



# **Personal Protective Equipment (PPE)**

Training Guide

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## SECTION 1: Personal Protective Equipment (PPE) Requirements

PPE is used as a safety measure and as a hazard control, so strict observation of the rules must apply.

All employees, guests, and visitors will wear CSA approved safety glasses, CSA approved ear protection (if necessary), CSA grade 1 safety boots, long pants, long sleeved shirts, CSA approved hard hats (if required), and any other specialty PPE required for the job site, such as fire retardant coveralls.

Swab Master Ltd.'s policy is that:

- All PPE used by Swab Master Ltd. will be within the requirements of O.H.&S. regulations and CSA standards.
- All PPE used by Swab Master Ltd. will be maintained in accordance with manufacturer's instructions and requirements. The employee using the PPE will inspect company issued PPE at time of issue and before each use.
- All workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment.

To ensure that PPE in itself does not pose a danger the worker the following must be done:

- All PPE that is of questionable reliability, damaged or in need of service or repair will be removed from service immediately.
- No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or O.H. & S. Regulations.

The safety information in this policy does not take precedence over O.H.&S. regulations. All employees should be familiar with the O.H. & S. Act and Regulations. You can access the OH&S code at the shop, office, on each rig unit or online at [www.swabmaster.com](http://www.swabmaster.com).

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# SWAB MASTER LTD. – PERSONAL PROTECTIVE EQUIPMENT

Procedures / Job Tasks requiring basic Personal Protective Equipment (PPE):

Blind Box Procedure	Brake Adjustment Procedure	Broaching Tool Procedure
Bumper Spring Setting Procedure	Caisson Entry	Equipment Inspections
Equipment Maintenance	Gauge Ring Procedure	Tool & Equipment Servicing
General Shop Labour	H2S Trailer Procedure	Hose Reel Procedure
Slip & Cut Sandline Procedure	Swabbing Procedures	Tank Truck Procedures
Welding	Wash Bay Procedure	Tool Retrieval Procedure
Wax Knife Procedure	Wire Rope in Well Procedure	Pouring Socket Procedure
Sample Bailer Procedure	Sand Bailing Procedure	Impression Block Procedure
Loading / Unloading Procedure	Pipe Wrench Procedure	Hydrostatic Lubricator Procedure
*Investigations	*Audits	*ERP Drills
*Housekeeping	*Training	

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\*PPE may be required depending on the location and scope of task involved. Always complete a Pre-Job Safety Meeting (JSA) with controls listed prior to engaging in any work

## SECTION 2: Eye & Face Protection – Flame Retardant Clothing

### EYE & FACE PROTECTION

In compliance with Part 18 of the Occupational Health and Safety Code, Swab Master Ltd. will provide its employees with proper eye and face protection as outlined in section 228(1-3). The Occupational Health and Safety Code may be accessed on each rig unit, at the shop and office or viewed online at [www.swabmaster.com](http://www.swabmaster.com)

Eye and face protection is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splashing liquids
- Ultraviolet, infrared and visible radiation (welding)

This PPE is of two types and basic eye protection includes:

- CSA approved safety glasses
- Mono-frame goggles and spectacles with or without side shields

Face protection includes:

- Metal mesh face shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welders and shields or helmets with specified cover
- Filter plates and lenses





## Notes on eye & face protection equipment....

Hardened glass, prescription lenses, and sport glasses are not acceptable substitutes for proper required industrial safety eye protection. In compliance with Part 18, Section 229(1-3) only approved CSA Standard eye and face protection will be used.

As written in section 230 of Part 18 of the Occupational Health and Safety Code, employees who wear contact lenses will be advised of any hazards that are associated with wearing contact lenses and advised of alternatives to wearing lenses.

Proper care and maintenance of eye and face protection is a mandatory requirement. You should clean your eye and face protective equipment after each use to avoid build up of dirt, dust and grime as well as any bodily residue that may damage the equipment.

Any defect of the eye or face protection must be reported immediately to a Supervisor or Manager by using an Opportunity Report. The faulty equipment will be replaced as soon as possible.





## FLAME RETARDANT CLOTHING

In compliance with Part 18 of the Occupational Health and Safety Code, Swab Master Ltd. will provide its employees with flame resistant coveralls as outlined in section 232(1-2). The Occupational Health and Safety Code may be accessed on each rig unit, at the shop and office or viewed online at [www.swabmaster.com](http://www.swabmaster.com).

As a worker, you are responsible to ensure that clothing worn beneath flame resistant outerwear and against the skin is made of flame resistant fabrics or natural fibres that will not melt when exposed to heat.

Some brands and types of Flame Retardant Clothing are:

PBI, Burnstop, Twaron, Nomex (a DuPont trademark), Arselon (Khimvolokno trademark), coated nylon, Carbon Foam, M5 fiber, Kevlar, Pyrovatex fr cotton, Technora, Modacrylic, Wool

Care: Please be sure to inspect your coveralls regularly for wear and tear and have them replaced if need be. We have accounts in different areas for dry cleaning of our coveralls. Do not wash oily coveralls in a regular washing machine!



Your FR Coveralls should ALWAYS have reflective safety stripes



## Section 3: Foot, Head & Hand Protection

### FOOT PROTECTION

In compliance with Part 18 of the Occupational Health and Safety Code, Swab Master Ltd. will ensure that all its employees (with the exception of office only personnel) are using proper footwear as outlined in section 233(1-4). The Occupational Health and Safety Code may be accessed on each rig unit, at the shop and office or viewed online at [www.swabmaster.com](http://www.swabmaster.com)

In addition, the following information should be taken into consideration:

- Safety footwear is designed to protect against foot hazards in the work place. Safety footwear protects against compression, puncture injuries, and impact.
  - Safety footwear is divided into three grades, which are indicated by colored tags and symbols. The tag color tells the amount of resistance the toe will supply to different weights dropped from different heights. The symbol indicates the strength of the sole. For example, a triangle means puncture-resistant sole able to withstand 135kg (300-ft. lbs.) of pressure without being punctured by a 5cm (2-inch) nail.
  - Footwear should be chosen according to the job hazard and CSA standards. Boots must be laced and tied properly for their safety features to be effective.
  - Protective boot dressings should be used to help boots last longer and to provide greater water resistance.
  - High cut boots should be used to provide ankle support and help prevent ankle injuries.
  - Defective safety footwear should not be worn (e.g. exposed steel toe caps).
  - Safety footwear should not be modified (unless it is in compliance with section 233(4) of the OH&S Code)
  - Feet should never be under-protected.
-



## Which boots are NOT safe?





## HEAD PROTECTION

In compliance with Part 18 of the Occupational Health and Safety Code, Swab Master Ltd. will ensure that all its employees (with the exception of office only personnel) will be supplied with industrial protective headwear as outlined in section 234(1-2) The Occupational Health and Safety Code may be accessed on each rig unit, at the shop and office or viewed online at [www.swabmaster.com](http://www.swabmaster.com)

You must complete a JSA prior to engaging in work to determine controls for identified hazards. While CSA Standard hard hats are considered basic PPE for most procedures or tasks, it is only necessary if there is a foreseeable danger of injury to the workers head.

Safety head wear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.





Most head protection is made up of two parts:

- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with specific headwear used. Bump caps are not considered to be helmets. In Alberta, they can be used only when the sole hazard is the possibility that a worker will strike his head against a stationary object.

As outlined in section 239(1-2), if it is impractical to don protective headwear during a particular work process, you must inform Swab Master Ltd. at once that more efficient head protection is needed. Stop work until the hazard can be effectively controlled. Complete an Opportunity Report and submit it to the office as soon as possible

*Proper CSA approved head gear will be supplied to the employee by Swab Master Ltd.*

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## HAND PROTECTION

PPE for the hands include: finger guards, thimbles and cots, hand pads, mitts, gloves, and barrier creams. Choose hand PPE that will protect against the job hazard. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

### TYPES:

- PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves most commonly used in the construction industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials, or combinations of materials.
- Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects.





## REQUIREMENTS FOR HAND PROTECTION

- Hand PPE must be inspected for defects before use.
- All chemicals and fluids must be washed off gloves before their removal.
- Gloves must fit properly to be effective protection.
- Proper hand PPE must be used for each job.
- Manufacturers' instructions must be followed when using any hand PPE.
- Exposed skin must be covered; there must be no gap between the hand PPE and the sleeve.
- Gloves must not be worn when working with moving machinery
- Hand PPE with metal parts should not be worn near electrical equipment.
- Gloves should be cleaned and cared for using the manufacturers specifications

If you find gloves that have wear or tears, please discard them, fill out an Opportunity Report & submit it to the office as soon as possible.

**\*\* Defective or worn out PPE must not be used. \*\***

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## SECTION 4: Limb, Body & Skin Protection – Musculoskeletal Injury Prevention

### LIMB & BODY PROTECTION

If there is a danger that a worker's hand, arm, leg or torso may be injured, Swab Master Ltd. will ensure that the workers wear properly fitting hand, arm, leg or body protective equipment that is appropriate to the work, the work site and the hazards identified.

### SKIN PROTECTION

Swab Master Ltd. will ensure that workers skin is protected from a harmful substance that may injure the skin on contact or may adversely affect a worker's health if it is absorbed through the skin. All controlled products shall be labelled and MSDS provided for that product. Gloves and splash gear will be provided for such tasks that require protection from these hazards.

### MUSCULOSKELETAL INJURIES

If a worker reports to the employer what the worker believes to be work related symptoms of a musculoskeletal injury, the employer must promptly:

- (a) review the activities of that worker, and of other workers doing similar tasks, to identify work-related causes of the symptoms, if any, and
- (b) take corrective measures to avoid further injuries if the causes of the symptoms are work related.

Recognizing the 3 stages of musculoskeletal Injury

- Discomfort of the affected area for a period of time – sharp pains, dull aches, tingling or numbness due to compressed nerves, burning sensations, swelling, redness, tenderness to the touch and pain when affected body parts are moved.
  - Begins to affect work tasks – increasing discomfort
  - Discomfort is present all the time and affects way of life and work – possible disability.
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Recognizing types of Musculoskeletal injuries that can occur:

- Overexertion injuries usually results from a single traumatic event from lifting, pushing or pulling.
- Overuse injuries usually result from repeated small injuries, gripping, reaching, bending, poor posture, long periods of sitting or standing and twisting are often associated with workplace overuse injuries, or endless repetitive tasks and forceful exertions with body in an awkward position and not taking rest or enough time for effected body parts to recover
- Sprains
- Strains
- Tears

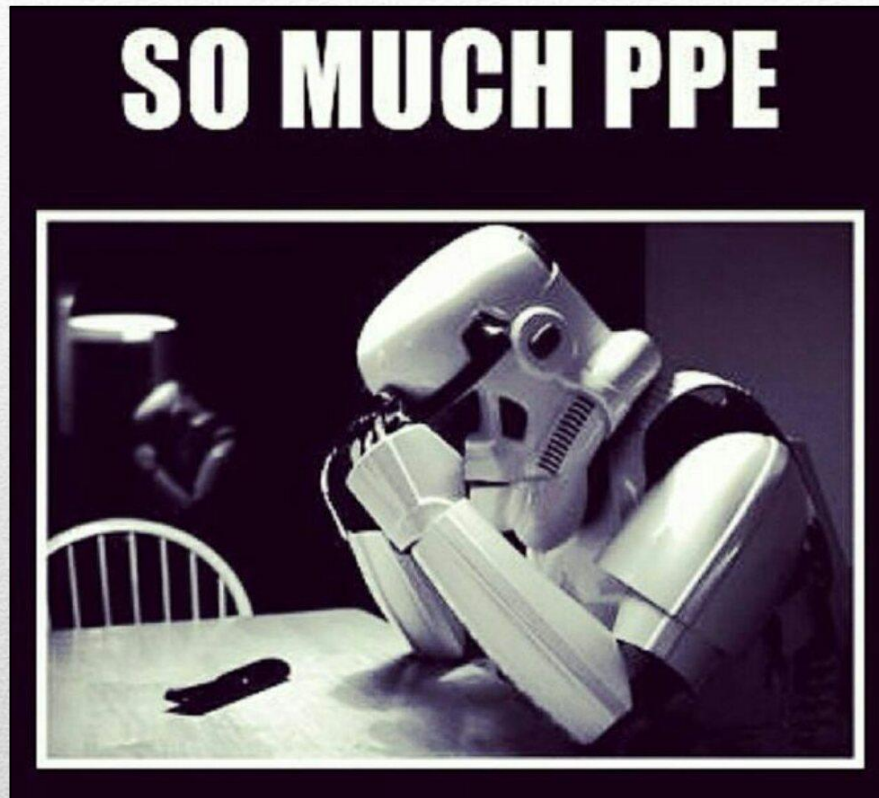
The purpose of performing a workplace hazard assessment is to identify specific workplace hazards related to musculoskeletal injuries and to then reduce the workers exposure.

By using a checklist it can be determined whether a certain task has a risk factor and once identified the hazard call be reduced or eliminated by:

- Provide workers with awareness of hazards through training
  - Ensure employee is not ill or incapable of performing the task at hand
  - Adapting the workstation or equipment to take into account the work being performed.
  - Providing sufficient room for proper body movement
  - Provide variety in tasks as to avoid repetition
  - Provide machinery to assist in repetitive tasks
  - Avoid over reaching or stretching by having controls easily accessible
  - Matching up the strength demands of the job with the physical capabilities of the worker
  - Provide proper tools for the task
  - Allow frequent breaks if workers are performing strenuous tasks
  - Allow for severe hot or cold weather
-



You may be thinking this by now....





## SECTION 5: Respiratory Protection – Fall Protection

### RESPIRATORY PROTECTION

Swab Master Ltd will supply and maintain Respiratory Protective Equipment as required for the job as outlined in Part 18, sections 244 through 254 of the Occupational Health & Safety Code. The Rig Supervisor is responsible for selecting the appropriate respiratory protective equipment for his/her site.

To facilitate the use of Respiratory Protective Equipment, our employees must be clean-shaven. Moustaches are permissible provided they do not interfere with the seals of breathing apparatus. Mask fit test must be performed on each employee that requires the use of a mask and documented.

The use of respiratory protection is mandatory where workers will be exposed to hazardous vapours, gases, or dust exceeding OH&S or client exposure standards.

Respiratory protection must be available for use during any situation where potential for exposure to hazardous vapours, gases, or dust exists.

SCBA or SABA must be available for any situation where oxygen levels may drop below 19.5%. Its use will be considered standard for rescues under these conditions

It is the responsibility of the **Worker** to appropriately notify the office when gassings have occurred, or when a question of the health or physical fitness of the respirator wearer arises (i.e. asthma).





## CLEANING, MAINTENANCE, AND STORAGE OF RESPIRATORY PROTECTIVE EQUIPMENT

Each respirator shall be properly maintained to retain its original effectiveness. An acceptable program of care and maintenance shall include:

1. Cleaning and Sanitizing
2. Inspection, Testing, and Repair
3. Storage
4. Record Keeping

Defective or non-functioning respirators shall be appropriately tagged, and shall be removed from service until repaired. An Opportunity Report should be filled out and submitted to the office as soon as possible so that the unit may be repaired or replaced.

Breathing air cylinders should be maintained at a minimum of 90 percent capacity, except while being used. The regulator and any warning device should be tested to determine they function properly.

Cylinders should be checked for condition and hydrostatic test date. The Canadian Transport Commission (CTC) requires steel and seamless aluminum cylinders be tested every five years.

Review/test source of compressed breathing air supply at least every six months to ensure it meets the most recent CSA Standards.

### Respiratory Protective Equipment of Respirators

- Wearers must be clean shaven when using tight fitting respirators
  - Wearing of contacts is not advised while wearing air-supplied respirators
  - Use of other PPE should not interfere with respirator equipment
  - Fit checks and inspection are required prior to each use
  - Special attention is required when using respirator equipment in hot/cold weather temperatures. It can lead to dehydration —frequent rests and fluids are necessary.
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## FALL PROTECTION

In compliance with Part 9 of the Occupational Health and Safety Code, because of the high potential for serious injuries due to falls, there will be strict enforcement of the Swab Master Ltd. fall protection program. The Occupational Health and Safety Code may be accessed on each rig unit, at the shop and office or viewed online at [www.swabmaster.com](http://www.swabmaster.com).

- Workers will be provided with the proper fall arrest and fall protection
- 100% fall protection must be maintained at all times
- Workers will be trained in the proper use and inspection of their fall arrest equipment
- Workers must use the fall arrest equipment when required
- Fall arrest must be worn at all times when working at a height of 3 meters or more above the ground
- Fall arrest systems must be engineered systems
- Safety harnesses, lanyards, lifelines, and fall arresting devices must be approved under CSA standards as referenced in Part 9 of the Occupational Health & Safety Code.





A lifeline and safety harness must be worn at any time a worker could fall:

- A vertical distance of 3 meters or more,
- A vertical distance of less than 3 meters if there is an unusual possibility of injury,
- Climbing tanks or Derricks
- Into or onto a hazardous substance or object, or through an opening in a work surface,
- Entry into confined spaces or restricted space

All workers must:

- Be knowledgeable on and carry out legislation guidelines
  - Be knowledgeable of the hazards while working with multiple services on location (i.e. snubbing units, rigs)
  - Call in or report to your Rig Supervisor or a Manager any potential hazards that you feel uncomfortable with (i.e. climbing higher on a 400 barrel tank, climbing damaged ladder system)
  - Ensure that fall protection equipment is properly inspected and in good working order
  - Ask questions if you don't know (i.e. fitting harness, possible deficiencies in equipment, anchor points)
-



How to don a full body harness.

NOTE: For a harness to work correctly and safely it should be adjusted to fit the contours of your own body. When positioning the chest straps, the maximum distance from the top of the shoulder to the top of the chest strap must not exceed 6 inches.

### STEP ONE:

- a) Spread the harness out on a flat surface with the Dorsal D-ring down.
- b) Undo and lay the chest strap and leg loops flat.
- c) The straps located at the Dorsal D-rings will be visually marked for the shoulder and upper straps.

### d) STEP TWO:

- e) Put the harness on with the upper straps over the shoulder.
- f) Locate the sub pelvic strap.
- g) The rear Dorsal D-ring should be located between the shoulder blades.

### STEP THREE:

- a) Adjust the pelvic strap to fit snugly below the buttocks by adjusting the front adjuster buckles.
  - b) The easiest way to do this is by sliding the strap keepers back from the buckles.
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## SECTION 6: Hearing Protection – Hearing Conservation Program

### HEARING PROTECTION

In compliance with Part 16 of the Occupational Health and Safety Code, Swab Master Ltd. will provide hearing protection to its employee(s) as well as assess noise hazards, train the employees in hearing conservation, and reduce or eliminate as much noise as possible.

Hearing protection will be made available to all workers exposed at or above the action level. The use of hearing protection is mandatory for those exposed at or above the Permissible Exposure Limit (PEL), and for those exposed at or above the action level. Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

We use ear plugs, ear muffs or a combination of both if the noise levels are exceedingly high





## HEARING CONSERVATION PROGRAM

What is noise? We live in a world filled with sounds, from music playing, to a child's laughter, sounds enrich our lives. We classify sound as "noise" when it is a sound we really don't want to hear. "Noise" is unwanted sound(s). Noise exposure is the main cause of early hearing loss.

What is Sound? Sound is a form of energy that travels through air and other materials by causing particles to vibrate, creating waves of pressure. These waves come from a noise source.

The characteristics of sound waves are:

- Loudness – usually measured in decibels (dBA). The threshold of audibility (sounds the normal ear can hear) is 20 dBA. A normal quiet office would register at 40 dBA, while an explosive blast would register at 140 dBA. A telephone ringing registers at 80 dBA & hearing protection should be worn at 85 dBA.
- Tone – usually measured in cycles per second or Hertz (Hz). Higher tones, like the soprano part of a song, are made when sound pressure variations change rapidly. Lower tones, like the bass in music, are created with slower pressure changes. Most noise consists of many different frequencies.

The overall loudness of a sound is calculated by considering the loudness of all the frequencies that make up the sound. Our ears are more sensitive to middle frequencies (around 1000 - 4000 Hz) than high or low frequencies. To assess the potential hazard of a noise, we must consider how sensitive the ear is to each frequency. When noise is measured, an 'A-Weighting' is used so that the frequencies we are most sensitive to are considered more important and weighted more heavily in the calculation. The units for these weighted measurements are A-Weighted decibels (dBA).

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## HEALTH EFFECTS OF NOISE EXPOSURE

Health effects of noise may vary, depending on individual sensitivities to noise exposure. Acute effects happen immediately after exposure to noise while chronic effects occur over time, after exposure to noise. Often these effects are not noticed until they are pronounced. The table below describes some acute and chronic health effects and their descriptions.

ACCUTE HEALTH EFFECTS		CHRONIC HEALTH EFFECTS	
Effect	Description	Effect	Description
Tinnitus	A ringing or other noise you may hear even when it is quiet	Noise-Induced Hearing Loss (NIHL)	Gradually losing the ability to hear parts of conversations or treble lines in music for example
Temporary Threshold Shift	The feeling that everything is muffled or that you have water in your ears	Persistent Tinnitus	Ringing or buzzing that does not go away
Anxiety / Irritability	Noise increases stress levels	Other	Increased blood pressure, stomach disorders, mood effects, muscle tension

***Hearing loss is a PERMANENT DISABILITY!***

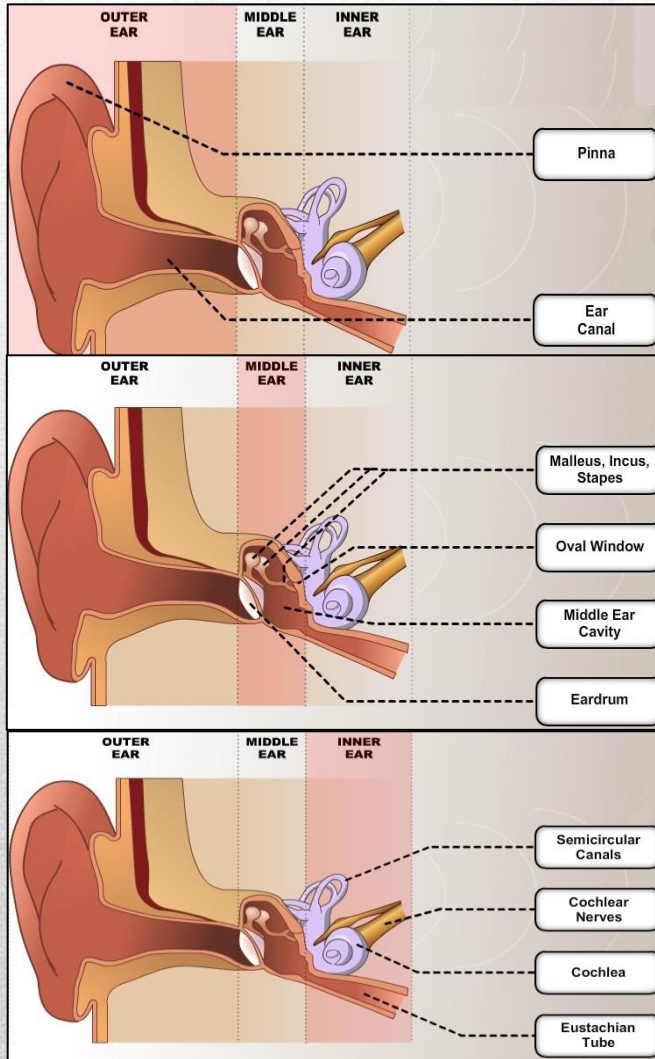
If you work in a noisy environment, following a hearing conservation program is the only solution.



# SWAB MASTER LTD. – PERSONAL PROTECTIVE EQUIPMENT

## HOW WE HEAR – THE EAR

The ear is made up of three parts: the outer, middle, and inner ear. All three parts of the ear are important for detecting sound by working together to move sound from the outer part through the middle and into the inner part of the ear. Ears also help to maintain balance.



The outer ear includes:

- auricle (cartilage covered by skin placed on opposite sides of the head)
- auditory canal (also called the ear canal)
- eardrum outer layer (also called the tympanic membrane)
- The outer part of the ear collects sound. Sound travels through the auricle and the auditory canal, a short tube that ends at the eardrum.

The middle ear includes:

- Eardrum
- Cavity (also called the tympanic cavity)
- ossicles (3 tiny bones that are attached). Malleus (or hammer) – long handle attached to the eardrum. Incus (or anvil) – the bridge bone between the malleus and the stapes. Stapes (or stirrup) – the footplate; the smallest bone in the body
- oval window – connects the middle ear with the inner ear
- Sound entering the outer ear travels through the middle ear and causes the eardrum and ossicles in the middle ear to vibrate. As it travels, it amplifies (becomes louder) and changes from air to liquid

The inner ear includes:

- semicircular canals – filled with fluid; attached to cochlea and nerves; send information on balance and head position to the brain
- cochlea – spiral-shaped organ of hearing; transforms sound into signals that get sent to the brain
- auditory tube – drains fluid from the middle ear into the throat behind the nose

When the stapes moves, it pushes the oval window, which then moves the cochlea. The cochlea takes the fluid vibration of sounds from the surrounding semicircular ducts and translates them into signals that are sent to the brain by nerves like the vestibular nerve and cochlear nerve.



### Noise-Induced Hearing Loss (NIHL)

After just one year in a noisy job, the risk of hearing difficulties and tinnitus increases for employees. After 5 years, the risk of severe hearing loss is up to three times higher for workers in noisy workplaces than for people in jobs with little noise. Chemicals such as carbon monoxide and toluene can also damage your hearing. Your risk of hearing loss is greater if you are exposed to these chemicals and noise.

### Occupational Exposure Limits

The health effects of noise are related to the overall sound energy at the ear. Energy and health effects increase with the loudness of a sound and how long you are exposed to it. Legislated noise exposure limits specify the maximum average sound level or loudness over 8 hours (a normal shift length). For longer shifts the allowable maximum average loudness is reduced.

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# SWAB MASTER LTD. – PERSONAL PROTECTIVE EQUIPMENT

Table 1 of Schedule 3  
Occupational exposure limits for noise

Exposure Level (dBA)	Duration
82	16 hours
83	12 hours and 41 minutes
84	10 hours and 41 minutes
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	8 minutes
106	4 minutes
109	2 minutes
112	56 seconds
115 and greater	0

Note: Values have been rounded to the nearest digit.

NOISE LEVEL	PROTECTION REQUIRED
<85 dBA	No protection required for 8 hour exposure, however, protect for intermittent or impact noise
85 – 105 dBA	Hearing protection required. Reduce noise at the ear to <85 dBA over 8 hours
>105 dBA	Double hearing protection required (Muffs & Plugs)
>115 dBA	NO unprotected exposure permitted

## **A GENERAL RULE:**

If you have to shout to be heard by a person within arm's length, you should be wearing hearing protection.



## Audiometric Testing

If you work in a noisy area, you will be asked to participate in hearing testing. There are three types of tests:

- Baseline Test – Should be completed within the first six months of employment, or if you are moved to a position that has higher risk of noise exposure
- Baseline Follow-Up - conducted approximately 12 months after your initial baseline test
- Periodic Testing – Conducted every 2 – 3 years based on requirement.

During a hearing test, you will be asked to identify when you can hear sounds at different frequencies. The results will indicate your threshold of hearing. For best results, try not to be exposed to loud noises before your test.

Since hearing loss is usually gradual, audiometric tests can give you early warning, so that you can act to better protect your hearing – but only if you understand the results.

- Normal Hearing – can detect sounds of less than 25 dBA at all frequencies.
- Early Warning – Noise-induced hearing loss usually starts as an increase in hearing threshold between 3000-6000 Hz.
- Abnormal Hearing – can result from early warning hearing loss progressing.

If you have hearing loss or early warning signs of hearing loss, take action to protect your hearing – at work and at home. If it is not reasonably practicable for an employee to do audiometric testing during the worker's normal working hours, Swab Master Ltd. will give a credit for the time the worker spends to get the test as time at work, and ensure that the worker does not lose any pay or other benefits because the worker was tested.

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## Noise Hazards

The most effective, but usually most difficult, solution to reducing noise exposure is to eliminate the source of the noise. You can eliminate or reduce noise at the source by:

- Using equipment with lower drive force, velocity or additional mufflers
- Using quieter equipment
- Moving equipment to prevent increase in levels due to reverberation

***If elimination isn't practicable, you need to control the hazard.***

Noise can be controlled in three ways:

1. Engineering controls – such as blocking the sound transmission path by enclosing the source or operator, mounting equipment on vibration isolators, or coating walls, ceilings or floors with sound absorbing materials.
2. Administrative Controls – such as limiting the length of exposure. This may be done by reducing hours of operation, scheduling operation of equipment when personnel are not present, rotating personnel to reduce the number of individual exposure.
3. Personal Protective Equipment – should be used if the hazard cannot be eliminated or controlled.

***Hearing protection must be worn correctly and consistently in order to be effective.***

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## Care and Cleaning:

- Disposable hearing protection should be discarded after a single use.
- Re-usable hearing protection must be cleaned and maintained properly
- Re-usable ear plugs should be washed in mild soap (like dishwashing liquid), rinsed and dried thoroughly after each use.
- Ear muffs can be wiped with mild soap, but care should be taken to keep the foam insulation as dry as possible
- Do not stretch the bands connecting earmuffs. A good seal between the head and the earmuff is required for maximum hearing protection



## Personal Protective Equipment (PPE)

Choices: ear muffs and/or earplugs

\*Only use hearing protection approved and classified or graded by the Canadian Standards Association (CSA). This will be marked on the outside of the package