

Perform Air International Inc.

Administrative System Manual

Procedure III.18: Personal Protective Equipment (PPE) Procedure

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-Release
1	05/31/2013	Revision to 1.0 for grammar. Revision to 3.0 for clarification of responsibilities. Removal of 5.2.1, 5.2.2 and 5.2.4 thru 5.2.6 resulting in repagination of 5.2 thru 5.2.5. Revision to 5.1.1, 5.1.3, 5.1.4, 5.2.1 and 5.2.8 for clarification of PPE use. Addition of Records 6.1.
2	07/01/2013	Revision to 1.0 for grammar. Pagination of 3.1 thru 3.5 for consistency of format. Revision to procedure for clarification of responsibility and grammar. Removal of 5.2.1, 5.2.2 and 5.2.4 thru 5.2.6 resulting in repagination of 5.2 thru 5.2.5. Revision to 5.1.1, 5.1.3, 5.1.4, 5.2.1 and 5.2.8 for clarification of PPE use. Addition of Records 6.1.
3	07/31/2017	Addition of 5.1.5 and 5.1.6 for addition of PPE.
4	05/31/2018	Revision to 3.1, 4.0, 5.0,
5	12/31/2018	Revision to 5.2.4.1
6	06/30/2019	Revision to 5.2.4.1
7	01/31/2020	Revision to 1.0, 3.3, 3.4, 5.1.1, 5.1.1.3, 5.1.3 and 5.1.4.
8	10/31/2021	Revision to 3.1
9	01/31/2022	Revision to 3.3 & 5.2.4.1
10	05/22/2025	Revision to 3.1
11	10/31/2025	<i>Revised 5.1.1.1, 5.1.1.2 "Steel Toe" replaced with "Safety"</i>

1.0 Purpose:

To reduce or eliminate any hazards employees of Perform Air International Inc. may encounter throughout the workday by the use of personal protective equipment and employee education in accordance with 29 CFR 1910.Subpart I and all consensus standards incorporated therein by reference.

2.0 Scope:

All employees of Perform Air International Inc.

3.0 Responsibility:

- 3.1 The maintenance of this procedure is the responsibility of the *Maintenance Department Management*.
- 3.2 The Training Department is responsible for ensuring all personnel are trained on the purpose, location, and importance of personal protective equipment. Training will be documented on the Employee Training Record.
- 3.3 The Planning Supervisor is responsible for ensuring all required personnel have Personal Protective Equipment available to use.
- 3.4 Each department manager is responsible for ensuring the required usage of personal protective equipment by all employees in their area of responsibility
- 3.5 All Perform Air International Inc. employees are responsible for their individual use of personal protective equipment.

4.0 Definitions:

- 4.1 **Personal Protective Equipment (PPE):** Specialized clothing or equipment worn by employees for protection against health and safety hazards.
- 4.2 **Blood:** Human blood, human blood components and products made from human blood.

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- 4.3 Blood Borne Pathogens:** Pathogenic, infectious microorganisms that are present in human blood and can cause disease in humans.
- 4.4 Occupational Exposure:** Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- 4.5 Other Potentially Infectious Materials:** The following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, saliva and any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult to differentiate between body fluids.

5.0 Procedure:

5.1 Personal Protective Equipment Requirements:

- 5.1.1 Foot Protection:** Approved protective footwear complying with applicable standards must be worn by all employees who routinely work in areas where foot injuries may result from accidental contact with heavy objects.

- 5.1.1.1** At the 463 South Hamilton Court location, *Safety* shoes are required to be worn by any employee who routinely works in the shop area, warehouse, quality control, planning, and shipping and receiving areas.

- 5.1.1.2** At the 300 South Hamilton Place location, *Safety* shoes are to be worn by any employee who routinely works in the machine shop area.

- 5.1.1.3** Any employee who is in the above areas, but does not routinely work there, does not have to wear protective shoes.

- 5.1.2 Eye and Face protection:** Eye and face protection must be worn during grinding, chipping, buffing, chemical handling, cutting and other operations where particles/chemicals are likely to be present during the job operation. Safety glasses with side shields or safety goggles are acceptable for the above-mentioned work. A full-face shield in addition to safety glasses/goggles is recommended for all grinding and chemical handling operations.

- 5.1.3 Hand Protection:** Gloves must be worn as needed. Perform Air International Inc. provides a variety of protective gloves equivalent to the protection required for assigned tasks. The employee will ask his/her supervisor when not sure which glove is appropriate for a specific task.,.

- 5.1.4 Clothing:** Perform Air International Inc. furnishes uniforms to maintenance, Shipping/Receiving, Planning, QC, and warehouse personnel to ensure each

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employee wears suitable pants/shorts and a shirt that covers the upper arms and shoulder areas while working in the shop. In the event personnel are not attired in a company furnished uniform (i.e. dress down Friday) the clothing worn by those employees is expected to provide the same level of protection as the uniform.

5.1.5 Hearing Protection: Perform Air International Inc. provides hearing protection for employees working in an area where posted signage necessitates its usage. Employees are instructed how to properly don hearing protection during orientation.

5.1.6 Respirator Program: All employees who operate a paint gun or perform any special plating processes must wear a respirator when performing those job functions. Said employees must attend initial and recurrent training in the proper fit, maintenance, and use of a respirator in addition to passing an annual medical examination to determine their physical ability to safely wear a respirator.

5.2 Safe Work Practices:

5.2.1 In the event of an incident involving blood borne pathogens, utilize the biohazard response kit located in the employee break room and follow the instructions therein.

5.2.2 Wash hands with soap and water after removing gloves.

5.2.3 If exposed to blood borne pathogens, wash the area immediately and report the incident to management. Professional medical attention may then be provided if needed.

5.2.4 Regulated waste must be properly bagged and disposed of in the biohazard bucket.

5.2.4.1 At the 463 South Hamilton location, this is located in the Human Resources office.

5.2.4.2 At the 300 South Hamilton Place location, this is located in the bathroom outside of the machine shop.

5.2.5 Waste removal from the biohazard bucket will be according to government regulations.

6.0 Records:

6.1 Employee Training Record (Form 66.01)