 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140-023.PPE	
			Initial Issue Date	03/02/2017
PPE			Revision Date:	08/23/2018
			Next Revision Date:	08/23/2020
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Purpose

For safe operation, NEW Organic Digestion, LLC requires that all employees and contractors use and wear PPE (Personal Protective Equipment) as set out in our policies, procedures and practices. Where clients state additional PPE requirements, we will follow the direction provided by our clients. Workers will receive training in the correct use, care, limitations, and maintenance of assigned PPE. Training will be provided during orientation and again as on needed basis.

Scope

Prior to entering any field, refinery, or plant site, all NEW Organic Digestion, LLC employees and contractors will be properly trained in the use of PPE. All employees and contractors must wear at a minimum an approved hardhat, safety glasses with side shields, steel-toe or other ASME non-metallic cap safety boots and uniform. No employee or contractor shall commence work for NEW Organic Digestion, LLC until their PPE training has been documented. All personal protective equipment will meet current OSHA/ANSI or equivalent standards as accepted by applicable regulations.

The minimum requirement for work being performed in the plant, gas skid and yard is the use of safety footwear, safety glasses, hard hat, long pants and a shirt or coveralls. Before beginning any job in the plant, gas skid and yard ensure that all requirements for additional equipment have been reviewed (hard hats, welding gear, proper permits etc).

In addition, a written hazard assessment will indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. The document will include the certifier's name, signature, date(s) & identification of assessment documents.


PPE used by NEW Organic Digestion, LLC employees must be maintained in accordance with manufacturer's instructions and requirements.

Retraining will be conducted in the event that a workplace changes, making the earlier training obsolete. Retraining will also occur if the type of PPE changes or when an employee demonstrates lack of use, improper use, or insufficient skill or understanding.

All PPE that has been removed from service will be tagged "OUT OF SERVICE" or destroyed. Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by qualified personnel.

ENGINEERING CONTROLS/WORK PRACTICES

When hazard exposure cannot reasonably be engineered out of the workplace and when barricades or safeguards cannot provide sufficient protection, people must use personal protective equipment and clothing. To function effectively, such equipment must be properly selected, fitted and maintained.

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OTHER REQUIRMENTS

Foot Protection

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries and impact. Safety footwear must meet OSHA/CSA/ANSI or equivalent standards. Footwear must be at least an ankle high boot. No tennis shoes etc. will be allowed. Your choice of protective footwear should always over protect, not under protect. Boots should be laced and tied securely. Defective safety footwear and footwear in poor condition (e.g. exposed toe caps, cuts, or missing laces) are not acceptable.

Body Protection

Limb and body protection may be required at some NEW Organic Digestion, LLC worksites. Limb and/or body protection may be required when exposed to: fire, temperature extremes, body impacts, corrosive chemicals, and cuts from sharp or abrasive materials. PPE in this category would be items such as:

- Leg, arm, chin and belly guards.
- Specialty hand pads and grips.
- Leather aprons and leggings.
- Flame and chemical resistant clothing.
- Various types of plastic boot covers and overshoes.

With all PPE, following the manufacturer's instructions on its use, care and maintenance is critical and will help you get the full service life from your specialty PPE.

Hand Protection


Choose hand PPE that will protect against the job hazard, such as chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks. Gloves should fit well and be comfortable. Replace gloves as required, when gloves become soiled or damaged.

Gloves most commonly used in the industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials, or combinations of materials. Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep the following in mind:

- Look for anything at the job-site that may be a hazard to your hands
- Assess the hazards to determine what type of gloves is most appropriate to the job being done.
- If gloves are to be used, select the proper type.
- Inspect and maintain hand PPE regularly.

If in doubt about the selection or need for gloves or PPE, refer to the Safety Data Sheet (SDS). Remember to:

- Use the proper hand PPE for the job
- Inspect hand PPE for defects before use.
- Wash all chemicals and fluids off the gloves before removing them.

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- Dispose of gloves in accordance with regulatory requirements.
- Ensure that gloves fit properly.
- Follow manufacturer's instructions on the care and use of the hand protection you are using.
- Ensure exposed skin is covered, no gap between the sleeve and the hand.

Hearing Protection

OSHA/ANSI approved hearing protection must be used only. Hearing protection is designed to reduce the level of sound energy reaching the inner ear. Hearing protection must be worn when sound levels exceed 85 decibels and in posted areas. If the level of sound is unknown, hearing protection is to be used when it becomes difficult to carry on a conversation in a normal voice when the speakers are approximately 3 feet apart.

The most common types of hearing protection in the industry are earplugs and earmuffs. If you choose to use the other types of hearing protection, you must inform the Safety Manager to ensure that the hearing protection being worn meets the company standard.

Hearing protectors must be selected, used and cared for as per the manufacturer's instruction as provided on packaging or dispensers. Hearing protection must meet the requirements of OSHA/CSA/ANSI Standards.


Eye Protection

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapors. Eye and Face PPE must comply with ANSI Standard Z87.1-2003 (Z87+), *Occupational and Educational Personal Eye and Face Protective Devices*.

Safety Glasses

Safety glasses, with side shields, that meet ANSI Z-87.1-2003 standards with "high Impact lenses" are required to be worn by all employees, subcontractors, and visitors while on Big Ox property, at all times, as described below:

- At field locations, in shops and warehouses, except in approved, designated, striped safety zones.
- In all yard work zones or by everyone when in the vicinity of loading or unloading equipment, performing mechanic or maintenance work, test stand operations, operating equipment such as forklifts, welding, or any type of work which has the potential to inflict an eye injury.
- In any office, restroom, or any other building while performing any type of work where a potential eye injury may be present.
- Visitors will be provided with visitor glasses. In the absence of approved prescription safety glasses, "Over the glass" type safety glasses or goggles, must be worn over the nonsafety glasses until approved prescription safety glasses are obtained.
- Workers assisting welders must wear absorbent safety glasses that protect the wearer from ultra-violet (UV) and/or infrared rays (IR).
- Dark shaded lens (sunglasses) darker than a # 1 shade is prohibited to be worn indoors unless welding or assisting a welder.
- A doctor must support "exceptions for medical reasons" in writing to exempt safety eyewear requirements.
- Safety glasses are not required:

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- Inside offices.
- Parking lots when traveling from vehicles to and from office buildings by way of main doors that do not pass through shops.

Goggles

- Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Safety Data Sheet of the material being handled.
- Dust proof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around the lenses and side shields.

Face Shields

- Full face shields shall be worn over safety glasses when operating hand held or stationary grinders with abrasive or wire wheels, while chipping paint or concrete or, performing jobs where there is the potential for flying objects striking the face and safety glasses or goggles would not provide adequate protection.

Head Protection

Approved hard hats must be used only. Hardhats are designed to protect the head from the impact of falling objects, bumps, splashes from chemicals or harmful substances and contact with energized objects and equipment. All employees and contractors must wear a OSHA or ANSI approved hardhat at all plant locations. Designated safe zones where hard hats are not required include: locker rooms, break rooms, offices, guard shack, the aisleway outside the locker rooms and offices, and in vehicles.

The standard that must be met when purchasing a hardhat is ANSI Standard Z89.1-1997, American National Standard for Industrial Head Protection for Type I head protection.


If there is a side impact (swing) hazard, hardhats that integrate side impact protection will be worn meeting the ANSI Z98.1 standard to achieve a Type II rating.

Proper care is required for hardhats to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual care for hardhats includes:

- Wash with a mild detergent and rinse thoroughly.
- Replace a hardhat that is pitted, holed, cracked or brittle, or if the suspension hardware is not good
- Replace a hardhat that has been subjected to a blow even though damage cannot be seen.
- Do not drill, remove peaks or alter the shell or suspension in any way.
- Do not use solvents, paints or markers on the shell.
- Do not carry anything in the hardhat while wearing the hardhat.
- Remove from service any hardhat if its serviceability is in doubt.
- Replace hardhats and components according to manufacturer's instructions.

Fire Retardant Coveralls (if required)

NFPA Standard 1977 protective Clothing and Equipment

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Fire retardant coveralls are required on certain field worksites, when handling electrical components at certain sites, or when the client may require them (Petro Chemical facilities). A layer of non-synthetic (cotton) clothing must be worn under Fire Resistant Clothing. All clothing worn under FR coveralls is to be made of natural fibers, such as cotton. Coveralls must be done all the way up to the neck, with sleeves pulled all the way to the wrist and collars and ankles must be comfortably snug. All FRC must be maintained in good condition – repaired and cleaned.

NEW Organic Digestion, LLC Personal Protective Equipment Policy

1. Employees requiring PPE will be notified of this requirement by their supervisors or managers. Employees may require only certain pieces of funded equipment; this will be outlined by their applicable manager.
2. NEW Organic Digestion, LLC will provide PPE equipment with the exception of steel toe / safety toe boots upon commencement of employment. Employees must have the appropriate PPE equipment prior to undertaking work in the required area(s), which includes steel-toed boots and work gloves. Per OSHA boots are the responsibility of the individual.
3. NEW Organic Digestion, LLC will maintain a stock of most types of PPE.
4. Equipment will be replaced only after the allowable time. Should the equipment be damaged or lost on the job, replacement will be at the applicable manager's discretion. Employees will be responsible to replace equipment that has been damaged or lost due to employee negligence.
5. Employees should ensure adequate care is taken to maintain the equipment and ensure it is in good working order. Consistent abuse of the equipment will result in disciplinary action.

OTHER REQUIRMENTS

Any insubordination in regards to this will be dealt with as per NEW Organic Digestion, LLC's Disciplinary Program.