

4. Personal Protective Equipment (PPE) Program

Required by: HRE Internal

Hatch River Expeditions is committed to providing its employees with the safest working conditions possible. HRE trains each of its employees in any hazards they may encounter in the course of their jobs and how to properly protect themselves. Whenever possible, HRE makes sure to use other types of controls (such as engineering or administrative controls) to eliminate, reduce, or mitigate hazards before relying on PPE. However, there are some circumstances in which PPE can provide further protection to employees as they perform certain duties. PPE may be used in such circumstances to shield or isolate an individual from chemical, physical, biological, or other hazards that may be present in the workplace.

Hazard Assessment

Each time a new process, work practice, or procedure is introduced in the workplace or an existing work practice is substantially changed, the Safety Committee will perform a Job Hazard Analysis to determine what hazards may be present while performing that task. The Safety Committee will then make determinations about what types of hazard controls are most appropriate, keeping OSHA's hierarchy of controls in mind.

PPE will be required or recommended when other controls are not able to completely abate the hazards associated with a particular task.

PPE Selection

The Safety Committee is responsible for researching and choosing PPE appropriate for the hazards it is meant to protect against. PPE selection best practices are as follows:

- Understand the capabilities and limitations of any PPE being considered for use at HRE.
- Choose PPE that provides a level of protection greater than the minimum required.
- Choose PPE that comes in a variety of sizes or that can be fitted to an individual to ensure that it can be comfortably used by an employee who needs it.
- Whenever possible and reasonable, choose PPE that can be used for a variety of tasks throughout the facility rather than PPE that is specialized to a single task.

PPE Cleaning and Maintenance

It is the responsibility of the employee who uses or is assigned a piece of PPE to ensure that it is properly cleaned and maintained. PPE should be inspected and cleaned before use and before returning it to its proper storage place.

If a piece of PPE is in need of repair or replacement, the employee should not use that item and should report it to the Warehouse Manager immediately. If there is not a Manager on Duty to report to right away, the employee should pull that item out of rotation and label it as being in need of repair or replacement so that no other employee attempts to use the item, then inform the Warehouse Manager as soon as they are able.

Under no circumstances should an employee attempt to use PPE that is not able to perform its intended function due to damage or disrepair. Contaminated PPE that cannot be decontaminated must be disposed of following appropriate Hazardous Waste Management procedures.

PPE Training

All employees are trained in the proper use of PPE appropriate to their duties prior to being allowed to work. Because the types of PPE used vary depending upon the individual task and the hazards present, PPE training is included within the training processes for those particular tasks.

Improper Use of PPE

If an employee is found to be using PPE improperly, they will be retrained in its proper use. If the circumstances of improper PPE use are found to be extreme in nature or if the employee has been trained multiple times in proper use of a piece of PPE and continues to misuse that PPE, that employee may face disciplinary action under the Progress Discipline guidelines described in the HRE Employee Handbook.