Knowledge of the PPE performance
- d. Construction material, quality and design
- e. Compatibility with chemical and environment
- f. Compliance with applicable testing standards, i.e. National Institute of Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), National Fire Protection Association (NFPA), etc.

B. PPE Use and Limitations

1. Eye and Face Protection

- a. Applies to all employees and visitors who enter designated areas.
- b. For exposure to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- c. Safety glasses are defined as industrial safety glasses that are ANSI Z87-approved and have side shields. Geocomp permits the use of removable side shields as long as they are in place in the designated areas; otherwise permanently attached side shields are required.
- d. Geocomp will provide a basic level of prescription safety glasses. Employees may upgrade eyewear at their own expense. Employees are responsible for having an up to date prescription.
- e. *Safety glasses* shall be used when there is a hazard from flying objects.
- f. *Safety glasses or goggles, and face shield* shall be used when there is a hazard from chemical splash.
- g. *Equipment fitted with appropriate filter lenses* shall be used to protect against light radiation/flash from welding, brazing, etc.

2. Foot Protection

- a. Steel toes safety shoes shall be worn when falling, rolling, puncture, or electrical hazards are present as well as to employees who are routinely exposed to risk from lifting.

- b. It is Geocomp's policy to reimburse employees \$100 towards safety shoes. If an employee chooses to purchase more expensive safety shoes, the employee will pay the difference in cost.
- 3. Hand and Body Protection
 - a. Suitable gloves shall be worn when hazards from chemicals, electricity, cuts, lacerations, abrasions, punctures, burns, and harmful temperature extremes are present.
 - b. Glove selection shall be based on performance characteristics, conditions, duration of use, and specific hazards present.
- 4. Body protection shall be required for employees whose work exposes their body to hazardous substances, hazardous energy, and/or projectiles.
 - a. Protective body clothing to be used may include some combination of chemical aprons, non-encapsulating suits, and encapsulating suits.
 - b. Loose clothing or gloves that can be entangled in moving machinery may not be worn.
 - c. Any electrically insulated protective equipment in addition to that which may be required protection in accordance with the requirements of NFPA 70E – Arc Flash.
- 5. Head Protection
 - a. Head protection (hard hats or bump caps) shall be worn when hazards from falling or fixed objects or electrical shock are present.
- 6. Hearing Protection
 - a. In Hearing Conservation Areas, where there is long-term noise exposure or exposure to high noise levels for a short period of time, approved hearing protection (earmuffs or plugs) shall be provided and used.
 - b. Employees will have a variety of devices from which to choose.
- 7. Respirators
 - a. Depending upon the situation, their use may be required or voluntary.
 - b. Shall be NIOSH Approved
 - c. Refer to the Geocomp Respiratory Protection Program.

C. PPE selection information is typically available in two forms:

1. Qualitative

- a. Recommendations rate protective materials in nonstandard, subjective ways using terms such as “excellent,” “good,” “fair,” “poor,” “not recommended” for protection against the specific hazard.
- b. These recommendations may be based on subjective evaluations of resistance to degradation, on permeation resistance, or resistance to the environment in which the equipment will be used.

2. Quantitative

- a. Chemical resistance data report actual permeation rates and/or breakthrough times for a given protective material under attack by a specific chemical.
 - No protective material currently available is truly impermeable or able to provide an effective barrier to prolonged exposure.
 - Break through is simply a matter of time.
 - The key question is whether or not a significant exposure will occur due to permeation of PPE before a given task can be completed.
 - Always refer to the specific manufacturer’s compatibility or permeation chart for specific selection criteria.
- b. Insulation characteristics are specified which correspond to the level of electrical energy present.
 - Electrically insulated equipment that is properly specified is only one aspect of the manner in which a particular task is to be safely conducted.

D. PPE Maintenance and Storage

1. PPE shall be clean and sanitary prior to usage.
2. PPE shall be stored in a manner where chemical exposure, contamination, and/or degradation will not occur.
3. PPE that is personally provided will not be shared between employees.
4. PPE that is shared will be cleaned, sanitized after use, and properly stored so that it is ready for the next usage.

E. PPE Decontamination and Disposal

1. Permanently contaminated or ineffective PPE shall be discarded and replaced.

2. Excessively contaminated garments (those involved in an unusual incident or large chemical spill) shall be cleaned by a commercial laundry that is aware of the contaminants involved. If it is not feasible to clean the soiled garments they shall be discarded in an appropriate manner based on the contaminant(s) involved.

F. PPE Training and Fitting

1. Employees required to wear PPE shall receive initial training in the proper use and care of the PPE. (Appendix B)
2. Annual retraining shall be provided to managers and employees by or at the direction of the Safety Officer. For the PPE in use, the training shall include, but not necessarily be limited to, the following subjects:
 - a. Why PPE is necessary
 - b. When PPE is required to be worn
 - c. What PPE is necessary
 - d. How to properly put on, take off, adjust, and wear PPE
 - e. The limitations of the PPE
 - f. The proper care, maintenance, useful life, and disposal requirements of the PPE

G. PPE Donning and Doffing Procedures

1. PPE shall be inspected for integrity, proper fitting, proper function, and relative comfort before entering an area where it is required.
2. When exiting an area, PPE shall be removed in a way not to expose potential chemical contamination to user or other employees. (i.e. Keep contamination on the outside of a removed glove by rolling inside out, one at a time.)

H. Inspection Procedure

1. All PPE shall be inspected prior to use. If found to be damaged or non-functional, it shall be taken out of service until it is repaired or replaced. Only then can the assigned task be conducted.
2. Employees should continuously monitor PPE performance/condition for degradation, chemical permeation, chemical penetration, rips, tears, cracks, or holes.
3. Disposable gloves shall be discarded after each use.
4. Reusable gloves shall be inspected regularly for damage and replaced when necessary.

Job Hazard Analysis



JHA Type: <input type="checkbox"/> Field Work <input type="checkbox"/> Office <input type="checkbox"/> Lab			<input type="checkbox"/> New <input type="checkbox"/> Revised		Date:
Work Activity & Description:					
Personal Protective Equipment (PPE):					
Development Team	Position/Title	Reviewed By	Position/Title	Date	
● Job Steps ¹	● Potential Hazards ²	● Critical Actions ³	Stop Work Criteria		

1 – Target number of job steps: six to ten

2 – Codes for Potential Hazards:

Caught Between (CBT)	Contacted By (CB)	Caught On (CO)	Fall To Below (FB)	Overexertion (O)	Struck Against (SA)
Caught In (CI)	Contact With (CW)	Exposure (E)	Fall - Same Level (FS)	Release To (R)	Struck By (SB)

3 – Types of Critical Actions: Administrative Controls, Engineering Controls, PPE, and/or Safe Work Practice / SOP

