



COMPANY NAME	TITAN AG SERVICES, INC.
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PROGRAM	Personal Protective Equipment (PPE) Program
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Personal Protective Equipment (PPE) Program

1. Purpose

The purpose of this program is to minimize the risk of injury to **TITAN AG SERVICES, INC.** employees through the use of personal protective equipment (PPE). PPE devices are not to be solely relied upon to protect against hazards. Rather, these devices (eye, face, head, foot and hand protectors) will be used in conjunction with guards, engineering controls, and other sound manufacturing practices.

2. Scope

This program applies to all **TITAN AG SERVICES, INC.** employees who work in the areas/tasks that **TITAN AG SERVICES, INC.** has identified in the assessment list.

3. Responsibilities

- A. **ENEREYDA IBARRA SANCHEZ** is the designated Personal Protective Equipment Program Coordinator, and is responsible for the following:
1. Develop and administer the Personal Protective Equipment Program that is specific to the operations.
 2. Conduct or assure that timely completions of workplace hazard assessments are done.
 3. Select PPE appropriate for the hazards likely to be encountered, as determined through the hazard assessment.
 4. Assist with the purchasing and selection of approved personal protective equipment (PPE) and help assure adequate inventory is maintained in the company.
 5. Assure training and certification of all affected employees.
- B. Supervisor/Crew Boss is responsible for the following:
1. Enforce the use of specified PPE in required area/tasks in accordance to company disciplinary procedures.
 2. Wear required PPE in designated areas/tasks.
 3. Conduct task specific training on the necessary PPE for all employees under the supervision.
 4. Assist **ENEREYDA IBARRA SANCHEZ** in the completion of the hazard assessment for the worker's under their supervision.
- C. Employees are responsible for the following
1. Wear PPE at all times in designated areas/tasks.
 2. Clean, maintain, and inspect PPE.
 3. Immediately notify your supervisor/ crew boss of any problems you encounter with the use of the required PPE.
 4. Actively participate in the training and certification process.

4. Work Place Hazard Assessments

- A. A survey of the workplace will be conducted to determine if hazards are, or are likely to be present. These surveys will be documented (see assessment form). Surveys will include the following information.
- B. When conducting the walk-through surveys, the following basic hazards will be considered.
 - a. Impact (flying particles or falling objects)
 - b. Penetration (pierce foot or cut hands/arms)
 - c. Compression (roll over)
 - d. Chemical (including splash or routine hand exposure)
 - e. Heat (high temperature or sparks capable of causing burns or eye injury)
 - f. Light (optical) radiation (furnaces, welding, heat treating, high intensity lights)
- c. Upon completion of the initial survey(s), **ENEREYDA IBARRA SANCHEZ** will assure that the appropriate PPE is in use. If it is recognized that an employee is using the wrong PPE (or none at all) they will be stopped immediately, notified of the hazard, and instructed to obtain the proper equipment.
- D. **ENEREYDA IBARRA SANCHEZ** will maintain all Hazard Assessment worksheets at least for as long as they are applicable to the company, and will be kept in the office. A copy will also be provided to the supervisors/ crew bosses to assist in their instruction of new or transferred employees.

5. General Requirements

Personal protective equipment will be provided to all **TITAN AG SERVICES, INC.** employees by the company, and be maintained in a clean and reliable condition. Damaged or defective PPE is not to be used under any circumstances. The company will pay for the cost of required PPE for all **TITAN AG SERVICES, INC.** employees.

6. Training and Certification

- A. Training will be provided to all employees who are, or may be expected to use personal protective equipment when performing their job. This training will include the following:
 - 1. How to determine when PPE is necessary.
 - 2. What PPE is required for the task(s).
 - 3. Where to obtain company provided PPE.
 - 4. How to wear and/or adjust PPE.
 - 5. The proper care and maintenance of PPE, including disposal method.
 - 6. The limitations of PPE. (i.e.: this is secondary protection used in conjunction with guarding and other engineering controls to minimize hazard to employee.)
- B. Employees must be able to demonstrate that they understand all of the above

- provisions before they are allowed to begin working while using PPE.
- C. Training will be repeated whenever any of the following occurs:
 - 1. Changes in the workplace render old training obsolete.
 - 2. Changes in types of PPE render old training obsolete.
 - 3. The employer has reason to believe the employee does not understand how to use PPE.
 - D. Training and certification records will be retained by **ENEREYDA IBARRA SANCHEZ**.
 - E. Specific Training

When an employee is required to perform a non-routine job requiring the use of PPE that has not been covered in the general training, the employee will receive specific training. This training will cover the proper use and limitations of the PPE that is going to be used.
 - F. All training must be documented on a training log, and kept on file. The document will include the employee's name and signature, department/task, training date, signature of instructor.

7. AUDITS

On an annual basis the facility's Personal Protective Equipment Program will be audited by **ENEREYDA IBARRA SANCHEZ**. The audit will determine if the facility is adhering to this written program, as well as the requirements.

PERSONAL PROTECTIVE EQUIPMENT ASSESMENT

Company Name: TITAN AG SERVICES, INC.

Job Description	Hazard/ Potential Hazards	PPE Required

Completed By: _____ Date: _____