



**PERSONAL PROTECTIVE EQUIPMENT
PROGRAM DIRECTIVE**

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1.0 PURPOSE

The Personal Protective Equipment Directive is to provide an outline for minimum standards for standard Personal Protective Equipment (PPE) at Veresen field worksites.

2.0 SCOPE

This standard applies to all Veresen employees and contractors working at all Veresen worksites.

3.0 ROLES AND RESPONSIBILITIES

ACCOUNTABILITY	INSTRUCTION	RECORD
Employees and Contractors	<ul style="list-style-type: none"> • All workers are required to wear the necessary PPE for the work they are performing. • Workers will be required to care for, maintain and clean PPE that they are using, have been issued or loaned. • Workers will follow manufacturers instructions for specific PPE care. • Workers shall not use PPE that is defective or otherwise unsafe. • Participate in training for PPE. • Where required attend physician for health screening for respirator use. • Where required participate in training for respiratory protective equipment. 	
Plant Managers	<ul style="list-style-type: none"> • Only purchase and distribute approved and certified PPE to employees. • Ensure workers are following PPE requirements for their sites. • Ensure workers are trained in selection, use and care of PPE. • Ensure workers using respirators have a health screening prior to use. • Ensure workers using respirators have been trained for their use. 	
VP, Operations (East and West) VP, Engineering VP, Midstream	<ul style="list-style-type: none"> • Ensure that there is a PPE policy. • Ensure workers are following PPE requirements when visiting worksites. 	
Regional Health & Safety Advisor	<ul style="list-style-type: none"> • Deliver PPE awareness training at the Facilities, as required. • Audit the individual Facilities for compliance to the Personal protective Equipment Directive. 	
Director, Health & Safety	<ul style="list-style-type: none"> • Ensures the Facilities adhere to the Personal Protective Equipment Directive. 	

4.0 PROCEDURE

A. Boots

- Approved footwear meeting CSA Standard CAN/CSA-Z-195-02 (Protective Footwear) or ANSI Z41-1001 (American National Standard for Personal Protection – Protective Footwear), shall be worn by all persons in areas where risk of foot injury exists. Safety footwear will additionally be worn where policies, standards dictate.
- Where required, boots shall be electrical-shock-resistant.
- Each Facility will define areas where Safety Footwear is required and what type is required.
- Boots with metatarsal protection will be required for some operations that may include forestry, welding and millwrighting tasks.
- Footwear designed for wet, slippery and winter conditions will be CSA or ANSI approved.
- Safety footwear worn in the field will be of the type that offers ankle support. Those boots will be worn in accordance with manufacturer specification (laced completely to the top) - Excepting CSA or ANSI approved rubber boots when necessary for conditions.
- If for medical reasons a worker cannot wear safety type footwear, a medical doctor's confirmation letter to the employer may allow for the use of external safety toe caps and shank in the sole.

B. Glasses

- Safety glasses, approved by CSA Standard Z94.3-07 (Industrial Eye and Face Protectors) or ANSI Standard Z87.1-2003 shall be worn by all workers while engaged in activities where a risk of injury to the eyes and/or face may exist. Eyewear and face shields will additionally be worn where policies, standards or request dictate.
- Face shields shall be worn in addition to safety glasses when grinding, buffing, striking tools and when working with non-toxic gaseous materials.
- Goggles shall be worn when handling liquid or powder chemicals when a risk of splashing exists.
- CSA/ANSI approved welding shields/helmets/goggles will be used during welding/cutting/torching activities.
- Contact lenses are not permitted in field operations or at plant sites – CSA or ANSI approved safety glasses that include side shields are required (larger safety glasses may be placed over regular prescription glasses). Prescription glasses are permitted if they meet shatter resistant requirements and have side shields.
- Any worker or contractor involved in welding or air arcing are required to wear an appropriate welding shield, and ensure that workers not involved in the welding are protected from the arc radiation by either providing appropriate eye protection or providing a protective screen.

C. Clothing and Coveralls

- All employees that work in the field or at plant sites shall be issued both summer and winter fire resistant coveralls.
- Workers required to switch 480 V or above switch gear will be required 8 cal/cm² FRCs as a minimum.
- Use of FRCs is mandatory at all field service locations and when handling hazardous products. Offices, yards, shops or designated safe areas do not require FRCs unless there is an FRC hazard.
- Customers and visitors to field locations and/or plants are expected to use the equivalent protective apparel.
- FRC will not be altered in any way and will be worn as designed (No rolled up sleeves).
- FRC that becomes worn/torn or otherwise becomes compromised will be turned in to the company and replaced.
- Persons wearing FRC must ensure that the clothing worn beneath flame resistant outerwear and against the skin is made of flame resistant fabrics and/or natural fibers that will not melt when exposed to heat.

- All outerwear will have reflective striping in accordance with ANSI 107 standards as follows:
 - a vertical pattern on the front of the garment;
 - an 'X' pattern on the back;
 - a horizontal pattern around the lower legs (at ankles); and
 - a horizontal pattern around the wrist area of the sleeves.
- FRC will cover all under clothing. Under no circumstance will under clothing or any part of the underclothing be permitted to protrude outside of the FRC.

D. Hard Hat

- Hard hats that meet CSA Standard CAN/CSA- Z94.1-05 – Industrial Protective Headwear, or ANSI Standard Z89.1-1997 shall be worn by all persons where a risk of injury to the head exists. Hard hats will also be worn where policies, standards or requests dictate.
- Hard hats will be maintained and worn as per manufacturer's directions. This includes wearing the peak of the hard hat to the front.
- Hardhats shall never be worn without a properly adjusted suspension.
- Metal hardhats are not permitted due to electrical conductivity and inferior impact resistance to sharp objects.
- Hardhats will not be altered by painting or by adding non-essential decaling.
- Defective, deformed or otherwise damaged hardhats will not be worn but removed from service and replaced as soon as possible.

E. High Visibility

All outerwear will have reflective striping in accordance with CSA, ANSI standards or WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment as follows:

- a vertical pattern on the front of the garment;
- an 'X' pattern on the back;
- be visible from the side;
- a horizontal pattern around the lower legs (at ankles); and
- a horizontal pattern around the wrist area of the sleeves.

F. Gloves

- Protection of the hands is required when the potential exists for injury as a result of adverse conditions in the workplace.
- Some hazards may include cuts, punctures and bruising, handling corrosives, solvents or other hazardous chemicals, thermal burn, cryogenic burns, or harmful temperature extremes.

The following table indicates which glove type is used to protect hands from the hazards:

Glove Type	Hazard
Fabric	Mild heat or cold, sharp edges
Rubber glove with insulated liners	Electricity
Rubber, neoprene, vinyl	Chemicals or corrosives
Leather	Sparks, rough surfaces, scraping, cryogenics, heat
Leather, wool, terrycloth, glass fiber	Extreme heat
Lead lined	Radiation
Metal mesh	Knives, sharp cutting edges



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Workers will refer to MSDS for selection and use of appropriate gloves.

G. Body

- All workers shall wear suitable clothing for the existing conditions and the work being performed.
- Protective gloves shall be worn when there is an exposure hazard to the hands. (i.e., heat from welding, liquid and solid chemicals, acids or bases, or cryogenic products,). Employees will refer to MSDS for selection and use of appropriate gloves.
- Neoprene gloves should be worn when handling hazardous materials e.g. varsol, or BTEX.
- Body and/or arm protection will be worn when performing any welding, cutting or torching. (i.e., suede sleeves, vest, and/or welding apron).
- Any limb and/or body protection that exhibits signs of compromise will not be used. Employees will place this defective protective equipment out of service and seek replacement.

H. Inclement Weather

Veresen requires all workers to show up with adequate clothing and protective equipment for the weather they will be exposed to.

If work takes place outdoors in snow or ice covered terrain where excessive ultraviolet light, glare or blowing ice crystals present a risk of injury to the eyes, workers must wear eye protection appropriate to the hazards.

If a worker exposed to weather shows signs or reports symptoms of stress or injury, the worker must be removed from further exposure and treated by an appropriate first aid attendant, if available, or a physician.

I. Wet Weather

Veresen requires all workers to use adequate clothing and protective equipment suited for wet weather conditions. The clothing and equipment must meet the appropriate CSA and ANSI standards.

J. Hearing Protection

- Veresen will assess all standard worksites for sound exposure. The monitoring shall follow guidelines in 29 CFR 1910 Subpart G, Appendix G or Provincial guidelines.
- Veresen requires approved hearing protection suitably minimizing worker exposure to meeting requirements of CSA Standard Z94.2-02, (Hearing Protection Devices – Performance, Selection, Care, and Use) or 29 CFR 1910 Subpart G to and ensure that all persons in areas where noise levels may exceed the standard are reduced to a limit of 85dBA or where on 12 hour rotations 82 dBa.
- All work areas where noise levels exceed 85 dBa shall be identified by proper warning signage indicating the use of hearing protection.
- Hearing protection use may additionally be required where policies, standards or request dictate.
- Hearing protection devices may be either of the plug or muff design and shall reduce the exposure level to less than 85 dBa.
- All employees will be subject to audiometric testing at the commencement of employment and again at regularly scheduled time frames based upon local regulations and upon the noise levels employees are subjected to.

K. Respiratory Protective Equipment

Respiratory Code of Practice

The Code of Practice for respiratory protective equipment outlines the requirements for selecting, using and caring for respiratory protective equipment at specific work sites that follows OSHA CFR 1910 Subpart I, 1910.134 Respiratory Protection or CSA Z94.4-02 for Selection, Use and Care of Respirators.

Respiratory equipment must be worn in any location there is any chance an oxygen deficient atmosphere, toxic atmosphere or airborne contaminants in excess of worker exposure guidelines. A good seal is essential for safe usage of a breathing apparatus. Workers who wear glasses must ensure that they have a positive seal at all points. If they do not, they will not be allowed to enter hazardous areas. Workers are required to be clean-shaven or be able to obtain a seal to the skin of the face if required to wear a respirator.

* Workers must never work alone while wearing respiratory equipment.

Definitions

TWA – Time weighted average – maximum 8-hour exposure level for a worker.

STEL – Short Term Exposure Limit – maximum one time exposure for a worker.

IDLH – Immediately Dangerous to Life Health – concentration of a chemical that has immediate life safety impact.

Types of Respirators

Self-Contained Breathing Apparatus (SCBA) - A respirator with a portable supply of breathing air and is independent of the ambient atmosphere always supplying air under a positive pressure.

Supplied-Air Breathing Apparatus (SABA) - A respirator that has a fixed supply of breathing gas and is independent of the ambient atmosphere always supplying air under a positive pressure.

Air-Purifying Respirator (APR) - A respirator purifies air by use of an air-purifying filter, cartridge or canister that removes specific air contaminants by passing ambient air through an air-purifying element.

Dust Mask - A form of air-purifying respirator that may be used for removing minor irritants, if found suitable following an assessment.

To protect the respiratory system, appropriate respiratory protective equipment must be worn when:

- working in or near oxygen-deficient environments;
- working in or near toxic environments; and
- Working with chemicals that could harm the respiratory system.

Standards

The following groups will be provided access to and expected to use respirators as part of their job/tasks:

- Operations personnel;
- Maintenance personnel;
- Lab technicians; and
- Contractors and consultants – were required by the task hazards.

Air quality for SCBA and SABA shall meet the standards set out in clauses 5.5.2 to 5.5.11 of the CSA Standard CAN3-Z180.1-M85, Compressed Breathing Air and Systems or OSHA 29 CFR 1910.134 standards.

Requirements

Familiarity – The worker must be familiar with the equipment they will be expected to use.

Health Screening – The worker prior to using a respirator may be required to fill out a health pre-screen form. If there are concerns the worker must visit their physician to ensure that the worker is physically fit to complete their tasks associated with their work. The doctor will be given a copy of the pre-screen form.

Equipment Fit/Leak Testing – The worker must be fit tested initially on hiring, then every second year following their visit with the doctor. Fit testing will be with the equipment that they would use for work.

Fit testing may be conducted at the Facilities.

Fit testing may be required when the worker experiences any dramatic changes in weight, dental requirements, etc. that would change a sizing of the RPE.

Standardization

The Standard for Air Purifying Respirators shall be designated by the Facility Manager with guidance of the Health and Safety Director.

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The Standard for personal gas monitors shall be The Standard for SCBA's shall be designated by the Facility Manager with guidance of the Health and Safety Director.

Bump Testing for Gas Monitors

- All gas monitors must be bump-tested prior to each use.
- All gas monitors require calibration. Calibration records must be maintained for a period of three years.

Roles and Responsibilities

Respirator User

The respirator user shall:

- Maintain a clean-shaven condition or be able to obtain a proper facial seal to allow for a tight-fitting face piece.
- Check that the respirator is clean and in good operating condition prior to each use.
- Perform a negative and or positive pressure user seal check after donning of a respirator.
- Remove from service a respirator that they determine defective and report it immediately to their supervisor.
- Report to their supervisor any condition that may impact their ability to use their respirator safely.
- Use the respirator in accordance with written instructions and training received.
- Perform fit tests once per year using banana oil as per directions.

Tester

The tester shall:

- Ensure health form is completed or health screening is completed, fit testing and training is completed prior to

assigning a user to any task requiring a respirator. Fit tests shall be conducted using banana oil or an equivalent testing chemical.

- Ensure respirators are cleaned, sanitized, inspected, maintained, repaired and stored in accordance to manufacturer's recommendations.
- Ensure the respirators are used in accordance to instructions given.
- Ensure that in the case of tight-fitting respirators, workers maintain clean-shaven condition.
- Provide details as to respirators selected and anticipated working conditions to medical professionals.
- Review hazards in the workplace and select respirator suitable for protection against the hazards.

Determination of Type of Respirator

It is the responsibility of all parties involved to know what hazards are present to the user of the respirator.

1. Identify type contaminants:

- Determine occupational exposure limits to contaminants, threshold limit values.
- Determine the existence of an IDLH Atmosphere.
- Determine oxygen level.
- Determine existence of adequate warning properties.
- Determine skin or eye absorption characteristics.
- Determine an applicable substance specific standard if applicable.

2. Work procedures:

- Identify where the contaminants come from and what expansion of contaminants may be present.
- Measuring or estimation of concentrations.
- Determine the physical demands to be made on the worker.
- Identify the work area layout, work activities, escape routes and procedures to be used.
- Determine materials used, produced and end product safety and handling procedures.
- Determine emergency repair procedures, shutdown procedures, escape and rescue procedures where necessary.

3. Monitor the progress of the work and ensure work is being performed safely.

No work is permitted where oxygen levels are below 19.5%, above 23%, or where any IDLH environment or any unknown atmosphere unless accompanied by a standby worker and protected by a SCBA or SABA.

Work in any atmosphere of >20% LEL is forbidden regardless of breathing apparatus. In the case of a worker rescue, utmost care must be taken due to explosion hazards.

Breathing Apparatus must meet Z94.4-02 Selection, Use and Care of Respirators, or equivalent ANSI standards.

At no time are APRs to be used in oxygen deficient environments, IDLH environments or where concentrations exceed maximum concentration for the specific piece of equipment.

Respirator and SCBA/ SABA Maintenance Program

For respirators to maintain its effectiveness the respirator maintenance program must include:

- cleaning and sanitizing;
- inspection, testing and repair;
- storage; and
- record keeping.

The inspection of respiratory equipment shall include where applicable:

- condition of component parts (e.g., face piece, helmet, head harness, valves, connecting tubes, harness assemblies, filters, cartridges, canisters and cylinders);
- tightness of connections;
- end-of-service-life indicators;
- shelf-life dates;
- proper functioning of regulators, alarms or other warning systems; and
- pressure gauges.

Inspections on all air purifying respirators will be on a monthly checklist. The checklist shall include:

- date of use of the respirator and cylinder;
- date of inspection;
- physical condition of respirator and cylinder;
- cleaning and sanitizing of respirators;
- repairs done to respirators and cylinders; and
- tests performed on respirators and cylinders or remedial actions taken.

SCBA/SABA cylinders shall be hydrostatically tested in accordance to tested in accordance to US DOT, CAN/CSA-B-339 and CAN/CSA-B340 or IAPMO IGC 220-2006.

Hydrostatic tests shall occur every 5 years for aluminum and steel SCBA cylinders.

Hydrostatic tests shall occur every 3 years for all other cylinders (i.e., composite aluminum and fibreglass).

Work Procedures

Due to the 30 minute air supply, SCBA equipment will be used primarily for emergency and/or rescue operations only. Management through the issuance of a safe work permit may approve use of SCBA for maintenance work that does not exceed 20 minutes in duration.

Due to unrestricted air supply, SABA respiratory equipment will be obtained for maintenance work where respiratory protection is required.

Whenever an air-supplied breathing apparatus is in use, another worker with a back-up breathing apparatus must be standing by. This worker's sole responsibilities are to:

- Observe the person using the breathing apparatus.
- Allow no unauthorized persons to enter the area.
- Observe the pressures on the regulators.
- Ensure that the hoses do not become kinked, tangled or damaged.
- Remain constantly at his or her post while the other worker is continuing to work with the breathing apparatus.

The observer has a critical task and is responsible for the safety of the people who are working with the breathing apparatus.

Maintenance and Inspection of Breathing Apparatus

Cleaning of Breathing Apparatus

1. It is recommended that respirators be cleaned and disinfected on a regular basis. The frequency of respirator cleaning will vary depending on how many people are using that particular respirator and what it will be used for. The following guideline may help with this schedule:
 - Respirators issued to individual employees must be cleaned and disinfected as often as necessary to

maintain proper hygiene.

- One respirator issued to multiple employees must be cleaned and disinfected before each use.
- Respirators designated for emergency use only must be cleaned and disinfected after each use.

2. Procedures for Cleaning Respirators:

- Remove filters cartridges, or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer.
- Wash components in warm (43°C [110°F] maximum) water with mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- Rinse components thoroughly in clean, warm (43°C [110°F] maximum), preferably running water. Drain remaining water.
- When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
 - o hypochlorite solution (50 ppm of chlorine) made by adding approximately one millilitre of laundry bleach to one litre of water at 43° C (110° F); or
 - o other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
- Rinse components thoroughly in clean, warm (43°C [110°F] maximum), preferably running water. Drain remaining water. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- Components should be hand-dried with a clean lint-free cloth or air-dried.
- Reassemble face piece, replacing filters, cartridges, and canisters where necessary.
- Test the respirator to ensure that all components work properly.

Storage of Breathing Apparatus

1. Issued respirators must be stored in a clean and safe environment to prevent contamination and damage which may compromise the protective effect of the respirator. They shall be stored in a manner that will protect against the following: contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals. They must also be stored in a manner that will prevent deformation of the face piece. Manufacturers recommend keeping the face piece in the zip-lock bag, which they are packaged in to prevent contamination.
2. Storage practices are as follows:
 - Check to ensure gasket is present between face piece and mask-mounted regulator and is not damaged.
 - Verify that the respirator is thoroughly dry before placing in storage.
 - Place the clean and dry face piece in a sealable enclosure to protect until next use. Store in a manner that will not distort the face seals.
 - Place the respirator in the carrying case, protective container, or in a suitable clearly identified storage location.
 - If any damage or deterioration is noted, remove the respirator from service and tag for repair.
 - Respirators intended for routine use and respirators not routinely used but kept for emergency use shall be located in areas where the temperature is maintained above freezing (0°C/32°F).
 - Where an SCBA, its spare components or related equipment are stored or carried within a vehicle, such items shall be secured by either a positive mechanical means designed to hold the item in its stowed position, in a compartment with a positive latching door, or in a closed container suitable to transport and

contain the SCBA and/or its spare components and associated equipment. This practice is designed to minimize the possibility of injury to persons in or near the vehicle during movement of the vehicle, especially during rapid deceleration or rapid acceleration of the vehicle, sharp turns or an accident.

Inspection of Breathing Apparatus

1. Respirators in regular use must be inspected at the start of each use period and during cleaning after each use. Respirators maintained for emergency use must be inspected as frequently as required to assure the respirator will function properly when required. The US Labour Department (OSHA), pursuant to 29 CFR 1910.134, requires at least monthly inspection of respirators maintained for emergency use. NFPA recommends weekly inspection for emergency use respirators. NIOSH recommends an inspection for cylinder pressure at least weekly.
2. Monthly inspections of SCBA will include:
 - confirmation that the air tank gauge is reading full;
 - all required components are included and readily available;
 - all components and storage cases are clean;
 - ensure that head straps on face piece are fully extended;
 - ensure that harness straps are fully extended;
 - confirm that air tank is securely attached to harness assembly;
 - visual inspection of air cylinder and valve assembly for physical damage such as dents or gouges in metal or in composite wrapping;
 - confirm that the date the cylinder was refilled is not more than 1 year;
 - ensure that air supply lines are not damaged and that connections are tight;
 - caution wrenches shall not be used to tighten the hose coupling. Over tightening the hose coupling may damage the gasket seal; and
 - check the cylinder pressure gauge for "FULL" indication. If cylinder pressure is less than "FULL," replace with a fully charged cylinder.
3. Annual Inspections of SCBA will include:
 - all items included in monthly inspections;
 - checking that the latest cylinder hydrostatic test dates it is current. (Within 5 years in accordance with DOT, CAN/CSA-B-339 and CAN/CSA-B340 standards or IAPMO IGC 220-2006.);
 - inspect the complete respirator for worn or damaged components:
 - o inspect hoses and rubber parts which exhibit cracking, splitting, or brittleness;
 - o inspect harness webbing for cuts, tears, abrasion, fraying, or indication of heat of chemical damage;
 - o check all buckles and fasteners for proper operation; and
 - o check the cylinder retention system for damage and for proper operation.
 - Examine the face piece assembly for damaged or worn components:
 - o verify that the face piece is clean;
 - o check for cracks or damage to the lens;
 - o check the face seal for cracks, cuts;
 - o check the head harness for loss of elasticity, damage, or missing parts; and
 - o verify that the nose cup inhalation valves are installed, the nose cup is correctly positioned inside the face seal chin cup, and nose cup is properly seated.
 - Inspect the breathing regulator for damaged or missing components:
 - o verify that the regulator gasket is not damaged and is in place around the outlet port of the

- regulator; and
 - verify that the purge valve (red knob) is not damaged and turns smoothly one-half turn from stop to stop.
- If the regulator is not attached to the face piece, make the connection to ensure that the components easily fit together.

Warning: failure to check engagement of the coupling as described may lead to hose separation and loss of breathing air resulting in serious injury or death.

- Slowly open the cylinder valve by fully rotating the knob counter clockwise. Low air alert alarm shall actuate and then stop.

Warning: if the end of service indicator alarms do not actuate as described in this instruction, do not use the respirator. Remove the respirator from service and tag it for repair by authorized personnel. Use of an improperly operating end of service indicator may result in serious injury or death.

- Listen and check for any air leaks.

Warning: leakage of air from a respirator may indicate a potentially serious defect. Air leakage may reduce the duration of use and/or the time remaining after an end of service alarm actuates or may prevent an end of service alarm from actuating. Use of a respirator exhibiting an air leak may result in exposing the respirator user to the atmosphere the respirator is intended to protect against which could lead to serious injury or death.

- Check that the remote pressure gauge is operating properly and that it reads within 10% of the value on the cylinder pressure gauge.
- Don the breathing apparatus to ensure proper operation:
 - Confirm operation of air saver/donning switch.
 - Confirm operation of the regulator purge valve (usually the red knob on the regulator).
 - Confirm that air supply is sufficient for normal breathing.
 - Confirm positive pressure in the face piece.

Warning: if any discrepancy or malfunction is noted during the inspection, do not use the respirator. Remove the respirator from service and tag it for repair by authorized personnel.

4. After completing annual inspection, breathing apparatus will be sent in to an authorized service organization for refill of air and any repair/service required.
5. Record of these inspections will be made available upon request.



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Health Surveillance

Prior to fit testing and respirator use, the program administrator determined by the Facility Manager, shall ensure that the pre-screening documentation is completed that confirms the individual is free from any physiological or psychological condition that may preclude them from being assigned to a selected respirator.

Where the program administrator is concerned that a physiological or psychological condition may exist, an opinion from a health care professional shall be obtained regarding that person's ability to use a respirator.

The Manager shall ensure that a respirator user obtains this opinion, in writing, from a health care professional that is informed about the job and the working conditions of that person. The written opinion shall indicate whether the user meets medical requirements, meets medical requirements with limitations or does not meet medical requirements to use the selected respirator. Where limitations are imposed, these shall be explicitly stated in the written opinion.

The Manager shall ensure that documentation confirming the user's ability to use the respirator is maintained. Health information is controlled and maintained by the employees Manager or Human Resources representative

US sites requiring respirators should follow ANSI Z88.6 Respiratory Protection – Respirator Use – Physical Qualifications for Personnel.

Record Keeping

Records of medical evaluations required by this section must be retained and made available in accordance with 29 CFR 1910.1020 or kept in personnel files.

Original doctors' signatures for the fitness test, training records for respirators, and records of fit testing will be kept in the personnel file.

Records for calibration of monitors will be controlled by the Manager.

Inspection of APR and SCBA will be controlled by the Manager.

Records of Respirator Fit Testing

Fit test records shall include:

- name or identification of the employee tested;
- type of fit test performed;
- make, model and size of the respirator fitted;
- date of the fit test;
- result of the fit test; and
- name of the person conducting the fit test.

Fit tests should be updated annually. Fit test records shall be retained for respirator users until the next fit test is administered.

A written copy of the current respirator program shall be retained by the manager.

5.0 TRAINING & AWARENESS

Workers must be taught how to wear their PPE appropriately. Including:

- safety boots (where they are required to be worn, laces tied, etc.);
- glasses (where they are required to be worn, side shields, etc.);

- coveralls (where they are required to be worn, repairs, soiled and damaged, etc.);
- hard hat (where they are required to be worn, adjusting suspension, wearing appropriately, etc.);
- high visibility clothing (where they are required to be worn, etc.);
- gloves (where they are required to be worn, types, hazards, etc.);
- body protection (what may be required to be worn and where, hazards, etc.);
- inclement weather (what is required for your own clothing, and how to dress appropriately, etc.); and
- hearing protection (Noise hazards, where they may be required to be worn, how to use hearing protection, etc.).

Respirator Users

Respirator users prior to using respirators must have a health screening performed by a physician.

Training for Respirator Use

Training shall be provided for all workers using respiratory equipment and shall occur every 3 years.

No one will use an Air Purifying Respirators without training in their use.

Training for SCBA/SABA

All workers to have are to have training that includes:

- replacement of air cylinders;
- identification of problems;
- use under failure or emergency modes; and
- basic maintenance.

Air Purifying Respirators (APRs)

Through WHMIS training, employees through reference with MSDS documents will become familiar with APR equipment needs and use the appropriate respiratory equipment when required.

All workers that will be using APRs will be trained in:

- types of APRs;
- APR selection;
- the proper way to use respirators, with emphasis on proper fit;
- cleaning, maintenance and inspection procedures;
- familiarity and adherence to manufacturer instruction;
- user seal checks;
- care, cleaning and inspection;
- end-of-service recognition;
- change out of filter elements;
- identification of problems;
- break through characteristics;
- storage;
- removal from service;
- basic maintenance; and
- familiarity and adherence to manufacturer's instructions.

For maintenance of equipment, workers must be trained in the following:

- operation of each respirator;
- care, cleaning and inspection;
- end-of-service recognition;
- change-out of filter elements;
- replacement of air cylinders;
- identification of problems;
- storage;
- removal from service; and
- familiarity and adherence to manufacturer's instruction.

6.0 REFERENCES

CAN/CSA-Z-195-02 (Protective Footwear) or ANSI Z41-1001 (American National Standard for Personal Protection – Protective Footwear)

CSA Standard Z94.3-07 (Industrial Eye and Face Protectors) or ANSI Standard Z87.1-2003

National Fire Protection Association (NFPA) Standard 70E 2009 Standard for Electrical Safety in the Workplace
CSA Z462 Workplace Electrical Safety Standard

CSA Standard CAN/CSA- Z94.1-05 – Industrial Protective Headwear, or ANSI Standard Z89.1-1997

CSA, ANSI standards or WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment

CSA Standard Z94.2-02, (Hearing Protection Devices – Performance, Selection, Care, and Use) or 29 CFR 1910 Subpart G

CSA Standard CAN3-Z180.1-M85, Compressed Breathing Air and Systems or OSHA 29 CFR 1910.134 standards

OSHA CFR 1910 Subpart I, 1910.134 Respiratory Protection or CSA Z94.4-02 for Selection, Use and Care of Respirators

US DOT, CAN/CSA-B-339 and CAN/CSA-B340 or IAPMO IGC 220-2006

ANSI Z88.6 Respiratory Protection – Respirator Use – Physical Qualifications for Personnel