

 DEE CRAMER HEATING / COOLING / SHEET METAL Dedicated People. Delivering Quality.	Dee Cramer, Inc.		Doc No:	PPE
	Safety Management System		Initial Issue Date:	1/1/2017
			Revision Date:	6/25/2026
PPE (PERSONAL PROTECTIVE EQUIPMENT)			Revision No.	1.0
			Next Review Date:	6/25/2029
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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.

Definitions

Defective PPE – PPE that is damaged, altered, expired, or fail inspection.

Hierarchy of Controls – A system for selecting risk controls in the following order of effectiveness: Elimination, Substitution, Engineering Controls, Administrative Controls, PPE.

Inspection – A visual and functional check of PPE is expected to ensure it is free of defections, damage, contamination, and has not exceeded service life.

Personal Protective Equipment (PPE) – Equipment worn to minimize exposure to identified workplace hazards. Examples include gloves, safety shield, safety glasses, hard hats, steel-toed shoes, etc.

Service Life – The period during which PPE is expected to provide protection, considering manufacturer guidance, exposure conditions, and maintenance.

Worksite Hazard Assessments - The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitates the use of PPE.

Responsibilities

Safety Department

- Assists in the selection of appropriate PPE. If a task exposes an employee to hazards which cannot be eliminated through engineering or administrative controls.
- 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.
- Assists supervisor and site managers in assuring all PPE obtained meets regulatory and this procedure's requirements.
- Performs Worksite Hazard Assessments Sources of hazards include, but are not limited to: hazards from impact/motion, high/low temperatures, chemicals, materials, radiation,

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falling objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout.

- Monitors proper PPE application.

Supervisors/Managers

- Supervisors and managers regularly monitor employees for correct use and care of PPE
- 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
- 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.
- Reporting and replacing defective or damaged PPE, which shall not be used.
- Wear the required PPE for the task.

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 unless approved by the Safety Department.

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 conducted.

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

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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, cleaning and maintenance of PPE. 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.

Safety Glasses

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

- 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 personal 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 from being worn indoors unless welding or assisting a welder.
- 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.

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- 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 handheld 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 potential for injury to the head from falling objects.
- Hardhats are to be worn at all fields, shop and warehouse locations.
- 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.
- 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 hard hats 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

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.
- Welding: Welding gloves made of leather or other heat-resistant materials shall be worn when performing arc welding or oxy/gas cutting.

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- Chemical: Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.
- Refer to Section 8 of the specific chemical's Safety Data Sheet for the correct glove type.
- 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 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 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 more than six feet. Consult the Dee Cramer, Inc. Fall Protection Program.

Electrical Protection

Consult the Dee Cramer, Inc. Electrical Safety Program

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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 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.

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.
- The certification subject.

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PPE Hazard Assessment Resource – (Use in Correlation with PPE Risk Assessment found on SharePoint)

Name of work place: _____
Work place address: _____
Work area(s): _____

Conducted by Name/Signature: _____
Date of assessment: _____
Job/Task(s): _____

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

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

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☐ building maintenance ☐ confined space operations ☐ construction ☐ electrical wiring ☐ construction ☐ electrical wiring ☐ walking/working under catwalks ☐ walking/working on catwalks ☐ walking/working under conveyor belts ☐ working with/around conveyor belts ☐ walking/working under crane loads ☐ other:	☐ beams ☐ pipes ☐ exposed electrical wiring or components ☐ falling objects ☐ fixed object ☐ machine parts ☐ other:	Yes ☐ No ☐ <u>If no, use:</u> ☐ Protective Helmet ☐ Type A (low voltage) ☐ Type B (high voltage) ☐ Type C ☐ Bump cap (not ANSI-approved) ☐ Hair net or soft cap ☐ Other:
FEET/LEGS		
<u>Work activities, such as:</u> ☐ building maintenance ☐ construction ☐ demolition ☐ food processing ☐ foundry work ☐ working outdoors ☐ logging ☐ plumbing ☐ trenching ☐ use of highly flammable materials ☐ welding ☐ other:	<u>Work – related exposure to:</u> ☐ beams ☐ pipes ☐ exposed electrical wiring or components ☐ falling objects ☐ fixed object ☐ machine parts ☐ other:	<u>Can hazard be eliminated without the use of PPE</u> Yes ☐ No ☐ <u>If no, use:</u> ☐ 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		
<u>Work activities, such as:</u> ☐ baking or frying ☐ battery charging ☐ dip tank operations ☐ fiberglass installation ☐ sawing ☐ other:	<u>Work – related exposure to:</u> ☐ chemical splashes ☐ extreme heat ☐ extreme cold ☐ sharp or rough edges ☐ irritating chemicals ☐ other:	<u>Can hazard be eliminated without the use of PPE</u> Yes ☐ No ☐ <u>If no, use:</u> ☐ Vest, Jacket ☐ Coveralls, Body suit ☐ Raingear ☐ Apron ☐ Welding leathers ☐ Abrasion/cut resistance
<u>With:</u> ☐ Long sleeves		

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		☐ Other
BODY/WHOLE		
<u>Work activities, such as:</u> ☐ Building maintenance ☐ construction ☐ logging ☐ computer work ☐ working outdoors ☐ utility work ☐ other:	<u>Work – related exposure to:</u> ☐ 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:	<u>Can hazard be eliminated without the use of PPE</u> Yes ☐ No ☐ <u>If no, use:</u> ☐ Fall Arrest/Restraint ☐ Traffic vest ☐ Static coats/overalls ☐ Flame resistant jacket/pants ☐ Insulated jacket ☐ Cut resistant sleeves/wristlets ☐ Hoists/lifts ☐ Ergonomic equipment: _____ ☐ Other:
LUNGS/RESPIRATORY		
<u>Work activities, such as:</u> ☐ cleaning ☐ mixing ☐ painting ☐ fiberglass installation ☐ compressed air or gas operations ☐ confined space work ☐ floor installation ☐ ceiling repair ☐ working outdoors ☐ other:	<u>Work – related exposure to:</u> ☐ dust or particulate ☐ toxic gas/vapor ☐ chemical irritants (acids) ☐ welding fume ☐ asbestos ☐ pesticides ☐ organic vapors ☐ oxygen deficient environment ☐ paint spray ☐ extreme heat/cold ☐ other:	<u>Can hazard be eliminated without the use of PPE</u> Yes ☐ No ☐ <u>If no, use:</u> ☐ Dust mask ☐ Disposable particulate respirator ☐ Replacement filter particulate w/ cartridge _____ ☐ Half faced ☐ Full faced ☐ PAPR (Air recycle) ☐ PPSA (Air supply) ☐ Other:
EARS/HEARING		
<u>Work activities, such as:</u> ☐ generator ☐ ventilation fans ☐ motors ☐ sanding	<u>Work – related exposure to:</u> ☐ loud noises ☐ loud work environment ☐ noisy machines/tools ☐ punch or break presses	<u>Can hazard be eliminated without the use of PPE</u> Yes ☐ No ☐ <u>If no, use:</u> ☐ ear muffs

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☐ pneumatic equipment ☐ punch or break presses ☐ grinding ☐ use of conveyors ☐ machining ☐ routers ☐ sawing ☐ sparks ☐ other:	☐ other:	☐ ear plugs ☐ leather welding hood ☐ Other:
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Management of Change		
Date	Description of Change	Name
6/25/2026	General process flow updates.	Madelyn Nichols