**PERSONAL PROTECTIVE EQUIPMENT POLICY**

**PURPOSE:** To allow employees to enter, work safely, and take precautions in accordance with the hazard level in their work area. To protect visitors (contractors, tours, customers, suppliers, vendors, etc.) and all other non-operations MTS employees while in the operations area.

1. **DEFINITIONS:**
   1. Operations area: the production floor, pipe shop, and shipping and receiving departments
   2. Safety glasses: protective eyewear that meets OSHA standard ANSI Z78.4 1979 Standard; may be tinted but meet the following standard- Rose-colored, grade 1,2, or 3; lenses must be polycarbonate with a minimum thickness of 2mm at center and able to withstand an impact of 0.61 foot pounds; safety lenses must be installed with specially designed frames to qualify as true safety glasses
   3. Safety shoes: protective footwear with a heel and reinforced toe cap
2. **SAFETY GLASSES GUIDELINES:**
   1. All MTS employees, contractors, and visitors are expected to adhere to the Safety Standard Operating Procedure: Safety Glasses. The most recent version of the SOP can be found on the Sensors Cary Intranet
   2. All MTS employees, contractors, and visitors are required to wear approved safety glasses at all times while in the operations area
   3. Managers and supervisors will ensure that all employees, contractors, and visitors are compliant with the Safety Glasses SOP
3. **SHOES GUIDELINES:**
   1. All MTS employees, contractors, and visitors are expected to adhere to the Safety Standard Operating Procedure: Safety Shoes. The most recent version of the SOP can be found on the Sensors Cary Intranet.
   2. Open toe and high heel pumps are not permitted in the operations area at any time
   3. All MTS employees, contractors, and visitors are required to wear safety shoes when in the pipe shop, shipping/receiving areas, and the machine shop for any length of time.
      1. Safety shoe covers are available for non-manufacturing employees and visitors who need to enter and/or work in the pipe shop, shipping/receiving areas, and the machine shop and do not have safety shoes.
   4. Managers and supervisors will ensure that all employees, contractors, and visitors are compliant with the Safety Shoes SOP
4. **CORRECTIVE ACTION:**
   1. Any supervisor or manager who sees an employee or contractor not wearing proper PPE is authorized to start disciplinary action. Corrective action is not limited to the employee’s direct supervisor or manager
   2. Any employee who sees an employee or contractor not wearing proper PPE should notify a lead, supervisor, or manager

**Guidelines for PPE Policy Violations**

First occurrence- verbal warning

Second occurrence- written and final warning

Third occurrence- termination

Any occurrence that leads to an injury may result in immediate termination