

# JRSO POLICY: PERSONAL PROTECTIVE EQUIPMENT/ SAFETY GEAR

*Originated: 2008*

*Revised/Approved: April 2013*

## INTRODUCTION

JRSO has a vital interest in maintaining a healthy and safe environment for employees. This policy identifies personal protective equipment that will be provided to employees by JRSO.

## DEFINITIONS

**PPE:** personal protective equipment; includes protective gear for feet, hands, eyes, head, and ears.

**Safety glasses:** per OSHA 1910.133, protective eyewear that meets or exceeds the ANSI Z87.1-2003, ANSI Z87.1-1989 (R-1998), or ANSI Z87.1-1989 standards are deemed to be in compliance with the requirements of the OSHA regulation.

**Reading safety glasses:** eyewear with protective lenses that provides reading correction (e.g., +1.5 diopter) but are not prescription.

**Prescription safety glasses:** eyewear with protective lenses that provide optical correction; may be spectacles with metal or plastic frame, or a combination, with sideshields or adaptable to accept sideshields.

**Safety shoes:** steel-toed shoes or boots that meet OSHA 1910.136, which includes ASTM F-2412-2005, ASTM F-2413-2005, ANSI Z41-1999, and ANSI Z41-1991.

**Close-toed shoes:** shoes with toes covered; may include athletic shoes; may not include open-heeled shoes (e.g., Crocs™ or close-toed sandals).

## POLICY: PROVISION OF SAFETY GEAR

JRSO will provide the following personal protective equipment/safety gear to employees who work in areas where PPE is required or recommended to perform duties:

- Prescription safety glasses: reimbursable: see “Prescription Safety Glasses” below
- Steel-toed safety boots: reimbursable; see “Safety Shoes” below
- Eye protection (safety glasses): supplied on the ship by TAS or the appropriate department on shore.
- Ear protection: supplied on the ship by TAS or the appropriate department on shore.
- Hard hat: supplied on the ship by TAS or the appropriate department on shore.
- Gloves: appropriate hand protection supplied on the ship by TAS or the appropriate department on shore.
- Safety clothing: for seagoing personnel, JRSO will supply either a long-sleeved work shirt or coveralls with a JRSO patch and JRSO color scheme. These items can be replaced nominally annually with supervisor approval.

All safety gear provided for seagoing personnel should remain on board the drillship for business use.

## PRESCRIPTION SAFETY GLASSES

JRSO will provide safety glasses and, upon request and approval of a supervisor, reading safety glasses, for all employees working in an area requiring PPE.

JRSO will reimburse for the purchase of prescription safety glasses for employees who normally require prescription glasses and perform tasks directly related to their normal job description where eye protection has been deemed necessary for safety considerations. Supervisors shall designate those positions or personnel authorized to receive safety glasses. Students/graduate students may be eligible if the supervisor grants approval.

Prior to receiving the prescription safety glasses, over-glasses safety goggles or shields should be worn when performing any task in which safety glasses are required.

JRSO allows up to \$150 for single, \$175 for bifocal or progressive, or \$200 for trifocal vision lenses, frames, and sideshield protectors annually. Additional reimbursement for the cost of transitional lenses for employees whose work requires them to move frequently between brightly lit and dark areas will be considered on an individual basis. Employees have the option to select more expensive frames and lenses; however, charges exceeding the allotted amount will be at the employee's expense. Any frame selected must incorporate or be adaptable to accept side shield protectors.

The following applies to this policy:

- JRSO is not responsible for charges associated with eye examinations to determine the need for vision correction.
- JRSO is not responsible for replacement or repair to prescription safety glasses that are lost or damaged through negligence, misuse, or theft.
- JRSO will replace prescription safety glasses that are damaged in the course of job performance (to the allotted amount).
- JRSO will replace prescription safety glass lenses at the allotted rate due to a change in prescription determined by optical examination; however, JRSO is not responsible for the cost of the examination.

Employees must submit receipts to their department manager to be reimbursed for the allotted amount.

## SAFETY SHOES

### SHORE POLICY

*Close-toed shoes* are mandatory for activity that requires routine presence in areas that are not exclusively office environments. This applies to all employees including those performing supervisory, inspection, clerical, and delivery work. Areas covered include laboratories; dock areas; loading zones; anywhere equipment such as forklifts and pallet jacks are operating; anywhere pallets are stored or used; anywhere heavy packages, drums, gas cylinders, or cryogenics may be used, stored, or moved; and anywhere the Texas Hazard Communication Act applies.

*Safety shoes* are required when operating equipment including forklifts or when moving heavy items such as gas cylinders, drums, or pallets.

Supervisors are responsible for enforcing the use of appropriate protective footwear and shall apply this policy in a prudent manner; however, supervisors may be more restrictive based on their knowledge of activities and

in areas under their responsibility. Supervisors are encouraged to review the effectiveness of fabric- or canvas-covered shoes where chemicals, glass, or potentially penetrating objects may be used.

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## SHIPBOARD POLICY

The Siem Personal Protective Equipment (PPE) and Clothing Vessel Management Manual (attached) governs shipboard requirements for safety shoes. All personnel (including JRSO staff and scientists) must wear safety-toe boots or shoes when outside the accommodation (includes berthing, dining, office, and labs) area unless in designated area approved by the Division Manager. The shipboard laboratories on the *JOIDES Resolution* contain many potential hazards including chemical, physical, pressurized gases, cryogenic liquids, and more. Close-toed shoes should be worn within any of the laboratory spaces at all times and are specifically required in the chemistry laboratory when chemicals are in use.

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## SAFETY SHOE REIMBURSEMENT

Employees who sail on the *JOIDES Resolution* will be reimbursed for the purchase of safety-toed shoes that meet the OSHA 1910.136 requirements. Such shoes are expected to last for approximately three years, but a supervisor may allow more frequent purchase if deemed necessary.

Shipboard and shore-based employees who are required to wear safety shoes may be reimbursed for the cost of the safety-toed shoes, up to \$200.00, and must coordinate the purchase through their supervisor. In special cases, the supervisor can allow a higher dollar amount, but prior approval must be obtained in writing from the supervisor.

## BASIS

SIEM Offshore AS Policy PR-222: Personal Protective Equipment (PPE) and Clothing Vessel Management Manual, 9/7/2012 (see next page).



**Personal Protective Equipment (PPE) and Clothing  
Vessel Management Manual**

Doc no: PR-222      Owner: Senior QHSE Advisor  
 Rev: 4                Approver: QHSE Manager  
 Date issued: 09/07/2012      Validity area: Siem Offshore

**1. Purpose**

The purpose of this procedure is to describe the personnel protective equipment onboard and the guidelines to be followed by all personnel onboard.

**2. Scope**

Applies to onboard personnel on all vessels managed by the Company.

**3. Definitions**

None.

**4. Responsibilities**

The following areas of responsibility are applicable for the tasks described in this procedure:

Position/function	Responsibilities
Master	It is the responsibility of the Master to ensure that correct personnel protection equipment is worn by all personnel at all times.
Onboard personnel	Is responsible for complying with this procedure.

**5. Description**

**5.1 General**

The personal protective equipment and clothing available onboard includes:

- Hard-hats
- Work coveralls
- Thermal coveralls
- Rain gear
- Protective gloves
- Safety shoes and boots
- Rubber boots
- Goggles

The following Company PPE requirements shall be complied with:

Hard-hats, safety shoes and eye protection must always be worn on the vessel's exterior areas as follows:

- during offshore operations
- whenever the vessel is in an offshore operation area at sea
- whenever the vessel is in port and loading or unloading

Persons participating in the vessel's mooring and casting off operations must also wear hard-hats and safety shoes.

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## Personal Protective Equipment (PPE) and Clothing Vessel Management Manual

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Hard-hats and safety shoes must also be used in the engine room whenever there is an apparent risk of injury to the head or feet.

When selecting protective gloves and their material, the following must be taken into consideration:

- work on the deck or in the engine room that carries a specific risk of hand injuries,
- handling chemicals
- handling hot objects in the galley or elsewhere

### 5.2 Clothing

Baggy loose clothing shall not be worn by personnel working close to moving or rotating machinery.

### 5.3 Jewellery

Use of jewellery at work can cause a potential danger, and serious injuries may occur as a result of jewellery in contact with hazards as electricity, moving equipment/machinery, hot surfaces, ladders, doors etc. Thus, following restrictions are defined:

- Use of finger rings is not permitted while at work. If the ring can not be removed, it should be taped up properly.
- Use of bracelets and necklaces is not permitted at work. Exception is made for "open copper" medical bracelets.
- Other jewellery, such as body piercing, is only permitted at work if completely covered by clothes and PPE.
- Watches should be removed when working with power tools, moving equipment and machinery. If worn during other types of work, watches should be completely covered by PPE.

In addition, all visiting personnel are encouraged to take off their jewellery when boarding a vessel and to keep it off until disembarking.

### 5.4 Ear protection

Personnel are required to use ear protection when working in noisy environments.

### 5.5 Eye protection

Goggles or face shields shall be worn when handling materials or performing work which may cause possible injury to the eyes. If in doubt whether eye protection is required or what type to use, consult a supervisor.

Eye protection must be worn when engaged in the following jobs:

- Boring or drilling overhead
- Buffing and grinding
- Chipping and chiseling
- Riveting, sledging and scaling
- Some woodworking operations
- Replacing or tightening gauge glasses
- When staying on deck at terminals where eye protection is required

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- Breaking concrete
- When using a hammer on a striking tool
- Handling lime or other fine and dusty material
- Working inside boilers and furnaces where the eyes are exposed to excessive foreign matter
- Handling irritating caustics, acids or other chemicals
- Cutting wire

Anyone near other persons, who are doing work that requires the use of optical safety glasses, must also wear them.

When welding or cutting material with acetylene gas, workmen should use Nos. 5 or 6 shade lenses. Helpers for acetylene welders or cutters should use No. 4 shade lenses or their equivalent.

For electric arc, welding workman should use welding helmets or hand shields with Nos. 10 or 12 shade lenses. Helpers for electric welders should use No. 6 shade lenses.

Flammable eye shields or visors must not be worn. A spark or intense heat may set them on fire and cause serious injury.

Complete coverage eye protection should be worn when dust hazards exist and when using any type of pneumatic tool.

Splash proof chemical goggles should be used when handling hazardous chemical liquids, powders or vapors such as cleaning material with chemical solutions, handling creosoted material, coal tar products, and asphalt or bitumen compounds or in any other operation where the eyes may be exposed to hazardous chemicals.

To ensure maximum eye protection and comfort, any type of eye protection used should be adjusted properly to the individual's face.

When excessive fogging of lenses occurs, various types of "anti-fogging" compounds are available for application to the lenses to limit fogging conditions.

Personnel, who wear contact lenses and are exposed to chemical and dust hazards, should always be aware of the problems caused by getting a foreign material into the eyes. Such personnel must immediately see the nurse for treatment.

Persons dependent on spectacles to perform their work tasks shall keep two pairs on board. Further, it is recommended that persons using spectacles use optical safety glasses where glasses are required according to [Company PPE matrix \(PR-223\)](#). Cost for optical safety glasses will be paid by the company. Before buying optical safety glasses, approval must be obtained from the Captain and the Crew Manager. The cost for the optical safety glasses will be reimbursed by adding the cost on the travel reimbursement form.

All eye protection (optical or non-optical) shall be CE approved or equal approval according to standard EN166. Optical eye protection shall also be according to standard EN167.

### 5.6 Fall arrest equipment

When an individual may be exposed to a fall of 2 meters or more, the person is required to use equipment to reduce personal injury in the event of such a fall.

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The following fall arrest equipment is required:

- Full body harness
- Shock-absorbing lanyard, or other approved equipment
- Connecting hook

Type of Harness

- a) Waist belts and chest harnesses may be used only for work positioning purposes, i.e. may be used to prevent a person from reaching a position where the risk of a fall exists. European standards do not permit waist belts or chest harnesses to be used as fall-arrest equipment.
- b) Fall-arrest equipment requires a full body harness. Such a harness incorporates buttock straps designed to absorb the forces on a falling person. A harness is required to be used in conjunction with shock-absorbing equipment.

Types of Shock-Absorbing Equipment

- a) A lanyard from the harness incorporating a shock absorbing or breakout device must be attached to a secure anchor point. The length of such a lanyard may not exceed 2 meters including any connecting hooks.
- b) Shock-absorbing equipment of the dynamic type (e.g. inertia reel) must be directly attached to the body harness, the other end being secured to a suitable anchor point. For convenience, a short lanyard of up to 400 mm may be utilized between the harness attachment point and the hook of the inertia reel.
- c)

Notes:

1. A lanyard (as in a.) may not be used together with shock-absorbing equipment of the dynamic type, (as in b). The forces imposed on the body of the person by the equipment during the fall-arrest process may, in certain circumstances, exceed the limits set by the legislation if the person is both these items of equipment.
2. Some lanyards of the shock-absorbing type are constructed of so-called "bungee rubber". Short 400-mm lanyards of this type (described in b) are unsuitable for use in conjunction with an inertia reel. The "bounce back" effect caused by stressing the rubber lanyard may disengage the locking pawl of the inertia reel, allowing a second-phase falling of the person.

Connecting Hook

The connecting hook or shackle, used in conjunction with the fall-arrest equipment, requires being of an auto-locking or double action type.

Compatibility

All components that comprise the fall restraint equipment e.g. harnesses, lanyards, ropes, connectors should be compatible with each other and should be inspected and maintained by competent persons in accordance with manufacturers recommendations

**5.7 Working over water (life jackets and work-vests)**

- a) When work is being carried out where there is a risk of falling into the water, a life jacket shall be worn.

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- b) All personnel travelling on or over water must wear approved life jackets. Aircraft and boat captains have complete authority on the need to wear life jackets and their instructions must be obeyed.
- c) Life jackets must be secured in the approved fashion.

### 5.8 Breathing apparatus

Personnel using paint sprays in enclosed spaces must always wear respirators made for such use. Supplied air must be suitable for breathing, which means it must be well filtered to remove oil droplets, etc.

Personnel with a punctured eardrum should never use a supplied air mask unless they use earplugs with the mask.

Upon completion of each job, all parts of the face piece and hose, including lines of the supplied air mask, should be washed and dried and made ready for re-use.

Equipment must be protected against exposure to excess heat. Any repairs or replacements must be made as soon as found necessary.

Connections on the fresh air supply hose must be inspected frequently and tightened whenever they become loose.

User of the mask should remove his hat or cap in order to secure a tight fit of the face piece. All articles such as tobacco and chewing gum must be removed from the mouth before donning the mask. After the face piece has been adjusted and tightened, it must be tested for leaks by closing the airline valve and inhaling. If the face piece collapses against the face, the fit is satisfactory. If it does not, the leak must be located and eliminated or the mask must be changed with a proper one.

### 5.9 Maintenance of PPE

PPC shall make arrangements to ensure that PPE is maintained in an efficient state. The type of equipment and the use to which it will be put will determine the level of inspection or maintenance with respect to PPE:

- a) With simple equipment, an inspection by the user immediately before use may suffice, and maintenance may be in the form of cleaning or laundering, with the item being replaced when worn out.
- b) Persons provided with protective clothing and equipment shall use it in the manner intended and shall report any defects in that equipment to their supervisor.
- c) Persons shall avoid wearing clothing or equipment that is contaminated (e.g. with oil, grease, or other substances) and shall return it for cleaning or replacement as appropriate.
- d) Where appropriate a record of inspection and/or maintenance will be necessary, and manufacturer's maintenance schedules shall normally be followed.

### 5.10 Storage of PPE

Vessel management shall make appropriate arrangements for the storage of PPE:

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