

QC1024– Personal Protective Equipment (PPE)

Quality Control / Standard Operating Procedure

1.0 PURPOSE

To ensure that QC employees are protected from the safety hazards on any given worksite by providing them with Personal Protective Equipment (PPE). It is the company's intent to use engineering controls as the primary method for protecting employees. However, when additional protection is necessary, employees will wear PPE. The scope of this program includes PPE for eye, face, head, foot, and hand protection. If respirators and/or hearing protection are necessary, the company's respiratory program and hearing conservation program, respectively, will cover their use.

2.0 SCOPE

The site supervisor is responsible for coordinating the program and will make certain that hazard assessments are conducted, appropriate PPE is assigned, and affected employees receive proper training in the use of PPE. QC management should advise the site supervisor of changes in the requirements for PPE, for example new procedures, processes requiring PPE, or omission of a job or task.

3.0 REFERENCES

- 3.1 QC1006-x Job Hazard Assessment
- 3.2 QC1018-x Submittals and SDS
- 3.3 QC1007-x Employee Training and Qualification
- 3.4 QC1011-x Job Safety Analysis
- 3.5 QC1020-x Inspections
- 3.6 F1043-x PPE Assignment, Training, and Fit Test Log

4.0 PROCEDURE

- 4.1 Each project or specific work area will be assessed to determine foot, head, eye, face, and hand hazards present and the proper PPE that should be worn. The assessments will include observation of the following sources of hazards:
 - A) Impact: Flying chips, objects, dirt, particles, collision, motion hazards
 - B) Penetration: Falling/dropping objects, sharp objects that cut or pierce
 - C) Compression: Rollover or pinching
 - D) Chemical: Splashing, burns, fumes
 - E) Temperature Extremes: Sparks, splashes, burns from high/low temperatures
 - F) Harmful Dust: Dirt, particles, asbestos, lead
 - G) Light Radiation: Welding, cutting, brazing, lasers, furnaces, lights



- 4.2 The crew leader or supervisor will make certain that the personal protective equipment in use is appropriate for the identified tasks, provides a level of protection that meets or exceeds the minimum required to protect employees from the hazards, and meets all OSHA/ANSI requirements as specified in OSHA’s PPE standard.
- 4.3 The crew leader or supervisor will make certain that all affected employees receive training on:
 - A) What PPE is and why it is necessary
 - B) Proper selection of PPE for the work
 - C) How to wear PPE properly including proper fit and function
 - D) PPE limitations and capabilities
 - E) PPE care and maintenance
- 4.4 Each employee will demonstrate that he understands the training and will sign the PPE Assignment, Training, and Fit-Test Log. The information on the form will include the name of the employee, the date(s) of training, and the type of PPE the employee is certified to wear.
- 4.5 Training will be repeated under the following conditions:
 - A) Changes in the worksite that make previous training obsolete
 - B) New assignment for an employee
 - C) Change in job assignment or equipment
 - D) Incorrect use of or failure to use PPE properly
 - E) Introduction of new PPE
- 4.6 Employees shall conduct inspections, cleaning, and maintenance of PPE at intervals according to the manufacturer’s instructions but no less frequently than at the beginning of each project or every thirty days. They will not use damaged or defective equipment, or equipment that is soiled or dirty. Damaged PPE shall be discarded immediately upon discovery.
- 4.7 PPE such as safety vests, lanyards, retractables, and respirators will be inspected no less frequently than every thirty days and will use the following two-color coded tape system to identify inspection compliance:

January: <u>Green</u> -Green	February: <u>Green</u> -Blue	March: <u>Green</u> -Yellow
April: <u>Yellow</u> -Yellow	May: <u>Yellow</u> -Blue	June: <u>Yellow</u> -Black
July: <u>Red</u> -Red	August: <u>Red</u> -Green	September: <u>Red</u> -Yellow
October: <u>White</u> -White	November: <u>White</u> -Red	December: <u>White</u> -Blue



- 4.8 Employees are allowed to supply their own safety glasses, hard hats, and steel toed boots. Other than these items, QC provides all PPE. In the event the employee provides one or more of the items just mentioned, the PPE must be inspected by a company manager that is trained to perform inspections on safety equipment.

REVISION TABLE

Version	Date	Changes
1	06-29-06	Original Draft
2	03-20-17	Added Section 4.8: Employee provided PPE

APPROVAL

QC Commercial, LLC Company	Russ Phillips Print Name	 Signed	03/20/2017 Date
-------------------------------	-----------------------------	--	--------------------