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ISSUE/REVISION INDEX

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	No.	By	Rev'd.	App.	Date	
RR	01	SC			2019-04-01	Annual review, addition of fall protection trauma straps, and drilling specific glove requirement



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1.0 PURPOSE & SCOPE

The purpose and scope of this procedure is to establish the minimum standards that will be implemented. These standards are intended to protect workers on NAPG Project(s) and any other individuals who will be required to wear Personal Protective Equipment (PPE) on our project sites.

The scope of the Procedure is underlined by the Current Act and Regulations and existing Vale site requirements.

If there are any deviations from the requirements of this procedure the work method / risk assessment must identify the deviation and the subsequent control measures to manage the risk. All deviations and exemptions must be approved by Vale Project Manager and the HSER Manager prior to implementation.

Plant specific PPE requirements may change for area / task. The JHA and PMRA process will identify plant and area specific requirements to be implemented.

All PPE used will comply with Vale, code and regulation requirements at a minimum, and applicable CSA, ANSI, NIOSH or MSHA where applicable.

Employees and contractors are **not** to modify PPE by any means without appropriate consent from employers and Vale project management and relevant authority (design/ manufacturers)

2.0 ROLES AND RESPONSIBILITIES


2.1 Personnel Involved

All NAPG Project personnel, supporting Vale operations and contractors working within the NAPG construction island.

The **Project Manager** is responsible to provide budget for the PPE requirements for the IET project team.

The **Construction Manager** is responsible to ensure the PPE requirements are fully followed within a NAPG Construction Island.

The **NAPG HSER Manager** is responsible for the content, administration, implementation and maintenance of this procedure.

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The **Contractor Management** is required to ensure appropriate processes exist for responsible consumption, replacement and care of personal protective equipment by their employees. Individual contractors and workers are responsible for complying with the Procedure and plant specific requirements.

PPE will be purchased and supplied by **contractors and subcontractors** for their respective employees. Purchases will be made with consideration for comfort and improved protection against intended hazards.

3.0 DEFINITIONS

PPE - Personal protective equipment refers to the kind of devices or clothing worn or used by the worker to protect against hazards in environment

Tight fitting eyewear (smoggles) - Close-fitting eyewear can be defined as: CSA approved eyewear with the lenses designed to be no more than 5 mm away from the wearer's face at the lenses perimeter and in continuous direct contact with the wearer's face through a gasketed system.

High Visibility Clothing - High-visibility safety apparel is highly luminescent and reflective which allows workers to be seen by others and warn vehicle operators of the presence of be workers nearby, especially in low-light conditions or darkness.

Orthostatic intolerance (OI) is an abnormal response to being upright that can cause dizziness, fainting, and other symptoms that go away when you're seated or lying down. Typically, symptoms arise when you first stand up and are often due to an abnormal drop in blood pressure.




4.0 PROCEDURE

4.1 Use of Personal Protective Equipment

Every practicable measure shall be taken to eliminate hazards or manage risk through the substitution of material for less hazardous materials or by engineering means.

All personnel are required to utilize the PPE provided to them to the appropriate level of protection based on risk assessments for the task at hand. Training is to be provided by employers and supervisors in the correct wearing, maintenance, storage and use of all issued PPE.

All PPE shall be worn/ used in the way designers/manufacturers intended.


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Employees and contractors are **not** to modify PPE by any means without appropriate consent from employers and Vale project management and relevant authority (design/ manufacturers)

4.2 Basic Requirements summary

At all designated project locations all field personnel will wear (include, but are not limited to):

- High Visibility designed clothing that meets or exceeds minimum Vale requirement and any relevant regulatory jurisdictional requirements. At a minimum this will include Class 3 type 2 garments for all field and underground activities.
- Long Sleeved Cotton (or approved Natural fibre blend) shirt, coat, or coverall. Other fabrics approved by risk assessment only;
- Long Cotton (or approved Natural fibre blend) trousers or pants or full coveralls;
- CSA approved grade 1 green patch protective footwear with integral metatarsal guard (min 8" height) with a white omega patch indicating increased electrical protection is also required (Reference Section 3.9).
- **For all surface (above the collar) operations** - CSA approved non-metal close-fitting eye wear (smoggles) *with dust management gaskets* and fixed side shields (CSA Z94.3/ ANSI Z87.1);
- Where personnel need to wear prescription glasses for their work these shall have Vale NAPG approved eyewear style non-metal frames with integral side shields. (Reference Section 3.5 for additional requirements)
- Close Fitting Eyewear shall be fit tested by a relevant third party or the employer to ensure suitability and proper fit. These tests and checks shall be documented and kept as part of the project record by the employer.
- A **New** CSA approved head protection minimum Type 1 Class G (although Class E with additional electrical hazard protection is highly recommended). Surface and underground.
- Standardized Vale/ Project reflective tape/ markings, company identification and individuals name are required; (Reference Section 3.7).

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- Type 2 class G/ E with additional side impact protection is recommend for activities where increased risk has been identified as part of the risk assessment for task.
- Quantitative Fit Tested respirator with appropriate cartridges (on person and ready for use) where identified as part of an existing requirement in an operational area and or where identified due to activity or potential for exposure (Reference Section 3.10)
- Minimum Single Layer Hearing Protection is to be worn in all designated construction areas/ zones and in all operating plants/ areas and some outdoor environments, it is to be carried in all others. Note: Double hearing protection may be required due to existing or construction generated noise. (Reference Section 3.3)
- Appropriate gloves for all activities, worn for all activities in all designated construction areas/ zones and in all operating plants/ areas and most outdoor environments, this is to include work site access and egress; (Reference Section 3.8)

4.3 Hearing Protection

Hearing protection shall be worn in designated construction areas/ zones and in all operating plants/ areas and some outdoor environments and/or when undertaking noisy tasks. (e.g. grinding, using pneumatic tools etc.)


Personnel shall wear hearing protection in all posted areas/ environments and whenever they are exposed to a noise level of 80 dBA (8hr. TWA) or higher.

Contractors will be responsible to monitor noise levels (to include documented checks) and provide signage and hearing protection as required by site and statutory requirements.

In accordance with relevant Provincial requirements, Site/Project Managers must assess and manage risk arising from exposure of employees to noise in the workplace. Controls shall be implemented to reduce the exposure of employees to excessive noise. (e.g. Double hearing protection)

The following approved hearing protection is available:

- Disposable Ear Plugs; and
- Ear Muffs;

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Disposable earplugs should be installed with clean hands to avoid infections of the ear; and earmuffs shall be kept clean and maintained by the user. The muffs should be stored in a clean and protected area to reduce contamination and deterioration.

Suitable familiarization training and review on sound hazard recognition, equipment selection, care and use based on work method and activity risks shall be conducted on a regular basis in accordance with statutory requirements by the employer.

4.4 Fall Protection

100% Tie off/ use of fall protection is required in all situations where personnel are exposed (within 6 ft) of a leading edge/ open hole condition and or fall hazards from height greater than 6ft. Personnel shall be trained and authorized by their employer to use the required fall protection equipment.

Reference the Working at Height procedure for more information.


Trauma prevention - such as stirrups, relief steps or similar in order to provide short term relief from the effects of orthostatic intolerance.

4.5 Eye Protection

Note: Close-fitting eyewear can be defined as: CSA approved eyewear with the lenses designed to be no more than 5 mm away from the wearer's face at the lenses perimeter and **in continuous direct contact with the wearer's face through a gasketed system**. On NAPG Projects, these are often referred to as 'smoggles'.

For underground operations – Smoggles are encouraged, however Fitted Eyewear (10 mm or less) with a minimum CSA approved clear lenses with a fixed side shield is required for all field activities. Fitted Eyewear must be tight fitting with a gap of 10mm or less. Fitted Eyewear shall be fit tested by a relevant third party or the employer to ensure suitability and proper fit. These tests and checks shall be documented and kept as part of the project record by the employer. Section 3.2.1 for Close Fitting Eye protection requirements.

The hazards associated with a task or area shall be evaluated and the most appropriate type of eye protection selected.

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4.5.1 Standards

Close-Fitting Eye protection (smoggles) requirements with non-removable side shields shall be worn in all designated construction areas and in all operating plants/ areas unless plant or area specific hazards require or do not allow for such.

Contact lens and nonprescription cheater glasses are not to be worn in active production or construction areas. Use is limited to office environments only.

Full-face shields shall be worn over approved Close-Fitting Eye protection (smoggles) when chipping, grinding, and surface drilling.

Full face shield shall also be worn in situations where work is occurring above the shoulder/ overhead and there is potential for dust/ falling debris i.e. removing or installing ceiling panels/ insulation, build up on beams or sheeting.

Full-face shields shall be worn over approved Close-Fitting Eye protection (smoggles) or goggles when handling molten materials (such as lead or tar), grinding and or performing abrasive cutting, or water blasting.

Special protection shall be worn when handling/ potentially exposed to acids or caustics (minimum full-face shields shall be worn over approved goggles worn for acids/ caustics).

Appropriate specialized full-face shields shall also be worn over approved Close-Fitting Eye protection (smoggles) when performing abrasive blasting, gas welding and burning.


Note: Full face respirator/ PAPR style shields are recommended to be considered during the risk assessment/ work planning phase for activities with potential for eye and facial injuries.

Eye and face protectors are classified as follows:

Class 1 — Spectacles, this class includes

- 0 protective spectacles with side protection for impact; and
- 0 protective spectacles for impact and non-ionizing radiation protection with side protection.

Class 2 — Goggles, this class includes

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- 0 direct ventilated goggles for impact protection;
- 0 non-ventilated and indirect ventilated goggles for impact, dust, and splash protection; and
- 0 Items above with non-ionizing radiation protection.

NOTE: Use of Class 2 materials must be preapproved by Vale NAPG construction manager/ area lead and accompanied by a task specific JHA for use. Indirect Ventilated goggles are **not approved** for use in the acid plant environment.

Class 3 — Welding helmets, this class includes a variety of configurations.

Class 4 — Welding hand shields this class includes a variety of configurations.

Class 5 — Non-rigid helmets (hoods), this class includes


- 0 non-rigid helmets (hoods) with an impact-resistant window;
- 0 non-rigid helmets (hoods) for dust, splash, and abrasive materials protection;
- 0 non-rigid helmets (hoods) with non-ionizing radiation protection; and
- 0 non-rigid helmets (hoods) for high-heat applications.

NOTE: Use of Class 5 materials must be preapproved by Vale NAPG construction manager/ area lead and accompanied by a task specific JHA for use.

Class 6 — Face shields this class includes

- 0 face shields for impact and splash protection;
- 0 face shields for non-ionizing radiation protection; and
- 0 face shields for high-heat applications.

Class 7 — Respirator face pieces this class includes face pieces

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- o for impact and splash protection;
- o for non-ionizing radiation protection;
- o with loose-fitting hoods or helmets; and
- o with loose-fitting hoods or helmets for non-ionizing radiation protection.

Personnel using abrasive disc type cutting tools (e.g. angle grinders and drop saws, bench and pedestal grinders) must also wear a full-face shield in addition to their Close-Fitting Eye protection (smoggles). When using angle grinders in a restricted or confined work areas approved goggles will be worn as an alternative to a full-face shield with prior approval by Vale NAPG construction manager/ area lead and accompanied by a task specific JHA for use.

It shall be the responsibility of contractor supervision and field personnel conducting activities such as grinding, welding or cutting to ensure that where applicable, suitable screens are placed around the work area to protect others.

Tinted Lenses are not permitted in the workplace unless authorized by the Vale Area Manager for protection against ultraviolet or infrared rays.

Tinted Lenses are not to be worn indoors unless being worn at the site of a specific task where there is a need for protection from ultraviolet or infrared rays.

Note: Amber or Photo chromatic lenses are not permitted


4.5.2 Prescription Eyewear and contact lenses

Prescription Eyewear will be non-metal clear polycarbonate lenses manufactured to medium impact standards as per CSA Z94.3-99. Prescription eye wear must be accompanied by the manufactured side shields. If the manufactured side shields are not available, “over the glass” type eye wear conforming to CSA Z94.3-99 must be worn. Side shields not manufactured for the specific style of prescription eye wear being worn are not acceptable.

Contact lenses shall **NOT** be worn in all designated construction areas including all operating plants and construction areas.

4.6 Vision and Entanglement Protection

Hood and hoodies are not to be worn between an individual’s head and their hard hat. Suitable liners or hoods designed to be worn internally or over a hard hat are to be used. Hoodies worn underneath other clothing are to be worn in a way to eliminate entanglement hazards.

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Only where the risk is greater without its use ex. FR hoodie for over head hot work, Tyvek style hood for chemical usage or exposure shall a hood be worn up under a hard hat harness. These situations must be approved by Vale NAPG and supported by an accepted risk assessment tool.

Long hair is to be contained within a hair net or otherwise secured appropriately in protective headwear when working within the designated construction area and in all operating plants/ areas. It is of special concern when working near or on moving or rotation equipment.

Vision shall not be impaired by hair style, hoods or hoodies, balaclavas and or face masks or any other items while an individual is in or traveling around an active operational or construction environment.

4.7 Head Protection

Depending on the type of work being conducted and an appropriate risk assessment of hazards, the following protective headwear shall be used at the NAPG Project.

The minimum requirement for NAPG Project onsite personnel within the designated construction area and all operating plants/ areas is **NEW Type 1 Class G or E**

Type C are referenced for information only.

Type 1 for impact and penetration to the crown only.

Type 2 for impact and penetration to the crown and laterally.

Each of the two types (1 and 2) has three separate classes, E, G, and C. The three separate classes identify electrical ratings. Hard hats will be chosen based on work being performed.

Any electrical work being performed will require individuals to be fitted with Type 1 class E head protection.

Class E has 20,000 V electric current rating

Class G has a 2,200 V electric current rating

Class C has NO electrical current rating for each of the two types


Where a specific hazard assessment has not been carried out, a Type 2, Class E shall be selected as it has the highest level of dielectric, crown and lateral protection.

Hard hats shall have the personnel's name visible on the front for identification purposes.

Visitors to the site will be exempt from identification tags for their visit.

Hard hats will be worn forwards and in its proper orientation with exception for specific work tasks and approved reversing headwear.

Care should be taken not to reduce the integrity or protective capability of protective headwear.

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- Do not carry items within protective headwear i.e. pens, paper, dust respirators etc.
- Do not paint protective headwear.
- Cleaning protective headwear with soap and water is recommended.
- Periodic replacement of the protective headwear sweatband and harness due to wear as per the manufacturer recommendation is required.
- All Hard hats are to be kept free of additional stickers/ decals and markings and are not to be painted, covered in construction materials or otherwise damaged.

Consideration is to be given to the weight and selection of hard hat accessories (ex. Cap light, ear defenders, shields etc.) and whether there is a detriment to the worker. Explore all reasonable alternatives and solutions.

On Surface and Underground Hard hats maybe required to be removed to complete specialized tasks covered in an accepted risk assessment.

These situations should be minimized and are to be identified in advance and covered in the work method JHA. At no time are individuals to move about PPE required construction/ mining zones without their required PPE.

Where a hard hat is at risk for falling from height, it shall be tethered as per the NAPG- dropped object procedure


Note: The chosen design, model, striping pattern and colour of hard hats to be determined by local requirements provided they meet remaining NAPG Project expectations.

4.8 Hand Protection

Hand protection shall be worn for all manual tasks conducted on site as well as accessing, egressing the designated construction area and all operating plants/ areas.

Hand protection shall be worn by a person in a PPE area. Hand protection shall be selected based on the possible hazard exposure and task being performed.

Hand protection shall be based on a review of the performance characteristics of the glove. The wearer shall regularly inspect gloves for signs of wear, damage or contamination. Hand protection need not be worn for manual tasks where the consequences are generally known to be minimal or non-existent e.g. note taking, computer work, driving mobile equipment and vehicles.

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4.8.1 Driller performing drilling activities.

Driller's are required to wear gloves; that meet the rating of ANSI rating of : Cut 5; puncture 5; impact 2 at a minimum.

4.9 Foot Protection

Fully enclosed footwear shall always be worn at the NAPG Project including administrative activities being performed in trailers or offices.

CSA approved grade 1 boots with metatarsal guards shall always be worn by persons in PPE zones on-site. Protective footwear must be properly laced (not skipping more than one eyelet set) and worn as designed/ intended and provide adequate ankle support (min 8" in height) with integral metatarsal guards and comply with CSA Z195.1-02 and CSA Z195-02 and include Electrical Shock Resistant Sole.

Rubber boots with protective toe, metatarsal guard protection shall be used on all jobs having the potential for chemically hazardous conditions. (Minimum grade 2)

All protective footwear shall have puncture resistant soles.

Additional combination metatarsal and shin/ instep guard shall be worn when using jack hammers, tampers, and similar equipment and or there is any risk of a crushing injury to the foot.

4.9.1 Traction and Footing


- a) Ice Cleat and traction over boot requirements and use.

Ice Cleats/ traction over boot shall be utilized where weather and ground conditions warrant increased traction aids required. Activities where slippery snow and icy conditions could occur and cannot reasonably be managed through removals (plowing) or reduction (salt or chemical elimination) shall be identified as part of the risk management process. Management and supervision of the field staff and craft workers potential exposed to slippery and icy conditions are responsible to ensure the availability of these products and the distribution and use occurs where required,

Contractors and employees who encounter unplanned slippery conditions should immediately contact their supervisor for direction and not proceed with potentially dangerous activity.

- b) Suitable sole materials for ground conditions requirements

All personnel shall ensure suitable selection and choice of appropriate foot wear with soles intended for use in the conditions expected to be encountered. Temperature, water in all forms, ground material and make up shall dictate the choice and use of suitable foot wear. As a variety of situation and conditions can occur in our 4-season climate a single choice of foot wear used all year long is unlikely. Projects and contractors are to consider the requirements and the impacts to project and plan and implement solutions accordingly.

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4.10 Respiratory Protection

Every person who works either on a regular or temporary basis, in areas or situations where the continuous, periodic or emergency use of respiratory protective devices are or could be required, shall be clean shaven where the face-piece seals to the skin.


The first step in respirator selection is to identify the hazards i.e. the contaminants that personnel are exposed to. On projects where work is taking place on Vale's operating sites (e.g. maintenance type projects) relevant information may be obtained from Vale.

Contaminant based selection factors include:

- 0 The nature, toxicity, physical form and concentration of the contaminant;
- 0 Whether the contaminant is particulate, gas or vapour, or a combination of these;
- 0 Whether failure of the device can result in a situation which is immediately dangerous to life or health;
- 0 The need to wear other forms of personal protective equipment e.g. eye or skin protection;
- 0 The adequacy of the warning given by the contaminant; and
- 0 The possibility of the contaminated atmosphere being flammable.

Task related selection factors include:

- 0 Whether device is for continuous use or for emergency and / or rescue purposes;
- 0 The expected length of time the wearer will be in the contaminated atmosphere;
- 0 The level of activity and mobility required;
- 0 The access to and nature of the working environment and its location with respect to a source of air suitable for breathing;

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- o The need for clear vision and communication; and
- o The facilities available to maintain the device.

Operator related selection factors include:

Basic physiological considerations e.g. continuous wearing of some types of respirators places additional strain on cardiac and respiratory systems, and the physical weight of the device may pose additional physical/muscular strain;

The importance of facial fit e.g. Facial hair, scars, hollow temples, very prominent cheekbones, a misshapen nose, may cause sealing problems. Positive pressure respirators may reduce the effect of poor facial fit but will not prevent leakage caused by facial hair. Where conservation of the air supply is important e.g. self-contained breathing apparatus, any leakage from poor facial fit reduces service time; and

User acceptance. It is important that the respirator is worn the entire time that a person is at risk of exposure. This will be influenced by the wear ability e.g. comfort, field of vision and the need to communicate without removing the device.


Employees required to use respiratory protection should be offered a choice of at least two different makes, and where available, different models of respirators. They must be allowed to choose the respirator that gives the best fit.

Only certain types of respirators are allowable in oxygen deficient (IDLH) atmospheres. They include the following:

- An SCBA, full face piece with minimum service life of 30 minutes;
- A combination supplied air respirator with an auxiliary self-contained supply;
- A respirator specifically certified for escape from an IDLH atmosphere; and

When employees must enter IDLH atmospheres, the NAPG Project/Construction Manager must be notified. A specific IDLH entry plan will be created in which one or more rescue personnel will be located outside the IDLH area and will maintain contact with the employees in the IDLH area. Approval for this type of work activity is required by the Senior Construction Manager and NAPG HSE Manager. The rescue personnel outside the area will be trained to provide effective emergency rescue and will be equipped with retrieval equipment or other means for rescue as necessary.

Fit-Test - A quantitative fit test is to be used to evaluate the fit of a respirator on an individual.

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- Quantitative Fit Test - An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

4.10.1 Cleaning and Maintenance

- Respirators must be regularly inspected, cleaned and maintained;
- Any respiratory protective equipment found to be defective should be taken out of service, tagged with an “Out of Service” “status” tag and repaired as soon as possible;
- Half face respirators shall be inspected, cleaned and maintained by the person to whom it is issued; and
- When not in use, respirators shall be stored in clean, sealed containers provided for that purpose.
- Date of installation (month/ year) shall be indicated on all cartridges in sharpie marker. Cartridges to be replaced based on exposure and use, in conjunction with occ health and manufactures guidelines.

4.10.2 Respirator Training


All personnel required to wear PPE shall be provided with training prior to its use. This training will be in the selection, use, fit, and maintenance and limitations of PPE. Where required, this training is to be provided by the employer’s supervisors and trainers.

4.11 Storage and Maintenance of PPE

PPE shall be stored in an environment that ensures it remains in a fully operational condition. Equipment shall be stored in a readily accessible position and away from potential damage. PPE shall be inspected before use to check the equipment is in a serviceable condition. Damaged or defective PPE shall be placed out-of-service and repaired or discarded.

4.12 Assessment of Work Activities

Employers and Contractor supervisors are responsible for reviewing work activities to identify potential hazards, risk mitigation situations in which additional PPE may be required. For example, during grinding work a face shield and close-fitting eye wear (smoggles) must be worn as stated above.

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Prior to all work or change in activities, location and or climate, workers and supervision must complete and review a work method JHA and or a FLHA (Field Level Hazard Assessment) for task.

Employers on the project work sites will provide training for their personnel in the correct use of PPE. An auditable record of such training shall be maintained. Varying formats for recording training may be approved by the Project Site Manager.

Supervisory personnel are required to monitor work practices on a continuing basis, to ensure that all personnel wear (PPE) suitable clothing to the task being carried out.

5.0 ATTACHMENTS

None

6.0 REFERENCES

CSA Z94.3 Eye and face Protectors

ANSI Z87.1-2015 Standard

CSA Z96-09 – high visibility clothing

NFLD 5/12 Newfoundland and Labrador regulation 5/12

VBME – HSE plan chapter 7

#34-37 Manitoba high visibility safety apparel.

OO-SAP-SPI-23 Ontario high visibility safety apparel.

NAPG-OH-SPI-0004 – NAPG Hearing Conservation

NAPG-SAF-SPI-0012 NAPG dropped objects procedure.

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