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subject	<b>Personal Protective Equipment (PPE)</b>		

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## POLICY:

Our PPE policy is intended to provide a standard for proper personal protection against injury and is consistent with the requirements set out by WSBC Regulation Section 8.

- **Every Employee, Contractor and Visitor** must wear proper personal protective equipment sufficient for the task being performed in order to avoid injury.
- **All Management** employees and people in leadership roles are expected to model these PPE behaviors and ensure that all employees, contractors and visitors they supervise or interact with are using the appropriate PPE for their circumstances, and that they comply with mill rules.

## AVAILABILITY:

Catalyst Paper, Port Alberni Division requires all employees to wear substantial footwear to and from their vehicle (or bike) when entering the mill. When reporting for work, all employees are required to wear a Type 3 high-visibility garment, safety eyewear, hard hat and CSA Grade 1 safety footwear to and from their PPE locker (located in the groundwood locker room area). In this policy, “locker to locker” will refer to these PPE lockers. If an employee is coming on to the mill site for purposes other than a work shift they will be treated as a visitor for the purposes of PPE requirements but permitted to put on the required PPE at their PPE locker.

Catalyst Paper will supply the required personal protective equipment to employees. Prescription safety eyewear and footwear are provided through specific programs, which substantially reduce or eliminate the cost to employees (as per provisions contained in the Labour Agreements).

Personal protective equipment such as prescription safety glasses or CSA Grade 1 footwear 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. (*Reference – Local 592 Labour Agreement – Supplemental Item 6*).

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All employees who require a PPE locker will be provided with one to store their PPE and street wear items (as noted below) as required before continuing through the mill to their work area. Rings of any type are not allowed to be worn beyond the PPE locker area. Additional PPE and clothing requirements are outlined below.

Employees who work in the E/I Motor and Automotive shop areas will be permitted to travel to these areas to put on the required PPE.

## **OUTLINE:**

This policy on personal protective equipment addresses eight essential components:

1. Protective Head Gear
2. Eye and Face Protection
3. Protective Footwear
4. High Visibility Apparel
5. Hearing Protection
6. Respiratory Protection
7. Protective Clothing (hand, arm, leg, body)
8. Arc Resistance / Flame Resistance

## **PROTECTIVE HEAD GEAR**

### **STANDARD:**

#### ***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.*

### **APPLICATION:**

- All employees are required to wear hard hats locker to locker and at all times in the mill.
- All contractors and visitors are required to wear hard hats at all times within the mill gates (guard shack to guard shack)

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Specific requirements include:

- Hard hats must be worn when operating any overhead crane or overhead lifting device if the crane or lifting device requires the operator to be under the rails, or when there are other overhead hazards including in the maintenance shops and when using the dry end crane when moving reels or empty spools on the operating paper machines. Limited exceptions to this may be approved after a hazard assessment has been completed, if the hard hat could cause a serious safety or equipment damage issue.
- Hard hats are required to be worn in paper machine operating areas that are down for maintenance or clothing activities, whether scheduled or unplanned.
- Hard hats or bump caps must be worn at all times when in the paper machine basements.

#### **LIMITED EXEMPTIONS:**

- Hard hats are not required to be worn inside office areas, labs, conference rooms, control rooms, locker rooms, lunch rooms, and washrooms.
- Hard hats are not required inside mobile equipment with enclosed cabs or roll-over protection (ROP). Hard hats must be worn when driving a cushion in areas where hard hats are required.
- Hard hats are not required in maintenance shops except in those circumstances when operating an overhead crane or overhead lifting device or when there are other overhead hazards.
- Hard hats are not required while working on the paper machine, winder, and finishing line operating floors during normal routine operations.
- Hard hats are not required while working in the shipping department loading bay area or to and from washrooms, change room, or lunchroom from the loading bay area, as indicated by painted floor designation.
- 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.
- 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. 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, or the work not commenced until a safe work plan has been developed.
- Hard hats are not required to be worn inside the main stores building (Warehouses A, B & C) unless the employee is operating the hoist in warehouse C.

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## **EYE AND FACE PROTECTION**

### **STANDARD:**

#### ***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.*

### **APPLICATION:**

- All employees are required to wear CSA approved safety glasses locker to locker.
- All contractors and visitors are required to wear CSA approved safety glasses at all times within the mill gates (guard shack to guard shack).
- CSA approved safety glasses are **mandatory** throughout the site, both inside and outside buildings (limited exemptions listed below).
- Tinted, dark, or transitional glasses are not permitted to be worn indoors.

Safety goggles and/or face shields are required when performing tasks where safety glasses do not provide sufficient protection. Examples include, but are not limited to:

- Appropriate face shields and other protective gear must be used when handling volatile corrosive chemicals.
- Safety face shields AND safety glasses must be used when grinding.
- Appropriate face shields and other protective gear must be used when handling corrosive chemicals with WHMIS Class E designation.
- Safety goggles are required when blowing down dust or equipment (motors, etc.).
- A face shield is required in addition to safety glasses or goggles when using high pressure water or air 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 calendar stack rolls.

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## LIMITED EXEMPTIONS:

- Safety eyewear is not required to be worn office areas, labs, conference rooms, control rooms, locker rooms, lunch rooms, and washrooms.
- Safety eyewear is not required 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.
- Safety eyewear is not required while wearing full face respirators and SCBA masks that are impact rated to ANSI Z87.1 2003 or CSA Z94.3.1-02.
- Safety eyewear is not required to be worn while operating mobile equipment with enclosed cabs when the doors and windows are sealed.

## PROTECTIVE FOOTWEAR

### STANDARD:

#### ***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](#)*

### APPLICATION:

- All employees are required to wear CSA Grade 1 safety footwear locker to locker.
- All contractors and working visitors are required to wear CSA Grade 1 safety footwear at all times within the mill gates (guard shack to guard shack).
- Substantial footwear (no open toe shoes, sandals, or heels in excess of 40mm) are required to be worn by all employees while travelling to and from their vehicles or bikes to the PPE locker area.

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- Substantial footwear is required to be worn by non-working visitors on guided mill tours and by supplier representatives on office only visits.

## **HIGH VISIBILITY APPAREL**

### **STANDARD:**

#### ***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](#).*

### **APPLICATION:**

- All employees are required to wear high visibility apparel, meeting at least Type 3 criteria, locker to locker.
- All contractors and visitors are required to wear high visibility apparel, meeting at least Type 3 criteria, at all times within the mill gates (guard shack to guard shack).
- Type 3 garments are designed to have colour contrast along as least one side of the VE reflective trim. This contrasting colour must be fluorescent lime yellow, fluorescent yellow or fluorescent orange.
- High visibility apparel is defined as vests or other approved clothing that has permanent visibility stripes on the shirt/coveralls.
- Anyone working in or visiting the warehouse or log yard area is required to wear a Type 1 high visibility garment (vest, shirt, coveralls – no hi vis suspenders).

### **LIMITED EXEMPTIONS:**

- High visibility apparel is not required to be worn inside office areas, labs, conference rooms, control rooms, locker rooms, lunch rooms, and washrooms.
- High visibility apparel is not required to be worn when an employee is sitting in any mobile equipment, but must be put on as soon they get out of the equipment.

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- High visibility apparel can trigger equipment to move unexpectedly on the wrapline and therefore can create a hazard to anyone working on or around this equipment. Signage will be posted to indicate what areas / equipment require employees to cover up or remove their hi-vis apparel prior to entering or working on. Hi-vis apparel **is** required to be worn when walking or working around the outside area and warehouse section of the wrapline area.

## **HEARING PROTECTION**

### **STANDARD:**

*Every employee, contractor and working visitor will be provided with appropriate hearing protection which meets CSA Z94.2-14 and is required to wear it in all areas of the mill where noise levels exceed 85 dBA. A wide variety of ear plugs, and muffs are available to all workers.*

### **APPLICATION:**

- Hearing protection will be carried or worn as necessary locker to locker and worn while traveling through or working in hearing protection designated areas.
- The use of personal earphones and noise canceling hearing protection is prohibited on site. Both devices present a distraction which may interfere with an employee's ability to pick up on essential auditory cues in their work environment.

## **RESPIRATORY PROTECTION**

### **STANDARD:**

*Every employee, contractor and working visitor doing work that may expose them to the risk of harmful air contaminants must be equipped with respiratory protective equipment appropriate to the hazards.*

### **APPLICATION:**

- Employees, contractors and visitors required to use respiratory protective equipment will complete training to understand its use, limitations and 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.
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*4-12 Personal Protective Equipment.docx*

Approved by: Walter Tarnowsky

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- No employee, contractor or visitor may enter any area identified as requiring escape respiratory protection unless they are equipped with and trained in the use of an approved personal escape respirator.
- For specific requirements in regards to respiratory protection, refer to *Policy 4-25 Respiratory Protection*.

## **PROTECTIVE CLOTHING (HAND, ARM, LEG, BODY)**

### **STANDARD:**

#### ***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, 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.*

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## APPLICATION:

Every employee, contractor and visitor will wear the appropriate protective clothing for the task being performed. Specifically:

- Personal clothing must be sufficient to prevent exposure to contact with workplace hazards.
- All employees are required to wear long pants locker to locker, with the exception of those employees working in the papermill or in the warehouse due to the heat in these areas. Employees working on the paper machines will be required to wear leg protection when working on the back side of the dryers or any other area where there is a risk associated with wearing shorts.
- All shorts must be of an appropriate length (at least as long as the company provided uniform short) and of a cotton/cotton blend material.
- Shirt sleeves must extend to at least the midpoint between the elbow and shoulder, and be worn locker to locker. Arm protection, such as long sleeve shirts or gauntlets, must be worn to prevent injury when the hazard exists.
- Long sleeve shirts are required in all areas of the steam plant.
- Arm cut protection gauntlets must be worn to prevent injury when using a knife to slab or cut paper from reel spools, parent reels, rolls, wrapper rolls or when the hazard of a knife cut exists.
- 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).
- Lifejackets meeting the WSBC standard must be worn when working on the water.
- No finger rings will be worn by anyone locker to locker.
- For all maintenance workers and paper machine operators, no watches, bracelets, dangling neck wear, straps, or any loose item are allowed due to the risk of entanglement.
- Only watches with breakaway straps are permitted locker to locker.
- Anyone who may be exposed to electrical hazards is not allowed to wear watches or any other jewelry which contain metal.
- Cranial hair (if breaking at the shoulder) and facial hair must be appropriately restrained and controlled to avoid entanglement when working near operating/rotating machinery (winders, paper machines, lathes, etc.).
- Proper gloves appropriate for the conditions, tasks and potential hazards must be worn at all times to prevent hand injury.

Every visitor will wear the appropriate personal clothing to prevent exposure to contact with workplace hazards.

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**ARC RESISTANCE / FLAME RESISTANCE:**

**STANDARD:**

***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.*

<b>Revision #</b>	<b>Date</b>	<b>Description of Change</b>
0	March 16, 1999	DRAFT Policy for review by Central Mill Policy Advisory Group
1	April 14., 1999	DRAFT 2 for review by all employees
2	July 22, 1999	DRAFT 3 for review by all employees
3	October 5, 1999	DRAFT 4 for review by all employees
4	Nov. 30, 1999	Final Policy Issued to mill
5	July 11, 2002	Updated to Include new Prescription Safety Glasses Program
6	May 4, 2004	Updated to exclude eye and face protection covered by a separate policy
7	October 21, 2004	Revised to conform to Risk Assessment Based Policy
8	November 1, 2005	Reviewed and revised to conform to Catalyst format

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9	April 28, 2010	Revised
10	July 27, 2010	Revised
11	Sep 11, 2014	Major re-write. DRAFT Policy for review by JOHS Committee
12	Sep 12, 2014	Final Policy Issued to the Mill
13	Dec 8, 2016	Reviewed by JOHSC removed small courier PPE exception
14	April 14, 2017	Revised and issued to Mill per JOHSC review above