



## **Chevron Products**

# **Personal Protective Equipment Standard (PPE)**

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**Version 1.2**

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## 1.0 Purpose

This policy provides guidance for the selection, training, and use of Chevron Products employees and contractors on personal protective equipment (PPE).

**NOTE:** This policy is not intended to meet ALL regional and/or local regulatory requirements. Each Chevron Products facility or location is responsible for ensuring compliance with applicable regulatory requirements this is only a minimal guideline.

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## 2.0 Scope

This policy applies to all personnel, company, or contractor, working within a Chevron Products.

Please note the following:

- This policy DOES NOT apply to personnel while working in an office setting.

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## 3.0 Introduction

The Occupational Safety and Health Administration (OSHA) [1910.132](#) General Industry Personal Protective Equipment (PPE) describes general requirements for PPE by stating: *Controlling a hazard at its source is the best way to protect employees. Depending on the hazard or workplace conditions, OSHA recommends the use of engineering or work practice controls to manage or eliminate hazards to the greatest extent possible. When engineering, work practice and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment (PPE) to their employees and ensure its use. Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to a variety of hazards.*

Hard hats, safety protective shoes, and eye protection shall be worn in all operating areas, storage areas and shop areas.

Operating area is defined as Tank Farms, Loading Racks, Maintenance shops, Pipeline Manifolds, Warehouses, Drop stations, **Construction / Project sites**, Blending, Packaging, Grease, and Laboratory.

Hazards requiring the use of additional PPE may exist in other areas (e.g., gloves, hearing protection, etc.). Additional PPE as specified on SDS, shall be worn when handling chemicals or hazardous substances in such a way that chemical exposure might result.

PPE shall be selected based on the results of the PPE Hazard Assessment (see section 4.0) and meet all applicable requirements for selection and use (e.g., manufacturer, OSHA, NIOSH, ANSI, ASTM, NFPA, etc.).

Jewelry shall be removed when workers are working in areas where the jewelry could catch on moving equipment (rotating shafts, belts, pulleys, and other items), sharp objects or may come in contact with electrical circuits.

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## 4.0 PPE Hazard Assessment

A Hazard Assessment is conducted at each facility to determine what types of PPE must be used and where/when they must be worn.

- Determination for PPE requirements shall be based on the work environment (conditions and activity) and level of consequence (i.e., head injury), not the probability of occurrence.
- The workplace hazard assessment shall be conducted as necessary, by identifying and evaluating new equipment and processes, reviewing incident records, and reevaluating the suitability of previously selected PPE.
- During the assessment, work areas at the facility are walked and hazard categories such as impact, penetration, compression, chemical, heat, harmful dust, and light radiation (from welding and cutting) are considered and identified.
- Refer to Appendix A: PPE Hazard Assessment Form

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## 5.0 Maintenance, Use, Inspection and Disposal

All manufacturer recommendations shall be followed for maintenance, use, storage, inspection, and disposal of PPE. In the event there is a conflict between regulatory, Chevron, or contractor requirements, the more stringent shall apply.

PPE shall not be altered or modified from its manufactured use.

Personnel shall comply with the manufacturer's instructions for the maintenance and storage of personal PPE and shall inspect PPE before each use.

Damaged, worn-out, or single-use PPE shall be replaced and properly disposed.

The criteria for replacement or reuse of PPE shall be in accordance with the applicable regulation, manufacturer's instructions, this standard, or a more stringent local policy.

Local management shall be responsible for maintenance and storage of non-personal type PPE or non-issued PPE.

PPE or parts of PPE shall not be used for purposes other than for what they are intended.

PPE that has been used and is intended for common use or multiple uses shall be cleaned immediately and stored for next use or bagged until cleaning.

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## 6.0 Minimum PPE Requirements

The following are the minimum PPE requirements in operating areas. The requirements are not applicable in offices, vehicles, or when walking directly from parking areas to office buildings or change rooms.

Visitors are required to wear the same level of protection as employees/contractors when working in designated areas. Visitors who are escorted by Chevron personnel and are not working within designated areas (e.g., tours) may be exempted from the requirement for gloves and steel-toe shoes, however they must be wearing sturdy, non-skid closed-toed shoes.

**NOTE:** Visitors are defined as 3rd party visitors, vendors, or external consultants and not CVX personnel.

Additional PPE may be required depending on the task and associated hazards (refer to JSAs, facility hazard assessments, general work permits, etc.); this equipment includes but is not limited to:

- Hearing Protection (e.g., ear plugs)
- Goggles
- Face Shields
- Respirators
- Welder's jacket, pants, arm protectors as appropriate
- Cut-resistant sleeves
- Life Jackets

Deviation from these minimum requirements may be considered if risk assessment deems appropriate and if the deviation is approved by the location's Health, Environment, and Safety (HES) team leader.

**Table 1. Minimum PPE Requirements**

	Safety Glasses w/ Side Shields	Safety shoes	Sturdy Non-Skid Shoes	Hard Hats	Lab Coat	Hand Protection – Gloves
<b>Maintenance</b>	X	X		X		X
<b>Tank Farm</b>	X	X		X		X
<b>Blending</b>	X	X		X		X
<b>Packaging</b>	X	X		X		X
<b>Warehouse</b>	X	X		X		X
<b>Lab</b>	X		X	As determined	X	X
<b>Pipeline Manifold</b>	X	X		X		X
<b>Loading Rack</b>	X	X		X		X
<b>Railcar</b>	X	X		X		X

### Asset Optimization (AO):

	Safety Glasses w/ Side Shields	Safety shoes	Ear plugs	Hard Hats	Hi Viz vest / clothing	Hand Protection – Gloves
Construction / project sites	X	X	Risk based	X	X	X
Maintenance work	X	X	Risk based	Risk based	X	X

Guidance for use and procurement of safety glasses, steel-toe footwear, hard hats & hand protection are outlined below:

#### **EYE PROTECTION**

- Safety glasses must meet *American National Standards Institute (ANSI) standard Z87.1* requirements, or equivalent. There should be a notation “Z87” (or equivalent Standard labeling) on the frames or temples of the safety eyewear.
- All safety eyewear (prescription and non-prescription) must have side-shields or wrap around protection. Detachable side protectors, such as clip-on or slide-on side shields, are acceptable.
- Employees who work outside when glare is excessive may wear safety glasses with tinted lenses that meet ANSI Z87.1 standard requirements.
- Tinted safety glasses must not be worn indoors or outdoors during periods of darkness.
- Transition lenses (automatically go from tinted to clear) are acceptable.
- Safety glasses must not be used as a substitute for goggles where goggles are required.
- Welders and helpers shall wear eye protection which complies with the minimum listed in 29 CFR 1910.133(a)(5) for welding shades. Other features of welding eye protection shall comply with ANSI Z49.1.
- Laser eye protection, complying with ANSI Z136.1, shall be provided and used whenever lasers are in use during surveying, pipe alignment or other operations. Refer to 29 CFR 1926.102(b)(2).
- Prescription Safety Glasses:
  - Prescription safety glasses allocation programs shall be defined by your Cluster leadership and HSE. Eligible employee shall work with the facility HSE Specialist to coordinate obtaining prescription safety glasses from approved vendors.
  - The employee shall furnish a prescription that is less than a year old and must pay for the examination and subsequent fitting.
  - Prescription eyewear must have Polycarbonate lenses.

## **FOOT PROTECTION**

Any style of safety shoe or boot meeting the specifications of, ASTM F2412 or 2413 or equivalent, will be acceptable, EXCEPT the following:

1. Western style boot with riding heel (this style has a curved sole/heel arrangement that interferes with obtaining firm footing when climbing)
  2. Tennis style shoes with canvas side and/or crepe soles (these materials do not provide proper puncture, impact, or chemical resistance, nor do they support the toe cup).
- Safety footwear shall have slip & oil resistant sole and minimal heel.
  - Footwear may be a lace-up or slip-on type.
  - Footwear shall be closed toe with leather uppers. Sneakers, sandals, open-toe, or perforated shoe construction are not acceptable footwear.
  - The upper shoe area composed of chemical resistant material, that will protect the foot from penetration of chemicals or oils (i.e., leather).
  - Safety footwear allocation programs shall be defined by your Cluster leadership and HSE. Eligible employee shall work with the facility HSE Specialist to coordinate obtaining safety footwear from approved vendors.
  - If safety shoes are damaged or lost within the one-year period, then replacements can be approved by Manager or Supervisor.

## **HEAD PROTECTION**

- Hard hats shall be non-metallic and comply with (stamped with) ANSI Standard Z89.1 requirements, or equivalent.
- Hard hats shall be worn squarely on the head and not cocked to one-side or turned in the reverse position.
- Hard hats shall not be altered (glued, drilled, cut, painted, etc.) in any way to affect its structural integrity, unless approved by the manufacturer.
- Hard hats shall be inspected prior to each use and immediately replaced at the first sign or cracking, dents, or other damage.
- Bump caps can be used in areas with low head clearance (e.g., airport facilities, railroad loading/offloading)
- Hard hats Class E with integrated face shield and balaclava hard hat liner worn for work on or near energized electrical components at >50 volts.
- Hard hats are to only be cleaned with manufactures approved cleaner or dawn dish soap and water. All other degreasers are harmful to the integrity of the hard hat.
- Suspension systems, used to position hard hats on the user's head, create a critical cushioning effect. Suspension systems shall not be removed from the hat, nor modified in any way that is not specifically approved by the manufacturer.
- Hard hats must not be used beyond their indicated expiration date.

- Only approved liners may be inserted between the shell and the suspension (i.e., hoodies are not to be worn under the hard hat liner).
- Welders are not required to wear hard hats while wearing a welder's helmet or when a hard hat would limit use of other PPE specific to welding hazards. When not welding, welders are required to wear hard hats at all other times and locations where hard hats are required.

## **HAND PROTECTION**

NOTE: Purchase and/or use of gloves at the facility outside of those types indicated in this Policy *MUST BE reviewed and endorsed by HSE Team and Management prior to ordering.*

- Hand protection must be worn by individuals who are 'hands-in' on activities where there is any risk of exposure to hazards, e.g. skin absorption of harmful substances, cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes, while performing either "General/Dry" work (activities where exposure/saturation from fuels or lubricants products/components is NOT anticipated) and "Wet" work (activities where exposure/saturation from fuels or lubricants products/components is anticipated).
- Individuals must have the right size glove for their hands to ensure that they do not create additional Health/Safety risk due to the gloves being too loose or too tight.
- At a minimum, a self-assessment prior to initiating work must consider any cut puncture, abrasion, impact, exposure (including instruction from SDS's), etc. and subsequently the appropriate choice of hand protection to mitigate these risks. Existing JSA's for tasks should be updated to include the appropriate reference to hand protection and type where applicable.

The type of gloves required depends on the type of activity being performed. Please see Table 2 for examples of glove types.

**Table 2. Glove Type**

Gloves Type	Potential Hand Risk					
	Abrasion	Cut	Burn	Chemical Contact	Impact/ Pinch	Shock/ Electrical Burn
Leather gloves	X					
All-purpose gloves	X			X		
Thin gauge chemical (approx. 5 mil thickness)				X		
Thick gauge chemical	X			X		
Cut resistant gloves	X	X				
Cut resistant chemical gloves	X	X		X		
Impact resistance gloves	X				X	
Electrical Rubber gloves						X
Welding gloves			X			
Thermal protection gloves			X			

F&L TASK BASED GLOVES MATRIX

TASK PERFORMED	POTENTIAL HAND RISK	GLOVES TYPE / COMBINATION (Brands may vary)	GLOVES PHOTO	
Barge/ Vessel Loading	Chemical, Abrasion	1. Sampling- MaxiDry Plus 56-530 2. Valve Operations- Leather	 MaxiDry Plus 56-530	 Leather
Decanting- Base Oil/ Additives in Drums for Blending Decant Additives to Blending Kettle to Pail and Decanting Tray	Abrasion/Cut/Chemical	1. Bung cap removal- MaxiCut 34-304 2. Decanting of drum - Nitrile AR Soft over MaxiFlex 34-874	 MaxiCut 34-304	 Nitrile AR Soft over MaxiFlex 34-874
Drum Filling	Chemical, Abrasion	1. Hose handling- Nitrile AR Soft over MaxiFlex 34-874 2. Drum filling- MaxiFlex 34-874	 Nitrile AR Soft over MaxiFlex 34-874	 MaxiFlex 34-874
ISO Tank/ Tank Truck/ Bulk Loading / IBC Filling / Tanker receiving - loading	Chemical, Abrasion	Leather over Nitrile AR Soft	 Leather over Nitrile AR Soft	



Unloading of Empty Drums (New/ Clean Drums) Palletizer	Abrasion, Pinch	M-PACT ORHD	 M-Pact ORHD
ISO Tank/ Tank Truck Receiving (Additive/ Base Oil)	Chemical,Abrasion,	Leather over Nitrile AR Soft	 Leather over Nitrile AR Soft
Inter-Tank Product Transfer	Abrasion	Leather	 Leather
Filter replacement	Chemical,Abrasion,	MaxiDry Plus 56-530	 MaxiDry Plus 56-530
Forklift Operation	Abrasion	MaxiFlex 34-874	 MaxiFlex 34-874

For a complete list of glove types and example guidelines, please refer to the [F&L Task Based Gloves Matrix](#).

## 7.0 Other PPE

### **PERSONAL FLOATATION DEVICES (PFDs)**

Personal Floatation Devices (PFDs) must be available and easily accessible at all waterfront locations.

Minimum requirements specify that PFDs must be used when:

- Tying up and releasing tankers or barges
- Riding in or working on a boat

- Working under or over the side of a dock, wharf, pier, or over the side of a dolphin
- Crossing between a vessel and dock, pier, or wharf on a gangway that does not have guardrails
- Boarding a vessel, such as a barge, that does not have guardrails
- Working within 3 feet of the edge of any dock, wharf, pier, or dolphin, unless protected by a guardrail

A yellow warning line must be painted 3 feet from the edge of any dock, wharf, or pier and the area posted to indicate that PFDs must be always worn within that boundary. An acceptable alternative is that PFDs are always required on the dock and the requirement posted at the dock entrance.

## **FACE PROTECTION**

Face protection or full-face shields shall be selected based on the task-specific hazard assessment for personnel working with or in proximity to hazards (e.g., caustic chemicals, grinding, chipping, high-pressure blasting or cleaning, power wire brushing, using power saws, clearing brush or trees, etc.).

When operators' manuals, labels, warnings, or instructions recommend face protection, PPE shall be selected and worn as indicated. Chemical goggles or safety glasses with side shields (or wraparound sides), must be worn in combination with full-face shields.

## **HEARING PROTECTION**

Employees will be provided hearing protection devices wherever required. Single hearing protection is required for noise levels between 82 and 99 decibels. Double hearing protection is required for noise levels between 100 and 140 decibels. Requirements for hearing protection:

- Hearing protection shall be worn according to the design and manufacturer's instructions.
- Personal-type hearing protection devices shall not be shared.
- Disposable type devices shall not be reused.
- Durable, reusable, pre-formed, or custom devices shall be maintained and stored according to manufacturer instructions

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## 8.0 Training

Chevron provides training to each employee required to wear PPE. PPE Training shall cover at least the following topics:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, remove, adjust, and wear PPE
- The limitations of PPE
- Proper care, maintenance, useful life, and disposal of the PPE

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## 9.0 Contractors

Contractors shall furnish all PPE for their employees. Supervisors may use their judgment to provide contractors with PPE (items not requiring specialized inspection, testing, or calibration) that facilitates the completion of a job. Providing such items to a contractor should be in keeping with the conditions noted above.

## 10.0 Document Control Information

### 10.1 Document Reference List

Title	Attachment
F&L Task Based Gloves Matrix	<a href="#">F&amp;L Task Based Gloves Matrix.</a>

### 10.2 Document Control

Description	Corporate	DS&C	F&L Specific
Approval Date			<a href="#">April 2023</a>
Next Process Document Review			<a href="#">April 2028</a>
Control Number			Version 1.0

### 10.3 Document Change History

Date (DD/MM/YY)	Version Number	Description of Change
<a href="#">1 April 2023</a>	<a href="#">1.0</a>	<a href="#">Chevron Products new standard</a>
<a href="#">10 May 2023</a>	<a href="#">1.1</a>	<a href="#">Section 6.0 - Added Visitor definition</a>
<a href="#">24 July 2023</a>	<a href="#">1.2</a>	<a href="#">Table 1 – added AO PPE chart</a>

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## APPENDIX A - PPE Hazard Assessment Form

Physical Location / Cluster: \_\_\_\_\_

Work Area	Activity	Assessment of Hazard	Protection Required

**Annual PPE Hazard Assessment** - Certification

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date