

SHOP SAFETY MANUAL — SECTION 3

Personal Protective Equipment · Rev. 08/2025

ALWAYS REQUIRED ON THE SHOP FLOOR

- Safety glasses with side shields, ANSI Z87.1. This includes visitors and office staff crossing the floor.
- Steel or composite toe footwear, ASTM F2413
- Hearing protection in the press brake and plasma areas. Posted at the entry to each.
- No loose sleeves, no jewelry, no lanyards near rotating equipment. Long hair tied back.

BY TASK

Task	Additional PPE required
Welding — GMAW / FCAW	Helmet shade 10–13, leathers, welding gloves
Welding — GTAW	Helmet shade 8–12, TIG gloves, long sleeves
Plasma cutting	Shade 8 minimum, respirator in enclosed areas
Grinding	Face shield over safety glasses, no exceptions
Powder coat booth	Respirator, Tyvek, nitrile gloves
Material handling, overhead	Hard hat when a load is above shoulder height
Degreasing / solvent	Chemical gloves, splash goggles, apron

WHO PAYS

Ridgeline provides safety glasses, hearing protection, welding gloves, face shields, respirators, and consumable PPE at no cost. Employees are responsible for their own safety footwear. Ridgeline contributes \$150 per year toward footwear, reimbursed with a receipt.

ENFORCEMENT

- First observation: verbal correction, documented by the supervisor
- Second: written warning
- Third: time off without pay
- Anyone may stop a job for a safety concern. Nobody gets disciplined for stopping a job.

Questions to the safety coordinator. Section 4 covers lockout/tagout.