 <p>JOHN AARTS GROUP HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Personal Protective Equipment		
	PREPARED BY: Health and Safety Team	COR Elements: 6	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
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PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

PURPOSE

The purpose of this procedure is to identify the specific requirements for the selection, use, and requirement for personal protective equipment (PPE).

The John Aarts Group acknowledges that there is a hierarchy of controls and will protect our workers from workplace hazards using the control strategies in order of: Elimination, Substitution, Engineering, Administrative, PPE.

DEFINITIONS

Control:

Procedures, methods, tools, machines, or training adopted to minimize risks, injury, adverse health effects and damage to equipment or the environment.

Competency:

Capable to apply or use related knowledge, training, experience, skills, and abilities required to successfully perform risk analysis as set out in the OHSMS as it applies to a job, task, operation or function in a defined work setting.

Hazard:

A source of potential damage, harm or adverse health effects on something or someone

Human Factors:

Human factors (also known as ergonomics) is the study of how humans behave physically and psychologically in relation to particular environments, products, or services.

JHA:

A documented hazard, risk, and control assessment completed at the time and place of a specific task or job.

Daily Safety Meeting:

An active discussion between supervisors, employees, and visitors where job safety information including scope of work, hazards, JHA and other safety information is communicated

Personal Protective Equipment (PPE)

Equipment worn to minimize the exposure to hazards. It is a type of control.


SCOPE

Personal Protective Equipment as a control is not desirable. PPE is only to be considered if other methods of control are not practicable or if it is used as a supplemental control.

The following procedure applies to all workplace parties – from Senior management to visitors – at all specified John Aarts Group worksites.

Requirements for specialized PPE will be communicated by JAG supervision to workers at the daily safety meeting, during the JHA (if applicable), and/or at the time tasks are assigned to workers.

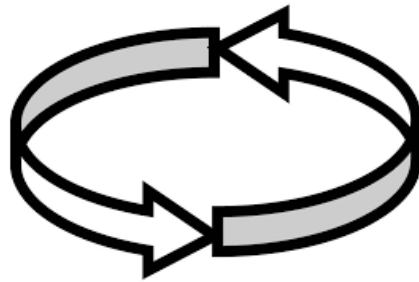
Basic PPE

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Head Protection

Head protection must be worn if there is a risk of impact, laceration, penetration, or contact with electrical hazards. Examples of these hazards are: falling objects; head striking a fixed object; potential of accidental contact with live electrical hazards. All hardhats should be worn facing forward. Only hard hats with the following image stamped on them may be worn backwards.




- Hard hats must be CSA approved – Class E, Type 1 or Type 2
- They consist of an outer shell and a four-point inner suspension
- Hard hats should be inspected before each use for cracks, deformation, or other damage. If found defective tag it and remove it from service immediately. Let your supervisor know and a replacement will be given out
- Hard hats should not be painted by the user
- Only hard hat compliant stickers and wraps should be applied
- Consult the manufacturer’s instructions for use and care
- Ensure that the hard hat is properly adjusted to your head before beginning any work

High Visibility Clothing

All reflective safety vests and clothes must meet the current CSA standards and be Class 2, Level 2 as a minimum. High visibility clothing is a layer of protection when working near any kind of mobile equipment, vehicular traffic, and low light/low visibility areas.

- Activities that take place during nighttime hours require the use of reflective arm and legs bands as well as JAG minimum standards
- Per the Regulations any “worker who may be endangered by vehicular traffic shall wear a garment that covers at least his or her upper body and has the following features:
 - a. The garment shall be fluorescent blaze or international orange in colour.
 - b. On the front and the back, there shall be two yellow stripes that are 5 centimetres wide. The yellow area shall total at least 500 square centimetres on the front and at least 570 square centimetres on the back.
 - c. On the front, the stripes shall be arranged vertically and centred and shall be approximately 225 millimetres apart, measured from the centre of each stripe. On the back, they shall be arranged in a diagonal “X” pattern.
 - d. The stripes shall be retro-reflective and fluorescent.

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- e. If the garment is a vest, it shall have adjustable fit.
 - f. A nylon vest to which this section applies shall also have a side and front tear-away feature.
 - g. In addition, a worker who may be endangered by vehicular traffic during night-time hours shall wear retro-reflective silver stripes encircling each arm and leg, or equivalent side visibility-enhancing stripes with a minimum area of 50 square centimetres per side.
- Do not use plastic vests as they are highly flammable
 - It is JAG’s policy that shirts with sleeves at least six inches in length and long pants must be worn on all jobsites unless you are provided with a uniform
 - Disposable coveralls may be provided for use on certain jobsite
 - High visibility vests and coats are supplied to workers by JAG. Different sizes are available
 - Follow the manufacturer’s instructions for care, cleaning, and storage

Safety Footwear

Safety footwear is a last line of defense to protect the feet from crushing and penetrating hazards. Any time an activity involves working around heavy objects being moved, sharp objects, slippery or hot surfaces, corrosive or irritating chemicals, or electrical hazards safety footwear must be worn. All safety footwear must be CSA-approved Grade 1 with a reinforced toe and insole. They are easily identifiable by their green CSA triangle and Omega symbol, pictured below.




All boots must be kept in good condition and inspected daily before use. Follow the manufacturer’s instructions for care, cleaning, and use.

Specialized PPE

The selection and use of specialized PPE is to be determined through risk analysis carried out by JAG health and safety in collaboration with supervisors and workers. Workers are also encouraged to review JAG’s safe work practices, safe job procedures, and/or HIRA list. A daily JHA or safety meeting is the best time for supervisors and workers to communicate the need for specialized PPE. Feedback from workers about new procedures, different types of PPE to examine, and potential administrative controls from safety meetings/JHA’s should be reported to their direct supervisor and discussed with the JAG safety team. The John Aarts Group is constantly striving for improvement in our health and safety policies and procedures and recognizes that workers have insights into their tasks and activities that management may not.

Eye Protection

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There are many different types of eye protection. In order to ensure the proper eye protection is selected potential hazards must first be identified. Always consult the manufacturer’s instructions for limitations, care, cleaning, and use. Regardless of the type of eye protection required they must all meet current CSA standards. Regular prescription glasses are not suitable as eye protection.

Basic eye protection includes:

- safety glasses – with or without side shields
- over glasses protection
- mono-frame goggles
- eye-cup goggles

JAG finds that safety glasses with side shields (for flying object and impact protection) provides sufficient protection for typical tasks carried out by field staff. However, if basic eye protection does not provide sufficient protection for potential hazards eye and face protection may be required. Examples include:

- welder’s shields/helmets
- filter plates/lenses
- metal mesh face shields
- impact/chemical resistant face shields

Regardless of the eye protection used, ensure it fits properly – improper fitting eye protection greatly decreased its efficacy.

Hearing Protection

Depending on the noise level and duration, hearing loss may result if proper hearing protection is not used. There is a risk of hearing loss in environments where workers are exposed to 85 dBA or more over an eight-hour period. However, for every 3dBA added to 85, the allowable exposure time is halved.


Typically – correctly used – foam ear plugs are provided with an NRR of 29dB. These generally provide sufficient protection to JAG workers in the field. However, there are some situations where further over-ear protection is required. Always select PPE based on the task being carried out. If there is any doubt consult your supervisor, daily hazard assessments or SWP’s. Consult the manufacturer’s instructions for levels of protection provided, care, cleaning, and use recommendations.

JAG will always try and utilize engineering controls (such as new operators cabs) before PPE to reduce workers exposure to noise. However, this is not always sufficient or practicable. Based on a workplace hygiene study commissioned by JAG, equipment operators should still almost always wear some form of hearing protection in older machines, even with all windows and doors closed.

Workplace Hygiene Study (J-AAR sampled)

In July and September 2014, JAG hired an independent hygiene consultant (MACCK) to test employee noise exposure in the workplace. Employees were tested in the following lines of employment:

1. Top man

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2. Pipe layer
3. Operator
4. Labourer- cutting asphalt and concrete

Noise

The study determined that some workers required a form of hearing protection for an 8 hour or more workday. The report, "MACCK Air and Noise Sampling Survey" is available for all the details and data. Based on the information our PPE policy regarding noise is:

Machine Operation

- All employees should wear appropriate hearing protection when operating machinery
- Foam earplugs in this application are generally acceptable, but earmuffs are required when operating open cabs (packers)

Labour

- The labourer and pipe layer exceeded the allowable noise regulations, but all employees must wear the appropriate hearing protection when working with equipment such as quick-cut saws and plate tampers. Foam earplugs are generally acceptable in the trench for a pipe layer but are not enough protection in applications using very loud tools like the quick-cut saw. Earmuffs are needed in that application.


Hearing protection must be used where engineering controls are not practicable to ensure workers are not exposed to noise that exceeds 85 dBA over an 8-hour time period. At client sites there may be other noise regulations or requirements in place. Please observe all signs or instructions.

**14-4: Typical Noise Levels of
Tools and Equipment**

Equipment	Noise Level (dBA)
Cranes	78 - 103
Backhoes	85 - 104
Loaders	77 - 106
Dozers	86 - 106
Scrapers	97 - 112
Trenchers	95 - 99
Pile drivers	119 - 125
Compactors	90 - 112
Grinders	106 - 110
Chainsaws	100 - 115
Concrete saw	97 - 103
Sand blasting nozzle	111 - 117
Jackhammers	100 - 115
Compressors	85 - 104

NOTE: These noise levels are measured at the operator's position.

Respiratory Protection

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As with all specialized PPE, before selecting the appropriate type of respiratory protection a hazard assessment must be completed. For typical activities on JAG sites, a disposable N95 respirator can be used to provide sufficient protection from particles and dust.

If a task requires further protection, or prolonged use, a half face respirator and filters/cartridges will be provided (picture below). Regardless of the type of respiratory protection used, they must comply with current CSA standards. Always consult the manufacturer's instructions for limitations, care, use, cleaning, and storage.




Filter/cartridge selection will be determined by the type of hazards in the work environment. Typically, for particulates, P100 filters are used. In order to select the correct filter/cartridge a hazard assessment must be carried out by a competent person and supervisor.

If a respirator is selected as PPE, the user must be fit-tested and trained in its use. This is carried out by JAG's health and safety team. Fit testing will be conducted at least once every two years. Records will be stored on HCSS Skills Server.

General respirator care and use guidelines:

- The respirator should be inspected before each use for defect. If any defects are found, tag and remove from service immediately
- Examine all plastic parts for cracking/wear/damage
- Examine the face seal for cracks, tears, or dirt build up. Dirt build up can break the seal
- Examine exhalation valves for distortion, cracks, tears
- To safely clean your respirator, remove all cartridges/filters. Disassemble the respirator. Immerse it in warm, plastic safe, cleaning solution. Scrub with a soft bristle brush or cloth until clean. Solution/water should not exceed 49 degrees Celsius. Rinse in fresh warm water. Place dry respirator in a clean bag when not in use.
- Respirators should be fit tested as required
- Workers requiring a respirator should be clean shaven around the face seal. Facial hair can cause a loose seal

Workplace Hygiene Study (J-AAR)

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In July and September 2014, JAG hired an independent hygiene consultant (MACCK) to test employee dust exposure in the workplace. Employees were tested in the following lines of employment:

1. Top man
2. Pipe layer
3. Operator
4. Labourer- cutting asphalt and concrete

The study concluded that the labourer cutting asphalt and concrete using the quick-cut saw had very high levels of total respirable particulate and respirable silica. It was recommended that if a worker were to perform similar tasks for most of their shift, then a full face-piece respirator with P100 filters be used. However, if the cutting was intermittent and only done for a portion of the shift, then the N95 mask is sufficient.

Workers should also try and use water as a dust suppressant, work upwind of any dust generated and use rotation with other workers for this task if possible.

The study also recommended that operators working outside of cabs (packers) use a dust mask as well.

Hand Protection

- Determine the correct type of glove to be worn based on a hazard assessment
- Consult manufacturer's instructions for limitations, care, and use of the glove selected
- Ensure that the glove selected is well fitting


Working at Heights

As per section 26 of the Regulations, where a worker is exposed to a fall hazard they are to be protected by the following means, in ranked order:

1. Guardrail system
2. Travel restraint system
3. Fall restricting system
4. Fall arrest system
5. Safety net

If the installation of a guard rail is not practicable or if a worker faces any kind of other hazard which requires them to don working at heights PPE; they must have specialized training administered through an approved training provider in the province of Ontario. Working at heights PPE includes:

- CAN/CSA-Z259.1-05: Body Belts and Saddles for Work Positioning and Travel Restraint
- CAN/CSA-Z259.2.5-12: Fall Arresters and Vertical Lifelines
- CAN/CSA-Z259.2.2-98 (R2004): Self-Retracting Devices for Personal Fall-Arrest Systems
- CAN/CSA-Z259.2.3-99 (R2004): Descent Control Devices
- CAN/CSA-Z259.10-06: Full Body Harnesses
- CAN/CSA-Z259.11-05: Energy Absorbers and Lanyards
- CAN/CSA-Z259.12-01 (R2006): Connecting Components for Personal Fall Arrest Systems
- JAG issues harnesses to each worker that needs them. All harnesses must be visually inspected before use by the worker and formally at least monthly by a competent worker.

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- Tripods and SRL's are most commonly used in confined space work. As part of the confined space entry permit SRL's and tripods must be inspected before use.
- SRL-LE's must be used when performing work at the leading edge. This a common occurrence at CFL sites
- Dutch Brothers cement plant as well as J-AAR's asphalt plant have written Working at Heights procedures for areas where workers may be exposed to a fall hazard. These must be followed. Supervisors are to train any new workers/subcontractors on these procedures at the time of their orientation.

All working at heights equipment must meet current CSA standards.

Sun Protection

If working in the sun for prolonged periods of time JAG recommends a form of sun protection be used.

- Apply a broad-spectrum sunscreen with a sun protection factor (SPF) of 30 or greater
- Be sure to cover your ears and the back of your neck
- Apply sunscreen every two hours
- Use an SPF 30 or greater lip balm and reapply every two hours
- Wear clothing that covers as much of the skin as possible. Tightly woven material will offer greater protection as a physical block to UV rays
- If you sweat heavily, you may need to reapply more often
- Try to find a shaded area for breaks and lunch
- Examine your skin regularly for any unusual changes

MINIMUM PPE REQUIREMENTS

All PPE used in John Aarts Group workplaces must be CSA approved.

J-AAR and CFL

Worksites:

At minimum head protections, foot protection (minimum six-inch-high work boot. Safety shoes are not sufficient), and high visibility clothing are required at all jobsites. Task specific PPE must be used as determined by your supervisor.

Asphalt Plant:

Protective footwear is required at all times/locations at the asphalt plant.


Outside of the plant office high-visibility clothing and a hard hat are required at all times. Task specific PPE must be used as required.

Offices:

No minimum PPE requirements at offices

Dutch Brothers

Plants:

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Protective footwear is required at all times/locations at the asphalt plant. Follow the designated PPE zones for further requirements.

Drivers must adhere to site-specific PPE requirements at any jobsite they may deliver too.

AAROC Aggregates

The area from the gate to the scale house is generally considered a 'Safe-Zone.' No PPE is required if you remain in this area. Once you have passed the scale the following is required:

Head Protection

Type 1 or 2 hardhat

Foot

Protective footwear is required at all times

Clothing

High-visibility clothing with retro-reflective strips on an orange or yellow background. Black and blue shirts/sweaters with retro-reflective strips are not considered adequate.

Task specific PPE must be used as required. If you have any questions or concerns talk to your supervisor.

AAROC Equipment

Foot

Safety footwear is required at all times in the shop

Clothing

Provided coveralls are part of Aaroc Equipment's uniform. They meet JAG safety standards. Any substitutions must be discussed with your supervisor.

Task specific PPE must be used as required. If you have any questions or doubts discuss with your supervisor.

Field techs must adhere to all PPE requirements on any jobsite that they are sent.


PROCEDURE

Identify the Job, Process Or Job Steps:

- Identify the Job Process or task to be evaluated
- Document the job, process, or steps on the appropriate form (PPE request form, HIRA, Project Hazard Assessment or JHA)

Identifying Hazards

- For site specific safety plans and daily risk assessments, review the job, procedure or task breaking it down into main steps (task that will move the process forward) and document them on the appropriate forms. This may include the PPE request form.

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- Identify all potential and actual hazards associated with the task and the working environment
- Consider the hierarchy of controls. What hazards can be dealt with at the source or along the path?

Select the appropriate PPE for the identified Hazards

- Select the correct kind of PPE based on the hazards identified that could not be sufficiently dealt with before the worker.
- Ensure the PPE is appropriate by consulting the manufacturer's instructions

Inspect PPE at Required Intervals:

- All PPE must be visually or formally inspected before use depending on the type of PPE. Any defective PPE should be tagged and removed from service immediately. Inform JAG supervision so replacements can be provided.
- PPE must undergo an inspection per manufacturer's instructions

Don/Doff the PPE

- Follow manufacturer's instruction for the correct procedures to don and doff the PPE safely

Clean PPE

- Following manufacturer's instruction for the correct procedures clean your PPE. This is another good time to give it an informal inspection

Store PPE

- Following the manufacturer's instructions safely store your PPE until it is next required.

RESPONSIBILITIES

Senior Management

- Assist in the development of the PPE program
- Ensure appropriate PPE is obtained and used where applicable
- Review the PPE program as required – at least annually
- Review the Act and Regulations to ensure JAG's PPE program is compliant
- Ensure PPE required is obtained and made available on worksites
- Follow up on findings regarding new/more efficient PPE or work procedures

Supervisors

- Ensure workers are following the PPE program
- Ensure any actual or potential hazards are identified and effectively communicated to the worker
- Distribute new PPE as required
- Ensure no defective PPE is used
- Ensure PPE inspections are completed as required

Workers

- Work in accordance with instruction tools and protective devices provided
- Ask for clarification if unclear about information provided or task assigned



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- Fully and actively participate in the hazard assessment process and discussion
- Completed PPE inspections as required

Health and Safety Team

- Arrange with management and supervisors to ensure all required PPE is obtained and distributed as necessary
- Arrange for training as required
- Perform respirator fit tests
- Collect and store all relevant documentation under the PPE program

Health and Safety Committee/Rep

- Review policies and procedures as required
- Participate in assessments as required
- Provide recommendation for change

Subcontractors

- Abide by JAG's PPE program

Visitors

- Abide by JAG's PPE program

REQUIREMENTS

Documentation

- Hazard Identification and Risk Assessment Matrix
- Job Hazard Analysis form
- Site Specific Safety plan
- Environmental Management Plan
- Safe Job procedures
- Safe Work Practices
- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90
- Mining Regs 854/90

Training

- Hazard recognition and control
- Job Hazard Analysis
- Responsibilities as per legislation and the HSMS
- Site specific safety plan
- Selection, care, and use of protective devices required
- Working at Heights

DOCUMENT AND RECORD CONTROL

Any documents or records generated for this procedure will be stored on HCSS/J-AAR servers indefinitely. Any hard copies generated will be stored at the JAG head office for two years after completion of the project.

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by JAG.

REVIEW



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This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.