keep U.S. LBM safe

APPENDIX

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

All MEEK'S, HOMEWOOD and BETTER BUILT TRUSS LOCATIONS

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PPE General Training Outline

1) Introduction:
   a) Training sessions required by OSHA 29 CFR 1910.132
   b) Training is completed for all employees on a regular basis
   c) Training is completed for all new employees prior to being assigned to a position
2) Purpose:
   a) To ensure all employees can identify hazards found in the workplace
   b) To ensure all employees are aware of any hazards associated with their job, as well as the controls provided to protect against them
3) Responsibilities:
   a) Employee
   b) Employer
   c) Supervisors
   d) Contractors
4) Hazard Assessments:
   a) Completed for each job description
   b) Assessed any hazards that may be present
   c) Select the proper PPE for the task or work area:
      i) Eye and Face Protection (1910.133)
      ii) Respiratory Protection (1910.134)
      iii) Head Protection (1910.135)
      iv) Foot Protection (1910.136)
      v) Hand Protection (1910.138)
      vi) Hearing Conservation (1910.95)
   d) Hazard Assessment Review with Employees
      i) Why PPE is necessary
      ii) How to put on, remove, adjust, and wear the equipment
      iii) Limitations of PPE used
      iv) Proper care, storage, maintenance, cleaning of equipment
      v) How to ensure a proper fit
5) Defective or Damaged Equipment
   a) Equipment must not be used if damaged or defective
   b) Employee must report to their supervisor for replacement
6) Employees are required to demonstrate an understanding of the training
7) Retraining:
   a) Completed if there is any reason to believe that a training employee does not understand the equipment or the company's requirements
   b) Completed if there are any changes in the workplace or to the PPE being issued
8) Question and Answer Period

PPE Training Attendance Roster

Site:	Instructor:	Date:

Topics Covered	
I have been trained on the requirement related to PPE Training as contained in Code of Federal Regulations Title 29, Section 1910.132, and the company's written program, as it relates to the work I am performing. *List any additional topics covered:*	
•	•

I have been present at this training session and understand the issues that have been presented. I have had the opportunity to ask questions and have them answered to my satisfaction.

Full Name (Please Print)	Signature

GENERAL GUIDELINES FOR CHOOSING PPE

1. General Guidelines for Choosing Protective Eyewear
    - Protective eyewear is required when flying particles, dusts, fumes, vapors or harmful rays are apt to expose us to potential eye injury.

EYEWEAR TYPE	DEFINITION
Safety Glasses	• Standard safety glasses may look very much like normal glasses but are designed to protect you against flying projectiles • Safety glasses have lenses that are impact resistant and frames that are far stronger than regular eyeglasses. Safety glasses must meet the standards of the American National Standards Institute (ANSI) • Safety glasses can be equipped with side shields, cups, or tinted lenses to offer additional protection
Safety Goggles	• Safety Goggles are impact resistant and are available in tinted lenses • Goggles provide a secure shield around the entire eye area to protect against hazards coming from many directions
Shields & Helmets	• Face shields and helmets are not considered protective eyewear • Face shields are frequently used in conjunction with properly rated eye protection to provide additional face protection • Full-face shields are often used when exposure to chemicals or heat or glare hazards exists • Helmets are used when welding or working with molten materials

2. General Guidelines for Choosing Protective Hats
    - Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object.
    - Head protectors, in the form of protective hats, must resist penetration and absorb the shock of a blow.
    - The shell of the protective hat is hard enough to resist the blow and the headband and crown straps keep the shell away from the wearer's skull.
    - Protective hats can also protect against electrical shock.
    - Protective Hats are defined by Type and/or Class.

PROTECTIVE HAT TYPE/CLASS	DEFINITION
TYPE I	• Helmets with a full brim
TYPE II	• Brimless helmets with a peak extending forward from the crown
CLASS A	• General service, limited voltage • Intended for protection against impact hazards • Used in mining, construction, and manufacturing

Protective Hat Type/Class	Definition
CLASS B	• Utility service, high voltage • Used by electrical workers
CLASS C	• Special service, no voltage protection • Designed for lightweight comfort and impact protection • Used in certain construction, manufacturing, refineries, and where there is a possibility of bumping the head against a fixed object

3. General Guidelines for Choosing Safety Shoes & Boots:
    - There are many types and styles of protective footwear and it is important to realize that there may be additional protection required other than what is listed here based on the job task or work area.
    - Depending on the specific requirements, ensure that the footwear meets established safety standards by checking for the ASTM Certification. This can usually be found inside the shoe.

Boot/Shoe Type	Definition
Steel-Reinforced Safety Shoe	• These shoes are designed to protect your feet from common machinery hazards such as falling or rolling objects, cuts, and punctures • The entire toe box and insole are reinforced with steel, and steel, aluminum, or plastic materials protect the instep • Safety shoes are designed to insulate against temperature extremes and may be equipped with special soles to guard against slip, chemicals, and/or electrical hazards
Safety Boots	• Safety boots offer more protection when splash or spark hazards (chemicals, molten materials) are present • When working with corrosives, caustics, cutting oils, and petroleum products, neoprene or nitrile boots are often required to prevent penetration • Foundry or “gaiter” style boots feature quick-release fasteners or elasticized insets to allow speedy removal should any hazardous substances get into the boot itself • When working with electricity, special electrical hazard boots that are designed with no conductive materials other than the steel toe (which is properly insulated) may need to be worn

4. General Guidelines for Choosing Personal Protective Gloves:
    a. Work gloves cannot prevent hand accidents, only safe and conscientious work practices may do so. Choosing the correct work glove for the job can help protect from unnecessary injury and disability if an accident should occur.
    b. When protective gloves are required for the job performed, ensure that the gloves used fit well, are comfortable to wear, and are rated to guard against the specific hazards.

PROTECTIVE GLOVE TYPE/CLASS	DEFINITION
Disposable Gloves	• Disposable gloves, usually made of lightweight plastic, can help guard against mild irritants
Fabric Gloves	• Made of cotton or fabric blends and are generally used to improve grip when handling slippery objects • Help insulate hands from mild heat or cold • Coated fabric gloves are designed to improve grip and protect against incidental chemical protection
Leather Gloves	• These gloves are used to guard against injuries from sparks or scraping against rough surfaces • They are also used in combination with an insulated liner when working with electricity
Cut Resistant Gloves	• These gloves are used to protect hands from accidental cuts and scratches • Employees working with cutting tools or other sharp instruments use them most commonly
Chemical-Resistant Gloves	• These gloves may be made of rubber such as latex, nitrile, neoprene, polyvinyl alcohol or other materials. • These gloves protect hands from chemicals, such as corrosives, oils, and solvents • When selecting chemical resistant gloves, be sure to consult the manufacturers' recommendations, especially if the gloved hand will be immersed in the chemical

LIST OF FACILITY JOB HAZARD ASSESSMENTS (JHA)

Company Name		Location	

Job Title	Jobs / Tasks Evaluated	Date of JHA Completion

Compiled By:		Date:	
Reviewed By:		Date:	
Certified By:		Date:	

PPE ASSESSMENT FORM (EXAMPLE)

Department	EWP	**Job Title/Function**	EWP ASSOCIATE
Equipment Used	Chainsaw, Forklift, Stationary Saws, Power Tools		
Chemicals Used	Gas and Propane		

Equipment/Task	Hazard	Controls
Chainsaw	Noise, Laceration, Eye Injury, Falling objects	Hearing protection, Gloves, Chaps, safety glasses, foot protection
Forklift	Ejection	Seatbelt
Stationary Saw	Noise, Laceration, Eye Injury, Falling objects	Hearing protection, Chaps, safety glasses, foot protection
Power Tool	Noise, Laceration, Eye Injury, Falling objects	Hearing protection, Chaps, safety glasses, foot protection
Propane	Burn, Eye Injury	Safety Glasses and Propane Gloves
Wall tables		
Nail gun		
Door machine		
Truss table		

Assessor:		**Date:**	
Reviewed By:		**Date:**	
Certified By:		**Date:**	

PPE Assessment Form

Department		**Job Title/Function**	
Equipment Used			
Chemicals Used			

Equipment	Hazard	Controls

Assessor:		**Date:**	
Reviewed By:		**Date:**	

Certified By:		Date:	

FACILITY PPE SUMMARY (TO BE POSTED AT FACILITY)

Company Name		**Plant**	
General Plant Requirements	•		
Summary of Job-Specific PPE Requirements	•		
Compiled by:		**Date:**	
Reviewed By:		**Date:**	
Certified By:		**Date:**	