

MLC/ SAFE / STD		Standard No: 190.00	Revision No: 1
Mississippi Lime Company	Approved By: [Approval Outcomes]	Reference Doc. No: [Ref Doc]	
Standard Title: PERSONAL PROTECTIVE EQUIPMENT		Issue Date: 12/21/17	Page 1 of 8

PERSONAL PROTECTIVE EQUIPMENT

1.0 STANDARD

Personal protective equipment shall be provided, maintained and used to adequately protect employees from potential physical and chemical hazards in the workplace. This standard applies whenever someone enters the plant. (In Ste. Genevieve this applies inside the security gates/turnstiles).

2.0 STANDARD ELEMENTS

- *Travel to and from Vehicles to Worksite*
- *Minimum Requirements*
- *Hazard Assessment*
- *Hierarchy of Controls*
- *Equipment Selection*
- *Contact Lens Policy*
- *Equipment Use*
- *Special Requirements for Respirators*
- *Equipment Cleaning, Inspection, and Maintenance*
- *Employee Information and Training*
- *Audit Checklist*
- *Goggle Requirements*

3.0 GUIDELINES

3.1 *Travel to and from vehicles to worksite*

Hard hat, steel toe safety boots, safety glasses with side shields and hearing protection when required:

- a. Shall be worn in all plant/mine/operating areas from vehicles to the job site.

Exemptions:

Personal Protective Equipment is not required in offices, control rooms mobile equipment with enclosed cabs or personal vehicles. **NOTE:** Personal Protective Equipment will be required in offices and control rooms when construction or similar work takes place.

3.2 *Minimum Requirements*

MLC/ SAFE / STD		Standard No: 190.00	Revision No: 1
Mississippi Lime Company	Approved By: [Approval Outcomes]	Reference Doc. No: [Ref Doc]	
Standard Title: PERSONAL PROTECTIVE EQUIPMENT		Issue Date: 12/21/17	Page 2 of 8

Personal protective equipment serves as support for engineering controls and as a substitute for these controls when they are not possible or reasonably practical. Personal protective equipment, in conjunction with engineering and administrative controls, shall be used to safeguard employees from hazards. Due to the nature of our business, the following minimum requirements will be followed by all Company locations: (**NOTE:** Individual plants and/or individual locations are free to adopt more stringent requirements based on site-specific physical and/or chemical hazards provided decisions are documented).

- a. Employees are required to wear a shirt or a blouse covering the entire upper torso, with sleeves covering the shoulders and completely encircling the upper arm in all Plant/Mining areas. The shirt or blouse material must be solid. No fishnet-type materials are to be worn.
- b. All personnel shall wear an outer covering of high visibility material and reflective material that is visible from a 360 degree angle in the following areas:
 - i. In the mine.
 - ii. In and around all load out and rail equipment.
 - iii. All coal stock piles.
- c. Employees shall be required to wear full-length slacks or jeans in Plant/Mining areas. No cutoffs or shorts are allowed.
- d. Employees shall be required to wear eye protection meeting American National Standards Institute (ANSI) Z87.1-1989 (or latest editions) requirements in Plant/Mining areas and any other posted area (ex. Lab). Side shields (either permanently affixed or detachable type) shall be worn. Areas requiring more than the minimum eye and face protection shall be designated by department safety rules or hazard assessments.
- e. Employees shall be required to wear steel-toed (or equivalent) boots. Employees shall be required to wear appropriate foot protection for designated jobs and/or in designated areas based on the facility's hazard assessment.
- f. Employees shall be required to properly wear hard hats meeting ANSI Z89.1 -1986 (or latest editions). Bump caps cannot be substituted for hard hats when protection against impact, penetration, or electrical hazards is required based on the hazard assessment. Never use paints, solvents, gasoline or like substances on hardhats.

MLC/ SAFE / STD		Standard No: 190.00	Revision No: 1
Mississippi Lime Company	Approved By: [Approval Outcomes]	Reference Doc. No: [Ref Doc]	
	Standard Title: PERSONAL PROTECTIVE EQUIPMENT	Issue Date: 12/21/17	Page 3 of 8

- g. Employees shall be required to wear hearing protection in designated areas based on noise surveys and monitoring (See Standard No. 60.00 Hearing Conservation).
- h. Employees shall be required to wear respiratory protective devices with adequate protection factors approved by NIOSH 42 CFR 84 (or latest editions) based on industrial hygiene surveys and monitoring.
- i. Laboratories – Appropriate eye protection shall be worn at all times while in laboratories.
- j. Employees shall be required to wear appropriate hand, arm, leg, or torso protection for designated jobs and/or in designated areas based on the facility's hazard assessment.
- k. Life Jackets shall be worn when there is a danger of falling into water.

3.3 *Hazard Assessment*

Each facility shall perform a hazard assessment of all activities in the workplace for personal hazard exposures. The results of the hazard assessment, including the areas evaluated, date performed, and person, who conducted it, will be documented and retained in accordance with government regulations.

Personal employee exposure monitoring shall be performed when a need has been identified to determine employee's exposure levels to chemical and biological agents in the workplace.

3.4 *Hierarchy of Controls*

Priority in reducing physical and chemical hazards is given first to substitution of less hazardous materials (if feasible), followed by engineering controls, work practice controls, administrative controls, and finally use of personal protective equipment. Personal protective equipment is not used as substitute for the previously listed methods of hazard control, but is relied upon only if those methods are not reasonably practical. Atmospheric contaminants presented by harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors shall be controlled as much as possible by engineering and work practice controls. When these controls are not possible, or while they are being instituted, appropriate respiratory protection shall be used.

3.5 *Equipment Selection*

MLC/ SAFE / STD		Standard No: 190.00	Revision No: 1
Mississippi Lime Company	Approved By: [Approval Outcomes]	Reference Doc. No: [Ref Doc]	
	Standard Title: PERSONAL PROTECTIVE EQUIPMENT	Issue Date: 12/21/17	Page 4 of 8

Each facility and/or business unit shall research different types and styles of personal protective equipment in order to find suitable types to protect against the hazard. Employees will be involved in identification of personal protective equipment needs and selection of type and style of equipment whenever possible. The type(s) of equipment selected will be communicated to affected employees. All new PPE must be reviewed and approved by the Safety Department.

3.6 *Contact Lens Policy*

The following requirements shall apply to the use of contact lenses worn by all employees and contractors in the workplace:

- a. Contact lenses shall not be worn in any plant or mine.

3.7 *Equipment Use*

Each facility shall select personal protective equipment that properly fits each affected employee.

3.8 *Special Requirements for Respirators*

Each facility that uses respirators shall develop, implement and maintain written procedures covering use of respirators for routine and/or emergency situations that include:

- a. Accountability and authority for each aspect of the program.
- b. Proper respirator and cartridge selection for specific tasks based on health hazards known or expected to be associated with the activity.
- c. Instructions for maintenance, care, storage, cleaning and inspection of respirators.
- d. Instruction on proper use of all respirators.
- e. Training requirements.

3.9 *Equipment Cleaning, Inspection, and Maintenance*

MLC/ SAFE / STD		Standard No: 190.00	Revision No: 1
Mississippi Lime Company	Approved By: [Approval Outcomes]	Reference Doc. No: [Ref Doc]	
	Standard Title: PERSONAL PROTECTIVE EQUIPMENT	Issue Date: 12/21/17	Page 5 of 8

Each facility shall ensure that defective or damaged personal protective equipment is not used. Defective equipment shall be replaced promptly. Necessary materials shall be provided so that employees can clean their own equipment.

3.10 *Employee Information and Training*

Each facility shall provide information and training to employees on the following:

- a. The need, use, purpose, and limitations of the equipment and the hazards it is designed to protect against.
- b. Proper instructions for fitting, testing, maintenance, storage and disposal.
- c. Acceptable variations in styles and materials.

3.10.1 Retraining

Each facility shall provide retraining whenever:

- a. Changes in the workplace render previous training out-of-date.
- b. Changes in the types of personal protective equipment render previous training out-of-date.
- c. The affected employee's knowledge or use of assigned personal protective equipment indicate that the employee has not retained the requisite understanding or skill.

3.10.2 Training Records

Each facility shall maintain written documentation of training and retraining provided to employees which includes:

- a. Name of each employee trained.
- b. Date(s) of training.
- c. Subject and information covered in training.
- d. Name of instructor.

3.11 *Audit Checklist*

MLC/ SAFE / STD		Standard No: 190.00	Revision No: 1
Mississippi Lime Company	Approved By: [Approval Outcomes]	Reference Doc. No: [Ref Doc]	
Standard Title: PERSONAL PROTECTIVE EQUIPMENT		Issue Date: 12/21/17	Page 6 of 8

The audit checklist is provided as a tool to determine compliance with this standard.

3.12 Goggle Requirements

Goggles are required when performing the following duties:

- a. When blowing lime or other material with compressed air.
- b. As identified for each plant's survey for high lime areas, or specific tasks.

REFERENCES

OSHA 29CFR1910 Subpart I Personal Protective Equipment
 MSHA 30CFR Parts 56 and 57 Subparts N Personal Protection
 NIOSH 42CFR 84 Approval of Respiratory Protective Devices
 ANSI Z87.1 American National Standard for Occupational & Educational Eye & Face Protection
 ANSI Z89.1 American National Standard for Head Protection
 MLC Safety Standard No. 60.00 Hearing Conservation Program

REVISION CYCLE: Every three years.

REVISION HISTORY

Dec. 21, 2017 – Revision 5: Sections 3.2, 3.5, and 3.12.
 Sept. 26, 2013 - Revision 4
 Revision 3 - Unknown
 June 23, 2006 – Revision 2
 Revision 1- Unknown
 Original Issue - Unknown

MLC/ SAFE / STD		Standard No: 190.00	Revision No: 1
Mississippi Lime Company	Approved By: [Approval Outcomes]	Reference Doc. No: [Ref Doc]	
Standard Title: PERSONAL PROTECTIVE EQUIPMENT		Issue Date: 12/21/17	Page 7 of 8

PERSONAL PROTECTIVE EQUIPMENT AUDIT CHECKLIST

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<i>Minimum Requirements</i>			
Are employees who are exposed to flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, and/or potentially injurious optical radiation provided and required to wear eye and face protection?	_____	_____	_____
Is all eye and face protective equipment, approved by ANSI Z87.1?	_____	_____	_____
Are side shields provided to employees?	_____	_____	_____
Is all footwear approved by ANSI Z41?	_____	_____	_____
Are safety goggles or shields that can be worn over the prescription lens provided to employees who wear prescription lenses?	_____	_____	_____
<i>Hazard Assessment</i>			
Has a walk-through hazard assessment been conducted to identify all hazards that may require eye, face, head, hand, or foot protection in the workplace?	_____	_____	_____
Has a written certification record been prepared documenting that the walk-through hazard assessment survey has been completed?	_____	_____	_____
Has a procedure for the reassessment of new or existing hazards been developed and implemented?	_____	_____	_____
<i>Special Requirements for Respirators</i>			
Has the facility developed a written respiratory protection program?	_____	_____	_____

MLC/ SAFE / STD		Standard No: 190.00	Revision No: 1
Mississippi Lime Company	Approved By: [Approval Outcomes]	Reference Doc. No: [Ref Doc]	
Standard Title: PERSONAL PROTECTIVE EQUIPMENT		Issue Date: 12/21/17	Page 8 of 8

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Have employees been trained on the instructions for maintenance, care, storage, cleaning and inspection of respirators?	_____	_____	_____

Employee Information and Training

Has training been provided to employees on:

When PPE is necessary?	_____	_____	_____
What PPE is necessary?	_____	_____	_____
How to properly don, doff, adjust and wear PPE?	_____	_____	_____
The proper care, maintenance, useful life and disposal of PPE?	_____	_____	_____

Is retraining provided to employees when changes in the work place render previous training obsolete?	_____	_____	_____
---	-------	-------	-------

Has your facility verified that each employee who has received PPE training understands the training provided and the ability to use the PPE assigned to him/her properly?	_____	_____	_____
--	-------	-------	-------

Has the PPE training provided to employees been documented with a written certification record?	_____	_____	_____
---	-------	-------	-------