



Pannier Corporation

Health and Safety Handbook

Marking System Group



PPE Protection Plan			
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PPE Protection Plan

AUTHORITY AND SCOPE

Regulation: 29 CFR 1910.132 and 29 CFR 1910.133 (Eye and Face Protection)

Scope: This plan addresses the protection of the eyes and face of all employees, visitors, contractors, and others passing through an eye/face hazard area.

POLICY STATEMENT

Pannier Corporation is dedicated to protecting the safety and health of its employees. The company will provide protective eyewear and/or protective face shields to employees working in areas or performing tasks that present a potential for eye or face injury. The protective devices will be used in conjunction with machine and equipment protective devices, engineering controls, compliance with equipment and tool manufacturer specifications, and safe work practices.

PLAN ADMINISTRATION

Table #1 provides the contact information for the administration of the eye and face protection program.

Program Contact Information

Task	Contact Person	Contact Information
Plan Administrator	John Visconti	412-492-1400 ext. 310
Supervisor	Bob Barker	412-492-1400 ext. 315
Supervisor	Rick Paluka	412-492-1400 ext. 319
Supervisor	Howard Langston	412-492-1400 ext. 334
Supervisor	Al Shanley	412-492-1400 ext. 313
Supervisor	Pedro Rey	412-492-1400 ext. 332
Trainer	John Visconti	412-492-1400 ext. 310

Plan Administrator. The Plan Administrator will:

- Evaluate operations and work areas to determine personal protective equipment (PPE) requirements.
- Recommend PPE that conforms to applicable standards (e.g., American National Standards Institute (ANSI), National Institute for Occupational Safety and Health (NIOSH)).
- Maintain records of hazard assessments performed to identify PPE requirements.
- Provide information and training on PPE, including requirements, use, limitations, proper care, maintenance, useful life, and disposal.

Supervisor(s). Supervisors will ensure that:

- Eye and face PPE is readily available to employees working in areas or performing operations that require PPE for protection.
- Enforce the use of PPE when required to protect employee health and safety.
- Ensure PPE is properly stored and maintained.



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Employees. Employees that wear eye or face PPE will use, maintain, and store it in accordance with the procedures and instructions provided by the supervisor or Administrator, and will not use damaged or defective PPE. Employees will report all problems associated with PPE (i.e., damage, worn, or inadequate) to their supervisor.

Plan Review and Update

This Plan will be reviewed and updated whenever:

- New hazards are identified.
- Operations at the facility change that require a revision to this Plan.
- An accident investigation or safety audit warrant a Plan revision.

DEFINITIONS

Eye protection equipment--Deevices that protect the user from injury to the eyes, including safety glasses, chemical splash goggles, face shields, welding goggles, and welding face shields.

Safety goggles/glasses--Prescription or nonprescription lenses in frames

Eye hazard operations--Tasks that present a potential eye injury hazard. Eye protection should be worn during eye hazard operations, such as pouring or transferring hazardous liquids, grinding, and when using impact or power tools.

Eye/face hazard area--Work areas identified in the Hazard Assessment as high risk for eye or face injuries.

HAZARD ASSESSMENT

Department Supervisors will conduct a hazard assessment for each work task and operation at the facility. Following is the process for evaluating the operations and tasks that present a potential eye or face injury hazard:

1. Conduct a survey of each work area to assess if hazards are present, or are likely to be present, for which the use of eye or face PPE is needed. The Administrator will also provide worksite evaluations of any operation at the request of a supervisor or employee.
2. Review injury and illness records, the layout of the work areas, and the placement of workers in the work areas.
3. Collect and organize the data for each work area, and estimate the potential for injuries according to the basic hazard categories and potential sources of injury and illness.
4. Determine the type, level of risk, and seriousness of potential injury from each of the hazards found in the work areas, and evaluate the possibility of exposure to several hazards.
5. Categorize and record the hazards.
6. Determine what type of PPE will protect against the hazards that are found.
7. Incorporate the results of the assessment and recommendations for protection into the PPE plan.



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Table #2 contains the hazard categories and sources for work areas that will be surveyed at the facility.

Hazard Assessment Categories

Categories of Hazards	Sources of Injury or Illness
Penetration	Sharp objects that could pierce the eye or face.
Impact or Compression	Motion; i.e., machinery or processes where any movement of tools, machine elements, or particles could exist, or movement of personnel that could result in collision with stationary objects. Falling objects or potential for dropping objects.
Chemical	Exposures to corrosive, acidic, caustic, toxic, flammable, explosive, reactive, or carcinogenic chemicals in liquid, vapor, or gas form. Specific sources of exposure include aerosol cans, molten metal, cleaning solutions, solvents for cleaning metal, spray adhesive, and spray paints that might be splashed or sprayed into a worker's face or eyes.
Heat	High temperatures from furnaces, hot equipment, molten metal, pipes, heat vents, and other sources that could result in burns, eye injury, or ignition of protective equipment.
Harmful dust	Operations that produce harmful dusts.
Light (optical) radiation	Welding, brazing, and cutting, and heat treating operations; furnaces; high intensity lights.
Pathogens	Blood or other body fluids.
Electrical	Electrical panels, wires, conduits, and electrical equipment that can shock or electrocute.

Reassessment of hazards. The Administrator will periodically reassess the workplace hazard situation by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.

Hazard Assessment Certification

The Hazard Survey and Assessment form, signed and completed by the authorized representative responsible for the hazard assessment, will serve as the Hazard Assessment certificate.

EYE AND FACE PROTECTION PROCEDURES

All persons who enter or work in eye and face hazard areas must wear protective eyewear or face protection. This includes employees, visitors, researchers, contractors, or others passing through an eye/face hazard area.

PPE Supplies

Supervisors of eye/face hazard areas will acquire and maintain an adequate supply of PPE for each eye/face hazard area that will provide the maximum amount of protection possible. If personnel in such areas wear personal glasses, they will be provided with a suitable eye protector to wear over them.

Protective Eyewear and Face Shield Guidelines

The following general eyewear guidelines will be followed by supervisors and employees in all eye/face hazard areas:

- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
- Side protectors will be used on glasses or spectacles when there is a hazard from flying objects.
- Goggles and/or face shields will be used when there is a hazard from chemical splashes.



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- Face shields will only be worn over primary eye protection (safety glasses or goggles).
- Eye protection must not interfere with the function of other required PPE.
- Eye protection must not restrict vision or movement.
- Eye protection will be cleaned and disinfected after each shift.
- Equipment fitted with appropriate filter lenses will be used to protect against light radiation. Tinted and shaded lenses are not considered filter lenses unless they are marked or identified as such.
- Eye and face PPE must be distinctly marked with the manufacturer's identification.

When a respirator is required it will be fitted to the employee and the employee will be trained in the proper donning, doffing, cleaning and maintenance of the respirator.

Prescription Safety Eyewear

Any employee who wears prescription lenses while engaged in operations that involve eye hazards will wear eye protection that incorporates the prescription in its design, or will wear eye protection that can be worn over the prescription lenses (e.g., goggles or faceshields) without disturbing the proper position of the prescription lenses or the protective lenses.

Emergency Eyewash Facilities

Emergency eyewash facilities meeting the requirements of ANSI Z358.1 will be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities will be located where they are easily accessible in an emergency.

Eye Protection Issuance/Replacement

Employees who are assigned to eye hazard areas or who, as a regular part of their job, perform eye hazard operations are eligible to obtain prescription safety glasses at the expense of Pannier Corporation.

The supervisor and Administrator determine the need for and type of eye protection required.

Eye protection devices are issued as followed:

- Prescription safety glasses through on-site vendor.
- Goggles, face shields, nonprescription safety glasses, and visitor safety glasses through the area supervisor.
- Laser safety eyewear through the supervisor after consultation with EHS.

Prescription safety glasses are provided by the employee's cost center as follows:

1. The supervisor submits a completed "Request for Safety Eyewear" form to the Administrator identifying the employee for whom prescription safety glasses are required.
2. Once both the employee's supervisor and the Administrator sign the request, the employee is authorized to order from the on-site vendor the desired style of safety glass



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frames and lenses. Cost for employee-requested options (i.e., not specified on the prescription) must be paid by the employee.

3. The employee is responsible for providing the vendor with a current corrective vision prescription. The fee for the services of his or her physician and any fitting fees must be paid by the employee. Safety glasses may be ordered from a prescription no more than 2 years old.

4. Employer-furnished prescription safety glasses damaged by occupational wear will be repaired or replaced at the employee's cost center expense.

EMPLOYEE TRAINING

The Administrator or designee will provide training to each employee who is required to use eye or face PPE.

Each employee will be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of PPE

When the Administrator has a reason to believe that any affected employee, who has already been trained, does not have the understanding and skills required to use the PPE, the Administrator will retrain such employee. Circumstances where retraining is required include:

- Changes in the workplace render the previous training obsolete; or
- Changes in the types of PPE to be used that render previous training obsolete; or
- Inadequacies in an affected employee's knowledge or usage of the PPE.

Each affected employee will demonstrate an understanding of the training and the ability to use PPE properly before being allowed to perform work requiring the use of PPE. The Administrator will verify that each affected employee has received and understood the required training through a written certification that contains:

- The name of each employee trained
- The date(s) of training
- The subject of the certification

Recordkeeping

Records of eye and face protection training (dates, employee attendance, and name of trainer) will be kept at Pannier Corporation for 3 years.

Care and Maintenance of PPE



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Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided by the company and used and maintained in a sanitary and reliable condition whenever it is necessary by reason of hazards or processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

The company will provide all PPE necessary for an employee to do their job. To insure that PPE meets OSHA standards employee owned equipment is not permitted.