

Contractor and Visitor Personal Protective Equipment Policy	Number: HS-460-008-03
	Date of Issue: May 22, 2026
	Effective Date: May 22, 2026

Prepared by: Todd Lansi	Supersedes Date: Feb 7, 2022
Approved by: Todd Lansi	Approved Date: May 22, 2026

1. **Purpose**

Our PPE policy is to provide us proper personal protection against injury that meets or exceeds standards set out by WSBC Section 8.

2. **Responsibilities**

- Every contractors and other personnel is responsible for wearing the appropriate PPE sufficient for the task being performed in order to avoid injury.
- All Management and people in leadership roles are expected to model these PPE behaviors themselves and ensure that all employees or contractors they supervise or interact with are using the appropriate PPE for their circumstances and comply with mill rules.

3. **Guidelines**

This Policy on personal protective equipment (PPE), addresses eight essential components.

- 1) Protective head gear
- 2) Safety eye wear and face protection
- 3) Protective footwear
- 4) High visibility apparel
- 5) Hearing protection
- 6) Respiratory protection
- 7) Protective Clothing (Hand, Arm, Leg, Body)

4. **Protective Head Gear**

All contractors and other personnel who enter the HSPP site are required to wear approved safety hats at all times within sites' limits, including all operation units, maintenance shops, and outdoor areas.

“Approved” safety head protection means those meeting the requirement of the CSA Z-94.1(Canadian Standards Association). Safety hats approved under other national or international performance standards will also be considered “approved” provided those standards are as stringent as ANSI or CSA.

All contractors and other personnel are required to wear approved safety hats are responsible for routinely inspecting and properly caring for their hard hats.

All safety hats must be worn with the helmet bib forward, except **only** to accommodate other PPE such as welding helmet. Reversible headwear shall be authorized in the local PPE standard for specific tasks/jobs necessitate wearing headwear backward, after a formal risk analysis has been completed by the mill representatives.

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All safety hats must be tight fitted only with a suspension system with adjustable ratchet and equipped with fixation devices that will maintain the safety hat in its proper position on head at all times and prevent it from falling off when moving, bending or with impact. Authorized fixation devices are the following:

- Safety hat to be used with chin strap with 4-point attachment or;
- Safety hat to be used with earmuffs properly fitted on ears or;
- Safety hat to be used with 3M Secure Fit Suspension system with ratchet (model H700) or;
- Safety hat to be used with MSA Fas-Trac III Suspension system with ratchet or;
- Safety hat to be used with “Hat Grabber” device installed on backside of ratchet suspension.

Contractors and other personnel who have not had area specific safety orientations, or are not familiar with the area PPE requirements, will wear their hard hats.

In areas or situations where hard hats are **not mandatory**, each individual **must** evaluate job-specific circumstances/environment and assess the specific risks related to the task being performed in order to prevent head injury.

Contractors and other personnel must have a hard hat available at all times if their tasks could take them into an area requiring hard hats to be worn.

Travel without hard hats is not permitted through areas that are in scheduled or unscheduled maintenance activities.

Hard hats having a 4-point harness for chinstraps are required when working from a height exceeding 3m (10 ft.). Hard hats having a 4-point harness for chinstraps are also required for workers riding bicycles on the mill site.

Chinstraps must be used to prevent the accidental loss of hard hats in required areas or where there is a possibility of the hard hat entering the process.

Chinstraps must be used every time fall protection harnesses are worn.
Wearing baseball caps underneath a safety hat is prohibited.

Note: This standard sets a minimum mill wide requirement; however; any Contractors or department may choose to adhere to a higher standard.

5. **SAFETY EYE WEAR AND FACE PROTECTION**

All contractors and other personnel who enter the HSPP site are required to wear approved protective safety eyewear at all times not outlined in the exemptions.

All safety eyewear, including prescription safety eyewear must meet the requirements of CSA Standard Z94.3, or other future replacement standard. This eyewear must be equipped with permanently affixed side shields and must be maintained in such condition so as not to impair clear vision.

Contact lenses are prohibited to be worn on mill property.

Grinding or buffing operations require the use of face shields in addition to approved safety eyewear. Face shields must be used with splash goggles in situations where there is risk of injury to the eyes from splashing or spilled hazardous materials. Face shields are not a substitute for safety eyewear.

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Any task that requires wearing face shield requires splash goggles or tight-fitting safety glasses (rubber or foam-type) based on the potential contaminant. Regular safety glasses are not acceptable.

Ex: liquid = splash goggles, dust = tight fitting safety glasses.

Note: These sealed safety glasses must be able to prevent any foreign body or dust that can penetrate between the frame of the glasses and eyes.

Some examples include, but are not limited to:

- Grinding (safety splash goggles or tight-fitting safety glasses + face shield) welding mask for worker performing work + tight fitting safety glasses OR respiratory full face mask are acceptable in replacement of face shield and safety goggles

Performing tasks in dusty work environment (safety splash goggle or tight-fitting safety glasses) including:

- Wood chip piles
- Wood bark piles
- Boiler ash
- Cleaning/blowing equipment with pneumatic energy source (splash goggles and face shield)
- Driving vehicles with opening within dusty work environment
- Pressurized water washing Pressurized water washing (splash goggles + face shield)
- Spraying / Washing with any chemical product (splash goggles + face shield)
- Welding / Cutting (tight fitting safety glasses + welding mask)

Splash goggles and face shields with chin guard must be worn:

- In a Hot Zone
- Completing a line break
- Whenever workers are working with or sampling corrosive liquids, corrosive chemicals with WHMIS Class E designation, heated liquids, slurries or compounds above atmospheric pressure.
- A face shield is required in addition to safety glasses or goggles when performing any task where there is a risk of flying objects, such as grinding or scraping.
- If impact-resistant goggles are not used, safety eyewear meeting Z94.3 must be worn underneath the goggles.

Full-face respirators and SCBA masks are impact rated (CSA Z94.3.1-02) and do not require additional eye protection.

Contractors and other personnel shall wear nonconductive eyewear wherever there is a danger of injury from electric shock or burns due to contact with live parts, exposure to electric arcs or flashes, or from flying objects resulting from electrical explosion.

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7. SAFETY FOOTWEAR

All contractors and other personnel will wear CSA Class 1 safety footwear **Gate-to-Gate** and must meet the following criteria:

- CSA Z-195, 8" high boots with a chemical/liquid resistant outer covering such as:
 - Safety rubber boot with CSA grade 1 toe cap "i.e.: Rubber Miner boots" or;
 - Full grain leather (boot & tongue), or;
 - Ballistic Nylon with waterproof liner or;
 - Chemical/liquid resistant covering such as "i.e.: Royer – U-TECH* rubber & Leather"
- CSA grade 1 approved toe cap with puncture resistant sole
- Dielectric protection sole
- Medium tread soles to prevent slips & falls
- Boot tongue **MUST** be stitched to the sides of the boot or shaped like a gusset between the 3rd and 2nd last eyelets from the top to prevent liquid intake
- All Boots with the exception of gum boot must be of the lace up style (cable secure included) and are required to be securely laced up to a minimum of the second last eyelet in order to give ankle support.

Appropriate specialty footwear (i.e. rubber boots, chainsaw boots, etc.) must be worn when the nature of the hazard exceeds the protective capability of footwear as outlined above.

7.1 Winter Ice Cleats:

Use of ice cleats on boots is mandatory at all times on facility grounds, parking areas, and outside buildings when icy conditions are present and must be on one's person when temperatures are below 3°C. If conditions warrant use, signs will be posted at the main entrances. Ice cleats are not required for boots with the Vibram artic or Fire and Ice grip sole.

8. High Visibility Apparel

All contractors and other personnel will wear high visibility apparel Gate-to-Gate.

- All contractors and other personnel will wear high visibility apparel at all times within the mill gates
- High visibility apparel is defined as vests or other clothing approved by the safety department as providing equivalent protection.
- At any time, you could interact with mobile equipment

9. Hearing Protection

All contractors and other personnel will wear approved hearing protection where the average noise levels are greater than 85dB or there is impact noise with peak levels of 135 dB or greater. Departments will ensure that area specific standards with respect to hearing protection are clearly posted and are included in the area specific inductions.

While this standard indicates the general requirements for hearing protection, each individual **must** evaluate job-specific circumstances and assess the specific risks related to the task being performed.

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In all instances in which hearing protection is required by this standard, that hearing protection must be approved under CSA Standard Z94.2-94, or other future replacement standard. A wide variety of earplugs and muffs which meet this standard are available to all workers 24 hours a day.

Note: This standard sets a minimum mill wide requirement; however, any employee or department may choose to adhere to a higher standard.

10. **Respiratory Protection**- See Respiratory Protection Program

11. **Protective Clothing (Hand, Arm, Leg, Body)**

All contractors and other personnel who enter the site are required to wear cut-resistant gloves rated A4 based on the ANSI/ISEA 105-2016 Standard at all times (Gate-to-gate).

All contractors and other personnel who work in areas, jobs and/or tasks designated as requiring gloves are responsible for wearing the appropriate gloves and for routinely inspecting and properly caring for their gloves.

Chemical carriers must wear level A4 authorized cut resistant gloves under chemical gloves, if not rated A4 on the ANSI/ISEA 105-2016 Standard as cut-resistant gloves.

Note: There is an exception to not use of gloves when operating or working near rotating fixed machinery or equipment, as for example bench grinder, press drill and similar tools, etc. This equipment however must be equipped with proper safety guards OR safety interlocks

Shirt sleeves must extend to at least the midpoint between the elbow and shoulder.

Arm protection, such as long sleeve shirts or gauntlets, must be worn to prevent injury when the hazard exists in the task or environment. Long sleeve shirts are mandatory in the Power and Recovery Department.

Leg protection (such as long pants) must be worn.

Leg protection (chaps) must be worn when using chainsaws and Weed Whacking.

Chemical protective clothing and gloves must be worn when entering a Hot Zone, completing a line break (see Line Break policy) or handling hazardous chemicals in accordance with the Safety Data Sheet (SDS).

Life jackets meeting the WorkSafe BC standard must be worn when working on the water or if there is a risk of falling into the water.

Each specific department may have specific clothing requirements, refer to department's policies or procedures for any specific requirements.

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12 Policy Review

Revision #	Revision Date	Revision Description	Reviewed by:	Effective Date
01	April 4, 2022	Major rewrite of previous policy.	Todd Lansi	April 14/22
02	June 13, 2024	Minimum of cut-resistant level 4 gloves are to be worn by everyone Locker-to-Locker. During major shutdowns, a minimum of cut resistant level 4 gloves are to be worn by everyone Gate-to-Gate.	Todd Lansi	June 28/24
03	May 22, 2026	Minimum of cut-resistant level 4 gloves are to be worn by contractors Gate-to-Gate. Hot Zones and Line Break requirements were added. 8" CSA safety boots was added. Hard Hat specifications was added, including the use of a chin strap when scaffolding.	Todd Lansi	May 22, 2026

AUTHORIZED BY:

May 22, 2026

Date:

*Todd Lansi
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