PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

I. POLICY

Personal Protective Equipment (PPE) will be provided whenever it is necessary because of hazards, processes or environmental conditions. Southern Global Safety Services, Inc. (SGSS) requires that Personal Protective Equipment be used when chemical hazards, radiological hazards, or mechanical irritants are encountered in a manner capable of causing injury or impairment through absorption, inhalation, or physical contact.

II. PURPOSE

The purpose of this Personal Protective Equipment (PPE) Program is to protect our employees by ensuring that Personal Protective Equipment is provided, used, and maintained in a sanitary and reliable condition, whenever it is necessary, due to hazards from processes or in the work environment. To the extent that it is possible and feasible, Southern Global Safety Services, Inc. will remove or eliminate hazards or exposures through engineering means to eliminate the need for PPE.

This program covers eye and face protection, head protection, foot protection, hand protection, body protection, hearing protection, respiratory protection and electrical protection. This program covers the responsibilities of the Safety and Health Managers, Project Managers/Supervisors and employees, assessment of hazards, selection and use of personal protective equipment (PPE), and training.

III. RESPONSIBILITIES

The Project Manager will be responsible for assessing the hazards and exposures that may require the use of PPE, determining the type of equipment to be provided, and purchasing the equipment. Input from the Safety and Health

Managers, supervisors, and employees will be obtained and considered in selecting appropriate equipment.

Project Managers will be responsible for insuring employees receive training in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required.

Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.

The SGSS Safety and Health Managers, Kevin Banks – Western Regional Manager and Bob Cook – Eastern Regional Manager, are responsible for the overall maintenance and effectiveness of the PPE Program.

IV. PROCEDURES

Personal protective clothing is to include approved lab coats, masks, gloves, special shirts, trousers, overalls, jumpsuits, disposable suits, safety shoes, hard hats, coats and smocks. As a minimum, Company furnished Safety Boots, Eyeglasses, and Headwear shall be utilized.

Employees must request all needed personal protective clothing not available, as Company stock items are generated by the Project Managers and are approved by the Safety and Health Manager. The protective clothing must be worn by all SGSS employees as dictated by this PPE Program. The clothing will be available only in compromise sizes (i.e. small, medium, large, and extra large).

Safety shoes should be worn by all SGSS employees, as dictated by the nature of the work. Safety shoe areas are determined by the Project Manager/Supervisor and approved by the Safety and Health Manager. The user will be responsible for the proper cleaning, maintenance and use of the safety shoes.

Hard hats should be worn in all posted areas (e.g., locations in warehouses, shops, and building construction or renovation areas) and when performing work in which the Project Manager/Supervisor or Safety and Health Manager decides such hazards exist.

All other PPE should be worn and maintained properly according to this PPE Program. The Project Manager/ Supervisor or Safety and Health Manager will determine when hazards exist and extra PPE is required

V. HAZARD ASSESSMENT

SGSS Project Managers/Supervisors will perform an assessment of the workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (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, penetration, laceration, compression (dropping heavy objects on foot, roll-over, etc.), chemical exposures, harmful dust, heat, light (optical) radiation, electrical hazards, noise, etc. Where such hazards are present, or likely to be present, the Project Manager/Supervisor will:

- Select, and have each affected employee use, the types of PPE that will protect the employee from the hazards identified in the hazard assessment;

- Communicate reasons for equipment selection decisions to each affected employee;

- Assist in selecting PPE that properly fits each affected employee; and

- Train employees in the use and care of PPE as described in this program

The Project Manager/Supervisor will verify that the workplace hazard assessment has been performed by conducting a written certification. This certification will be dated and signed by the Safety and Health Manager and the Project Manager/Supervisor conducting the assessment. Whenever there is a change in process, or in the workplace, that might introduce or change an exposure or hazard, the Project Manager/Supervisor will perform an assessment to determine if there needs to be additional PPE or a change in the PPE provided. These supplemental hazard assessments will also be documented, signed and dated by the Project Manager/Supervisor performing the assessment and the Safety and Health Manager. Southern Global Safety Services, Inc. will review and update the workplace hazard assessment on an annual basis.

The Hazard Assessment Form for PPE is included at the end of this Program Document.

VI. SELECTION OF PERSONNEL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) will be selected on the basis of the hazards to which the workers' are exposed or potentially exposed. All selections will be made by with input from the Safety and Health Manager, the Project Manager/Supervisor, and employees. PPE will meet the following standards:

- Eye & Face Protection devices - ANSI Z87.1-1989 "American National Standard Practice for Occupational and Educational Eye and Face Protection"

- Head Protection devices - ANSI Z89.1-1986 "American National Standard for Personal Protection - Protective Headwear for Industrial Workers"

- Foot Protection devices - ANSI Z41-1991 "American National Standard for Personal Protection - Protective Footwear"

- Hand Protection - No national standard available - Selection will be based on task performed, conditions present, duration of use, and the hazards and potential hazards identified.

- Electrical Protective equipment - No national standard - Equipment will be tested electrically before first use and every 6 months thereafter or upon indication that insulating value is suspect.

- Protective clothing – No national standard – clothing will be selected based on task performed, conditions present, duration of use, and the hazards and potential hazards identified.

VII. EMPLOYEE-OWNED PERSONNEL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment, including equipment for eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers, may be provided by the employee; however, it must meet the following criteria:

- Equipment must be inspected by the Project Manager to ensure the equipment functions correctly before it is used.

- Equipment must be in the condition as when it was received from the manufacturer.

- Equipment must remain clean and stored in its intended storage container.

- Equipment must meet all pertaining requirements as set forth by ANSI (American National Standards Institute).

- Equipment must be used and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact

The SGSS Health and Safety Manager is responsible for insuring employee-owned equipment is adequate, properly maintained and sanitized according to the aforementioned requirements. Employee questions or concerns regarding the use of personally owned PPE will be addressed by the SGSS Project Manager/Supervisor or the Safety and Health Manager.

VIII. TRAINING

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, doff, adjust, and wear PPE;

- The limitations of PPE; and

- The proper care, maintenance, storage, useful life, and disposal of PPE.

The training will include an opportunity for employees to handle the PPE and demonstrate that they understand the training and have the ability to use the PPE properly. Training will be provided by the Project Manager/Supervisor of the affected employees. Training will be documented in writing with the documentation including the names of each employee trained, the date(s) of the training, and the subject matter covered.

If an employee, who has been trained, demonstrates a lack of knowledge or incorrect usage of PPE, which leads the Project Manager/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.

IX. Care Of Personal Protective Equipment

PPE will be assigned to individual employees for their exclusive use. Employees will be responsible for the PPE equipment assigned to them or used by them.

PPE must be regularly cleaned, inspected and stored according to instructions given during the training sessions or as directed by the Project Manager/Supervisor. Defective or damaged PPE shall not be used.

All PPE shall be inspected before use. Employees are to report any defective or damaged equipment to their supervisor for repair or replacement.

X. Engineering Controls

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, PPE shall be employed to reduce or eliminate employee exposure to hazards.

XI. Equipment Specifications and Requirements

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 procured or accepted for use.

XII. EYE AND FACE PROTECTION

The majority of occupational eye injuries can be prevented by the use of suitable/approved safety spectacles, goggles, or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury. The Project Manager/Supervisor, with assistance from the Safety and Health Manager, will determine jobs and work areas that require eye protection and the type of eye and face protection that will be used.

Typical hazards that can cause eye and face injury are:

- Splashes of toxic or corrosive chemicals, hot liquids, and molten metals;
- Flying objects, such as chips of wood, metal, and stone dust;
- Fumes, gases, and mists of toxic or corrosive chemicals; and
- Aerosols of biological substances.

Prevention of eye accidents requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, researchers, contractors, or others passing through an identified eye hazardous area. If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

Specifications

Eye and face protectors procured, issued to, and used by Company employees must conform to the following design and standards:

- Provide adequate protection against the particular hazards for which they are designed;
- Fit properly, offer the least possible resistance to movement and cause minimal discomfort while in use;

- Be durable;
- Be easily cleaned or disinfected for or by the wearer; and
- Be clearly marked to identify the manufacturer.

Persons who require corrective lenses for normal vision, and who are required to wear eye protection, must wear goggles or spectacles of one of the following types:

- Spectacles with protective lenses, which provide optical correction;
- Goggles that can be worn over spectacles, without disturbing the adjustment of the spectacles; or
- Goggles that incorporate corrective lenses mounted behind the protective lenses.

XIII. DESCRIPTION AND USE OF EYE/FACE PROTECTORS

Safety Spectacles:
Protective eyeglasses are made with safety frames, tempered glass or plastic lenses, temples and side shields, which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc.

Single Lens Goggles:
Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames. Single lens goggles provide similar protection to spectacles, and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

Face Shields:
These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/ biological splash.

The Safety and Health Manager maintains a supply of various eye and face protective devices. Personnel requiring prescription safety glasses must contact the Safety and Health Manager.

XIV. EMERGENCY EYEWASH FACILITIES

Emergency eyewash facilities meeting the requirements of ANSI Z358.1-1981 shall be provided in all areas where the eyes of any employee may be exposed to hazardous materials. All such emergency facilities shall be located where they are easily accessible to those in need.

XV. HEARING PROTECTION

Hearing protection devices are the first line of defense against noise in environments where engineering controls have not reduced employee exposure to safe levels. Hearing protective devices can prevent significant hearing loss, but only if they are used properly.

The most popular hearing protection devices are earplugs which are inserted into the ear canal to provide a seal against the canal walls. Earmuffs enclose the entire external ears inside rigid cups. The inside of the muff cup is lined with acoustic foam and the perimeter of the cup is fitted with a cushion that seals against the head around the ear by the force of the headband.

Preformed earplugs and earmuffs should be washed periodically and stored in a clean area, and disposable foam inserts should be discarded after each use. It is important for you to wash hands before handling pre-formed earplugs and foam inserts to prevent contaminants from being placed in the ear, which may increase your risk of developing infections. Also, check hearing protective devices for signs of wear or deterioration. Replace devices periodically.

XVI. RESPIRATORY PROTECTION

Respiratory hazards may occur through exposure to harmful dusts, fogs, fumes, mists, gases, smoke, sprays, and vapors. The best means of protecting personnel is through the use of engineering controls, e.g., local exhaust ventilation, employing wet methods, etc.

The Safety and Health Manager is responsible for the Respiratory Protection Program at Southern Global Safety Services, Inc. Workers requiring the use of

respirators must first obtain medical approval from Southern Global Safety Services, Inc. physician to wear a respirator before a respirator can be issued. The Safety and Health Manager conducts respirator training and is responsible for determining the proper type of respiratory protection required for the particular hazard.

Wear only the respirator you have been instructed to use. For example, do not wear a self-containing breathing apparatus if you have been assigned and fitted for a half-mask respirator

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Wear the correct respirator for the particular hazard. For example, some situations, such as chemical spills or other emergencies, may require a higher level of protection than your respirator can handle. In addition, the proper cartridge must be matched to the hazard (a cartridge designed for dusts and mists will not provide protection from vapors).

Check the respirator for a good fit before each use. Positive and negative fit checks should be conducted.

Check the respirator for deterioration before and after use. Do not use a defective respirator.

Recognize indications that cartridges and canisters are at their end of service. If in doubt, change cartridges/canisters before using respirator. Practice moving and working while wearing the respirator so that you can get used to it.

Clean and place the cleaned respirator in a sealable plastic bag. Store the respirators carefully in a protected location away from excessive heat, light, and chemicals.

Adherence to the SGSS written Respiratory Protection Program contained in this and other SGSS Safety Programs, will help ensure the proper and safe use of respiratory equipment.

XVII. HEAD PROTECTION

Hats and caps have been designed and manufactured to provide workers protection from impact, heat, electrical and fire hazards. These protectors consist of the shell and the suspension combined as a protective system. Safety hats and caps will be of nonconductive, fire and water resistant materials.

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work in head-hazard areas. Head protection will also be required to be worn by engineers, inspectors, and visitors at construction sites.

XVIII. HAND PROTECTION

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. There are gloves available that can protect workers from any of these individual hazards or any combination thereof.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. The Safety and Health Manager can assist is determining the specific type of glove material that should be worn for a particular chemical.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use.

Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove and materials to be used include: leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point

of operation, power train, or other moving parts. To protect the hands from injury due to contact with moving parts, it is important to:

The Safety and Health Manager can help the supervisor identify appropriate glove selections for their operations. The Safety and Health Manager also maintains a selection of gloves for various tasks.

XIX. SAFETY SHOES

Safety shoes shall be worn in the shops, warehouses, maintenance, and other areas as determined by the Health and Safety Manager. Recommendations for safety footwear shall be approved by the Health and Safety Manager. All safety footwear shall comply with American National Standards Institute (ANSI) Standard ANSI Z41-1991, "American National Standard for Personal Protection".

Permanent full-time employees will be initially issued one pair of safety shoes of approved type. Shoes will be replaced or repaired as necessary based on supervisory approval.

PERSONAL PROTECTIVE EQUIPMENT

HAZARD ASSESSMENT FORM

Date of Hazard Assessment: _____

Person Performing Hazard Assessment: _____

Location of Job: _____
Task/Position: _____
Hazards: _____
PPE Required: _____

PERSONAL PROTECTIVE EQUIPMENT

CERTIFICATION OF HAZARD ASSESSMENT

I certify that a hazard assessment of the workplace was performed at our facility located at _____. This assessment consisted of a review of prior injury and illness records and a walk-through inspection of all work areas. The purpose of this assessment was to identify sources of hazards to employees that are present, or are likely to be present, in the workplace which necessitate the use of personal protective equipment (PPE).

Workplace Evaluated:
(Insert address of the facility and a listing of all departments or areas of the facility that were inspected.)

Person Certifying Hazard Assessment:

Name: _____ Title: _____

Date(s) of Hazard Assessment: _____