



Crofton
Health and Safety

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SUBJECT: PPE – GLOVE POLICY

Purpose

To assist in the prevention of all point of contact type injuries to the hands and wrists.

To provide a general use glove requirement, and direct all departments to further identify glove performance criteria to specific worksite tasks.

Glove selection must consider other hierarchy of control methods; gloves should be used in combination with other controls and always as a last defense.

Scope

All employees, contractors and working visitors.

Note: non-working visitors require “visitor gloves” from Protection prior to site access.

Policy

- Gloves must be on the person locker-to-locker and worn when using hands to interact with the environment; exceptions to this policy are listed in Table 1.
- Gloves must be worn appropriate to the task.

Exceptions:

Gloves are not required in control rooms, offices and lunchrooms and to see to personal needs; this only applies unless the specific task requires the use of gloves. Example: Manual handing of boxes, using sharp instruments, etc...

Table 1 is not all inclusive* but meets the intent of “not endangering a worker by wearing such PPE”, and/or PPE is not practicable.

**Individual documented field hazard assessments (FHAs) and/or safe work procedures must be followed when identifying a glove standard appropriate to the task; and/or the impromptu (on the run) reduction of current glove standards.*

Table 1: Exceptions. (Not limited to)

****** *“Working on / in / around” defined as; utilizing touch or near-touch (within arm length)*

Department	Task/Areas
<p>General Common</p>	<ul style="list-style-type: none"> • Offices / Lunchrooms / Control Rooms • Using touch screens / keypads / keyboards or cell phones. • **Working in close proximity to in-going nips (i.e. you are close enough to touch the in-going nip). • **When working around any rotating tools that a glove could get entangled in (e.g.: around lathes, drill presses and/or hand power tools). • Using precision tools (e.g. micrometers, dial indicators, feeler gauges, etc.). Excluding tape measures. • Hand writing by taking notes or filling out forms with pen or pencil (or other writing instrument). • Handling small parts that require greater dexterity (small fasteners, screws, washers, small nozzles, etc...). • Using hand held diagnostic equipment meters or monitors (e.g. confined space gas monitor, laser alignment probe, etc....). • Using crane controls. <p>When handling adhesive tape (splice tape, electrical tape, Teflon tape, labels, etc....)</p> <ul style="list-style-type: none"> • Operating Mobile Equipment (Forklift, loader etc...)

Laboratory	<ul style="list-style-type: none"> • Pulp Quality Lab Area - working with water and stock • CT&H Room - handling paper samples and sensitive test equipment • Asbestos ID Room - handling small samples and infinite dexterity requirements
Paper	<ul style="list-style-type: none"> • Winder operations Except for the following tasks: <ul style="list-style-type: none"> ○ Changing out slitter blades ○ Changing collars on C2 Winder ○ Changing core chucks on Winder ○ Core Handling • Within Machine Envelope while machine is running. • At Control Stations
Maintenance	<ul style="list-style-type: none"> • As per General Common Tasks/Areas
Kraft	<ul style="list-style-type: none"> • Within Machine Envelope while machine is running. • At Control Stations • Testing

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