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OBJECTIVE

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

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 behaviours 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.

Availability:

Catalyst Paper will supply the required personal protective equipment to employees. Safety Eyewear and Footwear are provided through specific programs, which substantially reduce the cost to employees.

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.

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)
- 8) Arc flash personal protective clothing standards

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1. STANDARD – 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.

Limited Exemptions:

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

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2. Mill stores
3. Tool crib
4. Designated Maintenance shops except in those circumstances where overhead crane or other lifting equipment creates a potential contact hazard
5. Inside mobile equipment with enclosed cabs or built in overhead protection cages
6. Designated areas around the calendar and winder on PM9 and PM10 operating floors while the other machine is down for maintenance/clothing activities – whether scheduled or unplanned
7. 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 pre job hazard assessment is completed and there is no other head injury potential during the time the employee is near the open vessel. Hardhats should not be worn when up on the Clarifiers. The hard 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 pre job hazard assessment, a strap must be worn with the hard hat.
8. Hard hats are not to be worn by any employee when on the catwalks of the former, press section or dryer sections of a running paper machine.
9. Main operating floor of paper 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.
10. Inside A & D Dock, and core room, during regular operating days.
11. Bump caps or hard hats are required for rail crew ,fibre crew and tug crew when outside of enclosed cabs.

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

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2. STANDARD –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.

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 exists while wearing the eye protection. These specific exemptions must be approved by the site GM or designate.

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.

REQUIREMENTS

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.

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2. Contact lenses may only be worn in conjunction with other approved safety eyewear. Persons wearing contact lenses must make the protection department aware of that fact.
3. 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.**
4. 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
5. 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. Condor 10167B-CAF safety glasses, when worn with proper strap, can be used instead of goggles.
 - 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 calendar stack rolls.
 - If impact-resistant goggles are not used, safety eyewear meeting Z94.3 must be worn underneath the goggles.
6. 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.
7. Dark Tinted Safety glasses are not to be worn indoors as they present an increased hazard.

Limited Exemptions:

1. Administrative office environments, including lunch rooms, locker rooms, meeting rooms, and control rooms or inside mobile equipment with enclosed cabs.
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.

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3. STANDARD – 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,

(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, roofing footwear, caulk 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.



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Powell River Division will subsidize 75% of the purchase of safety footwear as per the terms of the collective agreements.

Limited Exemptions:

1. Administrative office environments, lunch rooms, locker rooms, meeting rooms, & control rooms.
2. Substantial footwear (no open toe shoes, sandals, or heels in excess of 40mm) are required to be worn by all employees while on the mill site travelling to and from vehicles to locker rooms or offices
3. Substantial footwear (no open toe shoes, sandals, or heels in excess of 40mm) are required to be worn by visitors on guided mill tours or office visits from supplier representatives
4. Appropriate specialty footwear (i.e. rubber boots, roofing footwear, caulk 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).

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

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4. STANDARD – 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.

Limited Exemptions:

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 chose to adhere to a higher standard.

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5. STANDARD – 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 chose to adhere to a higher standard.

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6. STANDARD – RESPIRATORY PROTECTION

Employees or contractors doing work that may expose them to the risk of harmful air contaminants must be equipped with respiratory protective equipment appropriate to the hazards

Employees or contractors required to use respiratory protective equipment will have successfully completed training by the employer to understand its use, limitations, and its maintenance requirements.

Protective respiratory equipment will be used when:

- Engineering or administrative control measures are not practicable,
- While such controls are being instituted or
- During shutdown, repair, emergency situations or process upset conditions.

No employee or contractor may enter any area identified as requiring escape respiratory protection unless he/she is equipped with, and trained in the use of, an approved personal escape respirator.

Each department's specific respirator requirements for tasks to be performed will be identified in the departmental standard operating procedures and / or job safety breakdowns.

1) IDENTIFICATION OF RESPIRATORY HAZARDS

Respiratory hazards are classified into the following two groups:

- a) Atmosphere "Immediately Dangerous To Life And Health" (IDLH)
(e.g. oxygen deficient air).
- b) Atmosphere "Not Immediately Dangerous To Life And Health"
(Non-IDLH) (e.g. particulate contaminant).

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2) TYPES OF HAZARDS

a.) Confined Spaces

All confined spaces shall be assumed to be IDLH (Immediately Dangerous to Life or Health) atmosphere unless proven otherwise. Proper testing by trained personnel shall be undertaken prior to entry into the area and at intervals required by the confined spaces entry permit.

b.) Chemicals

All chemicals in the mill shall be identified using the materials safety data sheet. For each chemical, particular care will be taken to identify the respiratory hazard posed by that chemical and appropriate respiratory protection required, as per Workplace Hazardous Materials Identification System Legislation (W.H.M.I.S.).

c.) Asbestos Containing Materials

Work on insulation will not be undertaken until it has been established whether or not the material contains asbestos. In the case of asbestos-containing insulation, personnel trained in asbestos handling procedures will be involved in its removal.

3) SELECTION OF RESPIRATORY PROTECTION

a.) Types of Approved Respirators

Only respiratory protection devices which are NIOSH approved shall be accepted for use unless prior approval from the WCB is received.

b.) IDLH Atmosphere/Unknown Concentration

(DO NOT ENTER) IDLH or unknown atmospheres, unless equipped with self-contained pressure demand breathing apparatus or supplied air respirators with emergency bail-out bottle.

c.) Non IDLH Atmosphere

Where vapours and gases are present, but it is not an IDLH atmosphere and there is no danger of low oxygen levels, chemical cartridge or combination chemical cartridge air purifying respirators may be used based upon protection factors.

4) FIT TESTING

- All employees issued with face-seal dependant respirators will be evaluated by qualitative fit testing annually.

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- Before any employee is issued with a personal respirator, he/she will be instructed and tested in proper facial fit.
- **All employees required to use face-seal dependent respirators must be clean shaven at the start of shift.**
Beards, goatees, moustaches and side burns are permitted provided they do not touch where the respirator seals with the face.
- Fit testing is to be conducted by qualified personnel and results will be recorded as per CSA Standards Z94.4 - 93.

5) MAINTENANCE of RESPIRATORS

Every employee who is issued a respirator and trained in the maintenance of that respirator is expected to maintain the respirator in a hygienic and useable condition at all times.

a.) **Escape Respirator**

- i. All personnel must periodically change their manufacturers escape respirators as follows: (Scott 90 – AG)
 - If the seal on the plastic carrying case is unbroken – every 3 years.
 - If the seal on the plastic carrying case is broken – every year as indicated on the respirator.
- ii. Whenever a bite-type escape respirator is used, regardless of duration, the respirator must be replaced.
- iii. It is the individual's responsibility to keep the respirator current and to write the expiry date on the respirator itself once the seal is broken on the case.

b.) **Particulate Respirator Cartridges**

All high efficiency particulate aerosol (HEPA) cartridges for dust, mist and fumes must be changed when breathing resistance is encountered.

c.) **Organic Vapour/Acid Gas Respirator Cartridges**

All organic vapour/acid gas cartridges must be changed when breakthrough is encountered (i.e. when the cartridge fails to remove the odour of the vapour). This is only acceptable where the odour threshold of the vapour is lower than the W.C.B. exposure limit. The use of these cartridges should be avoided in atmosphere where the contaminant(s) lack sufficient warning properties: odour, taste or irritation (e.g. H₂S).



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d.) OCENCO M-20 Escape Respirators

All M-20 respirators must be changed by the expiry date set by the manufacturer or after any emergency, to ensure maximum protection. No employee, contractor or visitor may enter any area identified in the following guidelines as requiring escape respiratory protection unless he/she is equipped with, and trained in the use of, an approved personal escape respirator

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6) S.C.B.A. (SELF CONTAINED BREATHING APPARATUS)

- a.) All self contained breathing apparatus cylinders (including cascade system bottles) will be:
- Cleaned and visually inspected after each use,
 - Internally inspected once per year in accordance with *CSA Standard CAN/CSA-Z94.4-02*
 - Hydrostatically tested every three years for wrapped cylinders and every five years for steel or aluminium cylinders as per *Standard CAN/CSA-B339-96*,
- b.) All self contained breathing apparatus cylinders (including cascade system bottles) will have the air changed every 12 months as per WCB Reg. 8.37 and a sample of air from the air compressor system will be sent yearly to a WCB approved testing agency for quality control in accordance with *CSA Standard CAN/CSA-Z180.1-00, Compressed Breathing Air and Systems*.
- c.) Scott Air Packs will be checked and documented at least monthly by the departments and maintained in a hygienic and useable condition as per manufacturer's specification.

7) TRAINING

- a.) To ensure the proper and safe use of a respirator, all respirator users will receive training which covers the following areas:
- the use of proper cartridges and filters,
 - respirator facial fit and
 - the cleaning, maintenance and storage of respirators.
- b.) every person required to use face-seal dependent respirators and/or SCBA will be retrained annually and records will be kept of the training.
- c.) those required carrying or using personal escape bite-block respirators need not repeat the initial training, once successfully completed.

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8) PROTECTION FACTORS

Protection factors (PF) are a measure of the overall effectiveness of a respirator. To determine the maximum workplace concentration in which a respirator can be used, multiply the protection factor by the WCB Exposure Limit (EL)

Maximum workplace concentration use = PF x WCB Exposure Limit.

| Type of Respirator | Protection Factor |
|--|--------------------------|
| Air Purifying | |
| Single Use Mask | 5 |
| Half Facepiece | 10 |
| Full Facepiece | 50 |
| Atmosphere Supplying | |
| Air-line, Demand Full Facepiece | 1,000 |
| SCBA, Demand Full Facepiece | 1,000 |
| SCBA, Pressure - Demand Full Facepiece | 10,000 |

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APPENDIX 1:

Respiratory Protection as per Hazard

| Respirator | Cartridges | Cartridges Stock Code | Jobs/Uses |
|--|---|--|---|
| Bite-type respirator | Scott 90 – AG | B-006085 | Escape from SO ₂ , H ₂ S, CL |
| 3M #8212 | | B-006597 | Grinding, metal scaling, fibreglass insulating |
| 3M #8210 | | 600376 | Protection against wood and paper dust, sweeping |
| Half and full face dual cartridge respirator | 3M #7501 - 3M60923/P100 filter 3M #7503 - P100 HEPA Filter P95 Organic vapour (North 7500-1) Organic vapour/acid gas (North 7500-3) Highly toxic particulates/ HEPA (North 7500-8) Organic vapour/acid gas/HEPA (North 7583 P100) Dusts/mist pre-filter and cover (North 7500-6) | 601819 600729 600731 600838 600837 | Low Profile Organic Vapour/Acid Gas with HEPA filter – particulate. Low Profile Particulate and nuisance levels of Organic Vapours. Particulate and nuisance levels of Acid gasses (HCl) Painting, degreasing, slimicide use Escape as well as painting, degreasing, dye handling, acid baths Sandblasting, grinding, welding, burning, asbestos work Combination of any of the above Added protection against dusts and mists |
| Full-face supplied air plus escape bottle or self-contained breathing apparatus (SCBA) | Scott Bottle | | Working in unknown concentrations, IDLH or potentially IDLH conditions |

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7. STANDARD – 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.

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.

Our application of these regulations includes:

- Personal clothing will be sufficient to prevent exposure to contact with workplace hazards
- Shirt sleeves must extend to at least the midpoint between the elbow and shoulder, locker to locker
- Arm protection, such as long sleeve shirts or gauntlets, must be worn to prevent injury when the hazard exists in the task or environment.
- Leg protection, such as long pants, must be worn to prevent injury when the hazard exists in the task or environment.

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- Arm protection gauntlets must be worn to prevent injury when using a knife to slab or cut paper from reel spools or rolls
- Long sleeve shirts are required in the steam plant, with the exemption of the main control room.
- Leg protection (chaps) must be worn when using chainsaws
- Chemical protective clothing and gloves must be worn when handling hazardous chemicals in accordance to the Material Safety Data Sheet (MSDS)
- Lifejackets meeting the Worksafe BC standard must be worn when working on the water
- No rings or dangling jewelry will be worn locker to locker

Hands

All employees, contractors and working visitors, will wear general purpose gloves on site, which will have a minimum level of Cut 4 protection. These gloves will be worn from locker to locker. Non- working visitors will use a general purpose glove with a level of Cut 2 protection leaving the Main Gate.

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.

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.

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 Manager 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.

Limited Exemptions:

1. Administrative office environments, including lunch rooms, locker rooms, meeting rooms and control rooms.

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8. STANDARD – ARC FLASH PERSONAL PROTECTIVE CLOTHING

All mill employees, contractors and company field representatives shall wear a minimum of Category “0” clothing when:

- There is the possibility of exposure to an arc flash burn from an electrical arc.
- There is the possibility of exposure to an electrical explosion.

All persons entering switch rooms, substations, switchyards or designated switch room boundaries (for example MCC sections not in an enclosed switch room) or traversing through switch room boundaries, must wear a minimum of Category “0” clothing and personal PPE or a higher category rating if required.

If your HIGH VISIBILITY APPAREL does not meet a minimum Category “0” rating, you must remove it and will be exempt from wearing it while in these areas.

All persons operating field safety disconnects including but not limited to welding outlets, slitter disconnects, and lighting panel breakers etc. must wear a minimum of Category “0” clothing and personal PPE.

Minimum requirements for Category “0” clothing:

- a.) Long sleeve shirt and long pants of non-melting, flammable materials with a fabric weight of at least 4.5 oz/yd².
- b.) Fabrics:
 - Untreated cotton
 - Wool
 - Rayon
 - Silk
 - Blends of these materials
- c.) Acceptable clothing examples:
 - Regular cotton coveralls

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- Denim clothing
 - Orange long sleeve cotton shirt with Hi Vis striping (mill stores stock # 104361 through 104364)
- d.) Clothing shall cover potentially exposed areas as completely as possible.
- Shirt sleeves shall be down to the wrist and fasteners done up. (Buttons snaps etc.)
 - Shirts and jackets shall be closed at the neck.
 - Clothing that does not meet this criteria must not be worn over or under this clothing when Category “0” clothing is required.
- e.) Employees shall wear nonconductive eyewear wherever there is a danger of injury from electric shock or burns due to contact with live parts, exposure to electric arcs or flashes, or from flying objects resulting from electrical explosion. (See page 3 of AP1.)
- No plastic, nylon, polyester or like clothing materials are acceptable.
 - Flame resistant clothing for employees working within the flash protection boundary.
 - All persons that are performing tasks that are within a “**Flash Protection Boundary**” shall wear a minimum of category 2 FR (Flame Resistant) protective clothing and other appropriate personal protective equipment.
- f.) The “**Flash Protection Boundary**” is the approach limit at a distance from exposed live parts within which a person could receive a second degree burn if an electrical arc flash were to occur.
- This is the distance from live parts when an electrician has a switch or panel or disconnect door or cover open or, in open switch yards and substations exposing live electrical parts, which all other workers not involved in the job must stay away.

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- Unqualified persons must not cross the Flash Protection Boundary unless they are wearing the appropriate category of FR protective clothing and are under the close supervision of a qualified person.
 - All electrical and instrument personnel (including staff) will wear a minimum of FR Category 2 rated clothing as required.
 - Where clothing is worn under FR clothing, it will be of a non melting material. Clothing of unknown composition shall not be permitted.
 - For categories that require Category 2* PPE, it will be acceptable for employees to wear a 10 calorie balaclava along with a 10 calorie face shield/hardhat combination as an alternative to a flash suit hoods.
 - 40 Cal Flash suit hoods and jackets will be made available in all major load centres and 10 Cal face shields in all load centres across the site.
- g.) Eyewear – All electrical and instrument personnel (including staff) shall wear nonconductive eyewear when there is the danger of an injury from electrical shock or burns due to contact with live parts arcs, exposure to electrical arcs or flashes or from flying objects resulting from an electrical explosion.

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RELATED DOCUMENTS

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RECORDS

| Record Name | Where Stored | For How Long |
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REVISIONS

| Date: | Change | Acknowledgments |
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| Date Nov 28, 2011 | Page 3 – Part 2 Protective Safety Eyewear Insert: Full face respirators and SCBA masks are impact rated and do not require additional eye protection. | Additional entry Meets (ANSI Z87.1 2003) (CSA Z94.3.1-02) specifications |
| Date Nov 28, 2011 | Page 4 – Part 3.-, Protective Safety Footwear Insert: 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). | Defining of OHS Reg. Part 8.22 |
| Date Nov 28, 2011 | Page 5 <u>STANDARD – HIGH VISIBILITY APPAREL</u> Remove: Any worker directing the operator of a fixed or mobile crane must wear a blue high visibility vest for distinction. | This policy statement has never been evoked. CGC authorized removal |
| Date Nov 16, 2011 | Page 9 – Sec 5. Subsection (c) Remove: Permissible Limit- Replace with: Exposure Limit (EL) | OSHA term (PEL) |
| Date Nov 16, 2011 | Page 10 – SCBA Compressed Air Cylinders - Sec 6 Subsection (a) Insert: <i>CSA Standard CAN/CSA-Z94.4-02.</i> Sec 6 Subsection (b) Remove: 6 months and replace “discharged and replace every 12 months” | WCB OHS Reg.31.26 WCB OHS Reg. 8.37 |
| Date Nov 16, 2011 | Page11 - Protection Factors Sec 8 Remove: Permissible Limit- Replace with: Exposure Limit (EL) Remove: CSA Standard Z180.1 – M85 and replace with CSA Standard CAN/CSA-Z180.1-00, Compressed Breathing Air and Systems. | OSHA term (PEL) WCB OHS Reg.31.24 |

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| Date Nov 16, 2011 | <p>Page 13 – Hand Protection Remove: “continue to be the most frequently reported injuries across the site at over 30% of the total recorded first aids.”</p> | Percent statistic not current |
| Date Nov 16, 2011 | <p>Page 13 – Hand Injury Prevention Insert: The appropriate design of hand protection for the job being performed will be used or worn where there is a risk of cuts, abrasions, thermal burns, chemical exposure, and any other risk that may result in a direct contact injury to ones hands. Task appropriate gloves will be worn on all jobs where there is a risk of hand injury.</p> | Additional entry |
| Date: Oct 1, 2014 | <p>Page 2 – Protective head gear Inserted WSBC Reg Protective head gear Insert: 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. Insert: At no times travel without hard hats is permitted through areas that are in scheduled or unscheduled maintenance activities. “General Exemptions” updated to “Limited Exemptions”. Exemptions list updated to include more detail and specifics. When /where bump caps can be worn included in list.</p> | |
| Date: Oct 1, 2014 | <p>Page 4 – Safety eyewear and face protection Inserted WSBC Reg Safety eyewear/face protection. Updated: All employees and contractors will wear protective safety eyewear gate to gate. Gate is defined as the main mill gate or your personal vehicle. (no longer locker to locker) Updated: 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 exists while wearing the eye protection. (updated from area to task exemption) Updated: after Bullet 5 on page 5 - 5. 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</p> | |

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| | <p>atmospheric pressure. Inserted: after Bullet 5 on page 5 – 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 calendar stack rolls. If impact-resistant goggles are not used, safety eyewear meeting Z94.3 must be worn underneath the goggles. Insert: 7. Dark Tinted Safety glasses are not to be worn indoors as they present an increased hazard. "General Exemptions" updated to "Limited Exemptions". Updated: 1. Administrative office environments, including lunch rooms, locker rooms, meeting rooms, and control rooms or inside mobile equipment with enclosed cabs. 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.</p> | |
| Date: Oct 1, 2014 | <p>Page 6 – Safety Footwear Insert: WSBC reg safety footwear "General Exemptions" updated to "Limited Exemptions". Inserted: 2. Substantial footwear (no open toe shoes, sandals, or heels in excess of 40mm) are required to be worn by all employees while on the mill site travelling to and from vehicles to locker rooms or offices 3. Substantial footwear (no open toe shoes, sandals, or heels in excess of 40mm) are required to be worn by visitors on guided mill tours or office visits from supplier representatives 4. Appropriate specialty footwear (i.e. rubber boots, roofing footwear, caulk 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).</p> | |
| Date: Oct 1, 2014 | <p>Page 8 – High visibility apparel Insert: WSBC reg high visibility apparel Updated: 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. (no longer locker to locker) Some limited</p> | |

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| | <p>exceptions are specified below.</p> <p>“General Exemptions” updated to “Limited Exemptions”.</p> <p>Updated: 1. Administrative office environments, labs, lunch rooms, locker rooms, meeting rooms, and control rooms.</p> | |
| Date: Oct 1, 2014 | <p>Page 17 – Changed from Hand Injury Prevention to Protective Clothing (Hand, Arm, Leg, Body)</p> <p>Insert: WSBC reg Personal clothing and accessories & General requirement</p> <p>Updated: Each individual must evaluate job-specific circumstances/environment and assess the specific risks related to the task being performed in order to prevent injury.</p> <p>Our application of these regulations includes:</p> <ul style="list-style-type: none"> • Personal clothing will be sufficient to prevent exposure to contact with workplace hazards • Shirt sleeves must extend to at least the midpoint between the elbow and shoulder, locker to locker • Arm protection, such as long sleeve shirts or gauntlets, must be worn to prevent injury when the hazard exists in the task or environment. • Leg protection, such as long pants, must be worn to prevent injury when the hazard exists in the task or environment. • Arm protection gauntlets must be worn to prevent injury when using a knife to slab or cut paper from reel spools or rolls • Long sleeve shirts are required in the steam plant, with the exemption of the main control room. • Leg protection (chaps) must be worn when using chainsaws • Chemical protective clothing and gloves must be worn when handling hazardous chemicals in accordance to the Material Safety Data Sheet (MSDS) • Lifejackets meeting the Worksafe BC standard must be worn when working on the water • No rings or dangling jewelry will be worn locker to locker • Proper gloves appropriate for the conditions, tasks and potential hazards will be worn at all times to prevent hand injury | |
| April 9, 2015 | <p>Page 5 – addition to #5 second bullet - Condor 10167B-CAF safety glasses, when worn with proper strap, can be used instead of goggles.</p> | Addition to Safety Eyewear |



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| January 20, 2016 | Page 17 & 18 – addition of paragraphs specific to Hands including Limited Exemptions. Bullet which read “ Proper gloves appropriate for the conditions, tasks and potential hazards will be worn at all times to prevent hand injury” has been removed as it is covered in the text under “Hands” | |
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