

NUMBER 1.0 – PERSONAL PROTECTIVE EQUIPMENT

Number: 1.0

Issued: 5/2018

Revised: 2/2023

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1.0 PURPOSE:

To ensure that all employees are protected from workplace hazards through the proper use of Personal Protective Equipment (PPE). PPE includes all clothing and personal accessories designed to create a barrier between employees and workplace hazards

2.0 POLICY:

Each Signature location will furnish employees with the PPE necessary to perform their jobs safely. Engineering control shall be the primary method used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, PPE shall be used to eliminate exposure to hazards. All employees will be trained in the proper use of PPE.

3.0 RESPONSIBILITIES:**A. It is the responsibility of the Facility Leader:**

- to ensure compliance with this procedure in its entirety.
- to conduct a hazard assessment to identify the needed PPE.
- to ensure that all employees are trained in the selection, use, inspection, storage, cleaning, and limitation of specific PPE.
- to monitor the use of PPE, provide replacement PPE when needed, and identify any new hazard that would require the use of PPE.

B. It is the responsibility of all Employees to properly use and care for assigned PPE, and immediately inform their supervisor if PPE is damaged or not effective.**4.0 PROCEDURE:****A. EYE PROTECTION**

1. All safety glasses and goggles must meet the requirement of ANSI Standard Z87.1-2020.
2. The company will provide non-prescription, safety glasses described above at no cost to the employee. Glasses or eye protection to fit over prescription glasses will be made available to employees and visitors.
3. All safety glasses must have permanent side shields. Temporary side shields (slip-on type) used on prescription eye glasses are prohibited.
4. Each employee who wears prescription lenses shall wear eye protection that incorporates the prescription in its design, and meets ANSI Standard Z87.1-2010, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
5. Tinted safety glasses shall not be permitted for use inside the plant, unless specifically required (medical reason) for the individual (in writing) at the direction of a qualified doctor or optometrist.
6. Tinted safety glasses (with UV protection) may be worn while working outside in a yard area but must be replaced with clear lens safety glasses while working indoors.
7. In areas where corrosive materials are present, chemical-proof goggles and/or face shields must be worn.

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B. FOOT PROTECTION

1. Foot protection as defined in this policy must meet the ASTM F2413-18 Standard.
2. No employee (including new hires and temporary workers), will be permitted to work unless they are wearing ASTM F2413-18 rated foot protection.
3. All employees after 90 days of employment (excluding temporary workers and workers not eligible for benefits), are eligible for ASTM F2413-18 rated foot protection. Each eligible employee will either receive a voucher to be used at an authorized supplier, or upon proof of purchase, receive a reimbursement, with a maximum of \$75.00, toward the purchase of ASTM F2413-18 rated foot protection.
4. In appropriate areas, where severe foot hazards exist, employees may be required to wear metatarsal protection in addition to normal foot protection. The Facility Leader will designate these areas, after a hazard risk assessment has been conducted (see Procedure Number 2.0 Job Hazard Analysis).
5. Supervisors will review the condition of ASTM F2413-18 rated foot protection periodically. Exposed steel toes will not be allowed. If an employee's ASTM F2413-18 rated foot protection is not in good condition, the supervisor will communicate the compliance expectations and address the non-compliance. All non-compliance foot protection must be replaced immediately.
6. For situations where a spill occurs, disposable rubber booties are available in hazardous spill cabinets. The disposal of the rubber booties must comply with the local EPA regulations.
7. Rubber boots are available for employees entering a water only situation (such as outside pits).
8. Visitors are NOT REQUIRED to wear foot protection if the following conditions are met:
 - A. Visitor shoes must be closed-toe
 - B. Visitor must always be escorted by a Signature employee while in the facility
 - C. Visitor must remain in the defined walkway(s) at the facility

C. HAND PROTECTION

1. A hazard assessment will be performed annually (see JHA Procedure) to determine the need and type of hand and arm protection.
2. All gloves that are intended to protect employees from cuts are to be ANSI level 4 or higher.
3. For all other glove requirements, a glove suited for that specific requirement shall be required (chemical resistant, heat resistant, etc.).
4. Approved gloves will be made available at no cost to the employee.
5. Fingerless gloves, or gloves with fingers removed are not permitted. Any employee with an amputated finger or thumb will need to tuck the extra glove fingers back into the gloves rather than cutting them off. Removing the extra glove finger will create extra openings for debris or fluids to enter the gloves. Extra glove fingers may get caught in machinery, snagged, etc.

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6. Skin contact is a potential source of exposure to hazardous chemicals and materials; it is important that the proper steps be taken to prevent such contact. Gloves and arm protection should be selected based on the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of protection may not work in all situations when the hazard assessment is performed. The SDS of the chemical(s) must be reviewed to ensure the proper type of glove is selected.

7. Hand protection must be inspected at the start of the shift and periodically during the shift for signs of wear. PPE that is compromised must be replaced. PPE that needs replacing must be removed and disposed of properly.

8. No loose gloves or material around hands that could become pulled into moving/rotating machinery, such as drill presses, mills, lathers, grinders, routers, etc. Recommend tight fitting ANSI cut resistant gloves for loading, unloading and ancillary operations around the machinery.

D. CLOTHING

1. Employees and contract employees are expected to dress in a modest manner that is normally acceptable in a production or office environment that does not create a hazard.

2. Employees and contract employees are required to wear long pants in production, warehouse, maintenance, and yard areas of the facility.

3. The following clothing is not allowed in production, warehouse, maintenance and yard areas:

Sleeveless Shirts

Tank Tops

Shirts which Expose Midriffs

Dresses

Scarves

Skirts

Unsecured Belts

Ties

Loose Fitting Clothing (that could become entangled in moving machinery)

Shorts

4. Certain employees are required to meet specific attire, grooming and hygiene standards, such as wearing uniforms depending on the nature of their job and/or no facial hair for respirator required functions.

5. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy.

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E. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

5.0 ATTACHMENT / FORMS:

NONE

6.0 PROCEDURE HISTORY

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