

Personal Protective Equipment	S.O.P. 3G		Page 1 of 5
	10/01	Rev. 2	
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STANDARD OPERATING PROCEDURE			

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I. SCOPE AND PURPOSE

- a. The purpose of this policy is to establish minimum personal protective equipment and wearing apparel standards for personnel working in potentially hazardous areas.
- b. The scope of this policy is to establish minimal requirements for wearing apparel and personal protective equipment (PPE) in potentially hazardous areas.

II. RELATED PROCEDURES AND RESOURCES

- a. S.O.P. 3A Electrical Safety
- b. S.O.P. 3O Fall hazard Management
- c. S.O.P. 5B Bloodborne Pathogen
- d. S.O.P. 5D Industrial Noise and Hearing Conservation
- e. S.O.P. 5F Respiratory Protection
- f. S.O.P. 5G Hazard Communication
- g. Form 2A.1c Job Hazard Analysis
- h. Personal Protective Equipment Field Training Module
- i. 29 CFR 1926.21, Safety Training and Education
- j. 29 CFR 1926, Subpart E, Personal Protective and Life Saving Equipment

III. PERSONNEL RESPONSIBILITY

- a. Supervisory personnel are responsible to assure that the requirements of this policy are discussed with and implemented by their assigned personnel.

- b. Supervisory and/or Safety personnel will assess the hazards of the worksite utilizing form 2A.1c, Rev. 4, Jobsite Hazard Analysis (JHA) prior to performing any work.
- c. Supervisors will inform his/her personnel on the results of the JHA during the pre-job safety meeting and ensure that all affected personnel have the proper PPE prior to performing any work.
- d. Supervisors will ensure that all affected personnel are properly trained on their required PPE prior to performing any work.
- e. Supervisors and affected personnel shall ensure the proper fit of any and all required PPE.
- f. All defective PPE shall be replaced immediately and the defective PPE taken out of service, tagged "Do Not Use" and sent to the Safety department for disposal.
- g. All supervisors of work activities shall ensure that all personnel in the work area comply with the requirements of this procedure.
- h. Improper use or failure to use personal protective equipment and wearing apparel is considered a violation of safety work practices and work rules. Failure to abide by this S.O.P. would result in disciplinary measures up to and including termination. In some cases, disciplinary action may also be directed beyond employees observed in the actual violation (i.e., failure to report unsafe acts and those cases where it is determined that supervisors or foremen had knowledge that employees were consistently violating safety work practices and the supervisor failed to initiate any action to correct the situation, etc.).
- i. Basic Industries of South Texas, Ltd. shall provide all required PPE and does not allow personnel to use personally owned PPE.

IV. WEARING APPAREL

- a. All individuals shall wear suitable clothing that protects the body and extremities at all times. Typical personnel hazards to be considered are:
 - i. Thermal burns from contact with hot pipe can be prevented by using long sleeves and cloth gloves.
 - ii. Chemical burns from acid/caustic residues or leaks can be prevented by using acid splash suits, protective boots and appropriate gloves.
 - iii. Skin absorption of allergens or toxins in gaseous, liquid or solid states can be prevented through the use of splash suits, boots, and gloves.
- b. Loose clothing shall not be worn where it can contact or catch on energized conductors, moving parts, equipment, or other hazards of this type.
- c. Short pants shall not be worn as outerwear.
- d. Tank tops or sleeveless shirts shall not be worn as outerwear.
- e. Short sleeve shirts are permitted in the office, yard, garage, shop or on jobsites where the facility owner allows such outerwear.
- f. With the exception of office personnel, employees are prohibited from wearing any type of jewelry, including facial jewelry.
- g. Shirts shall be buttoned at least one or two buttons from the neck and tucked in at the waist. Long sleeves shall be buttoned at all times.

- h. **Fire retardant** (FR) clothing must be worn at all times by all B.I.S.T. employees on all sites that require FR clothing.
 - i. FR clothing is meant to be a first line of personal defense in case of fire and should be in good condition. FR clothing that is obviously worn, torn or has holes should be replaced with new.
 - ii. FR clothing shall be worn properly at all times with zippers fully zipped and sleeves buttoned appropriately at the cuff.
 - iii. Employees not working on sites requiring FR clothing, **MUST HAVE** their FR clothing readily available in case they transfer to another jobsite requiring FR clothing.
 - iv. Personnel assigned to the yard, mechanic shop, or are working in the fabrication shop are not required to wear FR clothing unless they visit a job site for delivery, repair, etc.

V. FOOTWEAR

- a. All individuals shall wear shoes or boots suitable for the work being performed. The shoes or boots must provide adequate protection for feet and toes.
- b. Field personnel shall wear footwear that provides substantial protection against protruding objects, skids, and dropped items. Consideration should be given to the potential for different types of environments that could be encountered (i.e., heated liquids, wet surfaces, slick surfaces, wet ladder rungs, etc.)
- c. As a minimum boots shall meet the following specifications:
 - i. Reinforced safety toe (steel-toed)
 - ii. Footwear shall be made of leather or other moisture/chemical resistive material
 - iii. Footwear uppers will be a minimum of 1-1/2 inch in height, measured from the top of the sole. The foot and toes will be completely covered with no open toes, straps, etc.
 - iv. The soles should be resistant to punctures/cuts. Sole materials should be made from either rubber or synthetic materials, with a minimum thickness of one-quarter (1/4") inch.
- d. Boots shall have a defined heel and construction shall be:
 - i. Two (2) inches in height maximum, measured from the top of the sole to the bottom of the heel.
 - ii. 1/2 inch minimum thickness, measured from the outside top of the sole to the bottom of the heel.
 - iii. The footwear must retain its shape and size for proper fit and be free from flaws resulting from manufacturing or wear (i.e. holes in the shoe, broken or open seams, or sole thickness less than 1/4 inch).
- e. The use of footwear with exposed metal on the sole or heel bottom should be avoided.
- f. No canvas, cloth, or platform shoes, high heels, or clogs are to be worn.

VI. HARD HATS

- a. Hard hats shall be worn by all individuals in all designated areas.
- b. Employees working on jobsites not requiring hard hats must have their hard hat readily available in case of transfer to a jobsite that does require hard hats.
- c. Hard hats shall meet the following minimum standards.
 - i. Meet or exceed ANSI standard Z89.1-1986.
 - ii. Company approved job or safety related stickers and the American Flag are the only stickers allowed on hard hats.
 - iii. Painting of the hard hat prohibited.
 - iv. Hard hat suspension systems shall be installed in the hard hat as designed by the manufacturer.
- v. Hard hats with cracks, defects shall be removed from service and replaced.
- vi. Hard hats with missing parts shall be repaired prior to use. If hard hat cannot be repaired it shall be removed from service immediately and replaced.

VII. EYE PROTECTION

- a. Approved safety glasses with permanent side-shields must be worn in designated areas at all times.
- b. All eye protection shall meet the requirements and specifications in ANSI standard Z87.1.
- c. The use of contact lens is strictly prohibited.
- d. Employees who require corrective lenses should:
 - i. Contact the safety department for information regarding the purchase and use of prescription safety glasses, or
 - ii. Request "Over the Glasses" (OTG) safety glasses.
 - iii. Request safety goggles that incorporate corrective lenses mounted behind the protective lens.

VIII. HEARING PROTECTION

- a. For the purpose of this program BIST assumes all field personnel are or will be exposed at or above 85dB(A) when working in and around operating equipment, or process units and therefore fall under the Hearing Conservation Program, S.O.P. 5D, Rev. 2, 05/04.

IX. RESPIRATORY PROTECTION

- a. For the purpose of this program BIST assumes all field personnel are or will be exposed to various levels of particulates, pollutants, or harmful

vapors or mists. All appropriate requirements of our Respiratory Protection Procedure, 5F, Rev 2, 01/05 shall be met prior to donning any respiratory equipment.

X. SPECIALIZED PROTECTION EQUIPMENT

- a. When using grinders or when working around flying debris all employees are required to use a face shield with goggles.
- b. When using a Stud Gun Welder or Power Actuated Gun the employee is required to wear a face shield with goggles.
- c. When using a skill saw the employee is required to wear at a minimum goggles. Wrap around safety glasses are not an acceptable alternative
- d. When working from a boat or near open water, the worker shall wear a life jacket. This includes work in the vicinity of the cooling tower basin.
- e. Goggles, face shield and impervious gloves shall be worn when handling harmful substances such as acids, caustics, cryogenic gases, etc.
- f. Safety harnesses or other protective means shall be used for work that is performed six (6) or more feet above the working floor level as per S.O.P. 3O, Rev. 2, 01/05, Fall Hazard Management.
- g. Rubber gloves, appropriate for the voltage to be encountered, shall be worn:
 - i. When working on lines, unless de-energized and grounded.
 - ii. When changing or moving ground wires or neutrals on energized equipment.
 - iii. When any set of circumstances exists that the worker may consider them advisable for his/her safety.
 - iv. When working within 6 feet of exposed energized lines or exposed live parts.
 - v. Rubber gloves shall be worn at all times when a workman is in the primary zone and can contact an energized conductor. Rubber sleeves should also be worn any time the workman may consider them advisable for his safety. The primary zone extends 6 feet from conductors and equipment energized in excess of 600 volts.
- h. When welding or cutting, refer to S.O.P. 3F, Rev. 2, 06/04, Welding and Cutting, for the proper Personal Protective Equipment required for the task.