

STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD.			
Manual:	Health & Safety Manual		
Section:	Safety Policies	Issued:	December 13, 2012
Subject:	Personal Protective Equipment	Effective:	February 4, 2013
Issued To:	Nicola Valley Division	Replaces:	1.1
Owner:	Plant Manager	Version:	1.2

1 Purpose:

- 1.01 This standard was developed to establish prescribed minimum requirements for the use of Personal Protective Equipment (PPE). PPE generally includes but is not limited to: hard hats, eye/face protection, footwear, hearing protection, high visibility vest, gloves and other personal protective equipment as identified in JSAs or safe work procedures.

2 Objective:

- 2.01 To set a Personal Protective Equipment (PPE) standard at the Nicola Valley Division.
 2.02 Basic PPE that will be assigned to employees or guests for use and care by Tolko Industries Includes: Hard hat, Hi-vis vest, Safety Glasses, Ear Protection. Specialized PPE to be provided as per JSA procedures or task requirement

3 Training:

- 3.01 To ensure the appropriate and safe use of PPE, training will be provided to all employees, contractors and visitors.

4 Scope:

- 4.01 This standard applies to all employees, contractors and visitors on company property or business.
 4.02 Hard hats, safety eyewear, closed toed shoes (minimum running shoe, sandals not permitted), hi visibility clothing, appropriate work clothing, ear protection (where required) are required on the designated walkways/guest tour route from employee parking lots, operating booths, lunch/meeting rooms, or administration offices to and from the site. All other areas require PPE as per JSA or job task requirement. Aluminum hard hats are not permitted.
 4.03 Designated walkway defined and shown as per site map.
 4.04 Designated guest tour route defined and shown as per tour route map
 4.05 Hard Hats and vest may be removed during break-times around the immediate vicinity of the designated "SMOKING AREA" as defined and shown on the site map

5 Definitions:

- 5.01 Personal Protective Equipment (PPE): For the purpose of this Safety Standard, this refers to hard hats, hi-vis vests, hearing protection, safety eyewear, safety footwear and hand protection.
- 5.02 Hard Hat: CSA Standard CAN/CSA-Z94.1-92.
- 5.03 Safety Footwear: CSA approved Class 1, minimum of 5 ½" high outdoor footwear (with a green triangle), that have good ankle protection, good foot support. Must be hard toe, slip resistant, and have penetration resistant soles/toe. Safety footwear is not required in offices and meeting rooms. Caulk boots are to worn only when prescribed by site SWP and do not have to be steel toe.
- 5.04 Safety Eyewear: CSA Standard CAN/CSA-Z94 approved safety glasses with plastic lenses and CSA/ANSI approved attached side shields.
- Tinted Safety Eyewear: CSA/ANSI approved safety glasses fitted with lenses that are tinted gray or other colors.
 - Plano Safety Eyewear: CSA/ANSI approved safety glasses fitted with a non-prescription safety lens.
 - Hi-Vis Vest: BC WCB reg. 8.25 approved vest of color contrasting to the environment with 775 sq. cm of fluorescent trim for daytime and retro reflective trim for night-time on front and back.
 - CSA/ANSI: Canadian Standards Association/American National Standards Institute.

6 Variances:

- 6.01 This Policy recognizes the minimum standard for the Nicola Valley Division. All variances going beyond this minimum standard must be in writing and approved by the Plant Manager.
- 6.02 Tourists, visitors and vendors following established tour routes and guided by a Site Employee do not need substantial safety footwear but do require closed toe footwear, hard hat, hi-vis vest, safety glasses hearing protection and gloves if they are going to be handling materials on site.

7 HARD HATS:

- 7.01 WCB Regulation: "SAFETY HEADGEAR"
- 8.11 (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"
 - Hard hats are required in any area where there is danger of head injury from falling, flying or thrown objects or in areas specified in the JSAs or Safe Work Practices of the site or as specified in the Hard Hat section of this standard.
 - Hard hats must be worn at all times when doing overhead work or there is exposure to an overhead hazard. This includes any work involving cranes and hoists.
 - Hard hats must be maintained in their original condition.
 - Check straps
 - Check liner
 - Check shell condition
 - Decals may be placed on hard hats, providing they are not used to cover flaws such as holes or cracks.
 - New employee will wear a red hard hat until deemed competent

8 SAFETY EYEWEAR:

- 8.01 WCB Regulation: "EYE AND FACE PROTECTION"
- 8.14 (1) "A worker must wear properly fitting eyewear appropriate to the conditions of the workplace if handling or exposed to materials which are likely to injure or irritate the eyes"

- Safety Eyewear of the CSA/ANSI (Z87.1) approved plano or prescription type, having clear plastic lenses, fitted with CSA/ANSI(Z87.1) approved rigid side shields, must be worn on site.

Note:

- Safety eyewear is not required for mobile equipment operators in enclosed cabs (windows and doors closed). Once exiting the machine all required PPE must be worn.
- Safety glasses are not normally required in meeting rooms, offices, booths, cabs, lunchroom, or the first aid room.
- Safety glasses, plano or prescription, with tinted lenses are only allowed for outside work, and for certain medical conditions. People working around rotating or reciprocating equipment in an indoor environment must not use these lenses.

9 SAFETY FOOTWEAR:

9.01 WCB Regulation: "FOOTWEAR"

- 8.22 (1) A workers footwear must be of a design, construction, and material appropriate to the protection required.
- 8.22 (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.
- Safety footwear must be worn by all people within the boundaries of the site.
- Safety footwear must be inspected regularly to ensure they are free of holes, tears and other damage. Damaged footwear must be replaced.
- Safety footwear must be worn during regular work hours while conducting work activities

Note:

- Safety footwear is not mandatory in meeting rooms and offices.
- Tourists, visitors and vendors following established tour routes and guided by a Site Employee do not need substantial safety footwear. (Running shoe minimum)

10 HEARING PROTECTION:

10.01 WCB Regulation: "HEARING PROTECTION"

7.13 "If it is not practicable to reduce noise levels to or below the exposure limits in section 7.2 the employer must:

- (a) reduce noise exposure to the lowest noise level practicable
- (b) provide and maintain hearing protection to the affected workers, and
- (c) ensure that the hearing protection is worn effectively

- 7.2 An employer must ensure that a worker is not exposed to noise levels above either the exposure limits of
 - (a) 85 dBA Lex (1 Pa2h) daily exposure, and
 - (b) 135 dBA peak sound level.

- Appropriate Class hearing protection must be worn in all processing areas during operating hours and at any other time when required by Site Safe Work Practices.

Note:

- Hearing protection is not normally required in meeting rooms, offices, booths, cabs, lunchroom, first aid rooms,* yard or maintenance shops except when there is a noise level exposure above the threshold as set by WCB. Regulations – for example: Heli arc work in a shop etc.
 - * Yard – appropriate hearing protection shall not restrict the ability to hear oncoming mobile equipment.

11 HI-VIS VESTS:

11.01 WCB Regulation: "HIGH VISIBILITY AND DISTINGUISHING APPAREL"

- 8.24 (3) A worker whose duties on the work site result in exposure to hazards of mobile equipment must wear high visibility apparel meeting at least the Type 3 criteria of the standard referenced in subsection (1), or other standard acceptable to the board.
- Hi-Vis vests or facsimile that meet BC WorkSafe regulations as specified will be required to be worn if a worker at any time during their shift is exposed to areas frequented by mobile equipment or in a location that must be frequently checked.

Note:

- Any workstation where there is no exposure to mobile equipment at any time during the shift, hi-vis protection is not required - however entry to and exit from that workstation may require a hi-vis vest.
- Hi-vis vests are required by employees walking from employee parking lots to the manufacturing area even on designated walkways. Walkways must not lead into areas of imminent danger.
- Employees working in administrative offices or visitors coming to an administrative office are required to wear hi-vis vest from the parking lot

12 HAND PROTECTION:

12.01 Hand protection (gloves) is to be worn when the risk of hand injury is present as per Site JSAs or Safe Work Practice

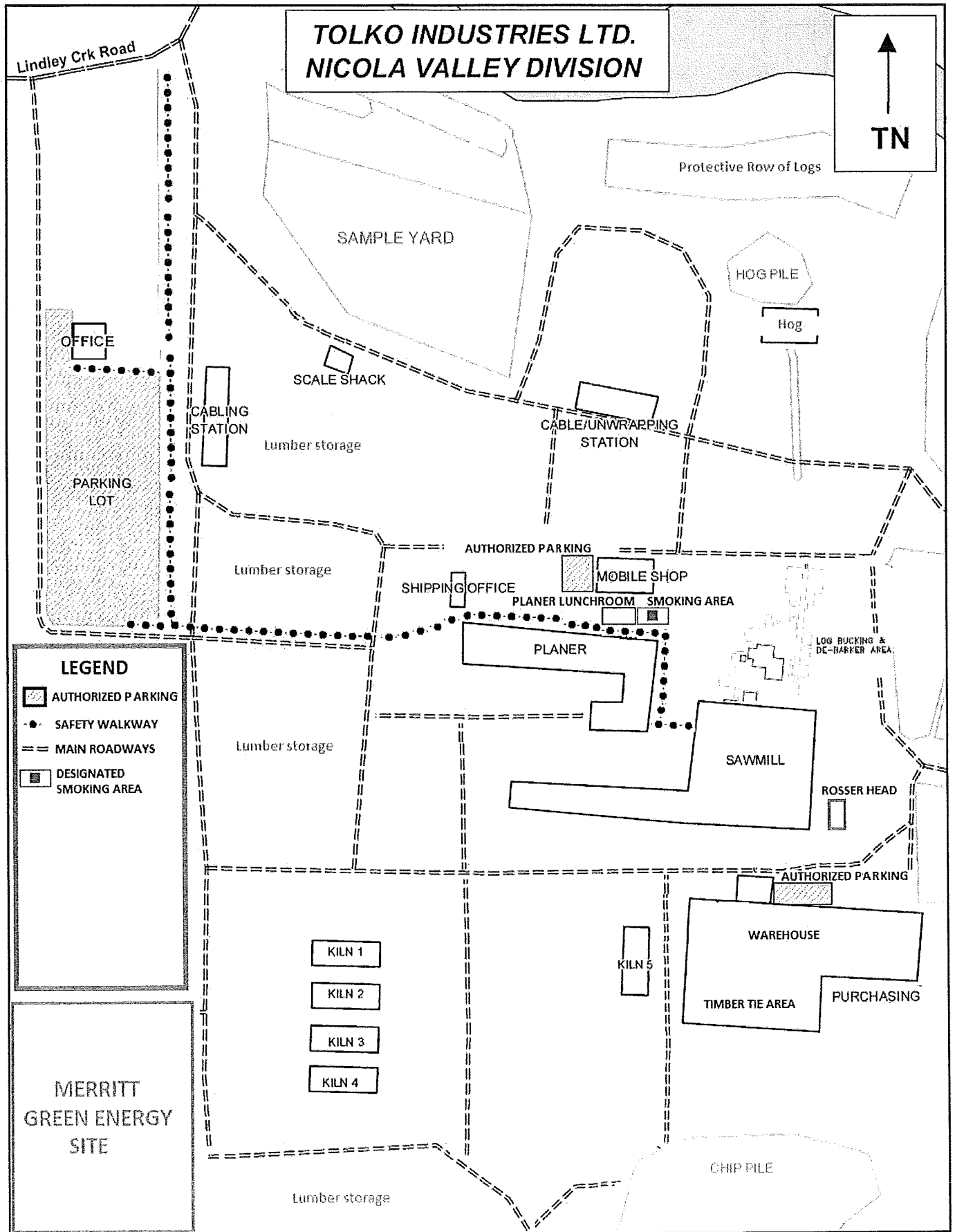
13 Responsibilities:

Job Role	Responsibilities
All Employees	<ul style="list-style-type: none"> • Accountable to wear PPE as required. • Accountable to wear specialized PPE that may go beyond this standard when recognized in a JSA or Safe Work Practice. • Accountable to keep PPE in good working condition and make appropriate arrangements to replace PPE in poor or unsafe condition.
Contractors	<ul style="list-style-type: none"> • Accountable to wear PPE as required. • Accountable to wear specialized PPE that may go beyond this standard when recognized in a JSA or Safe Work Practice.
Visitors	<ul style="list-style-type: none"> • Accountable to wear PPE as required.
Supervisors	<ul style="list-style-type: none"> • Accountable to wear PPE as required. • Communicate, implement, follow and inspect adherence to the requirements of this standard. • Supply, replace or direct employees, contractors, and/or visitors how to get or replace new or existing PPE.
Superintendents	<ul style="list-style-type: none"> • Communicate, implement, follow and inspect adherence to the requirements of this standard.
Managers	

14 Compliance:

14.01 Failure to adhere to the above policy could promote an investigation which could potentially lead to discipline of the infraction up to and including termination.

15 Site Map



16 Designated Guest Tour Route (to be developed)