

 DEE CRAMER <small>HEATING / COOLING / SHEET METAL</small> <small>Dedicated People. Delivering Quality.</small>	Dee Cramer, Inc. Safety Management System	Doc No:	PPE	
		Initial Issue Date	1/1/2017	
		Revision Date:	Initial Version	
PPE (PERSONAL PROTECTIVE EQUIPMENT)		Revision No.	0	
		Next Review Date:	1/31/2027	
Preparation: Safety Director	Authority: President	Issuing Dept: Safety	Page: Page 1 of 12	

Purpose

The purpose of the Personal Protective Equipment section is to set forth the procedures for the use, care, and maintenance of personal protective equipment required to be used by employees for the prevention of injuries.

Scope

This program applies to all Dee Cramer, Inc. employees. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Dee Cramer, Inc. employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

Safety Manager

- Assists in the selection of appropriate PPE. If a task exposes an employee to hazards which cannot be eliminated through engineering or administrative controls, the Safety Manager assists the supervisor and project manager to identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Employees need to give feedback to the supervisor about the fit, comfort, and suitability of the PPE being selected. Employees are provided reasons for selection of PPE.
- Assists supervisor and site managers in assuring all PPE obtained meets regulatory and this procedure's requirements.
- Performs Worksite Hazard Assessments - The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. Sources of hazards include, but are not limited to: hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout. Certifies in writing the tasks evaluated, hazards found and PPE required to protect employees against hazards and ensures exposed employees are made aware of hazards and required PPE before they are assigned to the hazardous task. Certificate shall include certifier's name, signature, dates and identification of assessment documents.

Managers and Supervisors

- Supervisors and managers shall regularly monitor employees for correct use and care of PPE, and obtain follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE.
- Supervisors and managers shall enforce PPE safety rules following the guidance of the Dee Cramer, Inc. progressive disciplinary procedures and ensure Required PPE Poster is posted properly.

Employees

- Complying with the correct use and care of PPE.
- Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.

 DEE CRAMER <small>HEATING / COOLING / SHEET METAL</small> <small>Dedicated People. Delivering Quality.</small>	Dee Cramer, Inc. Safety Management System	Doc No:	PPE	
		Initial Issue Date	1/1/2017	
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PPE (PERSONAL PROTECTIVE EQUIPMENT)		Revision No.	0	
		Next Review Date:	1/31/2027	
Preparation: Safety Director	Authority: President	Issuing Dept: Safety	Page: Page 2 of 12	

- Reporting and replacing defective or damaged PPE, which shall not be used.
- Wearing of required PPE is a condition of employment.

General

- Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition whether the PPE is employer issued or employee owned.
- Employee owned equipment is NOT permitted, except for safety toe footwear and prescription safety glasses. Dee Cramer, Inc. is still responsible for the assurance of its adequacy, maintenance and sanitation of those two items.
- All PPE issued shall be at no cost to the employee. All employees will know and follow the procedures outlined in this Program.

Worksite Hazard Assessment

Dee Cramer, Inc. shall assess the workplace to determine if hazards are present, or likely to be present, which necessitate the use of PPE. A written hazard assessment shall be performed. During the hazard assessment a determination if hazards are present or are likely to be present, this necessitates the use of PPE. The following sample hazard sources will be identified:

- High or low temperatures; Chemical exposures (use SDS for guidance)
- Flying particles, molten metal or other eye, face, or skin hazards
- Falling objects or potential for dropping objects; employee falling from a height of 6' or more
- Sharp objects; Rolling or pinching that could crush the hands or feet;
- Electrical hazards

Where these hazards could cause injury to employees, personal protective equipment must be selected to substantially eliminate the injury potential. Employees will be notified for the selection and reason.

The results of this assessment shall be communicated to each affected employee and kept at the local office.

Selected/identified PPE shall be fitted to each affected employee. Fitting, including proper donning, doffing, clean and maintenance of PPE is addressed in the Training section. Exemptions for use of PPE must be supported by the PPE hazard assessment.

Eye Protection

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapors. Eye and Face PPE must comply with ANSI Standard Z87.1-2003 (Z87+), *Occupational and Educational Personal Eye and Face Protective Devices*.

Safety Glasses

Safety glasses, with side shields, that meet ANSI Z-87.1-2003 standards with "high Impact lenses" are required to be worn by all employees, subcontractors, and visitors while on Dee Cramer, Inc. property, at all times, as described below:

 DEE CRAMER <small>HEATING / COOLING / SHEET METAL</small> <small>Dedicated People. Delivering Quality.</small>	Dee Cramer, Inc. Safety Management System	Doc No:	PPE	
		Initial Issue Date	1/1/2017	
		Revision Date:	Initial Version	
PPE (PERSONAL PROTECTIVE EQUIPMENT)		Revision No.	0	
		Next Review Date:	1/31/2027	
Preparation: Safety Director	Authority: President	Issuing Dept: Safety	Page: Page 3 of 12	

- At field locations, in shops and warehouses, except in approved, designated, striped safety zones.
- In all yard work zones or by everyone when in the vicinity of loading or unloading equipment, performing mechanic or maintenance work, test stand operations, operating equipment such as forklifts, welding, or any type of work which has the potential to inflict an eye injury.
- In any office, restroom, or any other building while performing any type of work where a potential eye injury may be present.
- Visitors will be provided with visitor glasses. In the absence of approved prescription safety glasses, "Over the glass" type safety glasses or goggles, must be worn over the nonsafety glasses until approved prescription safety glasses are obtained.
- Workers assisting welders must wear absorbent safety glasses that protect the wearer from ultra-violet (UV) and/or infrared rays (IR).
- Dark shaded lens (sunglasses) darker than a # 1 shade is prohibited to be worn indoors unless welding or assisting a welder.
- A doctor must support "exceptions for medical reasons" in writing to exempt safety eyewear requirements.
- Safety glasses are not required:
 - Inside offices.
 - Parking lots when traveling from vehicles to and from office buildings by way of main doors that do not pass through shops.

Goggles

- Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Material Safety Data Sheet of the material being handled.
- Dust proof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around the lenses and side shields.

Face Shields

- Full face shields shall be worn over safety glasses when operating hand held or stationery grinders with abrasive or wire wheels, while chipping paint or concrete or, performing jobs where there is the potential for flying objects striking the face and safety glasses or goggles would not provide adequate protection.

Head Protection

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from employee initiated impact or impact from falling or other moving objects. Helmets must comply with ANSI Standard Z89.1-1997 Class E, *American National Standard for Industrial Head Protection* for Type II head protection or be equally effective.

- Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.
- Hardhats are to be worn at all field, shop and warehouse locations, or where deemed necessary as per each location's PPE Hazard Assessment.
- Hardhats will not be altered in any way.
- Do not paint or apply unauthorized stickers, name plates, etc.
- Do not drill, cut, bend, or apply heat.

 DEE CRAMER <small>HEATING / COOLING / SHEET METAL</small> <small>Dedicated People. Delivering Quality.</small>	Dee Cramer, Inc. Safety Management System	Doc No:	PPE	
		Initial Issue Date	1/1/2017	
		Revision Date:	Initial Version	
PPE (PERSONAL PROTECTIVE EQUIPMENT)		Revision No.	0	
		Next Review Date:	1/31/2027	
Preparation: Safety Director	Authority: President	Issuing Dept: Safety	Page: Page 4 of 12	

- Do not alter the suspension system.
- Hardhats will be inspected by the employee regularly for cracks, chips, scratches, signs of heat exposure (sun cracks), etc.
- Defective hardhats will be replaced immediately.
- Hardhats shall not be placed in rear windows of vehicles where they will be exposed to the sun or become projectiles during an accident.
- A supply of hardhats must be made available to visitors.
- Dee Cramer, Inc. shall provide hardhats.
- Employees will be trained in the use, care and maintenance of head protection equipment.

Hearing Protection

Hearing protection is required to be worn by all employees, subcontractors, and visitors while in posted "High Noise" areas. Refer to the Dee Cramer, Inc. Hearing Conservation Program for more information.

Warning signs will be posted in areas known or suspected to have noise levels exceeding 85 dBA either constantly or intermittently.

When signs are not posted, employees shall wear hearing protection when noise caused by machinery, tools, etc., prevents normal conversations to be heard clearly.

Rule of thumb: If you have to yell to be heard, hearing protection is required

Types

- Molded Inserts (ear plugs)
- Canal Caps (head band type)
- Muff, either headband or hard hat mounted Earmuffs and earplugs shall be provided to the employee in sizes and configurations that will be comfortable to the employee.

Care and Maintenance

- Inspect hearing protection prior to each use.
- Hearing protection must be kept clean to prevent ear infections.
- Most earplugs used today are disposable and must be discarded when they become dirty, greasy, or cracked.
- Earmuffs that have deteriorated foam inserts, cracked seals or are defective must be replaced.

Fit

- Due to individual differences, not everyone can wear the same type of hearing protection. A variety of styles may have to be tried before one is found to be comfortable and provide adequate protection.
- Employees shall be instructed how to obtain the proper fit.

Hand Protection

Gloves

- Gloves are required to be worn when performing work, which may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals.

 DEE CRAMER <small>HEATING / COOLING / SHEET METAL</small> <small>Dedicated People. Delivering Quality.</small>	Dee Cramer, Inc. Safety Management System	Doc No:	PPE	
		Initial Issue Date	1/1/2017	
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PPE (PERSONAL PROTECTIVE EQUIPMENT)		Revision No.	0	
		Next Review Date:	1/31/2027	
Preparation: Safety Director	Authority: President	Issuing Dept: Safety	Page: Page 5 of 12	

- Welding: Welding gloves made of leather or other heat resistant materials shall be worn when performing arc welding or oxy/gas cutting.
- Chemical: Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.
- Refer to the specific chemical's Safety Data Sheet for the correct glove type.
- Persons assigned to working with chemicals, i.e., solvent vats, shall be issued their own individual gloves for hygiene purposes.
- Leather: Leather gloves should be worn when working with sharp materials or when handling rigging equipment.
- Cloth: Cloth gloves should be worn when handling objects or materials, which could cause blisters, splinters, cuts, etc.
- Heat Resistant: Heat resistant gloves shall be worn when handling hot bearings, races, or other materials or objects that have been heated beyond ambient temperatures.
- Insulated: Insulated gloves shall be worn to prevent frostbite in extreme cold climates.
- Glove Inspections
 - Gloves shall be inspected before each use for holes, tears, and worn areas.
 - Chemical gloves shall be periodically air tested for pinholes by twisting the cuff tightly, apply low air pressure to expand the glove, and then submersing in water to check for bubbles.
 - Defective gloves shall be discarded immediately. Exception: machinists are exempted from wearing gloves while working with rotating machinery.

Foot Protection

Safety footwear shall be worn by all employees with regularly assigned duties at field locations, in shops and warehouses.

- Office workers and visitors who enter these areas on an infrequent basis will not be required to wear foot protection provided they stay clear of the work being performed.
- If required to be in the close proximity of the work, the work will be stopped while visiting the area or safety footwear will be worn.
- Shops, Field Locations, Warehouses and Parts Departments: Leather or equivalent boots, either lace up or pull up, shall be worn.
- The boot must provide ankle protection and have soles designed to protect from punctures with defined heels for climbing ladders.
- Metatarsal guards will be worn when duties present a hazard of equipment or material crushing the foot.
- All safety footwear must meet ANSI Z41-1999 standards.
- Client locations may require safety footwear to be worn by everyone; check with the local supervisor for client requirements before visiting field locations.

Fall Protection

Personal fall protection is required when performing certain elevated jobs in excess of six feet. Consult the Dee Cramer, Inc. Fall Protection Program.

 DEE CRAMER <small>HEATING / COOLING / SHEET METAL</small> <small>Dedicated People. Delivering Quality.</small>	Dee Cramer, Inc. Safety Management System	Doc No:	PPE	
		Initial Issue Date	1/1/2017	
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PPE (PERSONAL PROTECTIVE EQUIPMENT)		Revision No.	0	
		Next Review Date:	1/31/2027	
Preparation: Safety Director	Authority: President	Issuing Dept: Safety	Page: Page 6 of 12	

Electrical Protection

Consult the Dee Cramer, Inc. Electrical Safety Program.

Monitoring

Supervisors and site managers monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the Safety Manager who then conducts a assessment for appropriate PPE. The Safety Manager monitors the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

Training

Each employee who may need to wear PPE will be properly trained and/or retrained. Training shall include:

- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust and wear PPE.
- The limitations of PPE.
- Useful life and disposal of PPE.
- How to clean and maintain PPE in a sanitary and reliable condition.
- Reporting and replacing defective or damaged PPE, which shall NOT be used.

Retraining

Retraining is required when:

- The workplace changes, making the previous training obsolete.
- The type of PPE changes.
- When the employee demonstrates lack of use, improper use, or insufficient skill or understanding in PPE selection, necessity, use and limitations.

Documentation

Training shall be documented and records kept at the local office. The training certification shall include:

- Name of employee(s) trained;
- The dates of training; and
- The certification subject.



Dee Cramer, Inc.
Safety Management System

Doc No:

PPE

Initial Issue Date

1/1/2017

Revision Date:

Initial Version

Revision No.

0

Next Review Date:

1/31/2027

Preparation: Safety Director

Authority: President

Issuing Dept: Safety

Page:

Page 7 of 12

PPE (PERSONAL PROTECTIVE EQUIPMENT)

Sample PPE Matrix For Dee Cramer, Inc.

Location: Insert Location or Work Site

D = Depends on situation M = Mandatory - = Not Mandatory unless hazards become present

SUBJECT TO CHANGE BASED ON INDIVIDUAL WORKSITE HAZARD ASSESSMENT **CHANGE ALL AS NEEDED**

CATEGORY	EQUIPMENT	HAZARD	INSPECTION	MAINTENANCE	Job/Task	Field Tech	Housekeeping	Shop Work	Driving	Office	Winter Conditions
Head Protection:											
	Hard Hat (Class G or E Only)	Striking Head or Falling Objects	Each use	Dispose		-	-	D	-	-	-
Eye and Face Protection:											
	Safety Glasses w/shields	Objects Striking Eyes	Each use	Dispose	D	D	M	*	-	M	
	Impact Vented Goggles	Small Particles in Eyes	Each use	Dispose	-	-	D	-	-	D	
	Chemical Splash Goggles	Chemicals or Oil in Eyes	Each use	Dispose	D	D	D	-	-	-	
Hearing Protection:											
	Disposable Earplugs	Damage to Hearing (85 dB)	Each use	Dispose	D	D	D	-	-	-	
	Ear Muffs (w/Disposables)	Damage to Hearing (105 dB)	Each use	Dispose	D	D	D	-	-	-	
Personal Protective Clothing:											
	Cold Weather Clothing	Cold Temperature	Each use	Clean & Repair	D	D	D	D	-	D	
	Rainwear	Wet body	Each use	Dispose	-	-	D	-	-	-	
	Protective Sleeves	Biohazardous materials	Each use	Dispose	-	M	-	-	-	-	
	Insert more or delete as needed										
	Insert more or delete as needed										
Foot Protection:											
	Slip Resistant Footwear	Injury to Body	Each use	Replace	M	M	M	-	-	-	
	Anti-Slip Cleats during Winter	Injury to Body	Each use	Dispose	M	M	M	-	-	M	
Hand Protection:											
	Anti-cut Gloves	Cuts	Each use	Dispose	M	D	M	-	-	-	
	Vinyl Disposable Gloves	Biohazardous materials	Each use	Dispose	-	M	-	-	-	-	
	Heavy Duty Gloves	Injuries to Hands	Each use	Dispose	-	-	M	-	-	-	
	Cold weather Gloves	Environmental Exposure	Each use	Dispose	-	-	-	-	-	M	
	Rubber Gloves	Hot Water Burns	Each use	Dispose	M	-	-	-	-	-	
	Insert more or delete as needed										



Dee Cramer, Inc.
Safety Management System

Doc No: PPE

Initial Issue Date: **1/1/2017**

Revision Date: Initial Version

Revision No. 0

Next Review Date: **1/31/2027**

Preparation: Safety Director

Authority: President

Issuing Dept: Safety

Page: Page 8 of 12

PPE (PERSONAL PROTECTIVE EQUIPMENT)

Name of work place: _____

Conducted by Name/Signature: _____

Work place address: _____

Date of assessment: _____

Work area(s): _____

Job/Task(s): _____

(Use a separate sheet for each job/task or work area)

EYES		
Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE?
<input type="checkbox"/> abrasive blasting <input type="checkbox"/> chopping <input type="checkbox"/> cutting <input type="checkbox"/> drilling <input type="checkbox"/> welding <input type="checkbox"/> soldering <input type="checkbox"/> torch brazing <input type="checkbox"/> working outdoors <input type="checkbox"/> computer work <input type="checkbox"/> punch press operations <input type="checkbox"/> other:	<input type="checkbox"/> airborne dust <input type="checkbox"/> dirt <input type="checkbox"/> UV <input type="checkbox"/> flying particles/objects <input type="checkbox"/> blood splashes <input type="checkbox"/> hazardous liquid chemicals mists <input type="checkbox"/> chemical splashes <input type="checkbox"/> molten metal splashes <input type="checkbox"/> glare/high intensity lights <input type="checkbox"/> laser operations <input type="checkbox"/> intense light <input type="checkbox"/> hot sparks <input type="checkbox"/> other:	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, use: <input type="checkbox"/> Safety glasses <input type="checkbox"/> Safety goggles <input type="checkbox"/> Dust-tight goggles <input type="checkbox"/> Impact goggles <input type="checkbox"/> Welding helmet/shield <input type="checkbox"/> Chemical goggles <input type="checkbox"/> Chemical splash goggles <input type="checkbox"/> Laser goggles <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other:
FACE		
Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE?
<input type="checkbox"/> cleaning <input type="checkbox"/> cooking <input type="checkbox"/> siphoning <input type="checkbox"/> painting <input type="checkbox"/> dip tank operations <input type="checkbox"/> metal pouring <input type="checkbox"/> other:	<input type="checkbox"/> hazardous liquid chemicals <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input type="checkbox"/> potential irritants: <input type="checkbox"/> other:	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, use: <input type="checkbox"/> Face shield <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other:



Dee Cramer, Inc.
Safety Management System

Doc No: PPE

Initial Issue Date: **1/1/2017**

Revision Date: Initial Version

Revision No. 0

Next Review Date: **1/31/2027**

Preparation: Safety Director

Authority: President

Issuing Dept: Safety

Page: Page 9 of 12

PPE (PERSONAL PROTECTIVE EQUIPMENT)

HEAD		
<p><u>Work activities, such as:</u></p> <p><input type="checkbox"/> building maintenance <input type="checkbox"/> confined space operations <input type="checkbox"/> construction <input type="checkbox"/> electrical wiring <input type="checkbox"/> walking/working under catwalks <input type="checkbox"/> walking/working on catwalks <input type="checkbox"/> walking/working under conveyor belts <input type="checkbox"/> working with/around conveyor belts <input type="checkbox"/> walking/working under crane loads <input type="checkbox"/> other:</p>	<p><u>Work-related exposure to:</u></p> <p><input type="checkbox"/> beams <input type="checkbox"/> pipes <input type="checkbox"/> exposed electrical wiring or components <input type="checkbox"/> falling objects <input type="checkbox"/> fixed object <input type="checkbox"/> machine parts <input type="checkbox"/> other:</p>	<p><u>Can hazard be eliminated without the use of PPE?</u></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>If no, use:</u></p> <p><input type="checkbox"/> Protective Helmet <input type="checkbox"/> Type A (low voltage) <input type="checkbox"/> Type B (high voltage) <input type="checkbox"/> Type C <input type="checkbox"/> Bump cap (not ANSI-approved) <input type="checkbox"/> Hair net or soft cap <input type="checkbox"/> Other:</p>
HANDS/ARMS		
<p><u>Work activities, such as:</u></p> <p><input type="checkbox"/> baking <input type="checkbox"/> cooking <input type="checkbox"/> grinding <input type="checkbox"/> welding <input type="checkbox"/> working with glass <input type="checkbox"/> using power tools <input type="checkbox"/> using computers <input type="checkbox"/> working outdoors <input type="checkbox"/> using knives <input type="checkbox"/> dental and health care services <input type="checkbox"/> garbage disposal <input type="checkbox"/> computer work <input type="checkbox"/> other:</p>	<p><u>Work-related exposure to:</u></p> <p><input type="checkbox"/> blood <input type="checkbox"/> irritating chemicals <input type="checkbox"/> tools or materials that could scrape or cut <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input type="checkbox"/> animal bites <input type="checkbox"/> electric shock <input type="checkbox"/> vibration <input type="checkbox"/> musculoskeletal disorders <input type="checkbox"/> sharps injury <input type="checkbox"/> other:</p>	<p><u>Can hazard be eliminated without the use of PPE?</u></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>If no, use:</u></p> <p><input type="checkbox"/> Gloves <input type="checkbox"/> Chemical resistance <input type="checkbox"/> Liquid/leak resistance <input type="checkbox"/> Temperature resistance <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Slip resistance <input type="checkbox"/> Latex or nitrile <input type="checkbox"/> Anti-vibration <input type="checkbox"/> Protective sleeves <input type="checkbox"/> Ergonomic equipment <input type="checkbox"/> Other:</p>



Dee Cramer, Inc.
Safety Management System

Doc No: PPE

Initial Issue Date: **1/1/2017**

Revision Date: Initial Version

Revision No. 0

Next Review Date: **1/31/2027**

Preparation: Safety Director

Authority: President

Issuing Dept: Safety

Page: Page 10 of 12

PPE (PERSONAL PROTECTIVE EQUIPMENT)

FEET/LEGS

Work activities, such as:

- building maintenance
- construction
- demolition
- food processing
- foundry work
- working outdoors
- logging
- plumbing
- trenching
- use of highly flammable materials
- welding
- other:

Work-related exposure to:

- explosive atmospheres
- explosives
- exposed electrical wiring or components
- heavy equipment
- slippery surfaces
- impact from objects
- pinch points
- crushing
- slippery/wet surface
- sharps injury
- blood
- chemical splash
- chemical penetration
- extreme heat/cold
- fall
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Safety shoes or boots
 - Toe protection
 - Electrical protection
 - Heat/cold protection
 - Puncture resistance
 - Chemical resistance
 - Anti-slip soles
- Leggings or chaps
- Foot-Leg guards
- Other:

BODY/SKIN

Work activities such as:

- baking or frying
- battery charging
- dip tank operations
- fiberglass installation
- sawing
- other:

Work-related exposure to:

- chemical splashes
- extreme heat
- extreme cold
- sharp or rough edges
- irritating chemicals
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

With: Long sleeves

- Vest, Jacket
- Coveralls, Body suit
- Raingear
- Apron
- Welding leathers
- Abrasion/cut resistance
- Other:



Dee Cramer, Inc.
Safety Management System

Doc No: PPE

Initial Issue Date: **1/1/2017**

Revision Date: Initial Version

Revision No. 0

Next Review Date: **1/31/2027**

PPE (PERSONAL PROTECTIVE EQUIPMENT)

Preparation: Safety Director

Authority: President

Issuing Dept: Safety

Page: Page 11 of 12

BODY/WHOLE

Work activities such as:

- building maintenance
- construction
- logging
- computer work
- working outdoors
- utility work
- other:

Work-related exposure to:

- working from heights of 10 feet or more
- impact from flying objects
- impact from moving vehicles
- sharps injury
- blood
- electrical/static discharge
- hot metal
- musculoskeletal disorders
- sparks
- chemicals
- extreme heat/cold
- elevated walking/working surface
- working near water
- injury from slip/trip/fall
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Fall Arrest/Restraint
- Traffic vest
- Static coats/overalls
- Flame resistant jacket/pants
- Insulated jacket
- Cut resistant sleeves/wristlets
- Hoists/lifts
- ergonomic equipment: _____
- Other:

With:

- Hood
- Full sleeves

LUNGS/RESPIRATORY

Work activities such as:

- cleaning
- mixing
- painting
- fiberglass installation
- compressed air or gas operations
- confined space work
- floor installation
- ceiling repair
- working outdoors
- other:

Work-related exposure to:

- dust or particulate
- toxic gas/vapor
- chemical irritants (acids)
- welding fume
- asbestos
- pesticides
- organic vapors
- oxygen deficient environment
- paint spray
- extreme heat/cold
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Dust mask
- Disposable particulate respirator
- Replaceable filter particulate w/cartridge _____
- half faced
- full face
- PAPR (Air recycle)
- PPSA (Air supply)

With/Type:



Dee Cramer, Inc.
Safety Management System

Doc No: PPE

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Revision Date: Initial Version

Revision No. 0

Next Review Date: **1/31/2027**

Preparation: Safety Director

Authority: President

Issuing Dept: Safety

Page: Page 12 of 12

EARS/HEARING

Work activities such as:

- generator
- ventilation fans
- motors
- sanding
- pneumatic equipment
- punch or brake presses
- use of conveyors
- other:

- grinding
- machining
- routers
- sawing
- sparks

Work-related exposure to:

- loud noises
- loud work environment
- noisy machines/tools
- punch or brake presses
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- ear muffs
- ear plugs
- leather welding hood