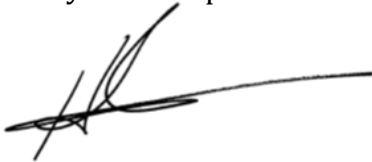

INSPECTION POLICY.

It is CPP's policy to maintain a program of safety inspections. The objective of this program is to control and mitigate hazards in the workplace and worksite. All CPP's facilities and worksites shall be included in the inspection program.

Worksite inspections are an integral part of this program in order to verify compliance at the field level. Informal inspections should be completed on an ongoing basis by all supervisors and crewmembers. Formal inspections must be completed in a systemic manner in order to achieve effectiveness. Each site will plan inspections and develop a system to ensure that follow up on deficiencies is carried out in a timely and complete manner.



Harold Kinsey

January 4, 2021

There are two formalized (*planned*) inspections that must be carried out and documented;

1. **Planned Inspections:**

Management and Supervisors of the Company are to conduct regular planned inspections that affect People, Equipment, Materials, and Environment on a regular basis. The Company has a standard form that can be used, if a company or division wishes to use their own document, the following must at least be included:

- *Date of Inspection.*
- *Location and description.*
- *Hazard Classification.*
- *Action required by.*
- *Hazard previously noted (yes or no / complete or incomplete).*
- *Name of person conducting the inspection.*
- *Site inspected.*

2. **Site Visit Reviews:**

In accordance with the Site Inspection Policy contained within the policy section of the Health and Safety Manual, Managers, Supervisors, Health and Safety Personnel, and employees must conduct regular Site Inspections. The Company has a standard Site Inspection form that should be used for site inspections.

INSPECTION PLANNING.

Every inspection must examine who, what, where, when and how. Pay particular attention to items most likely to develop unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, corrosion, chemical reaction or misuse.

Inspect the entire workplace area each time, include areas where no work is done regularly, such as parking lots, rest areas, office storage areas and locker rooms.

Look at all workplace elements - the environment, the equipment and the process.

The environment includes such hazards as noise, vibration, lighting, temperature, and ventilation.

Equipment includes materials, tools and apparatus for producing a product or a service.

The process involves how the worker interacts with the other elements in a series of tasks or operations.

INSPECTION PRINCIPLES TO OBSERVE.

The Canadian Centre for Occupational Health and Safety recommends when conducting inspections to follow the following ten (10) principles;

1. Warn employees of immediate danger to life or health. (See OH&S Act – Sec.35)
2. Shut down and lock-out/tag-out any machinery that will remain hazardous until it is serviced/repaired.
3. Do not operate equipment yourself unless qualified.
4. If you do not have enough knowledge of the situation to make an accurate safety judgment, consult with someone who does.
5. Look at situations from every possible angle.
6. Where appropriate, measure the levels of chemicals, noise, radiation, and/or biological agents in the atmosphere. (Always wearing the appropriate PPE.)
7. Clearly describe each hazard and its location in your notes.
8. Try to make observations without disrupting normal work activities.
9. Examine equipment, vehicles, and power tools both when they are stopped (static), and when they are running (dynamic).
10. Photograph (with site permission) hard to describe situations and/or problems.

INSPECTION INFORMATION.

Most all CPP's sites have the same standards to conducting inspections. The only varying factor is the inspected elements from the general or prime contractor. To complete an inspection report the following areas of information should be considered;

Diagram of Area: Use drawings of plant layout, or floor plans to help you draw a diagram. Divide the workplace into areas based on the process. Visualize the activities in the workplace and identify the location of machinery, equipment and materials. Show the movement of material and workers, and the location of air ducts, aisles, stairways, alarms and fire exits.

Use several simple diagrams if the area is large. Concentrate on particular types of hazards in the area. If chemicals are the main concern, make sure the diagram emphasizes chemicals. Do the same for all other hazards, such as noise and lighting. Explain the contents of the diagram in a legend. Describe the steps of each operation. Obtain worker and supervisor comments on the diagram-they know the area better than anyone else.

Equipment Inventory: Know what type of machinery or equipment is present. Review technical safety data sheets, or manufacturers' safety manuals. Read work area records to become familiar with the injury and illness potential of the equipment.

Chemical Inventory: Determine which chemicals are used in the workplace and whether material safety data sheets are available. Find out whether actual and potential sources of chemical exposure are properly controlled. Make sure that all workers have received training in handling chemicals. Check that all chemicals are labelled with pertinent information (such as handling, storage, and waste disposal) according to Workplace Hazardous Materials Information System (WHMIS) requirements.

Checklists: A checklist helps to clarify inspection responsibilities, controls inspection activities and provides a report of inspection activities. Checklists permit easy on-the-spot recording of findings and comments but be careful. Do not allow the inspection team to become so intent on noting the details listed that it misses other hazardous conditions. Use checklists only as a basic tool. Refer to the related documents for sample checklists that you can use as a guide to develop a checklist for your workplace.

Past Reports: Inspection records are important. Past inspection records show what has been identified. They also show what an inspection team concentrated on and what areas it did not inspect. The inspection report can draw attention to possible hazards. However, do not simply repeat or copy previous inspections. Use the inspection report to determine whether previous recommendations were implemented.

Work Site Inspection Form

Site/Area: _____ Supervisor: _____

Inspected By: _____ Date: _____

EMERGENCY and HAZARD INFORMATION	YES	NO	N/A
Emergency procedures are posted and legible			
Monthly inspections posted and up-to-date			
Fire extinguisher present and accessible			
Fire extinguisher seal intact; date tested			
First Aid available and clearly marked			
First Aid record kept/kit re-stocked			
First-aid Attendant's qualification current			
Solvent recycling container clearly identified			
MSDS sheets available and current			
Comments:			
HOUSEKEEPING	YES	NO	N/A
Bench tops and sink areas are tidy			
Tripping hazards are absent			
All exits and passageways are clear of obstruction			
Step-ladder available for out-of-reach items			
"No Eating/Drinking/Smoking" signs posted			
Burnt out light bulbs absent			
Floor free of slippery substances			
Comments:			
LOCK-OUT (if applicable)	YES	NO	N/A
Lock-out procedures are posted and used			
Machines are locked out from their power sources before repairs are begun			
Effective means of verifying lock-out are provided			
Comments:			

MACHINE SAFEGUARDS	YES	NO	N/A
All hazardous moving parts of the machine, including auxiliary parts have safeguards: gears, sprockets, pulleys, flywheels and chain drives			
Safeguards prevent workers' hands, arms and other body parts from making contact with dangerous moving parts			
Safeguards have not been tampered with, altered or removed			
Powered machinery/equipment has start and stop controls located within easy reach of the operator has controls and switches whose functions are clearly identified			
Physical hazards are marked in a manner that clearly identifies the hazard			

Comments:

PERSONAL PROTECTIVE EQUIPMENT	YES	NO	N/A
All workers wearing required inspected PPE			
Protective equipment required is appropriate for the job, used and in good condition Ear protection, goggles/glasses			
Operators are dressed safely no loose-fitting-clothing or jewelry			
Proper Foot Protection			
Specialty PPE available if necessary (respiratory, fall protection, etc)			

Comments:

ELECTRICAL and AIR SUPPLIES	YES	NO	N/A
There are no loose or damaged cords or connections			
Machines are properly grounded			
Air hose in good condition with end fittings secured			

Comments:

LADDERS & RIGGING	YES	NO	N/A
All ladders and rigging equipment (slings, shackles) are in good repair and have legible load ratings			
Have all ladders and rigging been inspected on regular intervals			

Comments:

MAINTENANCE PROGRAM POLICY.

All tools, equipment, vehicles and forms of PPE (Personal Protective Equipment) shall be properly maintained, so as to reduce the risk of injuries to employees, the general public and/or damage to CPP and/or general property.

Supervision shall ensure that all preventative maintenance is carried out by competent, qualified personnel, according to established schedules, and that documentation of inspections/maintenance is maintained.

Any service work that is to be performed on any of CPP's vehicles, equipment and tools will be completed by a certified, competent, and qualified third party company.

Documentation for any work done on vehicles, equipment and tools will be retained for the life of that vehicle/tool with CPP.

All employees shall regularly check all tools, equipment and vehicles that they are working with, and shall take out of service any tools or equipment that poses a hazard due to a need for repair.

Any vehicles or trailers that are classified as a hazard due to a need for repair will be brought back into CPP's shop where they will be scheduled for service/repair by the Warehouse/Shop Manager. If the vehicle or trailer cannot be brought back to the shop on its own accord, the employee will notify the Warehouse/Shop Manager immediately so that means to bring the vehicle or trailer to the shop can be made.



Harold Kinsey

January 4, 2021

STANDARD VEHICLE SERVICE GUIDELINES.

Service Vehicles:

Service Type	Intervals
G.O.F. (Grease, Oil, Filter)	As determined by Service Manager, but not to exceed 400 hours
Rotation of Tires	As determined by the Service Manager
Transmission Service	At least once a year
Front-End Alignment	When needed, or as determined by the Service Manager
Differential Service (if applicable)	At least every two (2) years, or as determined by the Service Manager
Headlamps, Wiper blades, Fluid Top-Ups	As determined by Unit Operator and Service Manager
Other (Electrical Components, Misc.)	As specified by the manufacturer
Washing and Cleaning of Unit	Every week, or as determined by Unit Operator

Employee/Foremen Vehicles:

Service Type	Intervals
G.O.F. (Grease, Oil, Filter)	As determined by Operator, but not to exceed 400 hours
Rotation of Tires	As determined by Operator
Transmission Service	At least once a year
Front-End Alignment	When needed, or as determined by the Operator
Differential Service (if applicable)	At least every two (2) years, or as determined by the Operator
Headlamps, Wiper blades, Fluid Top-Ups	As determined by Unit Operator
Other (Electrical Components, Misc.)	As specified by the manufacturer
Washing and Cleaning of Unit	Every week, or as determined by Unit Operator

EQUIPMENT/VEHICLE CHECKLIST

Date / Time : _____

Make & Model : _____

Unit # : _____

Mileage (km/miles) : _____

Rating Legend : **N/A - Not Applicable** **M - Passed but maintenance required**
P - Passed in good working condition **R - rejected, repair necessary before returning to service**

Fluid Levels :

	Motor Oil		Rear End		Air Filter
	Radiator		Brake Fluid		Oil Change Required?
	Power Steering Fluid		Greasing Required		Oil Filter Changed ?
	Windshield Washer Fluid		Transmission Fluid		

Driver's Compartment :

	Sun Visors		Horn & Switches		Steering Power Assist
	Windshield Wipers		Windshield Defrost		Windshield
	Side Windows		Beam Indicator		Instrument Lamps
	Pedal Pads		Fire Extinguisher		Hazard Kit/Flares
	Seats & Seatbelts		First Aid Kit		Air Pressure Gauge
	Speedometer		Booster Cables		Steering Colum Security

Body Exterior :

	Head Lamp Operation/Aim		Clearance Lamps		Identification Lamps
	Tail Lamps		Stop Lamps		Turn Signal Lamps
M	TDG Place cards		Fenders/Mud Flaps		Paint
	Pipe Rack		Headache Rack/Chains		Body & Doors

Under the Hood :

	Hood		Power Steering System		Fuel Pump System
	Battery & Wiring		Air Filter Compartment		PCV Valve
	Fan & Belt		Other Belts		Carburetor
	Cooling System		Windshield Washer System		Distributor

Equipment/Vehicle Checklist (cont.)
Brake, Tires and Wheels :

	Brake Components		Chock Block(s)		Road Clearance
	Brake Drum Condition		Brake Lining Thickness		Disc Brakes
	Brake Failure Indicator		Park Brake		Park Brake Indicator
	Tire Pressure		Tire Wear		Spare Tire
	Tire Iron		Jack		Chains
	Wheel Lugs		Wheel Ailignment		

Equipment/Vehicle Status :



	Passed Good Condition		Failed Needs Maintenance
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Other Observed Problems/Concerns :

Operator / Driver's Signature :


 CDN. Power Pac
 11680-266 St, Acheson, Alberta T7X6H2
 780-452-0467

AWP Inspection Form

Label	Gym		
	Beaumont School (Ecole Secondaire Beaumont Composite High School)		
	Tuesday, May 25th 2021, 7:09 AM (MDT -06:00)		
Aerial Lifts			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Cage and body of unit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Operator's manual
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Railings, Work platform
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Deck Extension
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Fall Pro anchor points
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Weldments, Bushings, Pins
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Boom chain adjustment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Inner and outer booms
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Articulated joints
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Lift arms, Pins, Crossbar
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Hydraulic lift Cylinders
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Turret turntable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Ground/platform control
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Motion alarm, tilt alarm, horn
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Decals, capacity plate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Hoses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Wheels, tires, lug nuts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Battery
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Engine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Transmission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Air filters
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Radiator
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Hydraulic tank
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Fuel tank
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Propane tank
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Fire Extinguisher
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Extendable axles, axle lockouts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Outriggers and stabilizers
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Engine starts/oil pressure

<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Battery-charge level
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Gauges and instruments, hour meter/warning lights
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Ground and platform controls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Boom/Lift arms, Raise/lower/extend/retract
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Turret rotate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Drive-forward and reverse
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Steer-left and right
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Platform-tilt/rotate/extend
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Horn
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Outriggers/stabilizers/pothole protection
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Extendable axles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Function-enable dead man device
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Manual/auxiliary controls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Safety interlocks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Drop-offs or holes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Bumps and floor/ground obstructions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Debris
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Overhead obstructions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Energized power lines
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Hazardous locations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Ground surface and support conditions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Pedestrian/ vehicle traffic
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Wind and weather conditions
Comments:			
No comments			

Colin Gollop, 3rd Year Electrician
 May 25th 2021, 7:09 AM (MDT -06:00)



PRE-LIFT CHECKLIST

PROJECT NAME: _____

PLAN NUMBER: _____ REVISION NUMBER: _____ DATE: _____

LOAD DESCRIPTION: _____

INSTRUCTIONS:*The Person in charge of lift shall initial each item as it is completed and sign at bottom after all items are completed.*

1. _____ Competent Lift Supervisor Name: _____
2. _____ Competent Designated Flagman Name: _____
3. _____ Competent Rigger Name: _____
4. _____ Location for crane is clear of stored items? YES NO
5. _____ If on barge, stability and potential list condition reviewed? YES NO N/A
6. _____ Crane is far enough from excavation to eliminate collapse? YES NO
7. _____ Is the ground compacted & level at crane location? YES NO
8. _____ Location for off-loading is clear of stored items? YES NO
9. _____ Crane appears to be in good condition? YES NO
10. _____ Counterweights required are installed? YES NO N/A
11. _____ Outriggers fully extended, with mats, & wheels clear of ground? YES NO
12. _____ Crane is level within one-degree? YES NO
13. _____ Adequate swing clearance and area barricaded? YES NO
14. _____ Obtain copies of the crane operator's license, crane manufacture, model, serial number, owner's ID number, crane monthly, annual, quadrennial inspection, and load charts? YES NO
15. _____ Pre-Lift meeting held with crew? YES NO
16. _____ Daily Crane Inspection Checklist completed? YES NO
17. _____ Functional test completed? YES NO
18. _____ Power line clearances will be maintained? YES NO
19. _____ Load radiuses and elevations verified? YES NO
20. _____ Load will not touch boom in vertical lift? YES NO
21. _____ All rigging and attachments have been inspected? YES NO
22. _____ Spreader(s) bar have been inspected and are certified? YES NO N/A
23. _____ Rigging has a 5 to 1 safety factor? YES NO
24. _____ Tag line(s), required, are long enough and tied to load? YES NO
25. _____ Wind speeds are predicted to be under 20-MPH? YES NO

All Items Completed By: _____ Title: _____ Date: _____

TRENCHING INSPECTION CHECKLIST

JOBSITE LOCATION: _____

 PERSON CONDUCTING INSPECTION: _____ / _____
PRINT SIGN

DATE OF INSPECTION: _____

	YES	NO	N/A	COMMENTS
GENERAL ITEMS				
Cracks in the ground around the trench or excavation?				
Tools and materials piled or stored near edge of trench or excavation?				
Proper guardrails or barriers in place?				
Safe means of entry/exit provided?				
Any signs of water seeping into trench or excavation ?				
Workers wearing proper PPE?				
TRENCH BOXES				
Damage or defects?				
Deformed plates?				
Cracks in welds?				
Bent or distorted welds in sleeves and struts?				
Missing struts?				
Bent struts?				
Holes, bends or other damage to plates?				
Shifting or settling to one side?				

INSPECTION OF PERSONAL PROTECTIVE EQUIPMENT (PPE).

In addition to the inspection before each use, an in-depth inspection of each worker's PPE must be carried out by a trained, competent person. The frequency of the in-depth inspection must be governed by the applicable legislation, and the type and intensity of use. CPP recommends an inspection at least once every year.

To help maintain product traceability, do not remove any markings or labels. Any PPE showing unexpected degradation should be quarantined, pending a detailed inspection.

PPE shall be inspected, cleaned and maintained by employees at regular intervals so it can be discarded, changed and/or decontaminated as deemed necessary. At a minimum, all PPE shall be discarded when it has become contaminated, worn, torn or has other integrity problems. It is important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards while ensuring compliance with appropriate regulations.

PROCEDURES:

Hardhats;

- The shell of the hard hat should be inspected for dents, cracks, nicks, gouges, or any damage due to impact, penetration, or abrasions.
- Degradation of the shell material due to ultraviolet light damage, temperature extremes, or chemical damage may be apparent when the shell becomes stiff, brittle, faded, dull in color, or exhibits a chalky appearance.
- The hard hat can be tested by compressing the shell inward from the sides about an inch, using both hands, and releasing the pressure without dropping the shell. The shell should quickly return to its original shape, exhibiting elasticity.
- The suspension should be inspected for cracks, frayed or cut crown straps, torn headband or size adjustment slots, loss of pliability or other signs of wear.
- A 4-point suspension should be used to replace a broken 4-point suspension, and a 6-point suspension should be used to replace a 6-point suspension.
- Hardhats should not be carried on the rear window shelf of an automobile or stored in direct sunlight.

Inspection of PPE (cont.)

- Never use hardhats with metal parts or clips. Such hardhats will not meet the electrical conductivity requirements of the ANSI Z89.1–1997 standard for class G hardhats or the NFPA 1977 (1998 edition) standard.
- Neither the hardhat shell nor the suspension system shall be altered or modified. The use of decals or lettering on hardhats should be kept to a minimum so cracks and defects can be easily seen.
- With the exception of face and neck shrouds, workers should never carry or wear anything inside their hardhats. Clearance must be maintained between the shell and head for the suspension system to work properly.
- The general service life of a hardhat can range from 2 to 5 years. All hardhats are susceptible to damage from ultraviolet light, extreme temperatures, and chemicals. Employees who are frequently exposed to sunlight, heat, cold, or chemicals should replace their hardhats more often.
- Remove dirt and stains from the shell and suspension system by scrubbing them with a mild detergent. Rinse the shell thoroughly with warm (not hot) water.

Steel-Toe Boots;

- Something important to look for when evaluating the fitness of a rubber safety shoe or boot is the presence of cuts, cracks or punctures on the footwear, which could cause leaking. Line the inside of the shoe with a paper towel or cloth. Place a heavy object on top of the towel or cloth to hold it in place. Fill a bucket with water so that the water level only is a few inches from the top of the shoe. (Do not let the water overflow into the opening at the top of the shoe.) Leave the shoe in the bucket overnight. The next day, take out the paper towel or cloth. If it is damp, there is a leak.
- If it's feasible, purchase two pairs and rotate between the two pairs. By giving each pair a day to rest, you allow the moisture from sweating to evaporate and dry out, preventing wear from the inside-out.
- Ensure that NO PART of the steel protection plate is visible. An exposed steel toe plate can become dislodged and render the safety boot damaged. Duct Tape or other means CANNOT be used to cover the exposed steel.
- After each use, safety footwear should be sprayed off with a hose; dipped in water; or cleaned with soap, water and a cloth or brush, depending on the type of shoes and how dirty they are.

Inspection of PPE (cont.)

- If the safety footwear is made with leather, use a shoe grease, oil or other moisturizing cream available at footwear retailers. This prevents the footwear from drying out and cracking, especially in the winter months. Consult the manufacturer's instructions first. If there are no instructions, visit the manufacturer's Web site or a shoe retailer.
- Even if the footwear doesn't show physical signs of deterioration, replacing the sock liner every 6 months will increase the life of the footwear and make them feel like new.
- If the footwear is being damaged on a consistent basis, it could be because the footwear is not designated for the tasks being done. Safety professionals can ensure that workers are outfitted with the right shoes or boots by conducting a hazard assessment for each job task to determine what kind of foot protection is needed for each job.
- The correct type of safety protection footwear should;
 - Fit comfortably, without slipping or pinching the foot or toes.
 - Be made of leather, rubber, or a strong synthetic material .
 - Provide good foot support.
 - Have low heels and non-skid soles for good traction.
 - Be in good condition, with no rips or hole.
 - Fasten securely; laces shouldn't drag on the floor.
- Decontaminate boots or boot covers that contact hazardous substances.

Electrical Gloves (Rubber Insulating, Leather Protector, Liners);

- Gloves should be inspected for any damage before each day's use. Gloves must also be inspected immediately following any incident that may have caused damage.
- Air Test rubber insulating gloves, by a certified professional, or fill the glove with air, either manually or by an inflator, and then checked for leakage. The leakage is detected by either listening for escaping air or holding the glove against the tester's cheek to feel air releasing. The procedure should then be repeated with the glove turned inside-out.
- When air testing gloves, gloves should be expanded no more than 1.5 times their normal size.

Inspection of PPE (cont.)

- Gloves should be subjected to periodic electrical tests. Gloves that are being used in the field on a constant basis should be professionally electrically tested every 6 months. Electrical testing can be conducted by certain certified Safety Outlet Retailers or Power Utility Companies.
- Before each use, gloves and sleeves should be inspected for holes, rips or tears, ozone cutting (the cutting action produced by ozone on rubber under mechanical stress cracks), UV checking, and signs of chemical deterioration.
- Gloves should be examined to determine if they show any damage as a result of chemical contamination, particularly from petroleum products. The first sign of exposure is swelling in the area of contamination. Should any rubber equipment be exposed to chemical contaminants or be suspect of any other physical damage, it should be turned in for inspection, cleaning and electrical testing.
- A leather protective glove should always be worn *over rubber insulating gloves* to provide the needed mechanical protection against cuts, abrasions, and punctures.
- If a hole is discovered in rubber insulating gloves, they **MUST BE DISCARDED!** Rubber insulating gloves cannot be patched or repaired. Patching rubber insulating gloves does not comply with ASTM, OSHA, and OH&S Standards.
- An alternating glove color program is suggested to help ensure all gloves in use are in the proper test cycle. This program creates a visual reminder of the proper test cycle by using one color for the first six months and a different color for the following six months.
- To help ensure the integrity of the gloves and worker safety, gloves need to be stored properly when not in use. Proper storage means that gloves must not be folded and need to be kept out of excessive heat, sunlight, humidity, ozone and any chemical or substance that could damage the rubber.
- Leather protectors should not be used alone for protection against electrical shock hazards.
- Protector gloves used for any other activity may not be returned to use as protection for insulated electrical gloves.
- Protectors should be worn whenever the insulated electrical gloves are worn. The only time they are not required is if the work is very small, fine material that requires dexterity, and the work will not damage the insulated electrical gloves.

Inspection of PPE (cont.)

Safety Glasses and Face Protectors;

- Ensure safety glasses fit properly. Eye size, bridge size and temple length all vary. Safety glasses should be individually assigned and fitted.
- Wear safety glasses so that the temples fit comfortably over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.
- Clean safety glasses and face shields daily. Follow manufacturer's instructions. Avoid rough handling that can scratch the lenses.
- Store safety glasses and face shields in a clean, dry place where they cannot fall or be stepped on.
- Keep safety glasses in a case, and face shields in soft-cloth bag when they are not being worn.
- Replace damaged parts only with identical parts from the original manufacturer to ensure the same safety rating.
- If safety glasses are to be worn with hearing protection, they must be compatible. If earmuffs are worn, the temple piece of the glasses must not break the seal of the muff. Thin temple piece glasses must be selected to avoid compromising the noise reduction capabilities of the muff.

Specialized PPE;

Specialized PPE can vary from task to task. The most common specialized PPE that is associated with CPP's tasks, but not limited too are; *Respiratory Masks, Fall Protection Harnesses and Lanyards, Confined Space Tri-pods, Gas Detection Systems, Arc Flash Kits, Ropes, Cables and Slings.*

The procedures for inspection and maintenance on these pieces of equipment also vary. Instead of having one encompassed set of inspection procedures for specialized PPE, it is recommended that ALL Workers, Supervisors and Management that utilize Specialized PPE inspect their equipment prior to use based on manufacturer's recommendations.

If the Specialized PPE does not come with manufacturer's inspection recommendations, the inspection procedures will be obtained through the Manufacturer's web-site, Retail Outlet, or obtained through a special request with CPP's Health & Safety Department.

