

<b>Personal Protective Equipment Policy</b>	<b>Number: HS-460-008-01</b>
	<b>Date of Issue: June 7, 2020</b>
	<b>Effective Date: July 7, 2020</b>

<b>Prepared by: Todd Lansi</b>	<b>Supersedes Date:</b>
<b>Approved by: Todd Lansi</b>	<b>Approved Date: July 7, 2020</b>

1. **Purpose**

Our PPE policy is to provide us proper personal protection against injury that meets or exceeds standards set out by WSBC Section 8.

2. **Responsibilities**

- Every employee, contractor, and working visitor is responsible for wearing the appropriate PPE sufficient for the task being performed in order to avoid injury.
- All Management and people in leadership roles are expected to model these PPE behaviors themselves and ensure that all employees or contractors they supervise or interact with are using the appropriate PPE for their circumstances and comply with mill rules.

3. **Availability**

HSPP will supply the required personal protective equipment to employees. Safety Eyewear and Footwear are provided through specific programs.

Personal Protective Equipment such as prescription safety glasses or hard-toed boots that are damaged, beyond normal wear-and-tear, in a workplace incident will be replaced at no cost to the employee in circumstances where this equipment prevented a more serious injury.

4. **Guidelines**

This Policy on personal protective equipment (PPE), addresses eight essential components.

- 1) Protective head gear
- 2) Safety eye wear and face protection
- 3) Protective foot wear
- 4) High visibility apparel
- 5) Hearing protection
- 6) Respiratory protection
- 7) Protective Clothing (Hand, Arm, Leg, Body)

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5. **Protective Head Gear**

**WSBC 8.11 General requirement**

**(1) Safety headgear must be worn by a worker in any work area where there is a danger of head injury from falling, flying or thrown objects, or other harmful contacts.**

All employees and contractors will wear protective headgear **locker to locker**.

Departments will ensure that additional area specific standards with respect to hardhats are clearly posted, and are included in the area specific inductions. Employees and Contractors who have not had area specific inductions, or are not familiar with the area PPE requirements, will wear their hard hats.

In areas or situations where hard hats are not mandatory, each individual **must** evaluate job-specific circumstances/environment and assess the specific risks related to the task being performed in order to prevent head injury.

Employees and contractors must have a hard hat available at all times if their tasks could take them into an area requiring hard hats to be worn.

All working visitors will wear hard hats at all times, except when directed otherwise by their mill contact person.

There may be those instances in which an employee cannot access or exit from their locker location as they report to work at the start of their workday or on their way out at the end without passing through an area requiring hard hat protection. In such instances the employee shall be **responsible** for taking an alternate access route that is safe or wearing appropriate hard hat protection through the area of risk.

At no times travel without hard hats is permitted through areas that are in scheduled or unscheduled maintenance activities.

Hard-hats having a 4-point harness for chinstraps are required when working from a height exceeding 3m (10 ft). Hard-hats having a 4-point harness for chinstraps are also required for workers riding bicycles on the mill site.

Chinstraps must be used to prevent the accidental loss of hard hats in required areas or where there is a possibility of the hard hat entering the process.

The use of cycling helmets is permitted and will comply with #6 (above) for employees riding bicycles on the mill site.

**5.1 Limited Exemptions:**

- 5.1.1 Administrative office environments, including labs, lunch rooms, locker rooms, meeting rooms, and control rooms.
- 5.1.2 Mill stores
- 5.1.3 Tool crib
- 5.1.4 Designated Maintenance shops except in those circumstances where overhead crane or other lifting equipment creates a potential contact hazard
- 5.1.5 Inside mobile equipment with enclosed cabs or built in overhead protection cages
- 5.1.6 Hard hats are not to be worn within 3 feet of an open vessel where there is risk of the hard hat dropping into the vessel, provided a task hazard assessment is completed and there is no other head injury potential during the time the employee is near the open vessel. The hard

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hat is to be placed in a safe spot nearby and is to be used by the employee when moving away from the vessel. If a hard hat is required due to the task hazard assessment, a strap must be worn with the hard hat.

- 5.1.7 Main operating floor of pulp machines if no planned or unplanned maintenance or clothing activities are underway in the machine room unless the specific task requires a hard hat based on the job hazards. This includes the wrapping line on the machine room operation floor.
- 5.1.8 Where the use of a hard hat is detrimental to the work activity, and there is no danger to the employee from potentially harmful contacts, the hard hat may be removed to complete that work only after a THA has been completed and approved by the employee's supervisor.

Note: This standard sets a minimum mill wide requirement; however; any employee or department may choose to adhere to a higher standard.

## 6. **SAFETY EYE WEAR AND FACE PROTECTION**

### **WSBC 8.14 Safety eyewear**

**(1) A worker must wear properly fitting safety eyewear appropriate to the conditions of the workplace if handling or exposed to materials, which are likely to injure or irritate the eyes.**

**(2) Properly fitting safety eyewear appropriate to the conditions of the workplace must be worn if a worker**

**(a) has 20/200 or less vision in either eye, or is blind in either eye, or**

**(b) is working on or testing electrical equipment energized at a potential greater than 30 volts.**

### **WSBC 8.17 Face protection**

**(1) If there is a risk of face injury, suitable face protection must be worn.**

All employees and contractors will wear protective safety eyewear **gate to gate**. Gate is defined as the main mill gate or your personal vehicle.

While this standard indicates the general requirements for safety eyewear, each individual **MUST** evaluate job-specific circumstances and assess the specific risks related to the task being performed as a higher standard may be required in order to prevent injury.

This policy supersedes all other area/departmental agreements.

### **6.1 Requirements**

- 6.1.1 All safety eyewear, including prescription safety eyewear must meet the requirements of CSA Standard Z94.3, or other future replacement standard. This eyewear must be equipped with permanently affixed side shields and must be maintained in such condition so as not to impair clear vision.
- 6.1.2 Employees requiring prescription eyewear please refer to the prescription safety eyewear policy.
- 6.1.3 Contact lenses are prohibited to be worn on mill property.

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- 6.1.4 Grinding or buffing operations require the use of face shields in addition to approved safety eyewear. Face shields must be used with splash goggles in situations where there is risk of injury to the eyes from splashing or spilt hazardous materials. **Face shields are not a substitute for safety eyewear.**
- 6.1.5 Full face respirators and SCBA masks are impact rated (ANSI Z87.1 2003) (CSA Z94.3.1-02) and do not require additional eye protection
- 6.1.6 Splash goggles and/or face shields must be worn:
  - Whenever workers are working with or sampling corrosive liquids, corrosive chemicals with WHMIS Class E designation, heated liquids, slurries or compounds above atmospheric pressure.
  - Whenever high-pressure water or air is used for cleaning or moving material.
  - A face shield is required in addition to safety glasses or goggles when performing any task where there is a risk of flying objects, such as grinding or scraping.
  - If impact-resistant goggles are not used, safety eyewear meeting Z94.3 must be worn underneath the goggles.
- 6.1.7 Employees shall wear nonconductive eyewear wherever there is a danger of injury from electric shock or burns due contact with live parts, exposure to electric arcs or flashes, or from flying objects resulting from electrical explosion.
- 6.1.8 Dark Tinted Safety glasses are not to be worn indoors as they present an increased hazard.

**6.2 Limited Exemptions:**

- 6.2.1 Administrative office environments, including lunch rooms, locker rooms, meeting rooms, and control rooms or inside mobile equipment with enclosed cabs.
- 6.2.2 Where high humidity conditions creates uncontrollable fogging or misting hazard that obscures vision and creates a greater hazard, provided no alternate means of protection are practical.
- 6.2.3 Specific task exemptions may be considered if a Task Hazard Analysis (THA) has been completed on the specific hazards and it has shown that a greater risk exists while wearing the eye protection. The supervisor must approve these specific exemptions.

**7. SAFETY FOOTWEAR**

**WSBC 8.22 General requirement**

**(1) A worker's footwear must be of a design, construction, and material appropriate to the protection required.**

**(2) To determine appropriate protection under subsection (1) the following factors must be considered: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other recognizable hazard.**

**(3) If a determination has been made that safety protective footwear is required to have toe protection, metatarsal protection, puncture resistant soles, dielectric protection or any combination of these, the footwear must meet the requirements of**

**(a) CSA Standard CAN/CSA-Z195-M92, Protective Footwear,**

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**(4) A worker must wear the appropriate footwear and ensure that it is in a condition to provide the required protection.**

All employees and contractors will wear CSA Class 1 safety footwear (as defined by CSA Z195-M92) from **locker to locker** except in those areas defined as being exempt or as specified below.

Appropriate specialty footwear (i.e. rubber boots, chainsaw boots, etc.) must be worn when the nature of the hazard exceeds the protective capability of footwear as outlined above, i.e. whereas defined by the conditions requiring the need for proper foot support, full heels when required to climb rung ladders, oil resistant/anti-slip soles, substantial tread design and/or additional protection as required by regulation 8.22 (4).

While this standard indicates the general requirements for safety footwear, each individual **MUST** evaluate job-specific circumstances/environments and assess the specific risks related to the task being performed in order to prevent foot injury.

There may be those instances in which an employee cannot access or exit from their locker location as they report to work at the start of their workday or on their way out at the end without passing through an area requiring safety footwear. In such instances the employee shall be responsible for taking an alternate access route that is safe or wearing appropriate safety footwear through the area of risk.

HSPP will subsidize the purchase of safety footwear as per the terms of the collective agreements.

No open toe shoes, sandals, or heels in excess of 40mm are to be worn while on the mill site.

*Note: This standard sets a minimum mill wide requirement; however; any employee or department may choose to adhere to a higher standard.*

**8. High Visibility Apparel**

**WSBC 8.24 High visibility apparel**

**(2) A worker exposed to the hazards of vehicles travelling at speeds in excess of 30 km/h (20 mph) must wear high visibility apparel meeting the Type 1 or Type 2 criteria of WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment.**

**(3) A worker whose duties on the work site result in exposure to the hazards of mobile equipment must wear high visibility apparel meeting at least the Type 3 criteria of WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment.**

All employees and contractors will wear high visibility apparel **gate to gate** and be visible at all times. Gate is defined as the main mill gate or your personal vehicle. Some limited exceptions are specified below.

All contractors and visitors will wear high visibility apparel at all times within the mill gates.

High visibility apparel is defined as vests or other clothing approved by the safety department as providing equivalent protection.

**8.1 Limited Exemptions:**

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8.1.1 Administrative office environments, labs, lunch rooms, locker rooms, meeting rooms, and control rooms.

*Note: This standard sets a minimum mill wide requirement; however; any employee or department may choose to adhere to a higher standard.*

9. **Hearing Protection**

All employees and contractors will wear approved hearing protection where the average noise levels are greater than 85dB or there is impact noise with peak levels of 135 dB or greater. Departments will ensure that area specific standards with respect to hearing protection are clearly posted and are included in the area specific inductions.

All employees who may be exposed to noise levels greater than the exposure limits must have their hearing tested annually by a certified audiometric technician in accordance with WCB Regulations 7.17-7.21.

While this standard indicates the general requirements for hearing protection, each individual **must** evaluate job-specific circumstances and assess the specific risks related to the task being performed.

In all instances in which hearing protection is required by this standard, that hearing protection must be approved under CSA Standard Z94.2-94, or other future replacement standard. A wide variety of earplugs and muffs which meet this standard are available to all workers 24 hours a day.

*Note: This standard sets a minimum mill wide requirement; however; any employee or department may choose to adhere to a higher standard.*

10. **Respiratory Protection**- See Respiratory Protection Program

11. **Protective Clothing (Hand, Arm, Leg, Body)**

**WSBC 8.10 Personal clothing and accessories**

**(1) The personal clothing of a worker must be of a type, and in a condition, which will not expose the worker to any unnecessary or avoidable hazards.**

**(2) If there is a danger of contact with moving parts of machinery or with electrically energized equipment, or if the work process presents similar hazards**

**(a) the clothing of the worker must fit closely about the body,**

**(b) dangling neckwear, bracelets, wristwatches, rings or similar articles must not be worn, except for medical alert bracelets which may be worn with transparent bands that hold the bracelets snugly to the skin, and**

**(c) cranial and facial hair must be confined or worn at a length which will prevent it from being snagged or caught in the work process.**

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**WSBC 8.19 General requirement**

- (1) The employer must provide appropriate skin, hand, foot or body protection if a worker is exposed to a substance or condition which is likely to puncture, abrade or otherwise adversely affect the skin, or be absorbed through it.**
- (2) If there is a danger of injury, contamination or infection to a worker's hands, arms, legs, or torso, the worker must wear properly fitting protective equipment appropriate to the work being done and the hazards involved.**

Each individual **must** evaluate job-specific circumstances/environment and assess the specific risks related to the task being performed in order to prevent injury.

**11.1 Application**

- 11.1.1 Personal clothing will be sufficient to prevent exposure to contact with workplace hazards
- 11.1.2 Shirt sleeves must extend to at least the midpoint between the elbow and shoulder, locker to locker
- 11.1.3 Arm protection, such as long sleeve shirts or gauntlets, must be worn to prevent injury when the hazard exists in the task or environment.
- 11.1.4 Leg protection, such as long pants, must be worn to prevent injury when the hazard exists in the task or environment.
- 11.1.5 Leg protection (chaps) must be worn when using chainsaws
- 11.1.6 Chemical protective clothing and gloves must be worn when handling hazardous chemicals in accordance to the Safety Data Sheet (SDS)
- 11.1.7 Lifejackets meeting the WorkSafe BC standard must be worn when working on the water or if there is a risk of falling into the water

**11.2 Hands**

- 11.2.1 All employees must, at a minimum, have general-purpose gloves with a Cut 4 protection level in their possession from **locker to locker**, and don them when completing any tasks, unless one of the exceptions apply.
- 11.2.2 Non- working visitors will use a general-purpose glove with a level of Cut 2 protection leaving the Main Gate.
- 11.2.3 All specialty category gloves will carry a minimum level of Cut 5 protection, and they will be task specific. These tasks include the handling of slitters, doctor blades, refiner plates, slabbing, and knife blade tools.
- 11.2.4 All chemical & lubrication type gloves will meet the protection factor for the task as specified in the MSDS. Welding and hot work gloves will meet the protection factor as outlined in the trade. Biological type gloves will meet the protection factor as outlined in the health care industry.
- 11.2.5 Specific task exemptions may be considered provided that a risk assessment completed on the specific hazards of the task has shown that a greater risk exist while wearing hand protection. Requests for exemptions will to be submitted to the H & S Superintendent for a risk assessment to determine if an exemption will be granted for the task. These specific exemptions must be approved by the site GM or designate.

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While this standard indicates the minimum requirements for hand protection, each individual **MUST** evaluate job-specific circumstances/environment and assess the specific risks related to the task being performed, as a higher standard may be required to prevent injury.

11.3 **Limited Exemptions:**

- 11.3.1 Administrative office environments, including lunch rooms, locker rooms, meeting rooms and control rooms.
- 11.3.2 Specific task exemptions may be considered if a Task Hazard Analysis (THA) has been completed on the specific hazards and it has shown that a greater risk exists while wearing hand protection. The supervisor must approve these specific exemptions.

12 **Policy Review**

<b>Date</b>	<b>Reviewed by</b>	<b>Title</b>	<b>Signature</b>