**PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) is the last line of defense. Piedmont Service Group attempts to control the hazards in this manner:

 1) Eliminate the Hazard.

 2) Substitute a different method, material or other.

 3) Engineer the hazard out by design.

 4) Administrative controls.

 5) PPE

Methods 1-4 are the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses.

 **Design**

All personal protective clothing and equipment will be of safe design and construction for the work to be

 performed. Only those items of protective clothing and equipment that meet National Institute of

 Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will

 be accepted for use.

 **Training**

All employees who are required to use PPE shall be trained to know:

•When and what PPE is necessary.

•How to properly don (put on), doff (remove), adjust, and wear the PPE.

•The limitations of the PPE.

•The proper care, maintenance, useful life, and disposal of the PPE.

 •Each affected employee shall demonstrate an understanding of the training and the ability to use

 PPE properly, before being allowed to perform work requiring the use of PPE.

Retraining of employees shall be performed if there are changes to the workplace or changes in type of PPE. Furthermore, retraining will be performed when prior training is deemed obsolete or when an employee demonstrates lack of use, improper or insufficient use. All PPE training shall be documented and include the employee’s name, the date of training and the certification subject.

**Hazard Assessment & Equipment Selection**

A certified written hazard assessment shall be used by Piedmont Service Group (PSG) to assess the

workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE.

This hazard assessment will be in the form of an Activity Hazard Analysis (AHA) or a Job Hazard

Analysis (JHA). The AHA/JHA will be certified by the signature of the assessor.

If such hazards are present, or likely to be present, proper PPE shall be selected, the selection of the PPE

shall be communicated to the affected employees, and each employee shall be fit for the PPE.

As the standard measure, the following personal protective equipment is required for all PSG projects whether it is new installations or service/maintenance work.

 • Eye Protection 100% of the time.

 • Hand protection 100% of the time.

 • Safety toed boots 100% of the time

 • Hard hats 100% of the time. (There may be some service or maintenance work where this may be waived if the AHA or JHA show no overhead hazards).

 • Hi visibility vest. Whenever around moving equipment, vehicles or working next to or on the road.

 • Hearing protection. Whenever the TWA is at 90 db or above. (8 hr period)

 • Respiratory protection. It is our goal to not expose our employees to any situations that require a respirator. If this is unavoidable, please reference the section on respirators in this manual.

**Eye Protection**

• Safety glasses (ANSI Z87.1) with side shields shall be the minimum eye protection worn at all times on our projects. Mono-goggles must be worn over eyeglasses that are not safety approved. The use of prescription eye wear shall require the wearer to wear goggles or over lens protective safety glasses unless the prescription glasses meet the ANSI Z87 standard.

• Outdoor/Shaded safety glasses are not to be used indoors.

• Appropriately shaded UV welding shade shall be worn for all welding and cutting operations, including the use of plasma cutting equipment. The tables for determining proper shade are available by contacting the Safety Director.

• Chemical splash goggles may be required for certain operations where spills or contact with liquid chemicals is of concern. Consult the SDS for specific requirements.

**Hi Visibility Vest**

An ANSI class 2 vest is required whenever working around or walking by moving equipment, vehicular traffic, in the proximity of roadways, and working as a flagger.

**Hand Protection**

Gloves will be used at alltimes on PSG projects. This includes new installation work and service/maintenance work. Gloves appropriate for the specific hazard must be worn when handling rough materials/tools, sharp objects, chemicals, and other material that may cut or irritate the skin or as directed by the project specific requirements. This includes but not limited to, the handling of light fixtures, electrical panels, removing covers, installing ductwork, threading pipe and handling chemicals.

At a minimum, PSG requires a cut rating of 2 (ANSI) or B (EN388) for all gloves. If a particular glove can be shown to be appropriate for the task, it may be acceptable. Any questions as the proper glove for the task, check the AHA or SDS for the chemical and please contact the Safety Director.

**Footwear**

You must wear sturdy work boots which are a minimum 6" high, hard sole, heavy duty and which provide full ankle support. Sneakers, day hikers, work shoes, sandals and any open toed shoes are not permitted on construction or service sites.

Work boots must be safety toed.

In some cases rubber or similar overshoes may be required due to weather or contact with cement type materials. Consult the SDS for specific requirements.

Metatarsal protection is required for operation of walk behind compaction equipment.

**Hard Hat**

All employees must wear a hard hat, with suspension unit properly secured, at all times while on the construction site. Baseball caps cannot be worn under hard hats. Only manufacturer approved under the hard hat apparel is acceptable. Service personnel will also wear a hard hat unless An AHA or JHA have been completed and the ceiling area is fully closed and the service person will not be subject to head injuries from falling objects, ceiling wires, or contact with any overhead obstructions.

Inspect headwear before each use for any visible signs of dents, cracks, gouges, penetration, chalking, loss of gloss or any other signs of damage prior to use that might reduce the degree of safety originally provided.

• Users are cautioned that if unusual conditions occur, such as extreme high or low temperatures or if there are signs of abuse or mutilation of the hard hat or any component, the margin of safety may be reduced.

• Identify cracked, torn, frayed, or otherwise deteriorated suspension systems. Typically the manufacturer recommends replacement after 12 months of service.

• Where damage or defects are detected, the hard hat should be discarded and replaced with a new unit. Typically they have a 5 year service life.

• Replace hard hat even when hairline cracks start to appear.

• Replace hard hat that has been struck by a forceful object, even if no damage is obvious.

• Remove and destroy any hard hat if its protective abilities are in doubt.

**Hearing Protection**

Hearing protection is provided and must be used when the sound level in the work area exceeds 90 DBA over an 8 hour time weighted average. If you cannot carry on a conversation without shouting at a 3-foot distance from another person, the sound level may be exceeding the 90-decibel level. Further, hearing protection must be worn when using powder actuated tools. It is required to utilize hearing protection while using chop saws, grinders, jackhammers, rotary hammers, and any other high noise-making tool.



This policy to ensure that no employee is exposed to noise levels in excess of the action levels*. The Safety Director* is the designated supervisor for ensuring the following engineering controls and work practices will be enforced:

Upon initial hiring, all employees who are exposed to action level noise will be trained in the hazards

presented by excessive noise levels in the workplace, and the use and care of hearing protection devices. Training will be repeated annually for each employee and updated to reflect changes in personal protective equipment (PPE) and work processes or requirements. *The Safety Director* will make copies of the noise exposure procedures available to affected employees and will also post a copy in the workplace and allow OSHA access to records.

Hearing protectors are available at no cost to all employees exposed to an 8-hr. time-weighted average of

85 decibels. Hearing protection will be replaced as necessary. Each employee will be properly trained

in the use, care, and fitting of hearing protectors. *The Safety Director* will ensure that hearing protectors

are worn. Employees will be given the opportunity to select their hearing protectors from a variety of

suitable hearing protectors.

*Piedmont Service Group* will provide a continuing effective hearing conservation program when employees are exposed to sound levels greater than 85 dBs on an 8 hour time-weighted average basis.

When information indicates that employee exposure may equal/exceed the 8 hr time-weighted avg. of 85

decibels, *The Safety Director* will implement a monitoring program to identify employees to be included in

the hearing conservation program.

Employees will be required to wear hearing protection in work areas whenever employee noise

exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured

on the A scale (slow response) or, equivalently, a dose of fifty percent.

*The Safety Director* will maintain an audiometric testing program by making audiometric testing available

to all employees whose exposures equal or exceed an 8-hr. time-weighted avg. 85 decibels. The program

is provided at no cost to employees.

Audio monitoring will be implemented if it is believed noise levels in work areas are approaching or exceed action level limits. If monitoring results indicate exposures equaling or exceeding safe limits, an employee will be included in a hearing conservation program.

Within 6 months of an employee's first exposure at or above the action level, *Piedmont Service Group*

shall establish a valid baseline audiogram against which future audiograms can be compared. When a

mobile van is used, the baseline shall be established within 1 yr.

Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to

workplace noise. Hearing protection may be used to meet the requirement. Employees will also be notified

to avoid high levels of noise.

At least annually after obtaining the baseline audiogram, *The Safety Director* will obtain a new audiogram

for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's

annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram

is valid and if a standard threshold shift has occurred. If a comparison of the annual audiogram to

the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in

writing, within 21 days of the determination.

If a standard threshold shift occurs, use of hearing protection shall be re- evaluated and/or refitted

and if necessary a medical evaluation may be required. The following procedures will be implemented:

 Employees not using hearing protectors will be fitted with hearing protectors, trained

 in their use and care, and required to use them.

 Employees already using hearing protectors will be refitted and retrained in the use of

 hearing protectors and provided with hearing protectors offering greater attenuation if

 necessary.

 Employees will be referred for a clinical audiological, if additional testing is necessary

 or if it is suspected that a medical pathology of the ear is caused or aggravated by the

 wearing of hearing protectors.

Audiometric evaluation and testing conducted by a licensed physician using the guidelines contained

in §1910.95 (g), and is available to all employees whose work requirements equals or exceeds an 8 hr. time-

weighted average 85 decibels on a regular basis at no cost to the employee. Hearing protection is

available at no cost to all employees upon request from the jobsite foreman or company office.

*The Safety Director* will evaluate hearing protection for the specific noise environments in which the protector will be used.

An accurate record of all audio testing and monitoring will be kept at the company office and

maintained as required. Evaluations will be done for suitable hearing protection from the noise levels

encountered in the workplace. These records, as well as information on these OSHA regulations and

appendices will be available to employees upon request.

 Hearing protection is available at no cost to all employees upon request from the jobsite foreman or company office.