

The importance of using Personal Protective Equipment (PPE) at ASMG cannot be overstated. We encounter thermal, sharp edge, struck-by, caught between, fall, inhalation, overhead, loud noise, electrical, and traffic hazards daily to name a few. It is imperative that all employees and subcontractors properly always wear PPE. Please wear your PPE to protect yourself!

Several violations of the Company PPE policies have been observed. These violations range from not wearing hard hats in an environment where there was potential for injury from falling objects, to no seatbelts in a commercial motor vehicle, to no traffic vests on a highway construction project, along with multiple violations of the PPE policy during the transfer of asphalt cement at temperatures over 300° F. These infractions come on the heels of our recent safety survey that revealed a common perception among the workforce that employees are not using the necessary PPE. This needs to change!

At a minimum, these occurrences have resulted in **DISQUALIFICATIONS** from the Safety Incentive Program as well as discipline for some individuals. Employees are reminded that safety is everyone's responsibility and observations made about non-compliance should never be ignored. Supervisors and employees alike need to monitor the workforce and act when PPE is not being used as required. **The following comes from the ASMG Health and Safety Manual:**

### Managers and Supervisors

- Knowing the hazards in their areas that require PPE.
- Provide the appropriate PPE to employees who require it.
- Provide initial training for newly hired workers and provide signed training.
  - Send documents to Safety Manager
- Provide annual refresher training for existing workers during safety meetings (Toolbox Talks), signed attendance sheets shall be returned to Safety Manager.
- Assuring those safe operations are maintained within their areas of responsibility to prevent injuries to the eyes, face, head, hands, and feet.
- Ensure that all employees properly use and maintain their PPE and follow the proper PPE rules as stated in this section and other sections of the Safety Manual.
- Ensure that any defective or damaged PPE is immediately disposed of and replaced.
- Notify the Safety Manager of any changes in work procedures, job tasks, or new equipment that may require a Job Hazard Assessment to be conducted.

### Employees Who Are Required to Use PPE

- Properly wear their PPE as required.
- Attend required training sessions.
- Follow the PPE Policies and rules of this section and other sections of the Safety Manual.
  - Personnel will be subject to discipline and disqualification from the Safety Incentive Program for failing to properly wear their required PPE.
- Properly inspect, maintain, clean, and test their assigned PPE as required.
- Immediately notify their supervisor if their assigned PPE is lost or damaged for replacement.

### PPE For Transferring Asphalt-Based Product

The following is taken from the Standard Operating Procedure in effect for the transferring of asphalt cement products:

- Prior to making any hose connections or starting the transfer process, Personal Protection Equipment (PPE) must be worn. PPE for transferring product to a distributor truck for all ASMG asphalt-based products includes all the following:
  - long sleeve shirt (ASMG issued or cotton shirt only)
  - long pants without cuffs
  - safety shoes fully laced.
  - thermally insulated gloves
  - hard hat with face-shield lowered (min. 8 inch)
  - PPE must always remain on while working within a 10-foot hazard zone of the pump, connection hose or dome opening.

## PPE IS THE LAST LINE OF DEFENSE!

### Questions to generate discussion

- **What tasks do you perform that require PPE?**
- **What should one do if they see a co-worker not wearing proper PPE?**

