

keep  safe



PERSONAL PROTECTIVE EQUIPMENT PROGRAM

**MEEK'S, HOMEWOOD and BBT
BETTER BUILT TRUSS LOCATIONS**

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1. PURPOSE

- 1.1. The objective of the Personal Protective Equipment (PPE) Program is to protect employees from risk of injury or death by creating a barrier against workplace hazards.
- 1.2. This program was developed to further protect employees from potential hazards of the workplace through proper selection, use, and maintenance of personal protective equipment.
- 1.3. Personal protective equipment is not a substitute for proper engineering, administrative controls, or good work practices but will be used in conjunction with these controls to ensure the safety and health of employees.

2. SCOPE

- 2.1. MEEK'S, HOMEWOOD and BBT has established a written, comprehensive PPE program and has completed an assessment of facility hazards. This assessment has determined effective controls, including PPE, to protect employees from workplace injuries or illnesses. Each employee affected by this assessment will be thoroughly trained in accordance with this program.
- 2.2. Whenever personal protective equipment is necessary by reason of hazards present, the proper equipment will be supplied, used, and maintained in a sanitary and reliable condition.
- 2.3. All personal protective equipment (employer supplied or employee-owned) shall be adequate, be of safe design and construction, and be properly maintained.
- 2.4. Separate programs exist for Respiratory Protection and Hearing Conservation. Please refer to these separate programs accordingly.

3. GENERAL INFORMATION

- 3.1. Definition of Personal Protective Equipment:
 - 3.1.1. Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that may cause serious workplace injuries and illnesses.
 - 3.1.2. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.
 - 3.1.3. Personal protective equipment may include items such as: gloves, safety glasses, safety shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests, and full body suits.

4. RESPONSIBILITIES

- 4.1. Management Responsibilities
 - 4.1.1. MEEK'S, HOMEWOOD and BBT Management and USCC EHS Advisors complete hazard assessments for each job within this facility. See *Appendix for Job Hazard Assessment Form*
 - 4.1.2. The Plant Manager reviews the job hazard assessments and aids in selecting the proper personal protective equipment necessary to control present or potential hazards.
 - 4.1.3. MEEK'S, HOMEWOOD and BBT will provide training for all employees who may be required to wear personal protective equipment. Each employee will be trained in the proper purpose, use, fit, care, limitations, and maintenance of each piece of personal protective equipment issued to or required of them.
- 4.2. Employee Responsibility

- 4.2.1. Each affected employee is required to attend Personal Protective Equipment training.
- 4.2.2. Employees are responsible for properly wearing their PPE in mandated areas or during required functions.
- 4.2.3. Misuse or failure to wear PPE by an employee may result in disciplinary action.
- 4.2.4. Employees must notify their supervisor immediately when a piece of equipment is defective or damaged. The employee must not use the PPE until the supervisor assesses the equipment. Defective equipment shall be repaired or exchanged prior to the next use.
- 4.3. Supervisor Responsibility
 - 4.3.1. Supervisors are responsible for monitoring and enforcing the proper use of personal protective equipment.
 - 4.3.2. Supervisors are responsible for monitoring the misuse or non-use of PPE by employees.

5. HAZARD ASSESSMENT PROCESS

- 5.1. MEEK'S, HOMEWOOD and BBT has evaluated the workplace to determine if hazards are present or are likely to be present. The assessment included:
 - 5.1.1. Determining the potential source of each hazard, including but not limited to:
 - Impact
 - Penetration
 - Heat
 - Chemical
 - Noise
 - Fall
 - Electrical
 - Crush
 - Entanglement
 - Dust or particulate
 - Light
 - Radiation
 - 5.1.2. Analyzing the hazard source to determine its severity and likelihood.
 - 5.1.3. Selecting the controls for each hazard (Engineering, Administrative, or PPE).
- 5.2. Where hazards are determined to require PPE, MEEK'S, HOMEWOOD and BBT will:
 - 5.2.1. Select and have each affected employee use the PPE which will protect them from the hazard identified by the assessment.
 - 5.2.2. Supply each affected employee with PPE that properly fits them.
 - 5.2.3. If employee-owned PPE is used, ensure that this equipment provide suitable protection to the hazards. *See Section 6 for more details on company-provided and employee-owned equipment.*
 - 5.2.4. Communicate selection decisions to each affected employee.
 - 5.2.5. Train each affected employee on proper use, care, maintenance, and fit of the PPE.
- 5.3. The hazard assessment performed must be verified through written certification of each workplace evaluated. The written certification must include the following:
 - 5.3.1. Identity of area assessed.
 - 5.3.2. Name of person certifying that an assessment has been performed.
 - 5.3.3. Date(s) the assessment was completed.
 - 5.3.4. The types of PPE, administrative controls and engineering controls that will protect the employee as a part of the assessment.

6. PAYMENT FOR PROTECTIVE EQUIPMENT

- 6.1. MEEK'S, HOMEWOOD and BBT shall provide all personal protective equipment (PPE) required in this program at no cost to employees.
- 6.2. MEEK'S, HOMEWOOD and BBT will pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE.

7. EMPLOYEE TRAINING

- 7.1. Training will be provided to employees who are required to wear PPE.
- 7.2. The training will establish employee proficiency in their specific duties and will introduce any new or revised procedures as necessary.
- 7.3. This training should be completed before the employee is first assigned duties that would require the use of PPE.
- 7.4. Training must be completed before there is a change in assigned duties or use of PPE to ensure comprehension in the new duties to be performed.
- 7.5. Employees will be retrained if there is reason to believe that there are either deviations from the PPE requirements, or inadequacies observed in employees' knowledge or use of these requirements.
- 7.6. When the training stated above has been completed, the employee will be certified to use PPE. This record of certification will include the employee's name, signature, date of training, and identification of the trainer. This certification will be available for review as necessary.

See Appendix for General Training Outline.

8. FACILITY PPE SUMMARY

***Division Safety leads must customize this section and ensure consistent with Appendix**

- See PPE Program Appendix for Summary
- General Division and Location Requirements (Non-Manufacturing):
 - High Vis to be worn in all traffic areas including yard and warehouse
 - Steel/Composite-Toed Shoes to be always worn
 - Seatbelts on any machinery is mandatory
 - Gloves as required (While handling Propane, sharp objects, battery maintenance)
- Summary of Job Specific PPE Requirements (Non-Manufacturing):
 - EWP Associate (While cutting):
 - General working requirements
 - Safety Glasses (While operating machinery)
 - Hearing Protection (While operating machinery)
 - Chaps (While operating a chainsaw)
 - Driver
 - General working requirements
 - Seat Belts are mandatory
 - Hard Hat (while on a job site that has the requirement)

- Ware house Rep
 - General working requirements
 - Safety Glasses (While cutting Material)
- Yard Rep
 - General working requirements
 - Safety Glasses (While Cutting Material)
- Admin (While walking outside of the office)
 - General Working Requirements
- Roof stocker or anyone working on elevated surfaces
 - General working requirements
 - Fall Protection
- General Division and Location Requirements (Manufacturing):
 - High Vis to be worn in all traffic areas including yard and warehouse
 - Steel/Composite-Toed Shoes to be always worn
 - Seatbelts on forklifts are always mandatory
 - Safety glasses in production areas
 - Hearing protection (In areas where decibels level reach 85 (TWA))
- Summary of Job Specific PPE Requirements (Manufacturing):
 - Truss/Wall Assembler
 - General working requirements
 - Gloves (while handling gusset)
 - Sawyer
 - General working requirements
 - Door Shop assembler
 - General working requirements

9. EYE AND FACE PROTECTION REQUIREMENTS

- 9.1. MEEK'S, HOMEWOOD and BBT will ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards, such as flying particles, hazardous chemicals, or light radiation capable of causing injury.
- 9.2. MEEK'S, HOMEWOOD and BBT will ensure that each affected employee uses eye protection that provides side protection if there is a hazard of flying projectiles.
- 9.3. MEEK'S, HOMEWOOD and BBT will ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
- 9.4. The training will establish employee proficiency in their specific duties and will introduce any new or revised procedures as necessary.
- 9.5. All eye and face protection must be distinctly marked to allow identification of the manufacturer.

- 9.6. If employees are exposed to light radiation that is capable of causing injury, eye and face protection must be equipped with filter lenses with a shade number that is appropriate for the work being performed.

See Appendix for General Guidelines for Choosing PPE.

10. HEAD, FOOT, AND HAND PROTECTION REQUIREMENTS

- 10.1. MEEK'S, HOMEWOOD and BBT will ensure that each affected employee wears a protective helmet when working in areas that have a potential for head injury from falling objects.
- 10.2. MEEK'S, HOMEWOOD and BBT will ensure that each affected employee wears protective footwear when working in areas where there is a hazard to feet due to falling or rolling objects or objects that could pierce the sole.
- 10.3. MEEK'S, HOMEWOOD and BBT will select and ensure that each affected employee wears appropriate hand protection when employee's hands are exposed to hazards such as severe cuts or lacerations, punctures, chemical or thermal burns, absorption of harmful substances, or temperature extremes.

See Appendix for General Guidelines for Choosing PPE.

11. REVISION HISTORY AND UPDATE STATUS

Revision Status (Date)	Section No.	Description of Update or Revision
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