



FIRE · SECURITY

APPENDIX A. Personal Protection Equipment (PPE) Safety Policy

Purpose

The purpose of this policy is to prevent injury and educate VSC Fire & Security, Inc. (VSC) employees on the selection, maintenance, and use of PPE that is required for specific tasks and known hazards associated with the installation, service or inspection of fire safety and alarm systems. It addresses training of VSC employees and monitoring of the policy to ensure its ongoing effectiveness.

Regulatory Scope

This policy considers OSHA regulatory requirements found under [29 CFR 1926, Subpart E](#) and [29 CFR 1910, Subpart I](#).

Provisions and Use of Equipment

VSC will provide and require that each affected employee uses the appropriate PPE for the head, face, eyes, ears, extremities, and torso, including protective clothing, protective shields, protective barriers, personal fall protection equipment, and lifesaving equipment, except as otherwise noted throughout this Policy. Responsibility for the expense associated with purchasing or maintaining PPE will conform to OSHA guidelines.

Employee-Owned Equipment

Where employees provide their own PPE, VSC requires that the equipment comply with all applicable OSHA and ANSI Standards and that the equipment is properly maintained, cleaned, sanitized, and appropriate for the job.

Design

All PPE will be of a safe design and constructed for the work performed. Selected PPE will meet applicable ANSI Standards.

Appropriate Attire for Work Areas

It is important that all VSC employees maintain a neat and clean appearance to project VSC's professional image and to maintain employee safety.

- Wear clothing that covers the entire leg (including ankle), midriff and shoulders.
- Wear shirts with a sleeve that extends, at minimum, to the middle of the bicep.
- Do not wear clothing that displays wording, graphics, or pictures that are offensive based on race, color, religion, national origin, age, sex, physical or mental disabilities, or any other factor protected by law.
- Do not wear abbreviated (cut-off) clothing including tank tops.
- Do not wear clothing with excessive holes or tears in pants or shirt.
- Do not wear loose-fitting garments, ties, or jewelry when operating power tools, machinery, rotating equipment, or while involved in material handling.
- Do not wear neck lanyards on the outside of clothing while in production areas where rotating equipment (i.e. saws, drills, conveyor belts, etc.) is present.
- Pants/slacks/trousers are to be of type and style that protects the leg from hazards commonly presented by physically demanding work common to the fire and life safety industry. VSC prohibits the use of loose fitting style pants, such as sleepwear, gym pants and loungewear.
- Do not wear polyester/synthetic (man-made) materials when performing hot work.

- Confine hair under the appropriate head protection or by equivalent means when using rotating tools or equipment, or when exposed to entanglement hazards.

In addition to this list, please see the PPE Requirements by Job Title section of this policy for additional specific requirements.

Note: For work within a VSC facility, where requirements for dress while undertaking a specific task is not addressed elsewhere in this Policy, please refer to the Employee Handbook for guidance. If the Employee Handbook is silent on a specific issue, please comply with the local dress code established by the management of your office.

Training

All affected employees who are required to use PPE will receive training on the following:

- What PPE is required.
- When PPE is required.
- How to properly put on, remove, adjust, and wear PPE.
- The limitation(s) of the PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

Each affected employee will demonstrate an understanding of the training and the ability to use PPE properly *before* performing work that requires use of the PPE.

Recordkeeping

VSC's Risk & Safety Department (Risk-Safety) will maintain record of PPE training. Records will include employee name, training topic, including course content and level of training, date of training, certification (where applicable), and date of future training to maintain trained status. Any employee who does not comply with this training, or causes an accident and/or injury that was preventable by wearing appropriate PPE will be subject to discipline, up to and including termination of employment.

Retraining

When Risk-Safety or Field Management has any reason to believe that a trained employee does not have the understanding and skill to use the required PPE, retraining will occur. Circumstances where retraining is required include, but are not limited to the following:

- Changes in the workplace that render previous training obsolete.
- Changes in PPE that renders previous training obsolete.
- Inadequacies in an affected employee's knowledge or use of assigned PPE that indicates the employee did not retain the requisite understanding or skill.

VSC will maintain record of PPE re-training that contains the following information: name of each employee trained, the date(s) of the training, the type of training the employee received, and any certifications issued.

Hazard Assessment and Equipment Selection by Service Performed

Conduct hazard assessments to determine if hazards are present, or are likely to be present. When elimination of the hazard is not possible, select optimal PPE for the exposure. V S C m a n a g e m e n t w i l l :

- Communicate hazard assessment findings to each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select PPE that properly fits each affected employee.
- Train employees on how to wear, use and maintain required PPE.
- Ensure affected employees properly use the identified PPE.

Complete a documented workplace and job specific hazard assessment (Activity Hazard Analysis "AHA") that identifies:

- The document as a certification of hazard assessment.
- The workplace evaluated.
- The person certifying the evaluation.
- The date(s) of the hazard assessment.
- The recommended PPE.

Hazards Unique to the Service Provided

Although there are hazards common to all VSC field employees, there are also hazards that are unique given the type of service provided. Sprinkler fitters, inspectors, alarm technicians, fire extinguisher/range hood technicians, forklift operators, warehouse employees and each of their helpers provide varying services and complete a multitude of tasks. Each type of service has unique

hazards associated with the job tasks and the work environment.

Inexperienced Employees – Green Hard Hat Program

Management at all levels have an obligation to ensure that employees who are new to the Fire Protection and Life Safety industry, or the construction industry in general, are properly trained and outfitted prior to exposing inexperienced employees to any hazards that are unique or specific to this industry. To ensure that management and co-workers can easily identify inexperienced individuals who require guidance and oversight, employees determined to be “inexperienced” by District Management for their subject job title will be issued a Green colored VSC hard hat.

Employees who demonstrate the ability to safely perform, independently, all aspects of a particular task wear white hard hats. Employees issued green hard hats will wear it until the employee’s Field Supervisor has determined that the employee has gained the required experience to wear a white hard hat.

There is no set time limit for an inexperienced employee to wear a green hard hat. The decision to assign a white hard hat is made on an individual basis. Management will base the decision on observations of an employee’s demonstrated ability to recognize hazards and perform job functions safely, as described throughout the Health and Safety Program.

PPE Selection Guidelines

VSC employees are responsible for the following:

- Assess the potential hazards associated with the particular job, the appropriate type of protective equipment that is available, and the protection that the equipment provides.
- Assess the hazards associated with the environment in which the PPE will be worn and exposed to and determine if any modifications and/or additional PPE is necessary due to those environmental conditions.
- Select the PPE that will ensure a level of protection that is greater than the minimum required to protect the employee from the hazard(s).

Fitting the Device

- All PPE must fit properly as outlined in the user’s manual provided by the manufacturer/distributor.

Defective and Damaged Equipment

- Remove defective or damaged PPE from service so that it is not used. Replace defective equipment. Base the decision to repair or replace damaged equipment on the condition.

PPE – Eye & Face Protection

General Requirements

- Use appropriate eye or face protection when exposed to eye or face hazards from flying or falling objects, particles or debris; molten metal; liquid chemicals; acids or caustic liquids; chemical gases or vapors; potentially injurious light radiation; and hazards created from the use of equipment or machinery.
- Safety Glasses protect your eyes from objects striking your eyes from the front and sides. The approved safety glasses must be labeled Z87.1 and have side shields. Note: *Safety glasses will not protect your eyes from liquids, splashes and vapors.*
- Goggles are designed to fit the face snugly to protect your eyes from impact, dust, liquids, splashes and splatters. Goggles need to be worn whenever cutting, grinding, drilling or working around splash hazards.
- Face Shields provide extra protection for extremely hazardous tasks such as welding, grinding, and saw cutting. They are required whenever performing these tasks. However, safety glasses must be worn together with face shields in order to provide adequate protection.
- Use equipment with filter lenses that have a shade number appropriate for the work being performed to protect from injurious light radiation.
- Use equipment with adequate optical density for the specific wavelength of the work being performed by a laser.
- Prescription Lenses - For employees who wear prescription lenses, protection shall be afforded by one of the following:
 - Wear eye protection equipment over the prescription lenses without disturbing the proper position of the prescription lenses or the protective eye equipment. Per OSHA, VSC will provide the eye protection equipment.
 - Wear prescription-lensed safety glasses. In accordance with OSHA requirements, employees who select this option are responsible for the expense to purchase prescription safety glasses, which shall be safety rated lenses with side shields.
- All eye and face protection will comply with ANSI Z87.1-2003, American National Standard Practice for Occupational and Educational Eye and Face Protection.

Care and Maintenance

Employees are responsible for the care and maintenance of eye and face protection as follows:

- Examine the eye and/or face protection prior to each use to look for conditions that limit its protective quality.
- Discontinue use of protective equipment and obtain a replacement if you identify cracks in the lens, excessive scratching, broken or bent frames, loose lens or missing or loose side shields.
- Store protective eye equipment (safety glasses, goggles, face shields) in a protective case or place when not in use.
- Do not place safety glasses face down on the lenses.
- Clean lenses frequently.

PPE – Head, Fall Protection, Foot , & Hand Protection

Head Protection/Fall Protection - General Requirements

- VSC will ensure that affected employees wear head protection on all construction projects at all times to protect from:
 - Impact and penetration hazards caused by falling objects, physical contact with overhead hazards or airborne debris.
 - Electric shock and burn.
 - Other hazards as identified through AHA's (Activity Hazard Assessments).
- No modification or unapproved accessories to hard hats are permitted.
- Do not cover the VSC logo or safety shield with stickers.
- Wear hard hats only with the bill to the front. Do not wear hard hats backwards.
- To ensure your safety & VSC's compliance with federal standards, employees must wear only company issued hard hats.
- Document Inspection monthly and replace 5 years after manufactures date.

Care and Maintenance

Employees are responsible for the care and maintenance of head protection. Prior to each use, the employee will examine both the hard hat and suspension for the following conditions:

- Cracks, nicks, cuts, dents, gouges, and any damage caused by impact penetration, abrasions or rough treatment.
- Excessive paint peeling or cuts in the shell that may limit its protective properties.
- Tears, rips, worn spots in the suspension and malfunctions to the adjustable ratchet.
- If the hard hat is made of thermoplastic (polyethylene, polycarbonate) materials, inspect the shell for stiffness, brittleness, fading, dullness of color, or a chalky appearance.

If the shell exhibits any of these conditions or if it is obviously otherwise damaged, remove it from service and replace it immediately.

Foot Protection - General Requirements

- VSC requires that all affected employees wear protective footwear when working in areas where there is a danger of foot injuries such as falling or rolling objects, hot work, objects piercing the sole, and feet exposed to electrical hazards.
- Impact resistant protective footwear shall comply with American National Standards Institute (ANSI) Z41.1-1967 (OSHA Part 1926) or (ANSI) Z41.1-1991 & 1999 (OSHA Part 1910) and provide adequate protection against the known hazards.
- Note: Employees *exposed to electrical hazards must never wear conductive shoes!*

Care and Maintenance

Employees are responsible for the care and maintenance of their safety shoes. Employees will routinely inspect their safety shoes. If deficiencies exist employees are required to purchase a new pair of safety shoes.

Hand Protection - General Requirements

- Risk-Safety will perform a hazard assessment and ensure that each affected employee has the proper hand protection for the task performed to protect against injuries such as cuts, abrasions, punctures, burns, chemical irritants, etc.
- Employees will not wear loose fitting gloves while operating moving machinery or rotating equipment where there is the possibility of catching a part of the glove in a moving part.
- When using tools and equipment, employees will comply with hand protection requirements recommended by the manufacturer to reduce the risk of hand injuries.
- When exposed to hazardous chemicals, employees will wear hand protection as required by the manufacturer in the Safety Data Sheet (SDS) for the chemical(s). SDS are available from your VSC district office.

Care and Maintenance

Employees are responsible for the care and maintenance of their hand protection. Prior to each use, the employee will examine the hand protection (e.g. gloves) for cuts or tears that compromise the integrity of the protection. When defects exist, the employee is required to obtain a replacement pair of gloves to protect against the hazard(s).

Gloves worn to protect against hazardous chemicals require immediate disposal after use if required by the chemical's SDS.

PPE – Lifesaving Equipment

General Requirements

- **SAFETY VESTS**
 - Employees will wear high-visibility reflective safety vests when the job site environment or task limits their visibility.
 - Class 2 vests are required when employees are:
 - Engaged in night work;
 - Working in reduced visibility conditions due to weather or other factors that reduce illumination of the work area;
 - Exposed to vehicular or mobile/heavy equipment traffic;
 - Engaged in loading/unloading operations or other hazardous activities that expose employees to moving equipment or machinery operated by another individual.
 - When fall protection is also required, the safety vest must be designed and worn to allow full deployment of the fall arrest or restraint lanyard during a fall. Interference by the safety vest can cause ineffective deployment of the lanyard, which can lead to injury or death.
- **PERSONAL FLOTATION DEVICES (PFD)**
 - When continuous fall protection is absent, no matter how briefly, employees working over or near water, where the danger of drowning exists, must wear a U.S. Coast Guard approved (marked Type I PFD or Type III PFD) life jacket or buoyant work vest.
- **LIFE SAVING SKIFF; RING BUOYS**
 - When the danger of drowning exists, regardless of whether fall protection is present, at least one life saving skiff and ring buoys shall be immediately available.
 - Ring buoys shall have at least 90 feet of line and shall be readily available for emergency rescue operations.
 - The distance between rescue buoys shall not be greater than 200 feet.

Care and Maintenance

Employees are responsible for the care and maintenance of their personal flotation device. Prior to and after each use, inspect personal flotation devices for the following:

- Dry rot
- Chemical damage
- Any defects that may affect their strength and buoyancy

When deficiencies are found discontinue use and return the flotation device to your manager for replacement.

PPE – Electrical Protective Equipment

General Requirements

- VSC requires that all insulating blankets, matting, covers, line hoses, gloves, and sleeves *made of rubber* meet standard requirements set forth in 29 CFR 1910.137. & ARC FLASH/NFPA 72. For additional information, refer to *Appendix G. Electrical Safety Policy* of the VSC Health & Safety Program.

Manufacturing and Marking

Insulating blankets, matting, covers, line hoses, gloves, and sleeves *made of rubber* will meet the following and each item will be clearly marked as:

- Class 0 equipment – Class 0
- Class 1 equipment – Class 1
- Class 2 equipment – Class 2
- Class 3 equipment – Class 3
- Class 4 equipment – Class 4
- Non-ozone resistant equipment other than matting – Type I
- Ozone resistant equipment other than matting – Type II

- Other relevant markings such as the manufacturer’s identification and the size of the equipment will also be provided.

Care and Maintenance

Employees are responsible for the care and maintenance of their electrical protective equipment by following these requirements:

- Inspect electrical protective equipment for damage prior to each use.
- Inspect electrical protective equipment immediately after any incident that may have damaged the equipment.
- Do not use insulating equipment that has a Hole, Tear, Puncture, Cut or embedded Foreign Object.
- Do not use insulating equipment if texture changes such as swelling, softening, hardening, stickiness/tackiness or non-elasticity is found during the inspection.
- Do not use insulating equipment if any other defect that damages the insulating properties is found. Remove insulating equipment found to have defects from service and return to your manager for replacement or repair.

All repaired electrical equipment will be retested before employees use it. VSC will certify and document that all repaired equipment has been retested in accordance with standard testing procedures.

PPE Requirements by Service/Job Title

Sprinkler Fitters and Sprinkler Fitter Helper (Construction & Service)

Sprinkler Fitters and Helpers working in construction environments are subject to requirements established under OSHA’s Construction Industry standard, Part 1926. Sprinkler Fitters and Helpers providing Service, when working in non-construction environments, are subject to OSHA General Industry standard, Part 1910.

PPE	OSHA 1910 (Service)	OSHA 1926 (Construction)
Hard Hats	Must be worn at all times	Must be worn at all times
Safety Glasses	Must be worn at all times	Must be worn at all times
Goggles or Face Shields	Must be worn when: <ul style="list-style-type: none"> • Drilling, cutting or grinding materials that create flying debris such as concrete, wood or metal. • Engaged in job tasks that involve overhead work with the potential for fall debris. • When working with anti-freeze systems due to the potential for splash or discharge of these chemicals. • When working near, or exposed to airborne debris or hazardous chemicals created from production and manufacturing processes or procedures in customer facilities. 	Must be worn when: <ul style="list-style-type: none"> • Drilling, cutting or grinding materials that create flying debris such as concrete, wood or metal. • Engaged in job tasks that involve overhead work with the potential for fall debris. • When working with anti-freeze systems due to the potential for splash or discharge of these chemicals. • When working near or exposed to airborne debris created by other trades or hazardous chemicals used by other trades.
Protective Footwear	<ul style="list-style-type: none"> • <u>Permitted</u>: Steel or composite safety toed over the ankle construction shoes (boots). • <u>Never permitted</u>: Tennis shoes, soft-sided loafer style shoes or open-toed shoes. 	<ul style="list-style-type: none"> • <u>Permitted</u>: Steel or composite safety toed over the ankle construction shoes (boots). • <u>Never permitted</u>: Tennis shoes, soft-sided loafer style shoes or open-toed shoes.
Hand Protection Type 2 Cut Resistant Work Gloves required. (Type 2 is the minimum requirement) [The adjacent columns provide common examples of specific situations when Gloves must be worn. This is	<ul style="list-style-type: none"> • Handling materials with sharp or pointed edges. • Removing banding straps from bundled material. • Cleaning up metal shavings from pipe fabrication debris. • Installing, removing or demoing material near sharp objects. (e.g. duct work, unistrut, ventilation ducts, other utilities, ceiling suspension wires, and all thread bar supports “trapeze” for pipe) 	<ul style="list-style-type: none"> • Handling materials with sharp or pointed edges. • Removing banding straps from bundled material. • Cleaning up metal shavings from pipe fabrication debris. • Installing, removing or demoing material near sharp objects. (e.g. duct work, unistrut, ventilation ducts, other utilities, ceiling suspension wires, and all thread bar supports “trapeze” for pipe)

not an all-inclusive list.] Note: Do not wear loose fitting Gloves while operating moving machinery or rotating equipment as the glove can be pulled into the part.	<ul style="list-style-type: none"> Reaching into or climbing in overhead areas with inadequate lighting or visual obstructions, including attics, crawl spaces and mezzanines. Moving and sorting through material by hand in vehicles or tool box to access items. Using box cutters to open material or to cut plastic seals and zip ties. 	<ul style="list-style-type: none"> Reaching into or climbing in overhead areas with inadequate lighting or visual obstructions, including attics, crawl spaces and mezzanines. Moving and sorting through material by hand in vehicles or tool box to access items. Using box cutters to open material or to cut plastic seals and zip ties.
Safety Vests	Must be worn at all times. Note: Class 2 reflective safety vest must be worn when required by GC or Owner, or required by task (e.g. night work, working near traffic, near heavy equipment, etc.). Otherwise, fluorescent colored shirt or jacket can be worn instead of a safety vest, but the fluorescent clothing must remain fully visible.	
Hearing Protection	Required as exposure to noise level dictates. This includes high noise levels created by other contractors. Noise levels will be identified during the Activity Hazard Analysis (AHA) process. Refer to <i>Appendix J. Hearing Protection Safety Policy</i> for detailed requirements.	
Personal Fall Arrest System/Body Harness	<ul style="list-style-type: none"> Must be used when on a walking/working surface (horizontal or vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level. This includes stairwells with missing handrails. Refer to <i>Appendix D. Fall Protection Safety Policy</i> for detailed requirements. 	
Respiratory Protection	<ul style="list-style-type: none"> An AHA, including review of Safety Data Sheets (SDS) for any chemicals or airborne chemicals, must be completed in order to determine the required PPE. Refer to <i>Appendix K. Respiratory Safety Policy</i> for detailed requirements. 	

Footnote: VSC will comply with any additional General Contractor (GC) or owner PPE requirements agreed to by contract or posted at the jobsite by the GC or Owner, provided the requirements do not violate the applicable OSHA regulations(s).

Inspector – Fire Sprinkler Systems (Inspection & Testing)

Inspectors are subject to the requirements established in OSHA’s General Industry standard, Part 1910. *However, inspections conducted in construction environments are subject to OSHA’s Construction Industry standard, part 1926. You are required to follow the PPE requirements outlined for Sprinkler Fitter-Construction when you conduct inspection or testing services in a construction environment.*

PPE	OSHA 1910
Hard Hats	To be worn when there is potential for your head to make physical contact with overhead objects.
Safety Glasses Note: Inspectors perform the adjacent list of tasks. The list is not all-inclusive. When Inspectors perform other tasks that present hazards to the eyes, at minimum, Safety Glasses must be worn.	Wear Safety Glasses when conducting the following tasks: <ul style="list-style-type: none"> Backflow Test Fire Pump Test When using hand tools Inspecting fluid levels in batteries Removing ceiling tiles or any overhead objects Removing or accessing subfloor systems Occupying utility vaults When required by the customer
Goggles or Face Shields	Must be worn when working with chemicals or conducting a task with a splash hazard such as: <ul style="list-style-type: none"> Checking battery fluid levels on diesel pumps Topping off a foam tank after a test Exposure to corrosion inhibitors Testing anti-freeze systems <p>Note: When working with or around chemical products follow the SDS guidelines for the product.</p>
Protective Footwear	<ul style="list-style-type: none"> Wear impact resistant safety toed footwear per ANSI Z41. <u>Never permitted:</u> Tennis shoes or open-toed style shoes. <p>Note: Where the job task involves exposure or contact with electrical panels, wiring or any other conductive electrical device(s), footwear must be non-conductive. No steel-toed footwear allowed.</p>

Hand Protection Type 2 Cut Resistant Work Gloves required. (Type 2 is the minimum requirement)	Specific situations when Gloves are to be worn include, but not limited to: <ul style="list-style-type: none"> • Conducting Fire Pump Test. • Handling materials with sharp or pointed edges. • Reaching into or climbing in overhead areas with inadequate lighting or visual obstructions, including attics, crawl spaces and mezzanines. • Moving and sorting through material by hand in vehicles or tool box to access items. • Using blades, knives, box cutters or other sharp edged instruments.
Hearing Protection	Ear Plugs or other hearing protection required when exposed to mechanical areas or industrial processes >85 decibels. Refer to <i>Appendix J. Hearing Protection Safety Policy</i> for details.
Personal Fall Arrest System/Body Harness	Must be used when on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level. This includes stairwells with missing handrails. Refer to <i>Appendix D. Fall Protection Safety Policy</i> for detailed requirements.
Respiratory Protection	An Activity Hazard Analysis (AHA) for any chemical or airborne contaminant exposure, including review of applicable Safety Data Sheets (SDS), must be completed in order to determine required PPE. Refer to <i>Appendix K. Respiratory Safety Policy</i> for detailed requirements.
Electrical Shock Exposure	Before performing tasks in any electrical panel or on equipment with exposed circuits, employees will review and comply with PPE requirements specified in <i>Appendix G. Electrical Safety Policy</i> , and <i>Appendix H. Lockout/Tagout Safety Policy</i> , and/or requirements provided in approved <i>Arc Flash Awareness</i> training programs.

Footnote: When conducting service in industrial or manufacturing facilities, all VSC employees will comply, at a minimum, with the PPE requirement established by the customer, as long as those minimums are not below the applicable OSHA regulation(s).

Alarm Technician and Alarm Helper

Alarm employees are subject to the requirements established in OSHA’s General Industry standard, Part 1910. *However, alarm installation and service conducted in construction environments are subject to requirements established in OSHA’s Construction standard, Part 1926.*

PPE	Service & Inspection (OSHA 1910)	Construction (OSHA 1926)
Hard Hats	<ul style="list-style-type: none"> • Wear a hard hat when there is any potential for your head to make physical contact with overhead objects. 	<ul style="list-style-type: none"> • Must be worn at all times.
Safety Glasses must be worn when conducting tasks presented in the adjacent column: (Note: The list is not “all inclusive”. For other tasks that present hazards to the eyes, Safety Glasses, Goggles or Face Shield must be worn as the hazard requires)	<ul style="list-style-type: none"> • Fire Pump Test • Using hand tools • Inspecting fluid levels in batteries • Removing ceiling tiles or any overhead objects • Removing or accessing subfloor systems • Occupying utility vaults • When required by customer 	<ul style="list-style-type: none"> • Must be worn at all times
Protective Footwear	<ul style="list-style-type: none"> • Impact resistant safety toed footwear per ANSI Z41. • Never permitted: Tennis shoes or open-toed style shoes. • <u>Note:</u> When working on construction jobsites, OSHA 1926 requires that you wear composite or steel toed over the ankle, construction style boots. <p><i>Attention:</i> Where the job task involves exposure or contact with electrical panels, wiring, or any other conductive electrical device(s), wear only non-conductive footwear!</p>	

Hand Protection	Type 2 Cut Resistant Work Gloves required. (Type 2 cut rating is the minimum requirement) Specific tasks when Gloves are to be worn include, but not limited to: <ul style="list-style-type: none"> • Fire Pump Test. • Handling materials with sharp or pointed edges. • Reaching into or climbing in overhead areas with inadequate lighting or visual obstructions including attics, crawl spaces and mezzanines. • Moving and sorting through material by hand in vehicles or tool box to access items. • Using blades, knives or other sharp edged instruments. <p>Note: When tasks expose employees to electrical hazards, rubber insulating gloves or gloves specifically rated to work around electrical hazards are to be worn. Refer to <i>Appendix G. Electrical Safety Policy</i> for detailed requirements.</p>
Safety Vests	<ul style="list-style-type: none"> • Must be worn when working in construction environments subject to OSHA 1926 standards; • Otherwise, you can wear florescent colored shirts or jackets.
Hearing Protection	<ul style="list-style-type: none"> • Required when working in mechanical areas, around industrial processes or other equipment that creates exposure to noise levels in excess of 85 decibels. Refer to <i>Appendix J. Hearing Protection Safety Policy</i> for detailed requirements. • As an example, a typical fire alarm emits decibels in a range of 65dB to 120 dB. Refer to <i>Appendix J.</i> to determine PPE requirements when conducting Alarm testing that exposes you to noise levels that require the use of Ear Plugs or an alternative form of PPE determined through the completion of a noise survey study and/or Activity Hazard Analysis (AHA).
Personal Fall Arrest System/Body Harness	<ul style="list-style-type: none"> • Must be used when on a walking/working surface (horizontal or vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level. This includes stairwells with missing handrails. Refer to <i>Appendix D. Fall Protection Safety Policy</i> for detailed requirements. • Must be used when occupying a Mobile Elevated Work platform (MEWP). Refer to <i>Appendix O. MEWP Safety Policy</i> for additional requirements.
Respiratory Protection	<ul style="list-style-type: none"> • Complete an AHA and review Safety Data Sheets (SDS) for any chemicals or airborne chemicals to determine the required PPE. Refer to <i>Appendix K. Respiratory Safety Policy</i> for detailed requirements.
Electrical Shock Exposure	Before performing tasks in any electrical panel or on equipment with exposed circuits, employees will review and comply with PPE requirements specified in <i>Appendix G. Electrical Safety Policy</i> , and <i>Appendix H. Lockout/Tagout Safety Policy</i> , and/or requirements provided in approved <i>Arc Flash Awareness</i> training programs.

Footnote: When conducting service in industrial or manufacturing facilities, all VSC employees will comply, at a minimum, with the PPE requirement established by the customer, as long as those minimums are not below the applicable OSHA regulation(s).

Fire Extinguisher/Range Hood Technician

Fire Extinguisher/Range Hood Technicians face unique hazards as they perform service work in customer facilities, as well as when recharging pressurized fire protection systems at workstations located within the customer facility, at the VSC warehouse, or in a mobile workstation. When conducting this type of service work the following information provides the minimum PPE to use.

PPE	Requirements
Hard Hats	Hard Hat required when: <ul style="list-style-type: none"> • Working with contents under pressure. • When pressurizing contents. • Working in environments with the potential for your head to make physical contact with overhead objects or to be struck by a falling object(s). • Required by the owner or contractor.
Eye/Face Protection	Protection required when conducting tasks or operating equipment that have the potential for eye injury. <ul style="list-style-type: none"> • <u>Face Shield & Safety Glasses</u> must be worn when charging suppression systems. • <u>Goggles</u> must be worn when refilling Kitchen Suppression Cylinders.

	<ul style="list-style-type: none"> • <u>Chemical Goggles</u> must be worn when charging fire extinguishers. • <u>Goggles</u> must be located in designated charging station at all times.
Respiratory and Skin Protection	<ul style="list-style-type: none"> • N95 Dust Mask – when charging fire extinguishers. Note: Individual masks will be located in the designated charging station at all times for each employee engaged in charging process. • Charging suppression systems – you must wear respiratory protection stated in the Safety Data Sheet (SDS) for the specific chemical(s) used in the charging process. • For protection against skin exposure while charging suppression systems, employees will comply with all protection requirements established by the SDS for the specific chemical(s) used. • Wear nitrile, latex or similar gloves and coveralls to prevent skin contact with dry chemical agent(s).
Hand Protection	<p>At minimum, Type 2 cut resistant gloves are required when:</p> <ul style="list-style-type: none"> • Handling materials with sharp or pointed edges. • Moving and sorting through material by hand in vehicles or tool box to access items. • Using blades, knives or other sharp edged instruments. • Reaching into or climbing in overhead areas with inadequate lighting or visual obstructions.
Protective Footwear	<ul style="list-style-type: none"> • Wear impact resistant safety toed footwear per ANSI Z41. • <u>Never permitted</u>: Tennis shoes or open-toed style shoes. <p>Note: Where the job task involves exposure or contact with electrical panels, wiring or any other conductive electrical device(s), footwear must be non-conductive. No steel-toed footwear allowed.</p>
Additional Requirements	<ul style="list-style-type: none"> • Technicians who perform tasks involved with cleaning, maintenance and refilling extinguishers at VSC facilities must do so in a designated workstation isolated from other shop activities and personnel. • When working within any customer facility employees will comply, at minimum, with the PPE requirements that exist at that facility provided those minimums are not less than the applicable OSHA regulations. • Technicians assigned to construction projects will follow PPE requirements established for work at that construction project site, as long as requirements do not violate applicable OSHA regulations.

Shop and Warehouse Employees

VSC Employees who work in and around VSC Shop and Warehouse facilities moving equipment and material, performing equipment repairs on products, materials, or warehouse structures, or who operate forklifts, must wear PPE appropriate for each procedure.

PPE	Requirements
Hard Hats	<ul style="list-style-type: none"> • Required when retrieving or moving items by hand from storage shelving, from bins or moving stacked materials where loose items can potentially fall from overhead.
Eye/Face Protection	<ul style="list-style-type: none"> • <u>Safety Glasses</u> must be worn when completing tasks or operating equipment that has the potential for eye injury due to falling objects or debris, projectiles, or airborne particles. • <u>Goggles with Face Shield</u> must be worn when cutting, grinding, drilling or working around splash hazards. • Performing Hot Work – wear eye protection and/or shields specifically designed to protect against the generated hazard(s).
Hand Protection	<ul style="list-style-type: none"> • Type 2 cut resistant work gloves when handling materials with sharp or pointed edges.
Safety Vest	<ul style="list-style-type: none"> • Wear a reflective safety vest for optimal visibility when acting as a spotter during material handling operations.
Fall Protection	<ul style="list-style-type: none"> • When retrieving, stocking or arranging materials in overhead storage areas of elevated shelving, mezzanine floor or decking not equipped with handrails, fall protection must be worn as outlined in <i>Appendix D. Fall Protection Safety Policy</i>.
Protective Footwear	<ul style="list-style-type: none"> • Steel or composite safety toed, over the ankle construction shoes (boots). • <u>Never permitted</u>: Tennis shoes, soft-sided loafer style shoes or open-toed style shoes.
Additional Requirements	<ul style="list-style-type: none"> • Forklift Operator: Must wear PPE outlined in this PPE document as well as any additional PPE identified in <i>Appendix I. Forklift Safety Policy</i>. • Performing Fire Extinguisher charging or other charging services, employees must comply

	<p>with PPE requirements outlined for VSC Fire Extinguisher/Range Hood Technicians.</p> <ul style="list-style-type: none">• Construction Site presence – when employees are on a construction site to deliver or unload material, they must follow PPE requirements established by the GC or Owner.• Delivering/Unloading material to an industrial or manufacturing facility, employees will comply, at minimum, with the PPE requirements in place at that facility, as long as the requirements do not violate applicable OSHA regulations.
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