 <p>“Health and Safety Standard”</p>	<p>Document #: HS - PPE</p> <p>Revision#: 1</p> <p>Revision Date: May 1, 2019</p> <p>Approved By:</p>
<p>“Personal Protective Equipment Policy”</p>	<p>Page 1 of 2</p>

Purpose:

To define what personal protective equipment is required while working at Horizon Plastics. This is to protect all employees, visitors and contractors.

Scope:

This procedure applies to all employees, visitors and contractors that are at Horizon Plastics.

Definitions:

Employee: Employee equals staff/worker

Temporary Labour: Employees that work for an Employment Agency that work at the workplace

Supervisor: A person who is in charge of a workplace or has authority over a worker

Contractor: A person or employer entering into a remuneration contract to perform a specific service for another person or employer.

Visitor – A person temporarily entering the workplace and may be admitted to areas generally off limits to the public.

PPE – Personal Protective Equipment

Roles and Responsibilities:

Managers and Supervisors

- Ensure that the Personal Protective Equipment program is established and maintained
- Ensure that sufficient resources are made available for the orientation of employees and other required training in accordance with this procedure and the specific hazards of the workplace.
- Ensure that the PPE program is communicated to all appropriate managers, supervisors, and employees and that they have a clear understanding of what is expected of them as it relates to the program
- Wear all required PPE when on the shop floor.

Employee:

- Wear all required PPE when at work on the shop floor.

Eye Protection:

Safety Glasses must be worn in all areas of the plant except the offices and Inspection areas. Only approved Industrial Safety glasses with side shields are to be worn.


Protective Footwear:

CSA approved safety boots or shoes are required for all employees and contractors when on the shop floor.

Visitors have the option of wearing approved toe caps provided by Horizon Plastics if they do not have CSA approved footwear.

Hearing Protection:

Hearing protection will be worn by all employees, visitors, or contractors when on the shop floor.

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Hand Protection:

Hand protection specifically gloves will be worn when performing duties on the shop floor. This could be a glove to protect from being cut, a glove to protect from being burnt by hot product or a glove to protect from skin being exposed to or discoloured by products or processing.

Jewellery:

That is loose and dangling shall not be worn on the shop floor. Any earrings (except small studs) any rings, watches, bracelets, or wristbands are also not allowed.

- Anyone who must wear a "**Medic Alert**" chain is required to confine the chain by wearing it under tightly closed clothing, bracelets will not be allowed unless around the ankle.

Hi Visibility:

Hi visibility vest, hat or clothing provided by the company shall be worn when a person is on the plant floor.

Long Hair:

Long Hair will be suitably confined at all times when on the shop floor.

Clothing:

Maintenance, Set up, and Nozzle Personal will all wear company approved clothing when performing their duties.

Communication:

- This policy will be communicated to all Horizon Plastics Employees, Contractors and Visitors.
- This policy will be communicated through; H&S Orientation Program and H&S training.

Training:

All Horizon Plastics Employees and Contractors will be trained on this policy prior to entering the shop floor.

- This policy will be trained during H&S Orientation and H&S training by a Manager/Supervisor responsible.

Documentation and Records:

Documents will be retained as required based on retention requirements

Evaluation and Continuous Improvement:

This policy will be evaluated annually to ensure that all requirements are being met, and to determine where improvements can be made.