



16.1 Policy Statement

The purpose of the Personal Protective Equipment Policy is to protect the employees of All States Materials Group from exposure to workplace hazards and the risk of injury using personal protective equipment (PPE). PPE is not a substitute for more effective control methods, and its use will be considered only when other means to eliminate the hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exists.

Personal protective equipment will be provided per OSHA standards, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and / or illness.

This section addresses general PPE requirements, including eye and face, head, foot/leg, hand/arm, and body (torso) protection. Separate programs exist for fall protection, respiratory protection, and hearing protection.

This Personal Protective Equipment (PPE) Program complies with the Occupational Safety and Health Administration (OSHA) standards that cover PPE, specifically, 29 CFR 1910 Subpart I and, 29 CFR 1926 Subpart E, as well as MSHA requirements. Specific PPE requirements listed in this section are for some of the normal tasks conducted by our employees and are not all encompassing.

16.2 Responsibilities

▀ Program Administrator (Safety Manager)

- Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, policies, and changes in applicable laws and regulations.
- Conducting Job Hazard Assessments to identify hazards to the eyes, head, hearing, hands and feet and prescribe appropriate PPE when the hazards cannot be eliminated through engineering and administrative measures.
- The PPE assessment shall be updated each year or when job functions change; new equipment is used, an accident or incident occurs, or upon request.
- Maintain records on Job Hazard Assessments and certify that the JHAs contain PPE hazard assessment information as specified by OSHA in the PPE Hazard Assessment regulation.
- Ensuring that employees receive initial and annual training.
- Maintaining training records for all employees (including signed safety talks).
- Conduct work area inspections to ensure compliance with the program.
- Take immediate action when the program is not being complied with, including ensuring proper PPE is worn, disqualifications from the Safety Incentive Program and recommendations for discipline.

▀ Managers & Supervisors

- Knowing the hazards in their areas that require PPE



- Provide the appropriate PPE to employees who require it.
- **Do NOT assign tasks to employees if they do not have the proper PPE or training.**
- Provide initial training for new hire workers and provide the signed training documents to the Safety Manager.
- Provide annual refresher training for existing workers during safety meetings (Toolbox Talks), signed attendance sheets shall be returned to Safety Manager.
- Assuring that 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, except for safety footwear.
- 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
- **Do NOT start a task if you do not have the appropriate PPE. STOP and contact your supervisor.**
- 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.

16.3 PPE Program Administration

■ General

- Eye, face, head, hand and foot hazards will be assessed, and appropriate protection will be provided for all affected employees. A safety boot allowance will be offered to all employees requiring foot protection.
- Employees are required to use PPE wherever hazards exist, or worksites require it.
- PPE will be replaced when lost, damaged or worn out.



- All safety glasses will be ANSI Z87 approved and equipped with side-shields.
- If an employee fails to follow this policy, both the employee and supervisor will be subject to discipline and in addition, the Team may be subject to disqualification from the Safety Incentive Program.

▣ Selection of PPE

- Once the hazards of a workplace have been identified, the Safety Manager or his/her designee will determine if the hazards can first be eliminated or reduced by engineering controls or administrative controls.
- If such methods are not adequate or feasible, then the Safety Manager or his/her designee will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures the safety of our employees. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase, through the Warehouse Manager.
- All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. ASMG provides multiple sizes/fits for PPE that's available in multiple sizes, and it is the duty of the employee to make sure it fits properly and comfortably. Only those items of protective clothing and equipment that meet NIOSH, ANSI and ASTM standards will be procured or accepted for use.
- Items purchased for PPE must conform to the updated ANSI standards which have been incorporated into this policy as follows:
 - Eye and Face Protection ANSI Z87.1
 - Head Protection ANSI Z89.1
 - Foot Protection ASTM F2413
 - Hand Protection – Selection must be based upon the performance characteristics of gloves in relation to the tasks to be performed.

16.4 Type of PPE

▣ Safety Boots

- Employees who work in areas that may contain foot hazards are required to supply and wear safety-toed footwear.
- Employees that work with electrical equipment should have Electrical Hazard rated safety-toed shoes or boots.



- ASTM approved reinforced toe work boots shall be worn on all pit and quarry sites that are regulated by MSHA Standards.

▀ Gloves

- Employees who work in areas that may contain hand hazards are required to wear appropriate gloves.
- Only gloves that are designated for the particular task will be worn.
- To prevent employees from getting caught on equipment, gloves will not be worn in operations around moving machinery.

▀ Hard Hats

- Employees shall wear their issued hard hats working in areas where there is a possible danger of head injury from impact, or from falling objects, or from electrical shock, if required by general contractor, or if required by specific operating divisions of ASMG.
- Hard hats shall be worn by all personnel working at or visiting all pit or quarry sites.
- Hard hats shall be worn by all personnel involved in trenching operations.
- Hard hats must be used according to the manufacturer's instructions and cannot be altered in any way.
- Hard hats need to be replaced no longer than 5 years from manufacture or issue date.

▀ Eye and Face Protection

- Safety glasses with side shield or goggles shall be worn when sledging, hammering, sawing, chipping, grinding, working in dusty places, handling caustics, acids, and during all activities where they are exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation.
- Whenever there is a hazard from flying objects, personnel shall wear glasses with side protection or goggles.
- Employees who require the use of corrective lenses and spectacles when required that do not meet the ANSI approved standards, shall be protected by goggles.
- Face shields are considered secondary eye protection and shall only be worn with proper eye protection under them.
- Face shields shall be worn:
 - Whenever loading and unloading liquid asphalt (see SOP for full requirements).
 - Whenever chipping/grinding/welding/cutting/pressure or similar operations present face hazards (as determined by the employees risk assessment).