

## **Americas Products Environmental, Safety and Health Work (ESH) Practice 511**

### **Introduction**

The Environmental, Safety, and Health Work Practice (ESH) 511: Personal Protective Equipment (PPE) describes general requirements for PPE. PPE specific to specialized work activity is discussed in the Safe Work Practice (SWP) associated to that activity.

Terminal Managers/Power teams are responsible for ensuring the use of appropriate PPE during work that requires it.

### **Requirements**

Personal protective equipment must be provided and worn whenever it is required by regulation or when identified by a Hazard Assessment, or additional by a Job Loss Analysis or Job Safety Analysis.

Operating area is defined as Tank Farm, Loading Rack, Maintenance shops, Pipeline Manifolds, and Warehouses.

1. All employees and contractors working in operating areas will use:
  - a. Hard hat
    - i. Hard hats must comply with ANSI Z89.1 requirement or equivalent
    - ii. Bump caps can be used in areas with low head clearance (e.g. airport facilities, railroad loading/offloading)
    - iii. 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
  - b. Safety Glasses with side shields
    - i. Safety glasses must meet ANSI Z87.1 requirement or equivalent
    - ii. Must have side shields (Detachable side protectors such as clip-on or slide-on side shields are acceptable)
    - iii. Chevron Products Company will pay 100% of the cost of the frames and lenses for prescription safety glasses. The employee must furnish a prescription that is less than a year old and must pay for the examination and subsequent fitting.
    - iv. Safety glasses must not be used as a substitute for goggles where goggles are required.
  - c. Safety Toe Boots
    - i. Safety toe boots must comply with ANSI Z.41 or ASTM F2412 or 2413 or equivalent
    - ii. Safety toe boots will have slip & oil resistant sole, sturdy leather upper, high top (6"), and heel
    - iii. Chevron Products Company will reimburse employees for one pair of safety toe boots per year up to \$200 US. If safety toe boots are damaged or lost within the one-year period, then replacements can be approved by Manager or Supervisor

- d. Long Pants
  - i. Long pants are worn to protect against splashes or spills coming into contact with skin
- 2. All visitors or service contractors are required to wear the same level of protection as employees/contractors when working in Operating areas.
- 3. Visitors who are escorted by AP personnel and are not working within Operating Areas may be exempted from the standard PPE requirements, but they must be wearing substantial, closed toed footwear.
  - a. The following footwear is not allowed at any terminal:
    - i. High-heel shoes
    - ii. Open-toed shoes
    - iii. Sandals
    - iv. Shoes with uneven surfaces
- 4. Employees or contractors who are exposed to flying particles or to sprays of hazardous liquids or hot solutions shall wear face shields
- 5. Employees or contractors whose hands may be exposed to hazards from severe cuts/lacerations/amputations, impact, or skin absorption of harmful substances must wear gloves.
  - a. The type of gloves required depends on the type of activity being performed. Please see Table 1 for examples of glove types

**Table 1:**

<b>Glove Type</b>	<b>Characteristics and/or Uses</b>
Leather	Resist heat, protect against sharp or rough objects, and provide some cushioning against blows. Often used for heavy-duty work.
Leather-palm	Wear when handling pallets, plywood bracing, and/or drums.
Disposable Nitrile	Provide maximum dexterity but minimum protection. Designed for single use in very light service to keep oil and liquids off skin. Available in the lab.
Welders'	Made from treated leather. Protect against heat, welding sparks, splatter, and hot slag.
Rubber	Wear when handling equipment in E85 fuel or ethanol service.
Coated Nitrile	Dipped in Nitrile and provide enhanced grip, liquid repellency, tactile sensitivity or cut resistance
Rubber gloves with leather overs	Worn for work on or near energized electrical components at >50 volts. See ESH 560 Electrical Safe Work Practice Annex E for guidance

6. Personal Floatation Devices (PFDs) must be available and easily accessible at all waterfront locations.
  - i. Minimum requirements specify that PFDs must be used when:
  - ii. Tying up and releasing tankers or barges
  - iii. Riding in or working on a boat
  - iv. Working under or over the side of a dock, wharf, pier, or over the side of a dolphin
  - v. Crossing between a vessel and dock, pier, or wharf on a gangway that does not have guardrails
  - vi. Boarding a vessel, such as a barge, that does not have guardrails
  - vii. Working within 3 feet of the edge of any dock, wharf, pier, or dolphin, unless protected by a guardrail
- b. 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 worn within that boundary at all times. An acceptable alternative is that PFDs are required at all times on the dock and the requirement posted at the dock entrance.
7. A Hazard Assessment is conducted at a facility to determine what types of PPE must be used there and where/when they must be worn
  - a. 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
  - b. OE/HES assesses the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE
  - c. 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
8. Chevron Products Company shall provide training to each employee required to wear PPE
  - a. PPE Training shall cover at least the following topics:
    - i. When PPE is necessary
    - ii. What PPE is necessary
    - iii. How to properly put on, remove, adjust, and wear PPE
    - iv. The limitations of PPE
    - v. Proper care, maintenance, useful life, and disposal of the PPE