

Personal Protective Equipment Standard

Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 1 of 11

PURPOSE

The purpose of the Personal Protective Equipment (PPE) Standard is to provide employees, subcontractors and visitors guidance on Hundseth Powerline Construction approved PPE. Personal protective equipment is the last line of defense and will be used in conjunction with other controls.

SCOPE

This Administrative Procedure applies to all divisions within Hundseth Power Line Construction herein to referred to as “Hundseth,” “HPL” or the “Company.”

DEFINITIONS

Personal Protective Equipment (PPE): Clothing and other work accessories that provide a barrier between the worker and the workplace hazard.

ROLES & RESPONSIBILITIES

All employees, subcontractors, and visitors shall wear a minimum CSA Approved:

- Class E, Type 1 hard hat
- Safety Glasses
- Steel Toe Boots
- High Visibility Clothing

on all HPL jobsites or potential jobsites that may be required for work tasks in the shop, yard, or office. The daily or project Hazard Aspect and Risk Assessment will determine the type of additional personal protective equipment to use to complete your job task.

All employees are required to maintain, inspect, and launder all HPL supplies personal protective wear. All employees must follow the guidelines listed in this standard and follow the proper procedure on obtaining the proper PPE.

All supervisors must follow this standard, and the steps listed below on obtaining the proper personal protective wear for their employees.

All personal protective equipment not listed in this standard or to change an item in this standard must be approved by the Health, Safety, Environment and Training department prior to implementation.

All employees will take reasonable measures to care for the PPE provided.

All employees, subcontractors and visitors must obtain the proper personal protective equipment for the hazard they are exposed to such as:

- A. Head Hazards – Head Protection
- B. Ear Hazards – Ear Protection

Personal Protective Equipment Standard

Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 2 of 11

- C. Eye/ Face Hazards – Eye/ Face Protection
- D. Lung Hazards – Respiratory Protection
- E. Skin Hazards – Skin Protection – High Visibility Clothing
- F. Hand Hazards – Hand Protection
- G. Fall Hazards – Fall Protection – Safety Harness or Lanyard
- H. Foot/ Leg Hazards – Foot/ Leg Protection
- I. Slip Hazards – Ice Cleats
- J. Bug, Insect & Arachnid/UV Ray Hazards – Bug, Insect & Arachnid Deterrent & Sunscreen
- K. Other Hazards Not Listed – Other Personal Protective Equipment
- L. Pandemic Hazards – Pandemic Personal Protective Equipment

To obtain more information for the type or requirement please see the proper selection listed below.

PROCEDURE

All reasonable measures should be taken to control or eliminate hazards in the workplace. The proper use of Personal Protective Equipment (PPE) provides an additional degree of protection against harm or injury in the workplace and therefore its importance must not be underestimated. All PPE will be inspected daily and documented on the Hazard Aspect & Risk Assessment (HARA), and yearly on the PPE Inspection form. Specialized PPE will be inspected yearly by a competent inspector and documented on the PPE Inspection form.

All defective PPE will be removed from service and replaced with PPE in good condition or repaired by a competent and qualified individual.

Prior to commencing work:

- All PPE must be obtained and worn by all employees
- All PPE must be stored in a clean, secure location that is readily accessible and know by all employees
- All employees must be informed on the reasons why the personal protective equipment is required to be used and of the limitations of its protection by the Hazard Aspect and Risk Assessment.
- All PPE must have a suitable, adequate, and proper fit for all employees
- All PPE must be inspected and removed from service if damaged

A. Head Protection

All employees, subcontractors of visitors who are exposed to head hazards shall wear CSA approved head protection determined by your HARA. Your hard hat should never be too tight,

Personal Protective Equipment Standard		
Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 3 of 11

too loose or irritate the skin or any other ppe item such as safety glasses or earmuffs and must not compromise the safety elements of the hat.

Issuance	All employee’s will be issued an approved CSA – Class E, Type I hard hat prior to commencing work. All visitors and auditors will be provided with an HPL hard hat as required.
Requirement	All employees, subcontractors, and visitors shall wear an approved Hard Hat while working or visiting an HPL jobsite. Hard hats may also be a requirement in HPL yards and shops as determined by the Hazard Aspect and Risk Assessment.
Maintenance	<p>Always follow manufacture’s guidelines. All employees are responsible for the daily care, inspection, and maintenance of their issued hard hat. A daily inspection of the shell, headband, suspension system and other accessories. These inspections should focus on finding cracks, tears, punctures, holes, and any other damage. The headband must not be stretched or worn out and the hat should always fit well and comfortably.</p> <p>Storing the head protection in a safe place (away from the sun and extreme temperatures) where it won’t get damaged.</p> <p>Avoid contacts with paints, paint thinners or corrosive cleaning agents, which can weaken the shell of the hard hat and eliminate the electrical resistance.</p> <p>Do not drill holes in the hard had and avoid applying labels or stickers on to the hard hat unless they won’t reduce the integrity of the protection and are hard hat safe.</p>
Replacement	<p>Always follow manufacture’s guidelines. All defects found on a hard had should be followed by immediate removal from service. Defects may include but not limited to:</p> <ul style="list-style-type: none"> • Cracking and perforation • Deformity of the brim or shell • Indication of exposure to heat, chemicals, ultraviolet light and radiation (exhibited by chalking or flaking) combined with loss of surface gloss <p>If your hard had receives a heavy blow, it shall be replaced immediately even if there is no visible damage.</p> <p>Hard hat shells are required to be replaced every 5 years as per manufacturers recommendations.</p>

Personal Protective Equipment Standard

Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 4 of 11

	Suspensions are required to be replaced yearly as per the manufacturer's recommendations.
--	---

B. Ear Protection

All employees shall use hearing protection for the proper type of work being performed, determined by the Hazard Aspect and Risk Assessment.

Issuance	<p>All hearing protection, ear plugs or muffs, will be issued where hearing protection is required by the supervisor. It is the employee's responsibility to obtain and use the appropriate ear protection from their supervisor.</p> <p>Things to consider when selecting your hearing protection:</p> <ul style="list-style-type: none"> The device must attenuate the noise to a level not greater than 80dBA Weight For earmuffs and ear canal caps – the clamping force Suitability for use with other personal protection equipment (helmets, safety glasses, etc.) Acceptability to the wearer <p>Refer to the Hearing Conservation Policy for more information.</p>
Requirement	Every employee shall use protective ear protection for the proper type of work being performed determine by the Hazard Aspect and Risk Assessment.
Maintenance	Always follow the manufacturers maintenance guidelines. Personal hearing protectors must be regularly inspected and maintained to ensure they remain in good, clean condition. The inspections should check that earmuff seals are undamaged, and the tension of the headband is not reduced. Wipe the entire headset or plug with a soft cloth soaked in warm water with a mild liquid detergent. Cleaning substances like bleach, solvents or cleaning sprays should never be used. Do not store earmuffs in temperatures above 55°C.
Replacement	Always follow manufacture's guidelines and requirements. Earmuff cushions shall be replaced in accordance with the manufacturer's instructions or as soon as they lose their shape, become hard or brittle, show evidence of cracks or otherwise lose their performance qualities. CSA recommends all hearing protection cushion be changed out every six months and the entire earmuff should be replaced every two years. Reusable

Personal Protective Equipment Standard

Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 5 of 11

earplugs should be replaced every 2-4 weeks and foam earplugs should be replaced every 5 days.

C. Eye/ Face Protection

Issuance	Protective eye and face protection is supplied and available for all employees. It is each employee's responsibility to obtain and wear the proper personal protective equipment for his or her protection. All eye and face protection must be approved for the task being conducted.
Requirement	Every employee shall use protective eye/face protection for the proper type of work being performed determine by the Hazard Aspect and Risk Assessment.
Maintenance	The manufacturer's instructions for cleaning eye and face protection should be followed. Wash the protection thoroughly with non-abrasive soap or detergent and warm water using a soft cloth, rinse and dry. Avoid substances that will scratch the surface or lenses.
Replacement	If your eye or face protection is lost or damaged the employee is to notify their supervisor to obtain replacement.

D. Respirator Protection

Issuance	Respirators with appropriate filters and/or cartridges for specific tasks are available HPL stores when required. Face piece sizes vary and must be fitted for everyone. All employees who require a respirator must be clean shaven to provide a proper seal. All employees who require an AP respirator must be fit tested by a qualified person that is documented prior to commencing work.
Requirement	All employees shall use approved respirator protection of the proper type for the work being performed, determined by the Hazard Aspect and Risk Assessment when: <ul style="list-style-type: none"> • Working in an environment where there are recognized high concentration of harmful foreign matter in the air. • Any type of spray-paint applications. • Working directly around airborne particles Nuisance masks are permitted when non-oil dusts and mists are in low concentration.
Maintenance	Always follow manufacture's guidelines and requirements. All employees issued respirator protection are responsible for the care, inspections, and maintenance of the respirator.
Replacement	Always follow manufacture's guidelines and requirements. Replace the cartridge filter as soon as you can detect the containment by taste or smell. The filter should also be replaced as per the expiry date of the filter stamped by the manufacturer. Once the filter is opened, it should compulsorily be changed within 6 months, even if it is not used.

Personal Protective Equipment Standard		
Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 6 of 11

E. Skin Protection: High Visual Arc/FR Clothing

Issuance	<p>Issued clothing can include but may not be limited to:</p> <ul style="list-style-type: none"> • 4 long sleeve high visual Arc/FR jerseys – re-issued as required. • One of the following: 2 high visual Arc/ FR bib-overalls – reissued as required or 2 high visual Arc/FR pants – reissued as required or 1 high visual Arc/FR bib-overalls and 2 high visual Arc/FR pants – reissued as required • 1 high visual Arc/ FR winter jacket – reissued as required • 1 high visual Arc/FR hoodie - reissued as required • 1 high visual Arc/FR winter or double lined bib-overall - reissued as required • 1 Arc/FR balaclava or helmet liner and a neck gator– as required - reissued as required <p>** All PPE worn must be Arc/FR rated. All undergarments must be 100% cotton or Arc/FR rated. **</p>
Requirement	All employees shall use protective High Visual/ Arc FR clothing supplied by HPL for the proper type of work being completed determined by the HARA.
Maintenance	Always follow manufacture’s guidelines and requirements. All employees are responsible for the care, inspections, maintenance and washing of company issued clothing. Check the tags to see which colours FR clothing can be washed with and if it can be dried in the sunlight. Do NOT use chlorine bleach or detergents containing bleach. Do NOT use hydrogen peroxide. Do NOT use fabric softeners. All repairs made to FR clothing must be made using FR fabrics and components that are comparable to those used in the garment’s original manufacturing. Garments that are properly repaired can be safely worn again, garments that are not, can not be put back in service.
Replacement	Always follow manufacture’s guidelines and requirements. All requests should be completed through their manager on a “PPE Request form” in eCompliance and approval will be sent to the distributor? Clothing must be returned when exchanged for new items. Items lost or stolen should be reported using an HPL Good Catch, Near Miss & Incident Report Form – HPL-FOR-HSET-504.

F. Hand Protection

Issuance	Protective gloves will be issued by HPL where hand protection is required.
Requirement	<p>It is the employee’s responsibility to obtain the proper protective hand wear. Types currently approved by HPL are:</p> <ul style="list-style-type: none"> • ANSI A4 cut level • ANSI puncture rating of 3 when the HARA determines a significant risk of a puncture hazard(s). • All leather gloves must meet or exceed the ANSI ratings listed above. • Latex gloves

Personal Protective Equipment Standard

Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 7 of 11

	<ul style="list-style-type: none"> • High voltage rubber gloves.
Maintenance	Always follow manufacture’s guidelines and requirements. All employees issued HPL gloves are responsible for the care, inspections and maintenance of their gloves. HPL will abide by the provincial standard and or the customer requirements for testing of high voltage rubber gloves. All employees are responsible for submitting their gloves in advance of the exchange date to allow adequate time for testing.
Replacement	Always follow manufacture’s guidelines and requirements.

G. Fall Protection: Safety Harness or Lanyard

Issuance	Approved harnesses and lanyards may be issued by HPL or must be supplied by the employee. Proper fit must be approved prior to implementing the fall protection equipment.
Requirement	All employees who are at risk of falling three metres (10 feet) or more shall wear the appropriate fall protection equipment.
Maintenance	Always follow manufacture’s guidelines and requirements. Employees are responsible for the care, inspections and maintenance of the fall protection equipment. Daily inspections will be documented on the daily HARA and yearly ones will be conducted by HSET and the employee 6 months apart.
Replacement	Always follow manufacture’s guidelines and requirements.

H. Foot/ Leg Protection

Issuance	Employees are responsible for the purchase of protective footwear. Chaps rated for maximum rpm’s for chain saw operators will be provided by Hundseth for the use of the project or job and must be completed when done.
Requirement	All protective footwear shall be a minimum CSA approved with Grade 1 toe caps, electrical shock resistance and puncture resistant soles. Outer foot guards will be supplied when substantial risk of a crushing injury to the foot of the employee determined by the HARA. When an employee is at risk of a cut, puncture, irritation, or abrasion as per the HARA to the employees’ lower body, the employee must wear safety pants or chaps that are appropriate for the work being performed. All employees operating a chainsaw must wear chaps rated for the maximum chainsaw rpm’s, along with the proper footwear, hearing and eye protection.
Maintenance	Always follow manufacture’s guidelines and requirements. <u>Footwear</u> Each employee is responsible for the care, daily inspection, and maintenance of their protective footwear.

Personal Protective Equipment Standard

Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 8 of 11

	<p><u>Chaps</u></p> <p>Hose and brush chaps to remove dirt and large contaminants.</p> <p>Preparing the garment: Pull out the pockets and remove any wood chips and other loose external debris. Close all the zippers (pockets, main centre zipper.) Inspect outer fabric for any small tears for repair after cleaning.</p> <p>Removing contaminants: Soak in a bin or bucket with liquid soap and warm water. Hose the outer to remove exterior dirt (do not use high pressure washers.)</p> <p>Pitch and Sap: Remove pitch or sap by gently scraping off as much as you can without touching the fabric and then apply rubbing alcohol with a cotton ball until it lifts off.</p> <p>Oil and other hydrocarbons: When the apparel is heavily contaminated with oil, soot, grease or other hydrocarbon contaminants, use Citrosqueeze or similar to clean. Citrosqueeze is a low-risk product to use with extensive testing on a variety of materials.</p> <p>Washing: Choose soap that is specifically designed for washing garments with water repellent finishes. Nikwax Tech Wash is recommended. Do not use powder or liquid clothes detergents or products that contain bleaches. Depending on the fibre origin, bleaches can affect the outer fabric reducing its life and is likely to cause colourant loss. Do not use fabric softeners or perfumed products as they can contain waxes or oils or can be hydrophilic water-absorbing). This may reduce the breathability of the outer fabric and negatively affect the ability to repel moisture and effect stretch. If you use standard laundry detergence, make sure you rinse the garment a second time to remove any residue.</p> <p>Washing Machine: was your garments on a warm cycle with a temperature of around 30°C/90°F. Use a gentle agitation setting (Permanent Press.) If possible, choose a cycle that rinses the garment twice to remove any oil and chemical residue left by the laundry soap.</p> <p>Drying: As you maintain and clean chainsaw pants and chaps, drying is a key step. Do not tumble dry and avoid direct sunlight. The recommended method for drying is to line dry out of the sun to prevent UV damage to the outer.</p>
Replacement	<p>Always follow manufacture’s guidelines and requirements. Protective footwear that has excessive wear, tears, rips, shredded, or no longer in the proper working condition must be replaced.</p> <p>Chainsaw chaps should be replaced any time they have taken a serious enough hit to pull fibers or when a chemical has soaked them such as oil, will reduce your protection. A thorough inspection must be completed prior to use.</p>

I. Slip Protection: Ice Cleats

Issuance	Ice cleats are available to all employees through HPL Stores.
Requirement	Every employee shall use ice cleats where snow and or ice may create a hazardous situation determined by the HARA.

Personal Protective Equipment Standard

Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 9 of 11

Maintenance	Always follow manufacture’s guidelines and requirements.
Replacement	Always follow manufacture’s guidelines and requirements.

J. Bug, Insect & Arachnid Deterrent/ Sunscreen

Issuance	All Hundseth employees may use bug/tick a deterrent and sunscreen as required and is available through your supervisor.
Requirement	For use on all AR/FR clothing the product used cannot contain DEET or other flammable substances. Sunscreen is most effective when applied 30 minutes before entering the sun and reapplied every two hours of exposure.
Application	If the product contains DEET the employee must put the product directly on to the skin and wait five minutes prior to entering a situation where fire or electrical arc hazards may become present. Keep all AR/FR clothing, hard hat, safety glasses or any other plastic based PPE out of the overspray area as it reduces it effectiveness.
Replacement	As required.

K. Other Personal Protective Equipment

Issuance	It is the employees and supervisors’ responsibility to complete a HARA and determine the need for other sources of personal protective wear issued.
Requirement	Other sources of personal protective wear might be required as per the HARA that may not be listed in this policy though deemed necessary or is a legal or other requirements.
Maintenance	Always follow manufacture’s guidelines and requirements.
Replacement	Always follow manufacture’s guidelines and requirements.

L. Pandemic Personal Protective Equipment

Issuance	Disposable non-medical face masks and hand sanitizer will be supplied at the entrances of all Hundseth Power Line Construction buildings when required as per the government guidelines.
Requirement	HPL will follow all government guidelines. Wearing a non-medical mask is an additional measure you can take to protect others around you and prevent respiratory droplets from contaminating others or landing on surfaces. The mask must cover your nose and mouth and be secured under your chin. The mask should fit snug against the sides of your face.
Maintenance	Dispose of the mask in the trash and wash your hands with soap and water or hand sanitizer. Be sure to wash your hands or use hand sanitizer before putting on a mask. Do not touch your mask when wearing it. If you have to touch/adjust your mask often, it

Personal Protective Equipment Standard		
Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 10 of 11

	doesn't fit you properly, and you may need to find a different mask or make adjustments. Store any unused masks in a dry, clean area.
Replacement	Replace your mask after each use or wash your personal reusable ones.

Legal and Other Requirements

The personal protective equipment issued by Hundseth Power Line Construction and used by our employees and contractors shall ensure that they are approved by a named agency has the seal, stamp, logo or similar identifying mark of the agency indicating that approval.

Training

All employees will be trained on the use of the required personal protective equipment (ppe) in their orientation. All training on specialized ppe will be conducted as required by the HARA, regulations and the manufacturer requirements.

Process for Obtaining Personal Protective Equipment

All employees will receive a selection of the items listed above based on season and job task during their orientation. After the employee's probation period is complete, the remainder of the items will be allocated based on season and job task.

To obtain re-issued ppe:

Step 1: Notify your supervisor of what you require and hand in your old item you are requesting.

Note: If you have lost or your item was stolen, you must complete an Incident Report form in eCompliance on HPL-FOR-HSET-504 first prior to notifying your supervisor.

Step 2: Your supervisor will complete a PPE Request form – HPL-FOR-TF-528 PPE Request Form and submit it to their manager for approval.

Step 4: Your Manager will approve the form and send it to the HPL Stores email(s):

Regina: reginastores@hundseth.ca

Saskatoon: saskatoonstores@hundseth.ca

Step 5: HPL stores will provide you with the approved, requested PPE and document it in eCompliance on HPL-FOR-TF-529 PPE tracking form. Please allow sufficient enough notice to HPL stores to provide with the requested PPE.

Personal Protective Equipment Standard

Number: HPL-APR-HSET-404	Revision Date: 21-SEP-2021	Approved By: Director of HSET
Revision Number: Rev. 0	Review Date: 21-SEP-2024	Page 11 of 11

PPE Inspections:

All PPE will be inspected daily prior to use and documented on the daily Hazard Aspect and Risk Assessment.

All PPE will be inspected on an HPL-FOR-HSET-527-Personal Protective Equipment (PPE) Inspection Form and signed off by their supervisor annually.

All Fall Protection will be inspected annually on an HPL-FOR-HSET-527-Personal Protective Equipment (PPE) Inspection Form by the Health, Safety, Environment and Training department.

Note: Include pictures, tag numbers, serial number, model numbers, date of manufacturers.

Record Keeping

All PPE inspections, requests and logging of distribution will be stored on eCompliance.

Enforcement

All HPL personal protective equipment must be returned after completion of employment.

REFERENCES

- Hearing Conservation Policy
- The Occupational Health & Safety Regulations, 2020
- HPL-POL-HSET-109 Personal Protective Equipment (PPE) Policy
- HPL-FOR-TF-528 Request Form
- HPL-FOR-TF-529 Tracking Form
- HPL-FOR-HSET-527 Personal Protective Equipment (PPE) Inspection Form