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Purpose

To establish requirements for the use and care of personal protective equipment when such equipment will reduce the risk of illness or injury to team members.

Scope

All employees and visitors will comply with this policy and wear the appropriate personal protective equipment required for their specific work/area. All PPE must be approved by the Safety Department.

Mill Work Areas: defined as all areas other than: offices, operator control rooms, locker rooms, conference rooms, restrooms, and designated break areas.

Definitions:

Hard Hat – A protective helmet that must meet the requirements and specifications established in the American National Standards for Personal Protection, Protective Headwear for Industrial Workers Requirements ANSI Z89.1.

Hearing Protection – Earplugs, earmuffs, or a combination of these two forms of protection that reduces noise exposure to acceptable levels. Protection levels are determined by the Noise Reduction Rating (NRR) of the device, or as evaluated by the Health and Safety group for specific applications.

Mill Operating Areas - All areas of the mill, including outside work areas, other than offices, control rooms, break rooms, locker rooms, conference rooms, and restrooms.

Safety Glasses – Protective eyewear with side shields that have been designed, tested and approved according to the American National Standards Institute Z87.1.

Safety Shoes – Footwear that meets OSHA/ANSI requirements.

Procedure

A. Assessment

OSHA requires employers to perform and document a Hazard Assessment of their worksite and provide appropriate PPE. Team members must also be provided with specific training on appropriate PPE. Employers must assess the hazards in their workplace and supply proper PPE to team members. Assessment shall include:

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1. Specific location at the workplace.
2. Department within location.
3. Who performed the assessment?
4. Specific type or model of PPE.
5. Date of assessment.
6. List of PPE required for each work location.

B. Team Member Training

1. Proper training of team members for PPE includes:
 - a) Team member must know when PPE is needed.
 - b) What type of PPE is required
 - c) The correct manner of wearing the PPE.
 - d) Limitations of the PPE.
 - e) The proper care, maintenance, useful life, and disposal of the PPE.
2. Retraining should be conducted:
 - a) When changes in the workplace render previous training obsolete.
 - b) When changes in the types of PPE to be used render previous training obsolete.
 - c) When inadequacies in the team member's knowledge or use of assigned PPE indicates that the team member has not retained the understanding or skill. This provision indicates that employers have an ongoing responsibility to maintain team member proficiency in the use and care of PPE.
 - d) At a minimum, retraining shall be conducted every three years.
 - e) Employers must verify that they have provided their team members with the training. OSHA has determined that employers can adequately verify compliance with a written certification which contains an identity of each team member trained, the date(s) of training, and that identifies the document as a certification of training in the use of PPE. Such a document will not preclude a citation if OSHA determines that the team members have not been adequately trained. Training must be effective.

Personal Protection Requirements

A. Personal Attire

1. Clothing

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a. Requirements for mill operating areas

- T-shirts, polo's, collared button down shirts, or blouses are required when working in operating areas of the mill. It must be solid material and unaltered (cut-off t-shirts are prohibited); no fishnet-type materials are to be worn. Full length pants must be worn at all times. Clothing is to be a first line of defense/protection and needs to be maintained in good condition.
- Members are not to wear loose fitting clothing (i.e. untucked t-shirt tails, baggy clothing, pants, etc.) or neckties that can be pulled into nip points or caught on rotating equipment.

b. Exemptions

- Office team members will be allowed to wear reasonable business attire such as dresses, skirts or Capri pants in administrative or business offices and while passing through operating areas.

2. Team members engaged in electrical work activities covered by NFPA 70-E regulation shall wear appropriate arc-resistant clothing as determined by specific energy levels and conditions.

3. Hair

- a. Hair length cannot be worn below the collar in mill operating areas, except when just passing through an area. The exception applies only to office support and visitors, not to operations, storeroom, or maintenance team members.
- b. Hair lengths extending below the bottom of the normal t-shirt collar must be contained by tying AND tucking inside a t-shirt or underneath a cap, hard hat, hair net or other suitable head covering (includes facial hair longer than 4 inches).

B. Jewelry

1. Rings are not to be worn by anyone while at the Wisconsin Rapids mill. This applies to the entire Wisconsin Rapids Facility (including office areas).

2. The following Jewelry is acceptable in operating areas of the mill:

- Necklaces—must be tight to neck
- Earrings: Ear studs are allowed if they are of the type with hoops no larger than a dime. Chains or any other attachment to the stud are not allowed.

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- Wrist bracelet or wrist chains that break away (medical alert bracelets allowed-break away desired).
- Wrist Watches - Watches with break- away pins are acceptable. Watches with metal bands are not allowed in or around electrical power sources.

C. Eye and Face Protection

1. All mill team members, vendors, contractors, and visitors are required to wear safety glasses while in mill operating and non-operating areas. This included both coming into and leaving work (must be on when entering and exiting any production and non-operating area of the WR facility).
2. Glasses must comply with ANSI Z87 standards.
3. Employees who require corrective lens will be allowed to purchase one pair of prescription safety glasses per year.
 - a. Billerud will pay a portion of the costs associated with the purchase of prescription safety glasses through Shopko Optical
 1. To obtain a pair of prescription safety glasses, the Shopko prescription eye glass form can be obtained from HR and designee. The examination must occur within 30 days of the issuing date of the form as the form will expire on the 31st day and a new form will be required.
 2. If an employee's safety glasses need repair or adjustment, he/she shall obtain an approval from the Safety Supervisor or his/her designee and go to a Shopko Optical Department to have repair or adjustment made.
4. The company will repair or replace prescription safety glasses at no cost to the employee if damage is done through a work-related incident.
5. Non-prescription safety glasses shall be made available to all WR facility team members and can be obtained at mill entrances or from the store room.
6. Contact lenses may be worn on the job, with the following exceptions:
 - a. Contact lenses may not be worn in areas where airborne concentrations of gas are routinely present.
 - b. If conditions or circumstances change in a particular area, a risk assessment will be conducted to determine if contacts are allowed.
7. Side shields on approved safety glasses are to be rigid. Flexible side shields are not allowed.

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8. Safety Glass Fit: All safety glasses must be properly fitted for the user. Lenses must be large enough and bows must hold glasses tight enough to minimize gaps at the corners of the glasses and near the nose piece.
9. Amber/yellow/blue lenses may be used inside the mill provided you are able to see the eyes of the wearer through the lenses.
10. A clear lens must transmit not less than 89% of the visible (luminous) radiation. If an individual has a statement from their optometrist indicating the lens transmitted at least 89% or more of the available luminous radiation they could be used without an actual prescription. Any lens which falls below the 89% transmittance requires a medical reason for their use. The use of phototropic or variable-tint lenses is not acceptable for use.
11. Approved cutting goggles, or approved face shields worn in conjunction with safety glasses, are required for all torch cutting or burning operations.
12. Welders are required to wear proper welding hoods in addition to safety glasses while performing welding operations.
13. Face shields and safety glasses are to be worn while performing the following operations:
 - a. Using high pressure cleaners
 - b. Using steam cleaners
 - c. Initial line breakage
 - d. Using grinders both portable and stationary
 - e. Torch cutting or burning operations
 - f. Battery changes, handling, and watering for PIT's and other battery operated equipment/vehicles. This includes the use of powered lifts, tow motors, motorized hand trucks, and other specialized equipment that utilizes a battery to operate.
14. Face shields and chemical goggles are to be worn while performing the following operations:
 - a. Handling chemicals (caustic, acid, ammonia, etc.)
 - b. Connecting/disconnecting chemical lines
 - c. Applying chemical cleaners
15. Blowing down of dust, dirt, etc. Chemical goggles or dust goggles (sealed safety eyewear with a strap that fit tightly around the eyes with no gaps) are required when blowing down fine dust (paper dust) during cleaning.
16. Team members shall use additional appropriate eye and face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gasses or vapors, blood borne pathogens, or potentially injurious light

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radiation. Such PPE includes, but is not limited to face shields, chemical-resistant goggles, CPR masks, welding hoods.

17. Areas and/or situations exempted from the above requirements include the following:
 - a. While in offices, office building, control rooms, locker rooms, conference rooms, restrooms and designated break areas (excluding maintenance and construction work in these areas).
 - b. At times when the level of risk is greater by wearing safety glasses than by not wearing safety glasses (example: lenses fogged by steam).
18. It is the responsibility of the area supervisors to see that team members within their department are provided the proper eye protection and the responsibility of each team member employed at the Wisconsin Rapids facility that they wear them.
19. Each area will establish various convenient locations for employees and visitors to obtain protective eyewear for use at work and should establish a procedure to ensure the dispensers are periodically checked.
20. The store room shall keep an adequate supply of eye protection on hand to meet the needs of the facility.
21. Outside truck drivers and delivery personnel are not required to wear safety glasses if they stay in exempted areas. If they travel beyond an exempted area, then they are required to wear safety glasses.

D. Head Protection

1. Team members will be required to wear hard hats meeting ANSI Z89.1 for designated jobs and/or when in designated areas.
2. Protective helmets designed to reduce electrical shock hazard shall be worn by team members when near exposed electrical conductors which could contact the head.
3. Hard hats are to be periodically inspected for deep scratches, cuts, worn suspension parts, etc., and replaced when defects are noticed or 5 years after being issued. Hard hats are not to be modified in any way from the manufacturers design.
4. Hard hats are intended to be worn with the brim or bill to the front to provide maximum protection for the wearers face.

E. Foot Protection

Safety-toed shoes must be worn throughout the mill operating areas except office areas, control rooms, lunchrooms, restrooms, break areas and locker rooms. Closed toe/closed heel shoes are



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required on mill property, while walking to and from the job or locker, including the parking lot. This includes shoes that have any openings exposing the foot. Heels greater than 2 inches in height or configured as a spike heel are strictly prohibited.

All steel-toed shoes/boots must be approved by the Safety Department and must be stamped/comply with the American Society of Testing Materials (ASTM) F2413-18 standard. Department safety procedures and job specific tasks may have additional and specific footwear requirements.

1. All employees assigned to E/I Departments must wear EH (Electrical Hazard) rated safety shoes which protects employees from open electrical currents where exposures to live electrical systems exist.
2. Employers of contractors, visitors, and vendors are responsible for determining protective footwear requirements for their employees.
3. When entering or leaving the mill site foot protection is not required.
4. Steel toed safety shoes are not required when traveling on designated walkways but must be closed toed/heeled. If leaving the walkway for any reason, steel toed shoes must be worn.

F. Hand Protection (Gloves)

1. Gloves shall be worn in all mill work areas, including outside areas, whenever a task is being performed with the exception of tasks requiring high levels of dexterity or when gloves themselves increase the hazard of operation. Team members must carry a pair of gloves most commonly required in their work area on them at all times.
2. Hand protection (gloves) shall be properly selected and are mandatory for use at all times when performing a task where an employee’s hands are exposed to **mechanical hazards** (cuts, lacerations, abrasions, slivers, punctures, crushing, strike-against, struck-by), **environmental hazards** (heat, cold, electricity) and/or **chemical hazards** (skin irritation, corrosive effects, skin absorption). **IMPORTANT:** It is unacceptable to wear gloves while operating a rotating machine tool (ex; lathe, drill press, etc.). Gloves should be used to handle stock or parts while loading or unloading these tools, **but never** while the rotating tool is in use.
3. All Wisconsin Rapids team members are expected to evaluate the hazards prior to starting a task and address any concerns identified, including PPE needs.
4. Glove selection shall be based on performance characteristics of the gloves, and the hazard and conditions present at point of use. Specifically:
 - a. Heat resistant gloves must be worn when handling hot material or objects.
 - b. Leather gloves must be worn when handling rough material or objects.



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- c. Rubber or other non-permeable gloves must be worn when potential for contact with a chemical hazard exists.
- d. Welder’s gloves must be worn when welding.

- e. Insulating rubber gloves with leather protectors and insulating rubber sleeves are to be used as required if there is danger of hand and arm injury from electric shock or burns.
- f. Cut-resistant gloves must be worn when handling material with sharp edges (i.e. slitter blades)
- g. Cut-resistant gloves must be worn on both hands when using an auto-retracting knife, nailing pallets, and stapling pallets.
- 5. Whenever blades of any type or sharp materials are being handled or worked near, gloves worn must have a minimum ANSI Cut Level rating of A4.
- 6. Departments may have additional PPE requirements in specific operating areas or allow exceptions based on an assessment of the hazards. Refer to “Department SOPs” for these additional hand protection requirements and exceptions in each operating area.

H. Hearing Protection

- 1. All personnel must wear hearing protection devices (i.e. earplugs, earmuffs, etc.) in mill operation areas. This includes while in route to and from the entrance of the actual plant you are working in to your job.
- 2. Hearing protection is not required in the following areas and/or situations: offices, outdoor areas, control rooms, locker rooms, conference rooms, restrooms, labs, & storeroom areas (excluding construction/maintenance activities in these areas).
- 3. The use of “electronic devices” (iPods etc.) in the ears is prohibited due to folks being unable to hear others trying to contact them. Standard ear plugs or ear muffs which provide adequate noise reduction must be provided and used where required.
- 4. Headphones/ear buds/noise cancelling devices are not a substitute for hearing protection and are unacceptable while in areas of the mill where hearing protection is required. Company supplied devices are acceptable when conducting computer-based training (VLC’s) at your workstation.

I. Dust Masks

- 1. Use of dust masks is encouraged when performing jobs that involved nuisance dust levels (woodworking, cleanup jobs involving air movement, sweeping, etc.). Voluntary use of dust masks does not require respirator fit testing procedures.

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2. Use of other respirators for protection against established/regulatory exposure limits requires the completion of medical evaluations, fit testing and training qualifications before use. Refer to the respiratory protection program for more detailed information.

J. Other Body Protection PPE

1. Examples of other personal protective equipment requirements that may exist in department and/or job specific tasks include:
 - a. Welding jackets and gloves for welders
 - b. Chemical suits, gloves, and boots
 - c. Equipment to protect against electrical shock or explosion (i.e. gloves, face shield, jackets, etc.)
 - d. Personal fall arrest systems (refer to the fall protection program for description)
2. Employees should check with area supervisors and/or Area Trainers for job-specific personal protective equipment requirements and recommendations.



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