	Health, Safety, and the Environment (HSE)	Document: PPE
		Date Issued: 02/26/18
PERSONAL PROTECTIVE EQUIPMENT		Revision Date: 12/04/18
Prepared By Angela Narehood Office Manager	Approved By David Visser Safety Coordinator	Revision No.: 3 Page: 1 of 3

The purpose of the Personal Protective Equipment policy is to protect the employees of Clear Water Technologies from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness. This section addresses general PPE requirements. In addition, each employee is required to complete the Association of Water Technologies’ (AWT) online safety class noted in the Training section below. The Clear Water Technologies Personal Protective Equipment Policy includes responsibilities of supervisors and employees; hazard assessment and PPE selection; employee training; and cleaning and maintenance of PPE.

REQUIRED PPE

The following PPE is provided to each Clear Water Technologies employee and must be utilized at every job site. Individual job sites may have their own additional requirements, and those will be noted in each client file and employees made aware as necessary.

- Chemical splash goggles
- Side shield safety glasses
- Face shields
- Hard hats
- Hearing protection
- Chemical- and liquid-resistant gloves
- Rubber boots
- Chemical-specific gear (e.g., aprons)

EMPLOYEES


The PPE user is responsible for meeting the following requirements of the PPE policy.

1. Properly wearing PPE as required.
2. Completing required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following Clear Water Technologies PPE policies and rules.
5. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policy will be subject to the Clear Water Technologies Safety Disciplinary Policy.

HAZARD ASSESSMENT FOR PPE

At each new client site survey walk-through, the Clear Water Technologies representative will identify any sources of work hazards for Clear Water Technologies technicians. Findings will be documented using the *Hazard Assessment Certification* form, which identifies the work area surveyed, findings of potential hazards, and date of the survey. The office manager will scan and file these forms by client name on the Clear Water Technologies OneDrive, which is accessible to all employees. In addition, any Clear Water representative that will enter that client site will be informed in writing of any out-of-the-ordinary hazards and appropriate PPE supplied.

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The Clear Water Technologies representative assigned to an individual site will conduct, review, and update the hazard assessment for PPE if a job changes; new equipment or process is installed; there has been an accident; whenever a supervisor or employee requests it; or at least annually.

Any Clear Water Technologies representative present at a client’s site is responsible for following any additional PPE requirements as set forth by client facility. Those requirements will be annotated on the Clear Water Technologies *Hazard Assessment Survey* form. That form will be initialed by any Clear Water technicians will be working on that account.

TRAINING

Any employee required to wear PPE will receive training in the proper use and care of PPE. Employees are required to complete the Association of Water Technologies training course, Personal Protective Equipment (course ID PPS); AWT certificate of passing grade to be maintained in individual employee personnel files.


This interactive course has been created specifically to involve employees in the process of understanding the proper use of personal protective equipment and to help facilities in fulfilling OSHA's Personal Protective Equipment Standards (29 CFR, 1910. 132, 133, 134, 135, 136, 137, 138) training requirements. The course looks at why personal protective equipment is so important and reminds employees of what is available. It addresses the proper fitting and sizing of PPE.

Successful completion of this course also will be documented on the Clear Water Technologies *Training Documentation Record*.

Retraining. Employees will be required to complete the AWT Personal Protective Equipment course on an annual basis unless an employee’s work habits or knowledge indicates lack of necessary understanding, motivation, or skills required to use the PPE; if new equipment is installed; or changes in the types of PPE to be used render previous training out of date. In these cases, new training will be administered.

CLEANING AND MAINTENANCE OF PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturer’s instructions before and after each use (see attached). Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

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Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, supervisor will make sure it is adequate for work place hazards and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be discarded and replaced immediately.

Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

SAFETY DISCIPLINARY POLICY

Clear Water Technologies believes that a safety and health accident prevention program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful work environment, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first-time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second-time offense will be followed up in written form and a copy of this written documentation will be entered into the employee’s personnel file.
3. A third-time violation will result in time off or possible termination, depending on the seriousness of the violation.

I acknowledge receipt and understanding of the Clear Water Technologies HSE Policy on Personal Protective Equipment and have successfully completed the AWT / MARCOM interactive webinar course on Personal Protective Equipment.

I have received and reviewed the Employee’s Report of Injury form.

I understand that in event of an injury, I must submit the Employee’s Report of Injury form immediately to my supervisor.

Print Name

Signature

Date