

Personal Protective Equipment and Rules Compliance

I PURPOSE

To establish minimum standards for Personal Protective Equipment (PPE) in order to protect exposed personnel from potential health hazards on the site, and to ensure that the requirements for Personal Protective Equipment use are well documented

2 SCOPE

This procedure applies to all functional areas, operations, offices, including employees, vendors, visitors and contractors within the scope of the Integrated Management System (IMS).

3 DEFINITIONS AND ACRONYMS

Definitions

Approved is certified to meet the minimum standards established by the HSLP Department. All PPE used in the operations shall meet at least the American National Standards Institute (ANSI) standards, American Society for Testing and Materials (ASTM), or other international or local standards which comply with or exceed those standards.

General Rules are rules which apply to all employees, vendors, visitors, and contractors regardless of where they work or what they do.

Immediately Dangerous to Life and Health (IDLH) is as defined by OSHA, an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Job Specific is any requirement directly associated with a specific job, task, or occupation.

Site refers to any COMPANY facility.

Threshold Limit Values are guidelines (not standards) prepared by the ACGIH to assist industrial hygienists in making decisions regarding safe levels of exposure to various hazards found in the workplace.

Acronyms

ACGIH	American Conference of Governmental Industrial Hygienists
ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
HMR	HSLP Management Representative
HSLP	Health, Safety and Loss Prevention

IDLH	Immediately Dangerous to Life and Health
IMS	Integrated Management System
ISEA	International Safety Equipment Association
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
ROPS	Roll Over Protection Structure
TLV	Threshold Limit Value

4 ROLES AND RESPONSIBILITIES

Document Owner

HMR

Responsible Roles and Position-Holders

Contractors/Vendors are businesses performing a service for the COMPANY. They are responsible for ensuring their employees working on COMPANY sites have the required PPE as specified in this procedure and that their employees understand and comply with the requirements as outlined in this procedure.

Employees and Contracted Employees are employees in any position whether COMPANY or contracted employees working on any COMPANY site. They are responsible for complying with the requirements as outlined in this procedure, ensure that all PPE in their possession is properly used, maintained, stored, tested, and replaced if damaged.

Visitors are anyone not employed by the COMPANY in any capacity but are traveling or touring on a COMPANY site. They are responsible for complying with the requirements as outlined in this procedure, ensure that all PPE in their possession is properly used, maintained, stored, tested, and replaced if damaged as required in this procedure.

HSLP is any COMPANY employee working under and including the Regional Director of HSLP. They are responsible for establishing the minimum requirements for PPE use on the site by using a systematic approach, advising personnel on selection and proper use, maintenance and storage of PPE, and periodically auditing for compliance to this procedure.

The Supervisor/Foreman or Designee can be a COMPANY employee or a contractor/vendor working or traveling on any COMPANY site. They are responsible for enforcement of all PPE requirements, rules, and established guidelines as outlined in this procedure. They ensure personnel are provided with needed PPE and the necessary proper instructions for PPE use, maintenance, and storage. At least annually the supervisor/foreman gives a safety talk reviewing all relevant PPE rules and requirements with employees in his/her responsibility.

5 DIRECTION

All employees, vendors, contractors, and visitors traveling/working on site shall comply with and ensure personnel accountable to them comply with the following requirements of this procedure.

Eye and Face Protection

Eyewear shall be approved ANSI Z87 and can be safety glasses with side shields, safety glasses with wrap around lenses, or goggles which are required to be worn at all times except the following:

- Designated office areas, enclosed control rooms, lunch rooms, and/or wash rooms, unless maintenance work is being performed in any of the before mentioned.
- In enclosed cabs with windows all the way up, except in underground operations where safety glasses are always required due to probability of lateral projectiles.
- When reporting to/from your work area at the start and end of shift.
- In other areas designated by the HSLP Department.

For material handling equipment such as haul trucks, excavators, motor graders etc. and any vehicles in mine operations areas with windows down, safety glasses are required due to flying dust particles.

Approved face shields or the clear lenses of welding hoods are required to be used with safety glasses or goggles where there is a potential for injury to the facial area not protected by safety glasses or goggles, such as when using or in the vicinity of a grinder, needle gun, while driving pins, and while using wire wheel grinders. Face shields shall not be worn alone.

Approved welding goggles or a welding face shield with safety glasses or goggles are required when using compressed gas welding and oxy-cutting equipment. Lenses for welding goggles or welding face shield should not be lower than a minimum of #5 shading.

Approved welding hoods are required when using or observing electric arc welding. Lenses should not be lower than a minimum of #9 shading.

Where necessary, approved prescription safety glasses with side shields are required.

Only safety glasses with clear lenses or special purpose indoor tints and tints designed for a specific indoor radiant energy hazard shall be worn indoors where safety eyewear is required. Employees wearing photo-chromic lenses shall wait just inside the door but out of regular traffic areas for tint to lighten before proceeding into the work area after coming indoors from outdoor activities.

Exposure to splashes, fumes, vapors, and irritating mists from acid and chemical handling, degreasing, and plating requires non-vented chemical resistant safety goggles and face shields at a minimum.

Protective Clothing, Reflective Safety Garments, and Jewelry

Surface employee protective clothing:

- Appropriate protective clothing shall be worn where there is a risk of injury due to exposure to hazards, and be appropriate to the nature of the hazards.
- Long pants are required while working in all areas except offices or other areas determined by the HSLP Department.
- Sleeved shirts are required while working in all areas except offices or other areas determined by the HSLP Department.
- Wearing high visibility reflective safety garments/clothing is mandatory for personnel working on the ground in active mining areas and in all areas while near mobile equipment.
- Wearing only one type of high visibility reflective safety garment is sufficient.
- The use of high visibility reflective safety garments is mandatory during the day and at night.
- Color of high visibility reflective garment/clothing can be any color as approved by HSLP and should comply with ANSI 107 requirements.
- There shall be reflective tape on both sides of the garment (front and back), which shall at a minimum meet the following and should comply with ANSI 107 requirements:
 - a Tape color can be any as approved by HSLP.
 - b Grade of Reflectiveness shall be "Engineering" as a minimum.
 - c Reflective tape shall be on each side of the garment (front and back), and each section should not measure less than 2 feet in total coverage.
 - d All sleeved garments shall have horizontal reflective stripes on the upper portion of sleeves.
 - e Types of high visibility reflective safety garments/clothing include vests, jackets, shirts, bibs, and overalls.
- Leather sleeves, jackets or other appropriate welding protective clothing is required when there is potential for injury from exposure to sparks, slag, or other welding hazards.
- Chemical protective clothing is required when there is a risk of injury due to exposure to chemicals.
- Jewelry, such as watches, chains, bracelets, necklaces, earrings and rings shall only be allowed if they do not represent danger of coming into contact with electricity or atmospheric electrical discharges, mechanical devices which might catch or hook the jewelry, and chemicals.

Underground Operations protective clothing shall have:

- A 6-inch long minimum strip on each sleeve that is visible from the side.
- A 12-inch long minimum strip on the back that is visible from the rear.
- A 6-inch long minimum strip on the front above the pockets that is visible from the front.
- Visitors are only required to wear high visibility reflective vests, all others, including contractors, are required to comply with requirements defined above.

Foot Protection

Approved hard toed safety shoes meeting standards F2412-05 and F2413-05 of the ASTM Committee F13, that at a minimum cover the ankle, are required to be worn in all areas except for the following:

- Designated office areas, inside the enclosed cabs of light vehicles, or other areas designated by the HSLP Department.
- Regular enclosed toed shoes can be worn when reporting to/from your work area at the start and end of shift.

Approved hard toed safety shoes with metatarsal guards and at a minimum cover the ankle are required for all underground miners and any other areas as deemed necessary by the department manager and HSLP.

- Metatarsals are required at ALL times when entering underground mines.

Approved chemical protective safety boots are required where there is a potential of exposure to chemicals that could cause injury to the feet when using regular safety hard toed boots.

Safety shoes/boots meeting standards F2412-05 and F2413-05 of the ASTM Committee F13 requirements for electrical hazard footwear are required for all employees who must routinely enter areas where electric power-related hazards exist.

Guides or COMPANY Representatives shall instruct visitors on the necessary foot protection that shall be worn depending on the areas visited.

Hand Protection

Appropriate gloves for the hazard are required whenever there is the potential for injury to hands.

Approved leather gloves are required for welding, burning with compressed gas, or when using electric arc welding equipment.

Approved leather gloves are required whenever wire rope slings and cables are handled.

Approved chemical resistant gloves are required whenever there is potential for injury to the hands from chemicals (e.g. acids, caustics, etc).

Approved high-temperature aluminized gloves are required when work that implies the handling of hot objects is done.

Approved dielectric gloves are required when electric power-related work is done.

Head Protection

Approved hard hats meeting ANSI Z89.1 are required to be worn in all areas except for the following:

- Designated office areas, enclosed control rooms, lab areas, wash rooms, inside the cabs of vehicles and equipment, or other areas designated by the HSLP Department.
- Hard hats are required at all times in underground mines.

Conductive hard hats are prohibited.

Hard hats worn in underground mines shall have reflective striping at a minimum of 18 in2 (e.g., 1" x 6" on both sides and on the back).

- Reflective hard hat halos are permitted in place of the reflective tape. (Reflective band completely around the hard hat.)

A hard hat color designation shall be used to help identify key roles on the mine site and are as follows:

- First Responders/EMT- Gold
- MERT Members Underground- Orange
- MERT Members Surface- Red

Approved "crash helmets" are required when operating "off-road vehicles" when not equipped with a ROPS.

Use of a chinstrap is required when there is a risk of the helmet coming loose.

Fall Protection

Appropriate personal fall protection is required whenever working where there is a risk due to falling which could cause significant personal harm.

A full body harness with lanyard and shock absorber or a full body harness with self-retracting life line is required for personal fall protection (with the exception of controlled Mine Rescue activities and for permit required void tie off procedures).

Safety belts shall be used only for positioning work or work at slopes not greater than 45° where there is a risk of rolling down. They shall never be used to protect from falls from one work level to another.

Appropriate selection of correct fall protection for each individual situation is required.

Hearing Protection

Approved hearing protection (ear plugs or ear muffs) is required when noise levels exceed 85 decibels.

Dual hearing protection (ear plugs and ear muffs) is required in areas where the noise levels are equal to or greater than 100 decibels.

Ear plugs shall be available in areas where use is required.

Respiratory Protection

Approved respiratory protection is required whenever there is a risk of inhalation exposure.

Before use, respirators shall be cleaned and inspected for defects and to ensure that the respirator meets the protection requirements for each application.

Respirator wearers shall ensure that there is a tight fit between their face and the respirator (i.e., positive and negative seal checks), avoiding obstructions caused by hair, facial hair, or other devices used.

A full face respirator shall be worn in areas where the concentration of chemicals is greater than ten times the TLV.

Self-contained breathing apparatus (SCBA) or supplied air apparatus is required to enter areas when:

- The atmosphere contains less than 19.5% oxygen
- And/or the concentration of chemicals in the area meet or exceed an IDLH
- And/or the concentration of chemicals is greater than fifty times the TLV

Personal Flotation

Approved personal flotation devices are required to be worn for work being done near or at solution or water storage ponds, where there is a risk of fall or drowning. Appropriate devices shall be located, protected from the weather, and readily available at such locations.

Inspection, Use, and Maintenance of PPE

All PPE shall be inspected for damage and defects before each use. Damaged or defective PPE shall be immediately removed from service and replaced.

PPE shall not be altered or modified. If there is a need to alter or modify PPE, consult with the HSLP Department.

PPE shall be adequate for the job, the correct size, and fitted properly to the wearer.

PPE shall be cleaned regularly to maintain safe and sanitary use, along with proper inspection.

Care shall be taken to avoid damage to PPE by rough handling, improper storage, contact with chemicals, or other conditions that could diminish the protective qualities and safe use.

Proper training and instruction is required for the use, maintenance and storage of PPE. If you are not familiar with the proper use of PPE, contact your supervisor.

All PPE shall meet the applicable standards designated by the HSLP Department.

All PPE shall be used and worn as recommended by the manufacturer.

All PPE/Safety equipment shall be clearly marked with the approved safety ratings and/or standards i.e. ANSI Z87, ANSI 107, etc.

PPE Issuance Guidelines

Hard Hats: Shall be issued at the time of assigning jobs. Hardhats shall be replaced when an inspection shows wear and tear, damage, degradation, or following significant impacts. It is suggested, but not mandatory for hard hats to be replaced at least every 3 years for field personnel and every 5 years for administrative personnel.

Safety Boots: Employees shall be issued a boot reimbursement yearly. The amount of reimbursement shall be determined according to work area. Boot reimbursement should be issued annually in February by any means deemed necessary by the COMPANY. During New Hire Training/Orientation and depending on the area the employee has been assigned, newly hired employees shall receive a disbursement on a credit type card or other means deemed necessary by the COMPANY intended to be used for purchasing work appropriate safety boots.

Safety Glasses: Non-prescription eye protection is issued at hiring and as needed prior to job assignment. Non-prescription glasses shall be re-issued at the discretion of the area supervisor/manager. Prescription safety glasses meeting ANSI Z87 requirements or equivalent can be obtained through an approved source with funding provided by the COMPANY up to an amount determined by HSLP for lenses and/or frames. The employee shall be responsible for any balance owed over the amount that the COMPANY pays. Funding for prescription lenses and frames shall be provided once every two years. Safety lenses and/or frames will be replaced and funding provided with the completion of FORM-XXXX Safety Glasses Supervisor Request which is used for the replacement of prescription safety glasses with the supervisor's and HSLP approval should frames/glasses be damaged while performing job duties. Should employees experience a prescription change then FORM-XXXX Safety Glasses Authorization Voucher for lenses only will be issued by HSLP with documentation of change from the optometrist stating the change in prescription. Contractors are required to provide their employees with side shielded safety glasses that meet the ANSI Z87 standard.

Respirators: Shall be issued prior to being assigned to a job requiring respiratory protection.

Non-disposable hearing protection will be issued prior to being assigned to a job requiring non-disposable hearing protection.

Disposable foam ear plugs, gloves, etc. should be issued at the supervisor's discretion or when required by the job. It is the employee's responsibility to ensure that all PPE in their possession is properly maintained. Any item which is damaged as a result of normal wear and tear shall be replaced free of charge in exchange for the worn or damaged item and upon approval of the employee's supervisor.

Rule Education and Enforcement

PPE rules and requirements shall be discussed with employees during safety talks especially as they relate to accidents which have occurred in their working areas.

At least one safety meeting per year shall be devoted to reviewing relevant PPE rules with employees. In addition, during the site/job specific induction, supervisors shall review relevant rules with their new employees and if they do not have one provide them with the current HSLP employee handbook.

Supervisors and others shall monitor compliance to site safety rules and take corrective action as appropriate in accordance with COMPANY HR policies.