

	<b>Personal Protective Equipment</b>	Section D	Chapter 11
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## Personal Protective Equipment

### Purpose

The purpose of this policy is to meet the minimum standard for Personal Protective Equipment for Fieldwood Energy employees and contract personnel working at Fieldwood Energy facilities.

### Scope

Personal Protective Equipment is primarily intended for use as the last line of defense. Where practical, hazards should be addressed by engineering controls, elimination, guarding, etc., before PPE is required.

This procedure establishes minimum requirements for the selection and use of personal protective equipment at Fieldwood Energy facilities.

The procedure specifically covers the following:

- Work Clothing
- Head Protection
- Hearing Protection
- Eye and Face Protection
- Hand Protection
- Foot Protection
- Personal Floatation Device

### Responsibilities

The **Person in Charge (PIC), Lead Operator or Consultant** is responsible for:

- Understanding and implementing the requirements of this program.
- Ensure minimum PPE requirements for all personnel entering/working in the facility/site are adhered to.
- Re-evaluating hazards when changes in the work area may affect PPE requirements.
- Conferring with employees to identify the hazards and what PPE is required for a job.
- Monitoring compliance with the use and condition of proper PPE.
- Providing employees with the resources to implement and maintain the requirements of this program.
- Obtaining special PPE when required for a specific job.

The **Employees and Contract Personnel** are responsible for:

- Complying with this procedure and using required PPE.
- Conferring with supervision as to hazards involved and PPE requirements associated with the job.

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- Inspecting PPE prior to each use for proper fit and maintaining PPE in a good and clean condition.
- Advising supervision of any suggestions to improve the use or selection of PPE and alerting them to any problems concerning PPE.

### **Requirements**

Employees shall inspect all PPE each day prior to use. Any defects or damage that is identified by the employee and/or supervisor shall be removed from service and/or replaced. The employee is also responsible for utilizing, cleaning and maintaining protective equipment.

### **FRC (Fire Resistant Clothing) Clothing**

Employees, contractors and visitors are required to wear FRC when conducting drilling, well servicing or production related operations when the potential exist for flash fires. On Fieldwood Energy offshore platforms, personnel shall wear FRC when working outside of personnel quarters, if the platform processes, contains or has the potential to contain any quantity of hydrocarbons.

In addition, all drilling/workover rig personnel, wireline, snubbing, and P&A crews as well as liftboat personnel are required to conform with this directive.

Due to certain work environments, some exceptions do apply:

- Vessel crews which service offshore platforms or rigs
- U.S. Government visiting personnel/enforcement inspectors.
- Galley/catering crews, and helicopter pilots are exempt from this requirement.
  - Helicopter pilots and galley personnel will be required to don FRC when sumping fuel on the platform, and for galley personnel when outside of the living quarters in a classified area (i.e. to dispose of galley refuse).
- De-commissioning barges and derrick barge personnel that do not board Fieldwood Energy platforms are also exempt.

FRC shall meet the requirements of NFPA 2112 (Category 2) standards for flame resistant garments. The outer most layer of clothing must be FRC and long sleeved.

Fieldwood Energy employees must wear their FRC clothing when:

- Arriving at their crewchange embarkation destination (heliport or dock) to travel to location and on their way home on crewchange day until they arrive at their place of debarkation (heliport or dock). Contract personnel need not wear FRC clothing while in transit to/from location.

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### General Clothing Requirements

- Loose clothing and jewelry **shall not** be worn while working around moving machinery.
- Hair length shall not pose a risk of entanglement in rotating machinery (i.e. adequately contained).
- Shirts shall be worn at all times and must be tucked in while working around rotating equipment.
- Tank tops, fish net shirts, sleeveless shirts, short pants or cut offs **shall not** be worn.

If clothing saturated with flammable liquids or chemicals, employee should immediately withdraw to an area safe from fire hazards, change clothing, and take appropriate steps of decontamination.

**NOTE:** When specific protective clothing, equipment or barrier creams are required, the supervisor will provide them.

### Head Protection

All personnel are required to wear appropriate head protection (hard hats). All personnel shall wear hard hats while on the job location except in offices, vehicles, helicopters, crew boats, and other areas that may be exempted by facility policy. Head protection shall:

- Meet ANSI Z89.1 “Safety Requirements for Industrial Head Protection”. Metallic hard hats are not allowed
- Be kept clean and in good condition.
- Not be altered by drilling, painting, cutting, or carving.
- Returned to the supervisor for replaced if damaged.

**NOTE:** During welding, cutting, burning, (etc.) operations, a hard hat shall be worn with the protective hood or shield affix to it.

### Hearing Protection

Appropriate hearing protection is required by Fieldwood Energy. Hearing protection shall be worn in all designated areas or areas that are suspected of excessive noise levels or because of work/task being performed that generate elevated or high noise levels. Hearing protection shall be inspected regularly and replaced as necessary.

### Eye / Face Protection

All employees and visitors shall wear approved safety glasses at all times outside of offices, break rooms and tool rooms meeting ANSI Z87.1 specifications.

**NOTE:** If an employee is conducting work inside the above mentioned areas that pose a hazard to the eyes or face then proper protection shall be worn.

The following guidelines apply to eye and face protection:

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- Wearing of contact lenses is discouraged, although wearers of contact lenses shall inform their Lead Operator that they are wearing contact lenses so that proper emergency care can be given if necessary.
- Contact lenses shall not be worn in places where there is a risk of exposure to liquid spray from hydrocarbons, chemicals, H<sub>2</sub>S, paints, acids, caustics, sand (sand blasting operations) or liquid substances that can burn or be corrosive to the eyes.
- Employees who wear prescription glasses will be required to wear prescription safety glasses with side shields at all Fieldwood Energy facilities.
- Impact goggles with face shields shall be worn during chipping, scrapping, blasting, painting or grinding operations to prevent rust or flying particles from entering the eyes.
- Chemical goggles shall be worn with a faceshield when employees are handling open hazardous chemicals, liquids, powders, and vapors or when the Material Safety Data Sheet (MSDS) of the product specifies this protection.

### **Foot Protection**

Safety-toe footwear that complies with ASTM F2413 shall be worn in all field (platforms/rigs) and shop locations. Safety-toe footwear shall be substantial in construction and made of solid impermeable material in the soles and uppers that offer good protection against penetration of liquids and sharp objects.

Safety-toe footwear shall have an adequate heel section to safely climb and descend ladders and stairways. Sandals, canvas shoes, tennis shoes and other similar styles are prohibited.

### **Respiratory Protection**

See Section E, Chapter 5 – Respiratory Protection

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## Hand Protection

Gloves shall be worn to minimize and/or eliminate the potential for injuries to hands and/or the fingers. It is important to match the type of glove used to the mechanical and contact hazards that may be encountered. Some examples are, but are not limited to, tools, sharp objects, or wire rope, etc. When handling chemicals or hazardous materials the Safety Data Sheet (SDS) shall be referenced to identify the appropriate glove or hand protection.

Glove selection should be made based on the activity to be performed. This consideration should be made during the JSA process. It is anticipated that personnel may need different gloves for different tasks within the same job. Under those circumstances, Fieldwood's expectation is that the proper gloves be available and worn as appropriate. Additionally, gloves should be changed as often as is necessary so that personnel are wearing gloves appropriate to the immediate task. Wearing improper gloves for a task due to convenience (not wanting to stop and change gloves) is a violation of this safe work practice. Gloves utilized for work on Fieldwood Energy facilities will be subject to the recommended minimum criteria described below:

### Recommended Minimum Criteria for gloves used on Fieldwood Energy Facilities (all ratings are EN388, ASTM or ISO) \*:

- **Light-Duty Benchwork:** When performing work requiring enhanced tactility (ability to feel fine details), knit/dipped or leather gloves may be worn but must have a cut resistance rating of 2 or greater (leather gloves must have an interior liner with cut resistance rating of 2 or greater). Due to the nature of this type of work, no impact resistance is required.
- **Regular-Duty work:** When performing light rigging, maintenance and general labor type activities, gloves with a cut resistance rating of 4 or greater and having integrated impact resistance (back of the hand) should be worn.
- **Heavy-Duty Operations:** When performing heavy rigging and/or construction type activities, welding gloves and heavy rigging gloves (i.e. Roughneck) are approved for use. These gloves must incorporate integrated impact resistance (back of the hand), and it is recommended they have a cut resistance rating of 1 or greater.

\*Gloves with no cut resistance rating (per any standard) are considered to have a cut resistance rating of 0 (zero) for the purposes of this safe work practice.

Some work types, based on the nature of work, typical hazards and common types of exposure, may call for the use of other glove types (i.e. do not meet above specs) as follows:

- **Chemical Handling:** Latex and specialty gloves are approved for use.
- **Painting and Sandblasting:** Cotton gloves and leather gloves are approved for use.

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- **Welding and Burning Operations:** Welding gloves and heavy rigging gloves (i.e. Roughneck or Welding Gloves) are approved for use as appropriate.
- **Scaffolding:** leather gloves are approved for use.

Type of Work	Examples	Types of Gloves	Cut Resistance*	Impact Resistance
Light-Duty	Operator or Technician performing bench repair of level controller	Knit or Leather	2+	Not Required
Regular-Duty	Operator or Const. Worker rigging for crane to move a piece of equipment	Knit or Sewn	4+	Required
Heavy-Duty	Const. Worker rigging to install piping	Knit or Sewn	1+ (Recommended)	Required
Chemical Handling	Repair of chemical injection pump	Per SDS	N/A	N/A
Painting & Sandblasting	Paint crew performing paint/blast	Cotton (overspray protection)	N/A	N/A
Welding & Burning	Welding a pipe support	Leather Welding Gloves	N/A	N/A
Scaffolding	Scaffold crew installing scaffolding	Leather	N/A	N/A

\* Gloves with no cut resistance rating per any standard (EN388, ASTM or ISO) are considered to have a cut resistance rating of 0 (zero) per Fieldwood SWP.

### Personal Flotation Devices (Work Vests / Life Jackets)

All personnel or contractors who are working over water not protected by handrails, disembarking a vessel, or working aboard a vessel's deck (boat or barge) shall wear a fully secured USCG approved work vest Type 5 or USCG approved Type 1 flotation device (in addition to any fall protection equipment that may be required for such activities).

The following requirements are also applicable to Personal Flotation Devices:

- USCG (US Coast Guard) approved Type 1 flotation devices shall be worn during platform abandonment emergencies and/or while conducting abandonment drills.
- All personnel or contractors are required to wear a fully secured flotation device (Type 1 or Type 5) when at the plus 10 level or below the lowest working level.
- A USCG approved Type 1 life jacket or Type 5 work vest shall be worn when being transferred by personnel basket.

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- Inflatable life jackets are provided by transportation companies and shall be worn while traveling by aircraft over water.
- Personal Floatation Devices shall be inspected and maintained according to USCG requirements.
- Any time a flotation device is no longer effective, it shall be taken out of service, reported to facility supervisor and/or replaced.