



Crofton Division
Health and Safety

No.: 4-03

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Review Date: April 2016

Supersedes: Nov 15, 2011

SUBJECT: PERSONAL PROTECTIVE EQUIPMENT (PPE)

Purpose

To specify the personal protective equipment (PPE) required by employees, contractors and visitors while at the Crofton site. This policy is in addition to applicable occupational health and safety legislation including WorkSafeBC Occupational Health and Safety Regulation (OHSR) and Canadian Standards Association (CSA) standards.

Refer to Material Safety Data Sheets (MSDS) for specific Personal Protective Equipment requirements when handling WHMIS controlled substances.

Area Committees have the authority to designate additional mandatory PPE requirements for areas under their jurisdiction.

It is recognized that employees will need to remove from the site certain PPE so that they have it available upon entry to the site.

Scope

The personal protective equipment (PPE) policy covers:

- A. [Head Protection](#)
- B. [Eye and Face Protection](#)
- C. [Safety Footwear](#)
- D. [High Visibility Apparel](#)
- E. [Hearing Protection](#)
- F. [Respiratory Protection](#)
- G. [Protective Clothing](#)
- H. [Arc Resistance / Flame Resistance](#)
- I. [Annual Review](#)

Responsibilities

In addition to responsibilities and requirements contained in this policy, persons are responsible to evaluate the risks associated with a task they perform and to determine the level of PPE required to safely perform the task.

Visitors are required to wear hard hats, high visibility apparel, safety glasses, substantial footwear and carry a bite-block respirator while on the mill site. The requirement for PPE will be based on the areas visited. Visitors are not permitted to perform manual labour.

Visitors are required to carry their axiom (accountability) card with them at all times.

Workers (Catalyst employees, non-Catalyst employees and anyone who is not a visitor) must use or wear personal protective equipment, devices and clothing as required by this policy and WorkSafeBC OHS Regulation.

Workers must:

- a) use the equipment in accordance with training and instruction,
- b) inspect the equipment before use,
- c) refrain from wearing protective equipment if doing so would constitute a hazard, and
- d) report any equipment malfunction to the supervisor or employer.

A worker who is assigned responsibility for cleaning, maintaining or storing personal protective equipment must do so in accordance with training and instruction provided.

When entering or leaving the mill site at the start or conclusion of a shift, employees, visitors and contractors will avoid passing through potentially hazardous areas, or will wear the appropriate protective equipment.

Workers are required to carry their axiom (accountability) card with them at all times.

Supervisors must ensure that workers are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work. The supervisor must ensure that appropriate personal protective equipment is:

- a) available to workers,
- b) properly worn when required, and
- c) properly cleaned, inspected, maintained and stored

Protection will conduct fit testing and provide training for Catalyst employees in proper care and maintenance of respiratory equipment. They will inspect and maintain Scram, supplied air and SCBA units.

Management must provide and maintain in good condition protective equipment, devices and clothing as required by Regulation and ensure that these are used by the employer's workers.

Management must ensure that a worker who wears PPE is adequately instructed in the correct use, limitations and assigned maintenance duties for the equipment to be used.

Management will ensure records are maintained in compliance with WorkSafeBC Regulation, other standards and manufacturer's requirements.

Owners Representatives must ensure persons for whom they are responsible are aware of and follow the PPE requirements.

Contractors are required to carry their axiom (accountability) card with them at all times.

Head Protection:

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.

Standard:

Hard hats are **mandatory** to be worn locker to locker at all times.

Guidance:

While this policy indicates what is required, each individual must evaluate job-specific circumstances and assess the specific requirements. The requirements may change in specific circumstances such as when:

- a) Jobs are stacked (hard hats will always be worn).
- b) Wearing a hard hat poses a greater hazard (hard hats may be removed).

Exemptions:

- Administrative office environments, including labs, lunch, locker, or wash rooms, meeting or control rooms.
- Inside mobile equipment with enclosed cabs.
- Maintenance shops, except where overhead hazards or contact hazards are created with shop cranes or other equipment.
- Bleach Plant washer floors (A and B Bleach) when operators are performing routine washer checks, or performing routine work on the cleaners - except during maintenance or repair.
- When performing routine operating duties within the operating floor of the Paper or Kraft machine.
 - Note: This exception does not apply when the potential risk of overhead hazards exists (i.e. in areas of overhead work activities, overhead "house crane" travel, during maintenance days and Kraft machine condensate pits.)
- Risk based exemption (for clarification);
 - Hard hats are not to be worn within 3 feet of an open vessel of where there is risk of the hard hat dropping into the vessel, catwalk of the former, press section, dryer sections of a running Paper machine or Kraft machine - provided a pre job risk assessment is completed and there is no other head injury potential. If a hard hat is required due to the pre job risk assessment an appropriate chin-strap must be worn with the hard hat.

Eye 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.

Eye protection - safety eyewear

Workers must wear properly fitting safety eyewear gate-to-gate except within offices, control rooms, lunchrooms or mobile equipment with enclosed cabs. CSA or ANSI approved non-prescription or prescription safety eyewear will have properly affixed side shields. Employees, visitors and contractors wearing non-CSA prescription lenses or contact lenses will wear CSA approved protective eyewear over their corrective lenses.

Adequate protection must be taken if a hazardous substance or condition may adversely affect a worker wearing contact lenses.

The type of eye protection used will directly correspond to the particular hazards of the area or the task being performed. For example, goggles or a full face shield provide more protection than regular safety glasses and therefore should be worn when a higher protection factor is required.

Safety goggles and/or a full face shield are required for all operation of high pressure water or air. This may apply to the operator of the equipment as well as those in close proximity.

Exemptions

Area specific orientation will indicate any areas or situations where eye protection is exempt. Eye protection may be exempt in situations where high humidity creates a fogging or misting hazard and obscures vision; provided that no alternate means of protection are practical (face shield, goggles or other protective device).

Employees working in exempt areas must have eye protection available at all times and wear them upon leaving the exempted area.

Provision of Prescription Safety Eyewear – employees

Catalyst, Crofton permanent employees requiring prescription lenses will be provided with up to one set of approved prescription safety eyewear every two years through the approved vendor only.

Exceptions to this rule will be considered and approved by Area Management and Health & Safety on an individual basis.

Catalyst, Crofton will cover the vendor costs for the following:

- CSA approved safety frames (selected styles only)
- CSA approved safety lenses
- Anti-scratch coating

Bifocal and Trifocal Lenses

Bifocal and trifocal glass lenses must not be used if there is danger of impact, unless they are worn behind impact rated goggles or other CSA approved “over protection” eyewear. CSA Class 1 approved plastic/polycarbonate bifocal/trifocal lenses are acceptable.

Eye glasses broken due to a confirmed incident in the mill, may be replaced by WorkSafeBC. The worker must report to First Aid, so the necessary forms may be completed.

Face protection

If there is a risk of face injury, suitable face protection must be worn, such as a face shield, in addition to the safety eyewear.

Guidance:

Tinted / Dark Lenses (blacked out - more than 50/50 tinting):

Dark glasses are not to be worn indoors or while entering buildings from outdoors. A common practice is to carry a second pair of clear glasses for these instances. This does not apply to cases where UV protection is required indoors i.e. :) Cutting, brazing, welding or working with UV producing equipment

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*](#),

Standard:

- All persons working on the mill site **must** wear CSA Grade 1 Safety footwear at all times. This includes working visitors (those who have taken the annual safety training) as well as administrative employees within operating areas of the mill.

- Substantial footwear (no open toe shoes, crocs, sandals, or heels in excess of 40mm) are required to be worn by all employees gate to gate.
- Substantial footwear (no open toe shoes, crocs, sandals, or heels in excess of 40mm) are required to be worn by non-working visitors on guided mill tours or office only visits from supplier representatives

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](#).

Standard:

- All employees, contractors, and visitors will wear high visibility WSBC Type 3 criteria or better (Type 2 or 1) apparel from gate-to-gate.
- At all times whenever they are outside of administrative offices, labs, lunch, locker, or wash rooms, meeting or control rooms.

Hearing Protection:

WSBC 7.2 Noise exposure limits

An employer must ensure that a worker is not exposed to noise levels above either of the following exposure limits:

- (a) 85 dBA Lex daily noise exposure level;
- (b) 140 dBC peak sound level

WSBC Guideline G7.7-2 Warning signs and hearing protection (excerpt)

Supervisors or other workers whose duties require them to routinely work in posted noise hazard areas must be provided with, and wear, hearing protection in the posted areas.

Workers who briefly and infrequently pass through posted noise hazard areas do not need to wear hearing protection, except in areas where the exposure limit for peak sound level is exceeded. (140 dBC peak sound level)

Standard:

- Every employee will be provided with appropriate hearing protection which meets CSA Z94.2-94, and is required to wear it in all areas of the mill where posted noise levels exceed 85 dBA.
- Workers who briefly and infrequently pass through posted noise hazard areas do not need to wear hearing protection, except in areas where the noise exposure limit is posted at 140 dBC and above.

Note: Refer to [4-17 Noise Control and Hearing Conservation](#) for further detail.

Respiratory Protection:

WSBC 8.36 Emergency Escape Respirators

- (1) If the nature or quantity of an air contaminant and the nature of the work area could prevent a worker escaping from a contaminated area without assistance, the worker must carry an emergency escape respirator.
- (2) The emergency escape respirator must be
 - (a) carried on the worker's person or be within arm's reach at all times, and
 - (b) sufficient to permit the worker to leave the contaminated area without assistance.

Standard:

- All employees, contractors and visitors will carry a current (within 1 year) escape respirator with them at all times – gate-to-gate and immediately available while at the worksite. Central areas will be provided where bite blocks need to be immediately available.

Note: For all other applications and standards applicable to respiratory protection refer to the Crofton Respiratory Protection Program. This is due to the complexity and prescription of respiratory protection in mitigating inhalation hazards.

[Crofton Respiratory Protection Program Link](#)

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.

Long Hair

- Wear long hair in a bun, tie it back, or cover it with a cap or hairnet.
- If you are not sure your hairstyle is safe for your particular work area, check with your supervisor or safety representative.
- Keep facial hair short so it won't be caught by moving machinery parts. Cover long facial hair with a net or use clips or elastic bands to keep it securely away from moving machinery or equipment parts.



Hair that is long and loose can create a hazard. Tie back or cover long hair and facial hair when you're working around moving machinery parts.

WSBC 8.19 General requirement

- (1) The employer must provide appropriate skin, hand, and 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.

Standard:

- Personal clothing will be sufficient to prevent exposure to contact with workplace hazards.
- Long pants are required to be worn locker to locker.
- Shirt sleeves must extend to at least the midpoint between the elbow and shoulder, locker to locker.
- Long sleeves are required in the Kraft Fiber line and Utilities areas and anywhere there is a risk of chemical or thermal exposure.
- Leg protection (chaps) must be worn when using chainsaws
- Chemical protective clothing, face shields, and gloves must be worn when handling hazardous chemicals in accordance to the Material Safety Data Sheet (MSDS)
- Proper gloves appropriate for the conditions, tasks and potential hazards will be worn. See [4-03b Crofton Glove Policy](#) for further application.

- 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 wristwatches shall not be worn.
- Rings, “dangling” neckwear and bracelets or similar articles must not be worn locker to locker; except for medical alert bracelets which may be worn with transparent bands that hold the bracelets snugly to the skin.
- 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.

Buoyancy Equipment (WorkSafeBC OHSR 8.26 – 8.30)

Buoyancy equipment will be worn where workers are exposed to a risk of drowning. Personal flotation devices and lifejackets must have at least 200 sq cm (32 sq in) of white or silver retro-reflective material fitted on surfaces that are normally above the water surface.

Automatically inflatable lifejackets

Department management must keep a record of all inspections made and maintenance performed on automatically inflatable lifejackets.

Arc Resistance / Flame Resistance:

WSBC Flame Resistant Clothing

8.31 When required

Workers must wear flame resistant clothing appropriate to the risk if working in areas where they may be exposed to flash fires, molten metal, welding and burning or similar hot work hazards.

WSBC Guideline G19.10(2)(a) Appropriate electrical protective equipment for working on low voltage electrical equipment

Personal protective equipment

"Personal protective equipment" for the purposes of this section of the Regulation is personal protective equipment that is appropriate for the hazard present while working on energized electrical equipment. This includes flame-resistant clothing, head protection, safety glasses, dielectric footwear, gloves, and face shields. It is the responsibility of the employer to ensure proper written safe work procedures are in place to deal with all aspects of low voltage live equipment work, including protection from electric shock and arc flash.

CSA Standard Z462 - Workplace electrical safety

CSA Standard Z462 - Workplace electrical safety, based in part on the *NFPA 70E Electrical Safety in the Workplace*, includes specific information on the type and level of PPE used when working on energized electrical equipment, appropriate to the level of risk involved. In addition, portions of *CSA Standard Z462* deal with work on energized low voltage electrical equipment.

Standard:

- See *E/I Arc Flash Standard. (Maintenance – E/I Policy)*.

Annual Review (WorkSafeBC OHSR 8.6)

An annual review which complies with WorkSafeBC OHSR will be completed. The review will be made in consultation with the Joint Health and Safety Committee.

Prepared by:	Approved by:	Date:
Manager, Health & Safety & Protection	VP/General Manager, Crofton Division	April 1, 2016

Revisions	
Apr 3, 2003	Revisions to Air Purifying Respirators – Respirator Type – Half Mask as well as Supplied Air Respirators – Respirator Type – Full Face Mask
Oct 3, 2005	Administrative changes - NorskeCanada to Catalyst Paper. Correct typing errors.
Feb 6, 2006	Revised “Calculating the Maximum Use Concentration” paragraphs. Added “Kraft Machine Room” to areas where High Visibility Apparel is required to reflect current practice.
Mar 15, 2008	Review and extensive re-write of this document. Number change from 3-03 to 4-03. Sections added: limb and body protection and flame resistant clothing.

Aug 18, 2009	Annual review.
Nov 1, 2010	Updated to reflect respirator and safety eyewear requirement on access to the mill site. Changes to hard hat, gloves and high visibility apparel. Annual review. Consultation with the JH&S Committee.
Sep 15, 2011	Exclusion for hard hat wear added for Printing Papers Operations in basements. Signatories updated.
Oct 15, 2011	Exclusion for hard hat wear added for heavy equipment operators. ANSI accreditation for safety eyewear added. Annual review.
Nov 15, 2011	Exclusion for hard hat wear added for bleach plant operators and pulp machine room operators. Signatory titles updated.
Apr 2, 2013	Annual review.
Mar 2014	Clean Shaven addition.
August 2014	Reset standards in alignment with new Catalyst expectations.
May 2015	Annual review and add cranial and facial hair explanatory box under 8.10.
March 2016	Removed “generally” from visitor reference to ensure must wear required PPE.
April 2016	Added reference to Crofton Glove Policy 4-03b. Updated signatories.