

PERSONAL PROTECTIVE EQUIPMENT

Hearing Protection

1. The company supplies hearing protection for all employees. Ear muffs and plugs can be obtained from your supervisor.
2. If you are working in an area where you feel the noise level is bothering you, use hearing protection. The noise level changes depending on the job; protect your self by using hearing protection.
3. Any person operating a hand grinder or large impact tools must use hearing protection. Cotton does not serve as an adequate hearing protection. Be sure to get the proper fit on the earplugs.
4. Alert your co-workers in your area if you are going to be generating a noise level above the normal workplace level so they can also be prepared to use hearing protection.

Eye Protection

1. Safety glasses, with side shields, must be worn by every employee, customer, or visitor entering any area that exposes the eye to the following hazards
 - a) Flying pieces of metal or steel.
 - b) Where chips or dust maybe created.
 - c) Where chemicals maybe present.
 - d) Where liquids or solid particles maybe blown or splashed.
 - e) The possibility of pressure release.
2. A face shield and safety glasses with side shields must be used when doing grinding of any type or when using wire wheel buffers.
3. Face shields and goggles should be cleaned after use.
4. Damaged face shield and goggles will be removed from services and replaced by a good set immediately.
5. A welding helmet with tinted face shield and safety glasses with side shields must be worn when welding to protect eyes from light, sparks, and radiation.
6. If an employee wears prescription lenses, eyeglasses with protective lenses or goggles that can be worn over glasses shall be worn.

Foot Protection

1. Safety toed shoes must be worn by employees working in areas where there is a risk of injury from falling objects, objects piercing the sole, or where employee's feet are exposed to electrical hazards.
2. Safety footwear shall be kept clean and inspected regularly for any defects, such as: torn, loose soles, or cracked or torn toe protection.
3. Safety shoes or boots shall fit so that the equipment does not cause unusual tiring or irritation.

Head Protection

1. Hard hats must be worn in areas where there is a potential for injury to the head from falling objects.
2. Hard hats shall fit snugly, and shall be adjustable.
3. There shall be sufficient clearance between the shell of the hard hat and the suspension.
4. The hard hat shell shall be kept clean and shall be inspected for any defects such as cracks, dents, or worn spots.
5. Hard hats shall not be left sitting in direct sunlight or in extreme heat areas as damage may occur to the shell.

6. Hard hats shall not be altered in anyway.
7. Hard hat suspension systems shall be maintained and replaced as needed.

Hand Protection

1. Hand protection shall be worn where applicable.
2. Hand protection shall fit well enough to allow proper dexterity for the job being performed.
3. Hand protection that has been contaminated by chemicals, oils or greases should be either decontaminated or disposed of.
4. Hand protection shall be kept free from damage or tears.
5. Hand protection shall be worn when handling materials that maybe abrasive, or may have burrs.
6. Employees must wear the appropriate rubber gloves for protection against chemical hazards.
7. Insulated gloves should be worn when working around heat or steam.

Lifting

1. Always check the weight of the load before you attempt to lift. If the load seems too heavy, get help. **DO NOT LIFT ANYTHING YOU FEEL IS TOO HEAVY.**
2. Position yourself as close to the load as possible. The further you hold the load from body, the heavier it will be on your spine.
3. Assume a wide base of support, with legs shoulder width apart and one foot slightly ahead of the other. A wide base of support will ensure a better balance and keep your knees from getting in the way.
4. Keep the normal curves in your spine. Keep your head up!
5. Keep your stomach muscles firm. This will prevent you from overarching your back while lifting.
6. Use smooth, controlled movements, do not twist, move feet first. Rapid or jerking motions can place increase demands on your back.

Date: _____