
	<p>Anadarko Management System (AMS) Safety and Environmental Management System</p>	
<p>Personal Protective Equipment (PPE) Program</p>		

OXY US OFFSHORE

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

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1. PURPOSE

The Personal Protective Equipment (PPE) Program establishes the expectations, conditions, and procedures applicable to using PPE at Anadarko locations. The Program includes identifying when PPE is required, selecting the appropriate PPE, and how to care for, maintain, store, and dispose of PPE.

2. APPLICABILITY

The document applies to all operations in the Gulf of Mexico (GoM) under the Anadarko Petroleum Corporation License to Operate.

3. REQUIREMENTS

The personal protective equipment (PPE) required to be worn during work on all Anadarko Petroleum Corporation Gulf of Mexico (GoM) facilities includes ANSI approved hard hat with lanyard, safety-toed footwear, eye protection, hand protection, hearing protection and Flame Resistant (FR) clothing.

Additional task specific PPE may be required for face, hand, hearing, body, and respiratory protection for specific work as identified.

3.1 EXCEPTIONS

- PPE is not required in offices, living areas, and associated recreational facilities unless conducting work that requires PPE in these areas.
- Use of hearing protection and an inflatable life jacket is required when traveling offshore by helicopter, however, all other general PPE is not required.
- Use of personal floatation device is required when boarding or disembarking a marine vehicle, however, all other general PPE is not required unless stipulated by the captain or boat operator.

3.2 HAZARD CONTROL

Hierarchy of hazard control includes 1) the use of engineering controls, 2) administrative controls, and 3) PPE.

3.2.1 Engineering Controls

Engineering controls are those practices that can be implemented to reduce or eliminate the hazard through the physical change in the work environment.

3.2.2 Administrative Controls

Administrative controls are the use of policies, work practices, and employee training to reduce exposure to the hazard.

3.2.3 PPE Controls

PPE controls are barriers that protect the wearer from the hazard.

3.3 PPE HAZARD ASSESSMENT

PPE hazard assessments shall be conducted to determine the need for additional PPE. The assessment shall address hearing, head, eye, face, hand, foot, and other special hazards. Guides for selecting appropriate PPE for specific job tasks in addition to recommended gloves

and safety glasses can be found on the GoM HSE Documents website A Certification for Hazard Assessment for Personal Protective Equipment located on the GoM HSE Documents website may also be used to

assist in PPE selection.

(<https://oxynet.oxy.com/portalsites/GOMHSE/Pages/GOM-HSE-Documents.aspx>). A PPE Matrix and Safety Glasses and Glove Guidance documents can be found on the GoM HSE Documents site.

The hazard assessment shall be conducted for a workplace or for individual tasks. The PPE Hazard Assessments shall be communicated. The communication of the hazard assessment can be documented on the Electronic to Work Permit System (EPTWS) Risk Assessment, Job Safety Analyses (JSAs), Job Hazard Analyses (JHAs), and work permits.

Following the initial hazard assessments, subsequent assessments shall be conducted when:

- New hazards are identified in the workplace.
- Historical data or incident findings reveal existing PPE is inadequate.

It shall be verified that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; which identifies the document as a certification of hazard assessment. This certification can be accomplished through the development and history documentation of state change signatures in the EPTWS.

3.4 PPE REQUIREMENTS WHEN RESPONDING TO EMERGENCY DRILLS

Emergency drills conducted offshore are conducted to prepare employees to respond quickly, calmly, and safely. Drills shall be conducted as though the emergency situation is real and all personnel on board shall respond accordingly. There should not be any difference in the way a person responds to a drill as would be expected of a person responding during a real emergency in terms of required PPE.

If standard PPE is within reach when responding to a drill there is an expectation that personnel will don such PPE as they report to their muster location, however no one should take extra time to retrieve their PPE or deviate from the most direct path to their muster station in order to get their PPE.

3.5 TRAVELING OFFSHORE

All personnel shall wear long pants, sleeved shirts and closed-toed and closed-heeled shoes when traveling to and from offshore facilities by way of air or marine transportation. When approaching or departing a helicopter (running or not) caps and hats must be stored in baggage and may not be worn. When traveling in a helicopter hearing protection is required. Inflatable life jacket is required when traveling overwater. A personal floatation device is required when boarding or disembarking a marine vehicle.

3.6 HEAD PROTECTION

Head protection (hard hats) shall be worn by employees. Required hard hats shall be furnished to employees by Anadarko and shall comply with ANSI Standard Z89.1 Type 1 (impact protection) and Z89.1 Class E (electrical protection) or equivalent international standards.

- Hard hats shall be worn and maintained in accordance with manufacturer recommendations.
- Cowboy-style hard hats shall not be worn in Anadarko facilities.

- Metal hard hats shall not be worn in Anadarko facilities without Anadarko HSE Department approval and will only be allowed for emergency well control contractors adhering to their applicable PPE program and hazard assessment.
- Contractors wearing an Anadarko or Oxy logoed hard hat shall additionally label the hat with the employer's name.
- Employees are responsible for keeping their hard hat clean and in good repair. Damaged or deteriorating hard hats or suspensions shall be replaced. Replacements can be requested from employee's supervisor or the local HSE Representative.
- Hard hats shall not be altered in any way.
- Hard hat lanyards or tethers shall be used at all times while working outside of buildings. Tool lanyards should not be used as hard hat lanyards.

3.7 FOOT PROTECTION

Foot protection (safety toed footwear) shall be worn by employees.

Approved safety-toed footwear shall be constructed of either substantial leather, flame resistant material or chemical/water resistant material (e.g., rubber); have composite or steel toes; provide over the ankle coverage; and meet the requirements as specified in ASTM F2413 or equivalent international standards. Footwear made of cloth, canvas, or mesh is not approved. Tennis shoe type safety shoes are not permitted.

Pronounced heels or other sole specifications may be required based upon location, work environment or PPE Hazard Assessment.

Anadarko shall provide or reimburse employees for the purchase of safety footwear. For additional questions concerning the reimbursement options, consult your supervisor or local HSE Representative.

3.8 EYE AND FACE PROTECTION

Eye protection shall be worn by employees.

The use of additional eye and face protection shall be dictated by the hazards presented in the workplace and the associated PPE Hazard Assessment. Employees shall wear appropriate eye and face protection when there is potential exposure to flying particles (chipping, grinding, buffing, scraping, hammering, etc.), molten metal, liquid chemicals, chemical gas or vapors, or potentially injurious light radiation (welding, lasers, etc.).

- Eye and face protection shall comply with the ANSI Z87.1 or equivalent international standards.
- Non-prescription spectacle-type safety glasses with side protection are provided to employees. Site visitors shall be provided eye protection appropriate to the circumstances of their exposure.
- Anadarko, in accordance with the Prescription Safety Eyewear Program, shall purchase prescription safety glasses with side shields. Anadarko will pay for one (1) pair of prescription safety eyewear per calendar year with a new prescription. All field employees and certain office employees who, by reason of work assignments, require the use of prescription safety eyewear are eligible. Refer to the Prescription Safety Eyewear Program for the procedure to use when ordering prescription safety glasses, package information and additional details.

- Prescription eyeglass adapter kits shall be supplied to those employees who wear prescription glasses under a full-face respirator.
 - Employees are responsible for keeping eye protection clean and in good repair.
 - Contact lenses are permitted in the workplace and require the use of safety eyewear. Employees shall inform their supervisor, co-workers, and local HSE Representative that they wear contact lenses. Employees shall consult with local HSE Representative and applicable PPE Hazard Assessments regarding tasks or chemicals that may prevent the safe wearing of contact lens. Anadarko shall not be liable for lost or damaged contact lenses. Employees shall keep a pair of prescription safety glasses at the work site in case of eye irritation or loss of a contact lens.
 - Splash-proof chemical goggles and a face shield shall be worn while handling hazardous chemical liquids, powders, vapors, or during any other operations where the eyes may be exposed to hazardous chemicals in either liquid or solid form. Refer to the applicable PPE Hazard Assessment and the chemical Safety Data Sheet (SDS) for proper selection.
 - Face shields offer additional protection to the face and eyes yet are considered secondary protection. Whenever face shields are used, primary protection such as safety glasses or chemical goggles shall also be worn.
 - Number 5 or 6 shade lenses shall be worn when cutting material with acetylene gas. Helpers engaged in such work shall wear number 4 shade lenses or equivalent. Electric arc welding requires the use of a welding helmet fitted with shaded lenses. Helpers shall wear shaded lenses to prevent flash burns to the eyes.
- Eyewash provisions shall be provided for immediate emergency use at locations where hazardous chemicals are added or handled in open systems. Eyewash stations shall be clearly marked and inspected per manufacturer specifications. If permanent eye wash stations are not accessible, portable eye wash stations should be installed while work is taking place.

3.9 RESPIRATORY PROTECTION

Respiratory protection shall be worn by employees for protection from hazardous atmospheres.

Anadarko shall provide appropriate respirators to affected employees. Only respiratory protection provided by Anadarko shall be utilized. Refer to the Respiratory Protection Program for more details.

3.10 PERSONAL GAS MONITORS

Employees shall use personal gas monitors as required by the local operations and HSE Representative following a Hazard Assessment. The proper care and use of the monitors is the responsibility of the employee. Area/Location Supervisors shall be responsible for ensuring that the monitors are available to employees. Area/Local Supervisors and Local HSE Representatives shall be responsible for recommending the appropriate monitoring equipment, including brand and model to be used.

Employees shall be properly trained in the calibration, bump testing and use (See the Anadarko Personal Monitor Guidance).

Personal monitors are designed to alert the wearer when a flammable or hazardous gas concentration is present. The table below includes, but is not limited to, concentrations at which the alarm on the personal monitor will sound.

Hazardous Gas	Alarm Limits
Oxygen (O2)	Equal or less than 19.5% Equal or greater than 23.5%
LEL/LFL	Equal or greater than 10%
Carbon Monoxide (CO)	Equal or greater than 25 ppm
Hydrogen Sulfide (H2S)	Equal or greater than 10 ppm

Anadarko employees assigned personal monitors shall:

- Wear portable/personal monitors on the collar or belt outside of all clothing for the complete workday.
- Immediately leave work area or position yourself upwind and away from source of hazardous atmosphere when personal monitor alarms.
- Check portable monitors daily or before each use to ensure that they are operating properly in accordance with the manufacturer's recommendations. Monitors that do not successfully complete a bump test or calibration shall be removed from service, repaired, or replaced.
- Document calibration for personal monitors in accordance with monitor manufacturer's recommendations and procedures using approved calibration kits.
- Perform maintenance on monitors in accordance with monitor manufacturer's recommendations and procedures. All repairs shall be performed by the manufacturer or an authorized distributor technician.

For additional information regarding the use of gas monitoring device, see the Anadarko Confined Space Entry Program, the Hot Work Program, and the Personal Monitor Guidance.

Questions concerning personal monitor selection, operation, calibration, maintenance, or repairs are to be directed to the local HSE Representative.

3.11 HAND PROTECTION

Employees are required to use hand protection when hands are exposed to hazards such as skin absorption of harmful substances, cuts, abrasions, punctures, chemical burns, thermal burns, or extreme temperatures. Gloves shall be worn at all times while outside of PPE free areas (i.e., Living Quarters area). Appropriate hand protection is provided by Anadarko to employees and core contractors. Third party contractors shall provide their employees with the gloves required for the tasks as outlined in the GoM Personal Protective Equipment (PPE) Matrix and the Glove Selection Guide.

- Selection of hand protection shall be based on an evaluation of the hand protection relative to the task to be performed, conditions present, duration of use, and identified hazards.
- Examples of appropriate hand protection include but not limited to:
 - Leather gloves when handling wire rope.
 - Impervious gloves when handling chemicals such as acids, caustics, soda, soda ash, calcium chloride, etc.
 - Hydrocarbon-resistant impervious gloves when handling kerosene, solvents, or other cleaning agents.

- Impact gloves while connecting/disconnecting pipe (other than PVC) greater than 2" in diameter.
 - Impact gloves while removing/installing valves, pumps, etc. located in tight spaces where handling tools puts hands in close proximity of piping and other equipment.
 - Rubber gloves approved for electrical work.
 - Insulated or heat resistant gloves when regular work gloves do not afford thermal protection.
 - Hand protection from chemicals shall be considered on a case-by-case basis. The Safety Data Sheet provides information as to the glove material required for the specific chemical.
 - Inspection of gloves shall be done prior to use and monitored periodically throughout the job. Check for cracks, tears, brittleness, glazing, or discoloration which could indicate that the protective material is deteriorating.
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- Electrical gloves shall meet the electrical and physical requirements contained in ASTM D120 "Standard Specifications for Rubber Insulating Gloves" or equivalent international standard. Retesting of insulating gloves shall be electrical, visual, and mechanical. The retesting interval shall be every 6 months beginning with date gloves placed in service. Electrical gloves shall be marked to indicate compliance with the re-test schedule and shall be marked with the date the next test is due. If gloves are not retested after 6 months, then they shall be properly disposed of.
 - When working with small nuts, bolts, or instances where gloves restrict manual dexterity needed to complete the task gloves may be removed to complete such tasks but must be donned immediately after the task is completed before other work commences.

3.12 GENERAL BODY PROTECTION

Employee work attire shall include clothing that covers the torso and the entirety of the arms (long-sleeve) and legs (pants). Deviations from the general requirements below shall be supported by a PPE Hazard Assessment. Questions concerning general body protection are to be directed to the local HSE Representative.

Clothing contaminated with a flammable, combustible, toxic or other material which will affect the qualities of the garment, must be removed as soon as possible and not worn again until the clothing has been cleaned.

3.12.1 **Flame Resistant Clothing (FRC)**

FRC is required in areas classified by the National Electric Code (NEC) as Class 1, Division 1, and in any other area where flammable gases or vapors are likely to be present such as NEC Class 1, Division 2.

API RP-99 is an acceptable resource to reference when conducting a flash fire risk assessment to determine when FRC is additionally needed.

FRC may be required at the discretion of the local supervisor beyond what is required by the risk assessment. FRC requirements in accordance with API RP-99 shall be implemented prior to the introduction of process or produced hydrocarbons, to allow effective implementation of the program.

Flame resistant clothing must meet protective criteria established by a recognized certification body such as API, NFPA, or EU standards.

Collared and "Henley" style FR shirts are acceptable. Upper body garments must have long sleeves. Shirts must be fully buttoned. Shirt sleeves must be rolled down. Shirt tail must always be tucked in while working around unguarded rotating equipment.

T-shirts and undershirts made from polyester or other synthetic materials must not be worn under FR clothing as they are not flame resistant and can melt to the skin. The outermost garment such as jackets, coats, and rain gear must be made of FR material.

3.12.2 **Electrical Arc Flash Protection**

An arc flash survey shall be completed for each applicable Anadarko operated facility, and workers qualified to work on high voltage equipment shall be trained accordingly. Prior to performing any high voltage work, work permits shall be completed, and proper PPE identified. Garments and the entire PPE ensemble shall be adequate for the level of arc flash risk.

3.12.3 **100% Cotton Clothing**

Clothing constructed of 100% cotton is acceptable in the following locations, unless a JSA or Risk Assessment dictates the need for FRC:

- Shore base operations, Marine Vessels, and Helicopters.
- "Green Field" construction in areas where no process or produced hydrocarbons are present. This is at the discretion of local area management and HSE.
- Office areas, living quarters, associated living facilities and designated smoking areas.

The outer most layer shall be 100% cotton unless a different level of PPE is recommended on a hazard assessment. Cotton or non-melting under garments shall be used closest to the skin.

3.12.4 **Jewelry**

When working at an offshore location, jewelry (necklaces, earrings, bracelets, anklets, and any type of ring) shall not be worn outside of the accommodations. Silicone rings that are designed to break-away may be worn outside of the accommodations.

3.12.5 **Watches**

When working at an offshore location, non-metallic wrist watches with breakaway bands are allowed to be worn outside of the accommodations. Smart watches of any type are not allowed to be worn outside of the accommodations.

3.13 HEARING PROTECTION

Hearing protection shall be worn in PPE required areas.

Anadarko shall provide a selection of appropriate hearing protection and only appropriate hearing protection shall be used. Signs, posting of noise surveys, or notification warning of high noise areas of 85 dBA or greater shall be posted and visible.

Refer to the Anadarko Hearing Conservation Program for additional requirements and details.

3.14 FALL PROTECTION

Refer to the Anadarko Walking/Working Surfaces and Working at Height Program for fall protection requirements.

3.15 TRAINING

3.15.1 **Initial Training**

Employees shall be trained to ensure familiarity with the Anadarko PPE Program. Employees shall:

- Understand the purpose, function, and restrictions of the PPE Program.
- Be able to identify when PPE is required.
- Be able to select the appropriate PPE.
- Know the limitations of PPE.
- Understand how to properly don, wear, and doff PPE.
- Know how to maintain, store, and dispose of PPE.

3.15.2 **Retraining**

Employees shall receive retraining as directed by the HSE Core Training Matrix or whenever there is a change in:

- Their job assignments.
- Activities that impose hazards for which an employee has not been previously trained.
- The Anadarko PPE Program or regulatory requirements.

Retraining shall also be conducted whenever there are inadequacies in an employee's knowledge or deviations from the Anadarko PPE Program are observed. The retraining shall reestablish employee proficiency and shall introduce new or revised methods and procedures as necessary.

3.15.3 **Training Documentation**

Anadarko shall verify that the training outlined in this Program has been accomplished. The documentation shall contain the employee's name and signature, the signature of the trainers (if applicable), the dates of training, and documentation that the employee understands the material.

3.15.4 **Learning Objectives**

Upon completion of the training, employees shall be able to:

- Understand the purpose and the function of the Anadarko PPE Program.
- Define and be familiar with the various types of PPE such as: eye and face protection, head protection, foot protection, hand protection, respiratory protection, fall protection, and hearing protection.
- Know how to obtain a copy of the PPE Hazard Assessment and how to use it.
- Know how to select the appropriate PPE.
- Understand the proper use of PPE.
- Understand the limitations of PPE.
- Know how to don, adjust, wear, and doff the various types of PPE.
- Know how to care for, maintain, store, and dispose of PPE.
- Understand the various roles of all employees in the PPE Program.

3.16 PROGRAM MANAGEMENT

Program Review and Revision

This program shall be reviewed and revised:

- when a regulatory change occurs.
- when a root cause analysis yields a corrective action involving a program revision, or
- every three years.

Any review and revision cause the three-year cycle to restart.

4. RESPONSIBILITIES

4.1 EMPLOYEE

Employees are required to utilize proper PPE in accordance with this Program.

Employees are required to utilize PPE as determined by a PPE Hazard Assessment.

Employees are responsible for being familiar with the safe work practices identified in this Program and applying it to their work site. Employees shall be able to recognize the potential hazards in the workplace and know the requirements to use PPE.

Employees shall be responsible for personally complying with this Program, following established procedures, recognizing, and respecting the potential hazards in the workplace, and utilizing appropriate safety equipment

4.2 AREA/LOCATION SUPERVISOR

The Area/Location Supervisor shall ensure compliance with this Program. This includes:

- Ensuring employees follow the requirements of this Program.
- Ensuring that PPE Hazard Assessments are performed for the workplace.
- Ensuring that employees are knowledgeable of the PPE Hazard Assessment and trained in the use of PPE.
- Providing additional PPE as necessary.
- Reporting any implementation problems to their local HSE Representative.

4.3 OPERATIONS AND HSE DEPARTMENT

Operations shall implement this Program, develop site-specific applications, and monitor its application to ensure compliance. The HSE Department is responsible for developing and revising this Program.

4.4 CONTRACTORS

Contractors must comply with all contractual requirements. Contractors must conduct their operations in a manner consistent with its approved HSE program as well as in a manner consistent with Anadarko's HSE programs, policies, and bridging documents.

Contractors are required to provide their employees with a level of PPE that meets or exceeds that provided by Anadarko to its employees and shall ensure that their personnel have been issued the required PPE prior to arrival at an Anadarko location. Anadarko Petroleum Corporation, except for special circumstances approved by local management, are not to provide PPE to contractors.

Contractors are solely responsible for ensuring that their PPE program adequately addresses the scope of their employees' work and complies with applicable federal, state, and local regulations.

5. REFERENCES

DOCUMENT NUMBER	TITLE
29 CFR 1910.132	General Requirements
29 CFR 1910.133	Eye and Face Protection
29 CFR 1910.134	Respiratory Protection
29 CFR 1910.135	Head Protection
29 CFR 1910.136	Foot Protection
29 CFR 1910.137	Electrical Protective Equipment
29 CFR 1910.138	Hand Protection
29 CFR 1910.95	Occupational Noise Exposure
29 CFR 1910.21	Walking-Working Surfaces
29 CFR 1910.500-503	Fall Protection
29 CFR 1910.104	Safety Belts, Lifelines, Lanyards
NFPA 2113	Standard on Selection, Care, Use, and Maintenance of Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire
NFPA 70E	Standard for Electrical Safety in the Workplace