



SECTION 3

CHAPTER 2

PERSONAL PROTECTIVE EQUIPMENT

Purpose

This chapter describes the regulations pertaining to each type of personal protective equipment.

Scope

These regulations apply to all company employees, contractors, and visitors.

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General Requirements

Purpose

This document describes general policy for minimizing employee exposure to hazards by ensuring that proper personal protective equipment is worn.

Policy

Personal Protective Equipment for Gravity Oilfield Services' employees will be provided where required and fitted for each employee prior to entering a work site. Hazard assessments (JSA) will be completed to determine the selection of necessary PPE and the reasons for the selections will be communicated to each employee. The certifiers name, signature and date are required on the identification of assessment documents.

The selection of PPE will provide protection for:

- eyes,
- face,
- head,
- extremities,
- protective clothing,
- respiratory devices,
- protective shields and barriers,

are and will be provided, used, and maintained in a sanitary and reliable working 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.

Employee owned or provided PPE must be approved by the Yard Manager, HSE Coordinator and supervisor to assure the:

- adequacy,
- maintenance, and
- sanitation



Any defective or damaged PPE shall NOT be used and will be disposed of properly.

Management responsibilities

To minimize employee exposure to hazards. Management must:

- review all work procedures
 - make the proper PPE available
 - ensure training is completed for all employees and documented
 - determine when discipline and retraining is required for non-compliance of workplace changes, type of PPE changes; or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding.
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Supervisor Responsibilities

To ensure all employees under their direction understand:

- when PPE is necessary,
- what PPE is necessary,
- how to properly don, doff, adjust and wear PPE; the limitations of PPE; the proper care, maintenance, useful life and disposal of PPE.



Employee responsibilities

Employees must adhere to the PPE policy and follow:

- work procedures
- safe work practices
- instructions for wearing personal protective equipment

Employees must:

- recognize work hazards,
 - isolate the hazard, report it and warn others about it, and
 - eliminate the hazards by taking steps to correct it
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Safety Personnel Responsibility

- Safety Personnel must reinforce and promote the PPE policy by means of:
 - safety meetings,
 - field/location audits,
 - HSE reviews,
 - one on one communication with employees
 - Safety Personnel will assist Yard Management, if needed, in the selection of PPE and provide information on where to obtain PPE.
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Head Protection

Purpose

This document describes:

- requirements for hard hats
- procedure to obtain hard hats
- hard hat inspection procedure
- training for hard hats

General requirements

All employees and visitors are required to wear a non-conductive hard hat while engaged in work where there is:

- a danger of falling objects
- low overhead restriction
- an overhead crane
- a forklift
- a sign that indicates a hard hat area
- Hard hats will be worn on all field locations.

Hard Hat Requirements

All hard hats must meet the requirements of:

- ANSI Z 89.1.1986
- Note: Cowboy style hard hats are prohibited

Obtaining Hard Hats

A supply of hard hats must be available at all shop locations for visitors entering any work area. Visitors must supply their own hard hats at any field location.



Wearing Hard Hats

Employees must wear the hat squarely on the head, not cocked to one side or turned in a reverse position.

Altering Hard Hats

Hard hats may not be altered in any way in order to avoid masking potentially hazardous defects. Do **not** alter the helmet by:

- drilling
 - cutting
 - painting
 - bending
 - applying heat
 - applying unauthorized stickers, emblems, or decals
 - altering suspension system
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Inspecting Hard Hats

The employee must inspect his/her hard hat regularly for:

- cracks
- chips
- scratches
- damage to the suspension system

IF there is any defect, **THEN** replace the hard hat immediately.



**Training for
Hard Hats**

Prior to starting work, employees must be trained in the use, care, and maintenance of hard hats.

Refresher training will be conducted as necessary.

Eye and Face Protection

Purpose

This document describes:

- when and how to wear eye and face protection
- how to obtain eye and face protection
- what types to wear under different circumstances
- which lens to choose for welding operations

Wearing eye and face protection

All employees, subcontractors, and visitors must wear ANSI Z87.1.1989 approved safety glasses with side shields while:

- in or near:
 - customers property lease
 - rigs (inside guylines)
 - storage property (water facility)
- performing job functions that may cause an eye or face injury such as grinding, chipping, or working in dusty or blowing dust areas
- in any area marked with signs stating, "This is an area requiring eye protection"



Exceptions

Unless performing maintenance work, employees, visitors, and subcontractors are not required to wear safety glasses in:

- parking lots
- restrooms
- break rooms
- offices

Obtaining eye protection

Each Yard Manager/Supervisor must maintain a supply of the following for employees, subcontractors, & visitors:

- safety glasses with side shields
 - safety goggles with side shields
 - face shields
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Which protective devices to wear The following table shows which types of eye and face protection to wear for each work operation.

IF you are...	THEN wear...
handling or mixing: <ul style="list-style-type: none"> • liquid chemicals • solvents • paints, 	chemical splash proof goggle <u>Note:</u> Follow recommendations on the Material Safety Data Sheet.
<ul style="list-style-type: none"> • blowing equipment down with air (no more than 30 psi) • chipping • hammering • punching • removing or installing tong dies and slips • stenciling • performing other jobs where safety glasses do not prevent airborne particles from entering the openings around the lenses 	full face shield over safety glasses or goggles
<ul style="list-style-type: none"> • chipping paint or concrete • grinding with: <ul style="list-style-type: none"> ○ a bench grinder ○ a hand grinder ○ a wire brush • using a chop saw 	full face shield over safety glasses or goggles



<ul style="list-style-type: none">• steam cleaning• using acid baths• performing jobs where flying objects may strike the face AND safety goggles/glasses would only offer limited protection,	
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Welding lens chart

This chart shows the proper lens shade for each welding operation.

Welding Operation	Lens Shade No.
Shielded metal arc, 1/16"–5/32"	10
Gas-shielded arc, nonferrous, 1/16"-5/32"	11
Gas-shielded ferrous, 1/16"–5/32"	12
Shielded metal arc, 3/16"-1/4"	12
Shielded metal arc, 5/16"-3/8"	14
Atomic hydrogen welding	10-14
Carbon arc welding	14
Soldering	2
Torch brazing	3-4
Light cutting up to 1"	3-4
Medium cutting up to 6"	4-5
Heavy cutting over 6"	5-6
Gas welding up to 1/8"	4-5
Gas welding, 1/8"-1/2"	5-6
Gas welding over 1/2"	6-8

Do **not** wear eye protection with lenses darker than #1 indoors unless you:

- are welding
- are assisting a welder
- need them for medical reasons **AND** have a doctor's prescription for them



Obtaining Prescription Safety Eyewear

Purpose This document describes the requirements for prescription safety eyewear and substitutes, as well as the procedure for ordering the eyewear.

Policy All company employees who require prescription safety eyewear shall have safety eyewear that meets OSHA prescription safety eyewear requirements. These will be obtained following the company's program for prescription safety eyewear.

Temporary eye protection Until prescription safety glasses are obtained, employees must wear "over the glasses" safety glasses or goggles over their prescription glasses.

Hand Protection

Purpose

This document describes:

- hand protection policy
 - procedure for issuing hand protection
 - procedure for inspecting hand protection
 - types of hand protection to use for each operation
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Policy

- Employees must wear gloves when performing work which may expose the hands to:
 - extreme temperatures
 - cuts
 - abrasions
 - hazardous chemicals (see *Handling Hazardous Materials* for more information)
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Obtaining gloves

Employees who work with chemicals must each be issued chemical resistant gloves required by the SDS for the chemical used.



Inspecting gloves

Employees must inspect gloves before each use for:

- holes
- tears
- worn spots

IF a glove is defective, **THEN** discard it.

Inspecting chemical resistant gloves

This table shows the procedure for inspecting chemical resistant gloves.

Step	Action
1	Apply low pressure air into the cuff.
2	Place entire glove under water.
3	IF air bubbles come through the glove, THEN discard it and use new gloves.


Matching gloves to activity

The company provides a standard set of gloves that shall be worn during work operations. These gloves provide protection from levels of punctures, cuts and impact.

Standard Gloves	When to wear
<p>Thin Lizzie by HexArmour</p> 	<p>Normal daily work tasks. These standard work gloves do not always provide adequate or appropriate protection for all jobs. Refer to the next table for assistance in choosing the correct glove.</p>
<p>R-Flex by Ringer</p> 	<p>Normal daily work tasks. These standard work gloves do not always provide adequate or appropriate protection for all jobs. Refer to the next table for assistance in choosing the correct glove.</p>
<p>Rig Lizard by HexArmour</p> 	<p>Normal daily work tasks for cold climate. These standard work gloves do not always provide adequate or appropriate protection for all jobs. Refer to the next table for assistance in choosing the correct glove.</p>
<p>R-277 Zero by Ringer</p> 	<p>Normal daily work tasks for cold climate. These standard work gloves do not always provide adequate or appropriate protection for all jobs. Refer to the next table for assistance in choosing the correct glove.</p>

This table shows which kind of glove is appropriate for each activity:

IF you are handling...	THEN wear...
<ul style="list-style-type: none"> • low heat applications • glass operations <p><i>Note: Not to be worn as a Standard glove.</i></p>	<p>Kut-Gard – Non Impact</p> 
	<p>Monarch – Non Impact - Cold climate</p> 
<ul style="list-style-type: none"> • arc welding • oxy/gas cutting • grinding, buffing, 	<p>Tillman</p> 
	<p>Radnor</p> 
<p>or transferring, treating bulk chemical such as:</p> <ul style="list-style-type: none"> • acids • caustic soda • soda ash • solvents <p><i>Note: Refer to the Safety Data Sheet for any additional PPE requirements</i></p>	<p>Bellinham 6812</p> 
	<p>MCR Predator</p> 

<ul style="list-style-type: none"> any electrical work on or near exposed or potentially energized parts 	<p>Salisbury Low Voltage Insulating linemen Gloves (kit) – Class 00</p> 
	<p>Salisbury Low Voltage Natural Rubber Glove</p> 
<ul style="list-style-type: none"> minimal chemical handling such as sample taking and lab job functions. <i>Note: Can also be worn under any approved glove.</i> 	<p>Diamond Grip Disposable Gloves</p> 

Foot Protection

Purpose

This document describes:

- requirements for foot protection
 - policy and procedure for ordering and obtaining foot protection
 - responsibilities for:
 - determining proper safety footwear
 - eliminating foot hazards
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Requirements

Safety footwear that meets ANSI Z41.1.1991 standards is required for all employees and contractors who have regularly assigned duties in:

- well servicing/fluid services/oil field construction
- pressure pumping and wireline/rental and fishing tools
- contract drilling
- all field locations

It is recommended:

- to wear lace up boots
- to wear boots with a discernable heel
- to wear boots with skid resistant soles
- to replace boots when the steel toe is exposed

Note: The requirement for safety footwear may be waived for visitors and office workers only if:

- work is stopped while in the area
 - they are guided around hazard areas
 - they use designated walkways
-

Reviewing work procedures

The supervisor is responsible for reviewing all work procedures (JSA) to:

- anticipate exposure of employees to foot hazards
 - make adjustments to minimize exposure to foot hazards
 - ensure that the employees wear proper safety footwear
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Eliminating foot hazards

Each employee must:

- recognize foot hazards
 - isolate foot hazards and immediately report to the supervisor
 - eliminate foot hazards
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**Determining
type of footwear
for operation**

The Yard Manager must determine which type of safety footwear provides adequate protection for each employee:

- slip on steel toed boots
 - lace up steel toed boots
 - metatarsal attaching guards
 - insulated steel toed boots
 - rubber steel toed boots
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Chemical Resistant - FRC Clothing

Purpose This document describes the policy for wearing chemical resistant clothing.

Wearing chemical resistant clothing Employees must wear proper protective equipment when working with:

- acids
- batteries
- caustics
- solvents

Chemical resistant clothing consists of:

- rubber aprons
 - rubber gloves
 - safety goggles that are:
 - vapor proof
 - splash proof
 - full face shields
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Wearing Flame Retardant Clothing Employees must wear Flame Retardant Clothing when on and oil or gas lease and/or when hydrocarbons are present.
