



Production and Operations: HSE&C

Personal Protective Equipment (PPE)

Safe Work Practice (SWP)

9	15-Nov-2023	Revised Issued for GoM Use	Shane Fruge	Jennifer Osterhaus
8	25-Oct-18	Revised - Issued for GoM Use	Pam Tomme	Melissa Mark
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AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment Description
09/29/2023	9	PQ	Incorporate Fall Protection requirements and check list inspection. Update definitions, acronyms, and terminology per current practices. Prescription Safety Glasses Policy. Updates in the Training Matrix
10/28/2018	8	DL	Reformatted document to meet new GoM document control template standardization guidelines. No current information changes.

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1 Purpose and Scope

The purpose of this Safe Work Practice (SWP) is to provide requirements and guidance to use effectively Personal Protective Equipment (PPE) according to the hazard associated to the tasks and environment where the activity will take place. Following the Hierarchy of Controls, GoM relies on PPE as the last resort to provide protection from hazards. They are used in conjunction with elimination, substitution, engineering, administrative controls, and personal protective equipment. This SWP provides assurance that all personnel on BP GoM operated facilities fully comply with all legal requirements and meet the provisions of company policies and programs designed to shield or isolate personnel from chemical, physical, biological, or other hazards that may present in the workplace and demonstrate compliance with the following applicable OMS Elements.

- OMS Element 2.2 – People & Competence
- OMS Element 3.1 – Risk Assessment and Management
- OMS Element 3.2 – Personal Safety
- OMS Element 3.4 – Health & Industrial Hygiene
- OMS Element 6.6 – Procurement

This SWP specifically addresses eye, face, head, foot, hand protection, protective clothing and fall protection. The following SWP's provide additional protective controls:

- Blood borne Pathogens Control Plan (UPS-US-SW-GOM-HSE-DOC-00195-2)
- Respiratory Program (UPS-US-SW-GOM-HSE-DOC-00128-2)
- Hearing Conservation (UPS-US-SW-GOM-HSE-DOC-00110-2)
- Asbestos Management (UPS-US-SW-GOM-HSE-DOC-00541-2)
- Hazard Communication (HAZCOM) (UPS-US-SW-GOM-HSE-DOC-00107-2)

The above mentioned SWPs are designed to meet OSHA compliance requirements outlined in specific applicable regulations, including:

- Personal Protection Equipment: 29 CFR 1910.132 through 1910.138
- Occupational Noise Exposure: 29 CFR 1910.95
- Fall Protection: 29 CFR 1926.502
- Respiratory Protection 29 CFR 1910.134
- Hazard Communication Standard: 29 CFR 1910.1200.

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2 Definitions

Term	Definition
Administrative Controls	Procedures and methods that significantly reduce exposure to hazards by altering the way in which work is performed; examples include employee rotation, job task enlargement, and adjustment of work pace
ANSI	American National Standards Institute, a non-profit, voluntary membership organization that coordinates the U.S. Voluntary Consensus Standard System. Their Standards have been adopted throughout government and industry for various types of personal protective equipment.
API	American Petroleum Institute
ASTM	American Standard Testing Methods
ATPV (Arc Thermal Performance Value)	ASTM 1959 Standard for determining the Arc Thermal Performance Value (ATPV) of FRC protective clothing. Note: The higher the ATPV, the more insulated a body is from second degree burn.
Engineering Controls	Design features of equipment that help reduce exposure to potential hazards either by isolating the hazard or by removing it from the work environment. Examples of engineering controls include mechanical ventilation and process enclosure.
Flash Suit	A complete FR clothing and equipment system that covers the entire body, except for the hands and feet. This includes pants, jacket, and bee-keeper type hood with face shield.
FRC	Fire or Flame-Resistant Clothing and garments.
HoC (Hierarchy of Control)	Hierarchy of controls is used to systematically go through the list of hazards to identify all the methods needed to eliminate, control, or reduce their associated risks with the emphasis on the most effective prevention (elimination) to the last resort (PPE).

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HRC (Hazard Risk Category)	Hazard Risk Category rating for electrical tasks in determination of arc flash protective clothing per NFPA 70E.
NFPA	National Fire Protection Association
OSHA	Occupational Safety Health Association
Personal Protective Equipment (PPE)	Personal Protective Equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to a variety of hazards. Examples of PPE include such items as gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators, and full body suits.
Primary Protective Clothing	Defined by ASTM as clothing that is designed to be worn for work activities where significant exposure to molten substance, splash, radiant heat, and flame is likely to occur. An example is firefighter turnout gear.
Secondary Protective Clothing	Defined as protective clothing that is designed for continuous wear in designated locations where intermittent exposure to molten substance splash, radiant heat, and flame is possible.

3 Key Responsibilities

The user is responsible for following the requirements of this SWP. This includes:

- Wearing PPE as required,
- Attending required PPE training, including classroom or CBT.
- Caring for, cleaning, inspection and maintaining PPE as required,
- Informing supervisor of needs to repair or replace PPE, and
- Ensuring that contaminated PPE is disposed of in a manner that protects other employees from exposure to the hazard in compliance with the GoM Waste Management Program.

4 Procedures

4.1 Program Requirements

Supervisors shall confirm that appropriate PPE is available and worn properly by all personnel on location.

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4.1.1 PPE Training

Employees required to use PPE shall be trained to understand the following:

- When PPE is necessary.
- What type of PPE is necessary and required.
- How to obtain PPE.
- How to properly don, take off, adjust, and wear the PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life, and disposal of the selected PPE.

My Talent and Learning is responsible to ensure that GoM employee training is fit for purpose and associated training records are maintained that contain the name of the employee trained, the date(s) of training, and identification of the subject of training.

4.2 Facility Hazard Assessment

A facility hazard assessment of the workplace shall be performed to determine if hazards are or may be present that require the use of PPE (refer to 29 CFR 1910, Subpart I, Appendix B, to determine the proper method of conducting an assessment).

4.3 Certification of PPE Hazard Assessment

A written certification containing the following information shall be prepared for each location or workplace:

- The location or workplace evaluated.
- The name of the person and job title of person certifying that the evaluation has been performed.
- The date(s) of the hazard assessment.
- A statement that identifies the document as a PPE hazard assessment

4.4 Inspection and Use

PPE shall be used in accordance with manufacturer's requirements. Visual inspection of PPE shall be conducted before each use.

4.5 Requirements

The following requirements apply to work tasks performed in operational areas such as production facilities, drilling rigs, shore bases construction sites and ports. Administrative and clerical tasks in office settings

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normally do not require PPE. Maintenance and construction work tasks in office settings require applicable PPE.

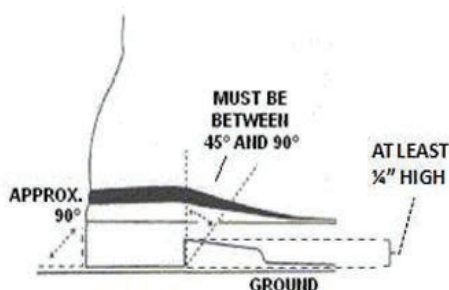
Minimum PPE required consists of:

- Safety-toed shoes with a distinctive heel and oil-resistant soles (ASTM F 2413)
- Hard hats (ANSI/ISEA Z89.1, Class E),
- Approved safety glasses with side shields (ANSI Z87.1).
- Hearing Protection (ANSI S3.19-1974)
- Flame Resistant Clothing (FRC) (NFPA 70E)
- Gloves (ANSI/ISEA 105-2016)

Additional PPE will be required as directed by hazards associated with the work to be performed. See Personal Protective Equipment Matrix in **Appendix 6.1** and Control of Work Task Risk Assessment for additional information.

4.5.1 Foot Protection

Safety-toed boots shall meet the requirements of ASTM F2412 and F2413, and any additional standards or requirements associated with the employee's occupation. For example, personnel working on exposed energized electrical components or circuits of 50 volts or more shall wear footwear that is non-conductive, meeting NFPA. Safety Boots shall have leather or rubber uppers, an oil-resistant sole, and a defined heel as shown below:



Defined heel - 1/2" deeper than the rest of the sole when new. At no time should that measurement be less than 1/4".

4.5.2 Eye Protection

Employees should wear approved safety glasses with side shields or goggles meeting ANSI Z87.1 standards are mandatory in all operating areas. Prescription safety glasses will be purchased for BP employees when an employee wears corrective lens and performs tasks where eye protection is required. Contact lenses are permitted but require the additional use of appropriate eye and face protection devices as determined by site PPE hazard assessment.

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4.5.2.1 Prescription Safety Glasses Policy

Purpose And Scope

This policy describes the BP guidelines for purchasing prescription safety glasses for onshore and offshore GoM Region BP employees requiring vision correction safety eyewear used at PMF, offshore platforms, and drilling/intervention rigs.

General Requirements

Prescription safety glasses purchased must meet or exceed the ANSI Z87.1 Standard for personnel requiring vision correction.

Process For Ordering Prescription Safety Glasses

- BP Supervisor receives request from employee. Employee can either provide or obtain a current prescription. The valid prescription must be less than 2 years old and can be from an eye doctor of the employee's choice. The employee shall pay for their own eye examination fee to obtain prescription safety glasses.
- If approved, employee will have the authorization to purchase prescription safety glasses.
- Employee takes prescription to a local provider to select safety glasses.
- Employee pays for prescription safety glasses with BP corporate card or may use their personal credit card and then submit expense for reimbursement.
- Provider fills prescription and contacts employee by phone to schedule safety glasses pick up and fitting Date.

What Is Approved for Purchase

- Prescription safety glasses must meet the ANSI Z87.1 Standard.
- Prescription safety glasses may be single vision, bifocal, trifocal, or progressive lenses.
 - Transition lenses can be purchased, but only one pair of glasses will be provided OR
 - One pair of clear prescription safety glasses.
 - If sunglasses are necessary, approval is required by the BP Supervisor to ensure there are no potential safety issues with fully dark sunglass lenses for the employee based on their work areas and activities.
- Prescription safety glasses may be replaced:
 - Every 2 years
 - When the prescription changes OR
 - Glasses are damaged due to normal wear and tear.

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- If prescription safety glasses are lost within the 2-year replacement window, the employee will be responsible for replacing them.

Note: Damage to personal glasses arising from work activities are not covered under this policy.

Recommended Pricing for Lenses, Including Frames

Prescription safety glasses (Includes single, bifocal, trifocal, or progressive lenses)	Maximum cost \$600
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Note: Employees will be responsible for any amount exceeding the maximum allowable pricing listed above.

4.5.3 Face Protection

During all operations involving grinding, chipping, buffing, or where material could separate and become a projectile, a face shield shall be worn in conjunction with safety glasses/goggles or per the TRA. Chemical handling may require the use of specific face shields per the SDS or per the local hazard assessment.

4.5.4 Respiratory Protection

Refer to the specific SWP Respiratory Program (UPS-US-SW-GOM-HSE-DOC-00128-2) for requirements and Respiratory Protection Equipment Selection.

4.5.5 Flame Resistant Clothing (FRC)

Flame Resistant Clothing (FRC) is required for all BP employees, contractors, and visitors when:

- Located on a production facility with hydrocarbon-containing equipment when in PPE-required areas
- An employee and/or supervisor identifies a site-specific job and/or area with potential exposure to flash/arc burn injuries (i.e., electrical circuit)

FRC is not required on drill ships/MODUs that are not located on a production facility unless conducting live well servicing, well testing, or otherwise specified in local policies.

FRC shall comply with the requirements below:

- Fabric Weight: FRC material shall not be less than 4 oz/yd² (150 gram/m²).
- FRC materials shall comply with NFPA 2112 and tested to ASTM F 1930.
- Fabrics that conform to NFPA 2112 are acceptable FRC fabrics.
- Optional reflective stripes shall conform to the ISEA 107 Level 2.

FRC shall be worn and maintained accordingly:

- Personnel shall wear FRC as the outer-most garments except when other personal protective clothing is required (e.g., chemical resistant suits, welder's leather, and personal flotation devices).

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- Slicker suits or other external protective garments shall also be made of flame-retardant material.
- Personnel shall not wear synthetic blends such as nylon, polyester, rayon, or polyethylene under FRC. Natural fibers such as cottons and wools shall be worn under FRCs.
- Only long-sleeved FRC shall be worn in designated FRC areas/jobs. FRC shall cover the torso, arms, and legs (sleeves rolled down and body fully zipped or buttoned up).
- FRC shall be laundered, repaired, and taken out-of-service per the manufacturer's recommendations.

4.5.6 Hand Protection

Personnel shall use hand protection when performing jobs that expose the hands to absorption of harmful substances, cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.

Selection of hand protection shall be based on evaluation of the task being performed, conditions present, duration of exposure, potential hazards identified, and performance characteristics of glove material.

4.5.7 Head Protection

- Hard hats shall meet the requirements of ANSI/ISEA Z89.1, Class E (Electrical).
- Users shall visually inspect their hard hats prior to each use per the manufacturer's recommendation. If a hard hat becomes brittle, cracks, or is otherwise damaged, it shall be replaced immediately. Painting hard hats is prohibited.
- Suspensions and shells should be replaced per the manufacturer's recommendation.
- Lanyards shall be used to secure hard hat to FRC to mitigate dropped object or marine debris potential.
- MSA recommends that suspensions be replaced at least annually and that shells be *replaced* at least every 5 years.
- The date stamp on hard hats is the date of manufacture, not the expiration date.

4.5.8 Hearing Protection

The hazard assessment shall identify areas where hearing protection is necessary and the type of hearing protection necessary. Various forms of hearing protection are available and shall be worn when noise levels of 85 dBA exist. Signs shall be posted where continuous noise levels are at 85 dBA or greater.

4.5.9 Fall Protection

This section is intended to provide additional guidance about Fall Protection for Inspection and Use in GoM Operations. The BP Procedure 100340 Control of Work - Section 17 Working at Height, specifies the requirements that shall be met to conduct those activities.

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4.5.9.1 Fall Protection Key Responsibilities

Fall Protection Equipment User

- Inspect the Fall Protection equipment before each use and report to the supervisor any defect found during the inspection - DO NOT Use it.

Designated Competent Person

- Shall inspect all fall protection equipment in their respective work locations at 1-year intervals minimum and immediately removing any defective equipment from service. This includes any equipment that has been impacted from a fall and destroy the equipment to prevent future use.
- Shall ensure that there is a designated location to store Fall Protection Equipment. Consideration shall be given to environmental factors such as heat, light excessive moisture, oil, chemicals, and their vapors do not cause any damage.
- Keep files of Fall Protection Inspection Form and Register Log records. Asset Microsoft Teams Sites /SharePoint sites recommended as single place to keep digital records for each platform.

4.5.9.2 Fall Protection Equipment Inspection Requirements

- Fall protection equipment shall be inspected by the user prior to each use.
- Color system will be used every 12 months to indicate that the equipment has been inspected for the current year. The formal inspection will be conducted by a Competent Person, who will place the identification mark (Plastic fasteners, tie wraps or any other mechanism that does not compromise the integrity of the equipment), as per the following chart:

Year	Color Code (*)
2023	RED
2024	BLUE
2025	GREEN
2026	YELLOW

- A poster will be displayed in a common / visible area indicating the Color of the Year, in a similar way is done with Lifting equipment.
- NOTE:** This particular action is applicable to BP equipment only, as contractor may have their own inspection code protocols.
- The general inspection shall include, but not limited to:
 - Absence or illegibility of markings or tags
 - Absence of any elements affecting the equipment form, fit or function
 - Evidence of defects in or damage to hardware elements including cracks, sharp edges, deformation, corrosion, chemical attack, excessive heating, alteration, or excessive wear

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- Evidence of defects in, or damage to, straps or ropes (broken, or pulled stitches, soiling, abrasion, alteration, needed or excessive lubrication, excessive aging, or excessive wear)
- Alteration, absence of parts, or evidence of defects in, damage to, or improper function of, mechanical devices and connectors
- Any other condition that calls to question the suitability of the equipment for its intended purpose
- Inspection results of each Fall Protection Equipment shall be documented using the Inspection Form (**Appendix 6.2**).
- Fall Protection Equipment Inspection Log should be kept by a Competent or Designated Person. A guide of this Log is provided in **Appendix 6.3**.
- Some types of fall protection equipment, such as self-retracting lifelines (SRL), require periodic re-certification by the manufacturer at scheduled intervals. The Competent Person shall be familiar with these requirements and have a documented re-certification performed, as required.

4.5.10 Personal Flotation Devices (PFD) for Over-Water Operations

The appropriate Personal Flotation Device (PFD) will be worn by all personnel as follows:

- U.S. Coast Guard Type 1 (PFD) shall be worn when transferring to and from boats to the facility via personnel basket.
- Work Vest/Type 5 PFD, at a minimum, shall be worn while working when working over water.
- When flying in aircraft over water, wear an FAA approved, inflatable PFD

Type 1 PFD



Type 2 PFD



Prior to each use, the user shall examine PFDs for deterioration or damage that might affect their strength and buoyancy. Defective PFDs shall be removed from service and either repaired or replaced.

5 Key Documents/Tools/References

- Occupational Safety and Health Administration, Department of Labor; 29 CFR 1910.95

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- 1910.132, 1910.133, 1910.135, 1910.136, 1910.137, 1910.138; and
- 1926.104, 1926.105, 1926.556, 1926.605, 1926.951, 1926.959
- ANSI Practice for Occupational and Educational Eye and Face Protection, Z87.1.
- ISEA Standard Industrial Head Protection Z89.1
- ASTM F 2412 Standard Test Methods for Foot Protection
- ASTM F 2413 Standard Specification for Performance Requirements for Foot Protection
- National Institute of Safety & Health (NIOSH) Respirator Certification Standard, 42 CFR part 84
- ASTM D 120, Standard Specification for Rubber Insulating Gloves
- ASTM D 178, Standard Specification for Rubber Insulating Matting
- ASTM D 1048, Standard Specification for Rubber Insulating Blankets
- ASTM D 1049, Standard Specification for Rubber Insulating Covers
- ASTM D 1050, Standard Specification for Rubber Insulating Line Hoses
- ASTM D 1051, Standard Specification for Rubber Insulating Sleeves

6 Appendix

6.1 PPE Matrix



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6.2 Fall Protection Equipment Inspection Form



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6.3 Fall Protection Equipment Inspection Log



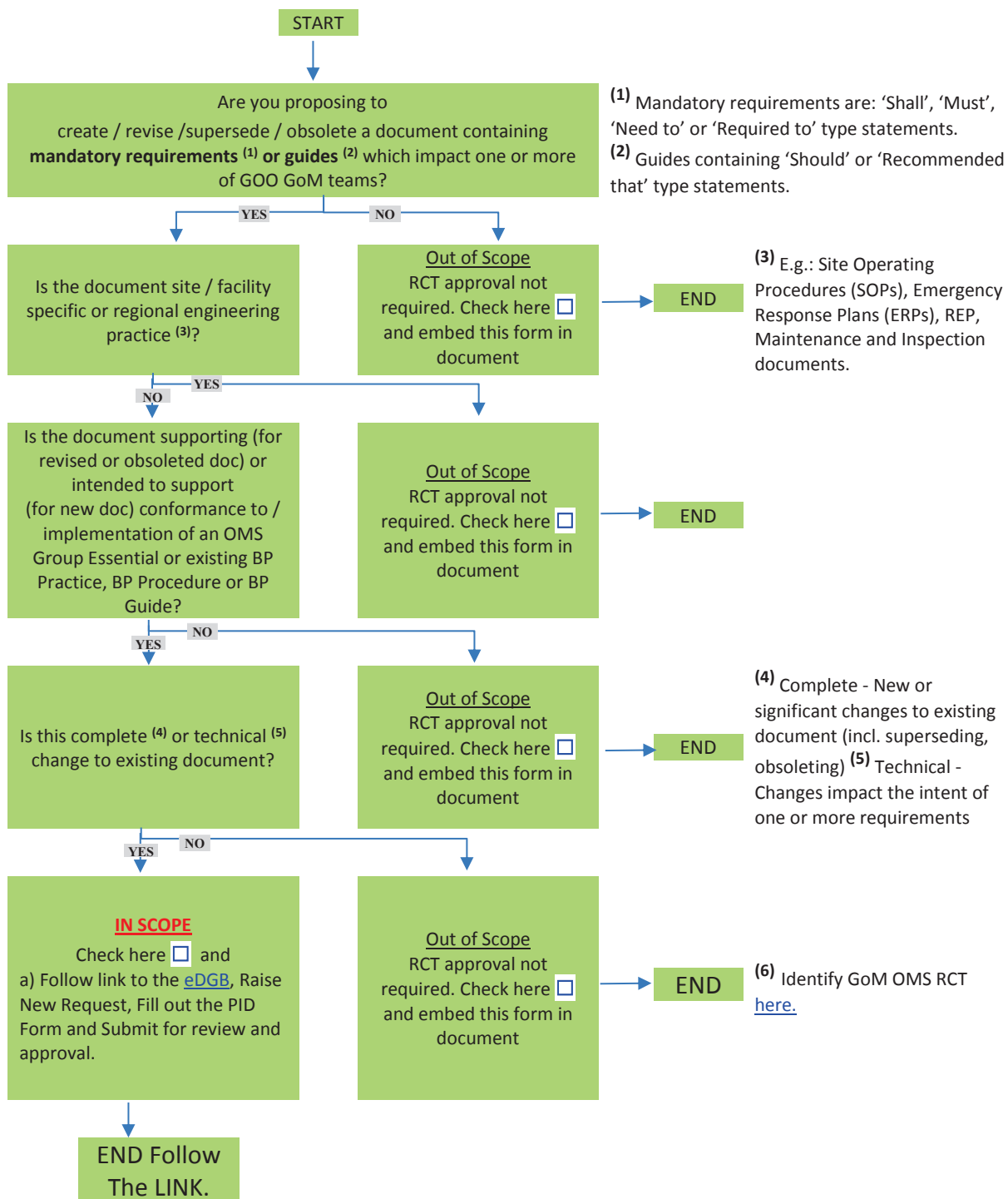
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