



**AZERBAIJAN BUSINESS UNIT
(AzBU)**

Procedure for: Personal Protective Equipment

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1 Introduction

Document Purpose

It is BP company policy that all employees and contractors working on BP owned or managed sites and installations shall be properly protected and clothed at all times. This document sets out the responsibilities and requirements for the issue and use of personal protective equipment, including the standards and specifications that personal protective equipment must meet.

Document Scope

This Safe System of Work applies to all BP managed or owned sites and installations in Azerbaijan and Georgia. Its contents cover the issue and use personal protective equipment intended for:

- whole body protection
- hand protection
- head protection
- foot protection
- eye and face protection
- hearing protection
- respiratory protection

2 Responsibilities

Site Manager / OIM

The Site Manager is responsible for ensuring:

- site / installation compliance with this safe System of Work
- that the personal protective equipment required for the safe undertaking of all work on the site / installation is available and in serviceable condition
- that visitors to the site / installation are wearing at least the minimum Personal Protective Equipment required (Section 12)

Performing Authority

The Performing Authority is responsible for:

- ensuring all employees are properly equipped and wearing prescribed items of Personal Protective Equipment during the course of their work
- reviewing the activities for each task to determine the need for Personal Protective Equipment
- ensuring that intended items of Personal Protective Equipment are assessed for suitability by:
 - identifying the risk with respect to a job or particular circumstances.
 - establishing the characteristics and standards of the proposed Personal Protective Equipment.
 - establishing the suitability of the equipment for the risk involved and for the personal characteristics of the user.

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Line Supervisor

The Line Supervisor shall be responsible for ensuring personnel reporting to him are trained to use Personal Protective Equipment require for the jobs.

Safety Manager

The Safety Manager is responsible for:

- setting standards for each type of Personal Protective Equipment
- designating the required standards of equipment which can be used for each task
- ensuring company training programmes include the use of approved Personal Protective Equipment.

All Employees

All BP employees will comply with this safe System of Work and will wear their Personal Protective Equipment whenever it is required by the task.

Employees shall ensure that all Personal Protective Equipment in their care is:

- kept in a good condition (any defects shall be reported to the line supervisor)
- cleaned as required.

Contractors

Contractors are responsible for the provision of all safety equipment (and any procedures required to maintain and effect their use in accordance with this Safe System of Work).

Contractor employees, when working on BP sites and installations, will comply with this safe System of Work or equivalent (as set out in the contractors HSE plan, and endorsed by BP).

3 Whole Body Protection

General Duties - Fire Protective Clothing

Fire protective clothing shall be worn whenever the risk of exposure to flash fire warrants such. For Operators and Maintenance Technicians working in a hydrocarbon-processing environment, Inherently Fire Resistant Clothing (IFRC) is specified. For others such as Pipeline and Terminal Operations (except for some specific activities) working in environments where the risk of flash fire is considerably lower, then Fire Retardant Clothing (FRC) may be acceptable. An alternative to FRC for the low flash fire risk applications is 100% cotton.

Inherently Fire Resistant Clothing (IFR)

This term describes fibres or garment materials able to resist combustion without the aid of chemical additives or treatments. The fire/flame resistance is permanent. Inherent means that the fire resisting properties are an intrinsic property of the fire resistant fibres. This type of clothing will not burn, ignite or melt.

The recommended type of coveralls recommended for AzBU is Nomex Delta C one piece coverall of 93% Nomex, 5% Kevlar and 2% P-140 antistatic treatment. Its weight can vary from 160grams for the hottest environments through to 265grams for the coldest ones.

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Fire Retardant Clothing (FRC)

This term describes fibres or garment materials subjected to treatment with chemical additives to aid combustion resistance. Such treated materials have no inherent fire resistant properties and rely on the additives treatment for fire resistance. The fire/flame resistance may deteriorate over time during cleaning, washing and normal wear and tear and the material may need to be re-treated for continued use. It should be noted that in a flash fire situation most garment's chemical treatment will be depleted, and the protection levels will probably not be sustained. This fabric is not recommended for Offshore or other similar applications with significant risk of flash fire.

100% Untreated Cotton

Lightweight, short sleeve cotton coveralls may be used for tasks where high ambient temperature presents a problem and when there is minimal risk of flash fire or chemical exposure, such as inside accommodations, switch rooms, stores, Pipeline Operations, Terminal Operations (except for specific activities) and similar locations.

All Fire Protection Full Body Clothing should comply with *BS EN 531, 1995*.

Foul Weather Duties - Jacket and Over-trousers

These garments give protection against wind, rain, cold and some protection against splashing from liquids. In addition, the clothing will offer a degree of protection if the wearer is inadvertently exposed to a fire situation.

The garments shall also meet the requirements of the General Duty clothing appropriate to the degree of risk defined.

Personnel employed in the production of hydrocarbons (including personnel involved in drilling operations, should be issued with jacket and over-trousers that satisfy *BS EN 533, 1997*.

Chemical Handling

Personnel handling chemicals need body protection against splashes and droplets. They shall wear protective clothing (suits or aprons) manufactured from materials conforming to *BS 7184, 2001*.

4 Hand Protection

Hand Protection shall conform to *BS EN 420, 1994*. General-purpose gloves should only be used to provide warmth and to protect against minimal risk to health and safety (for example, to resist cuts and abrasions, repel some liquids and offer a good grip).

Gloves prevent many injuries when handling rough material or substances that can irritate the skin and should be worn whenever practicable.

Leather gloves that conform to *BS EN 388, 1994* should be worn when handling pipes and sheet metal work.

Approved safety gloves must be worn for specific types of exposure, especially:

- chemical handling
- electrical work
- welding and cutting.

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Chemical Handling

Care should be taken when handling chemicals, which must not come into contact with the skin. PVC gauntlets for handling acid/ alkalis should be worn (*BS EN 374, 1994*).

Electrical Work

Electrician's gloves shall be worn during electrical work (*BS EN 50237, 2000*). Gloves shall be rated for the voltage of the equipment to be worked on (see *UNIF-HSE-PRO-106, Energy Isolation - Electrical*).

Welding and Cutting

Heat resistant gloves shall be worn during welding and they shall conform to *BS EN 407, 1994*.

5 Head Protection

Safety Helmet Use

Approved safety helmets (hard-hats), with chinstrap for use in high winds, shall be worn at all times in designated areas. Personnel shall wear safety helmets whenever they are:

- in process facilities
- performing construction
- in any areas where an overhead hazard is or could be present
- outside designated areas when working on demolition and excavations, or where overhead work is undertaken.

The General Duties Helmet should conform to *BS EN 397, 1995*.

Note: Employees must inspect the helmet before each use following the inspection procedure for damage to the shell and integrity to the harness.

Warning: Gloves, cigarettes, earplugs, or any other items should not be stored between the suspension and shell; the space is needed when the shell-suspension absorbs the energy of an impact.

Safety Helmet Care and Handling

It is permissible to use only manufacturer-approved accessories with the helmet. No additions, alterations shall be made to any safety helmet. This includes painting, or the application of stickers, which can severely reduce the strength of the helmet. Solvent or hydrocarbon type cleaners (for example, thinner, gasoline, kerosene) shall not be used on the helmet. These can seriously weaken the helmet materials in a way that may not be visible to the user. The helmet should be cleaned with a mild soap and warm water to help avoid skin irritation from contamination.

Replacement

The head protection should normally be replaced at intervals recommended by manufacturer or when subjected to severe impact.

Alternative Headwear

The use of aluminium or metal helmets is not permitted.

It is permissible to wear bump hats / caps for work in confined spaces where it is not practical to wear a helmet.

Standard Colour Coding for Safety Helmets

BP sites should use the following colour coding system:

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- Yellow helmets – for all site personnel
- Green helmets – for visitors/new personnel

6 Foot protection

Approved safety footwear shall be worn at all times in designated areas or work sites. Work boots with steel toes must be worn for all work conducted in working areas of:

- offshore platforms
- drilling rigs
- terminals
- construction sites
- any other areas where there is danger of foot injuries due to falling or rolling objects, or objects piercing the sole.

Note: Boots with external steel toecaps shall not be used.

General duties boots should confirm with *BS EN 345, 1993*. Conventional rig boots shall be the standard issue for general duties and helideck use. Local site management may authorize other industrial footwear.

Chemical resistant boots shall also comply with *ISO 6110, 1992 and ISO 6111, 1982*. The soles of **all boots** should be such that slipping on wet or oily surfaces is reduced. Boots should be inspected on a regular basis to ensure they are in good condition.

Replacement

Boots shall be replaced when damage exposes the toecap, or before the sole is worn smooth.

7 Eye and Face Protection

Eye protection shall be worn on all onshore/offshore operational sites outside accommodation or office spaces and should confirm to *BS EN 166, 2002, BS EN 167, 2002 and BS EN 168, 2002*.

Glasses

Spectacle-type safety glasses with side shields meeting recognised standards for industrial eyewear shall be worn as minimum protection.

If prescription safety glasses are required these shall be provided to BP employees by BP. Contractors must make their own arrangements for the supply of prescription safety glasses for their employees.

Goggles

Chemical splash goggles conforming to *BS EN 166, BS EN 167 and BS EN 168*, shall be used to provide full protection to the eyes and surrounding skin area against chemical splashes. They shall be worn:

- during chipping, striking or like operations
- while scraping paint, rust, scale or during similar operations
- when handling dry cement or powdered substances not chemically hazardous
- when painting with spray can or gun
- when blowing down parts and equipment with compressed air

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- when handling hazardous chemicals.

In addition, they shall be worn over corrective lenses:

- if those lenses do not meet recognised safety standards for industrial eye-wear
- during any of the operations listed above.

Note: A person near other persons who are doing work requiring the use of safety goggles shall also wear safety goggles or other eye and face protection specified above.

Face Shields

Face shields shall be used to protect the face from sparks and flying debris during:

- light grinding
- light machining
- buffing and sanding.

Face shields may also be used when handling hazardous chemicals but should not serve as a substitute for adequate eye protection (goggles). All face shields should comply with the BS EN 175, 1997.

Combinations

Face shields shall be worn in addition to proper chemical splash goggles during:

- severe or heavy exposure to hazardous chemicals, heat and molten metal operations
- heavy grinding, chipping or striking.

Contact Lenses

Personnel wearing contact lenses require the same level of eye protection as those without contact lenses. However, the following potential hazards associated with contact lenses should be noted:

- In the event of a foreign body or chemical splash into the eye it may be difficult to remove the lens in order to effect satisfactory irrigation. Therefore **medical assistance should be obtained**
- Inflammation of the cornea caused by welding arc-eye may result in the contact lens sticking to the cornea. Contact lenses should be removed at the first sign of eye irritation, but if already stuck to the cornea, **medical assistance should be obtained.**

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8 Hearing Protection

In order to prevent damage to hearing by exposure to excessive or prolonged noise, noise levels have to be reduced to as low as reasonably practicable. Where this is not practicable suitable hearing protection must be provided. The hearing protection must be worn when the following **First Action Level** is exceeded:

- 85 dB(A) for 8-hours shift, or
- 83 dB(A) for 12-hours shift.

Double hearing protection is required if employee exceeds **Second Action Level** 100 dB(A) regardless of duration.

For more detailed information on noise action levels and the management of noise refer to *Safe System of Work UNIF-HSE-PRO-203 Noise Risk Management*.

Essentially there are two basic types of hearing protector: **ear plugs** and **earmuffs**.

Ear Plugs

Only disposable earplugs that comply with *BS EN 352, Parts 1 & 2, 1993*, shall be used on BP sites and installations. Disposable earplugs are designed to be thrown away after use in order to prevent hygiene concerns.

Disposable earplugs are compressed by rolling between the fingers and are then fitted into each ear by pulling the outer ear upwards to straighten the ear canal. The plugs subsequently expand to, and are held in place by, the shape of ear canal.

Note: Earplugs are not likely to be suitable for persons suffering from any form of outer ear disease. If an individual has a history of disease or irritation of the ear canal, medical advice should be obtained on alternative forms of hearing protection.

Ear Muffs

Earmuffs consist of rigid cups that fit over the outer ear and are held in place by a neck spring or headband. Muffs are available that can attached to a safety helmets and can be swung out of the way when not required.

All earmuffs shall, as a minimum requirement, conform to *ISO 4869-1, 1990 and CE pr EN 325-1, 325-3*.

The foam and cover around earmuffs should be checked visually each time before use and replaced on a yearly basis.

9 Fall-Arrest Equipment / safety Harnesses

When an individual is exposed to a fall of 2 metres or more, that individual is required to use fall arrest equipment designed to reduce personal injury in the event of a fall. All personnel working must use safety harnesses, lanyards and lifelines when:

- at heights in excess of 2 metres
- over the side
- close to open hatches or inside a confined space.

Body harnesses shall comply with *BS EN 361, 1993*.

Inertial Reels and fall arrest blocks shall comply with *BS EN 360, 1993*.

For further details regarding the use of harnesses and fall arrestor equipment, refer to the following Safe Systems of Work:

- *UNIF-HSE-PRO-108 Confined Space Entry*
- *UNIF-HSE-PRO-125 Scaffolding*
- *UNIF-HSE-PRO-113 Working at Heights*

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10 Lifejackets and Buoyant Workvests

Lifejackets

Whenever there is a risk of falling into water personnel shall wear lifejackets that comply with the requirements of *BS EN 396, 1994 and BS EN 399, 1994*.

Note: Aircraft and boat captains have complete authority on the need to wear lifejackets, and their instructions must be obeyed.

Buoyant Work vests

When the wearing of a lifejacket is impractical a buoyant work vest shall be worn. Work vests are specifically designed to provide extra flotation for safety and still allow complete mobility to workmen on or near the water. Work vest shall conform to *BS EN 393, 1994*.

11 Respiratory Equipment

Respiratory Equipment Type and Selection

Equipment Type

There are two categories of respiratory protective equipment:

- **Filter type respirators**, which provide air through a filter (Respirators)

Warning: Filter type respirators are unsuitable for atmospheres which are deficient in oxygen

- **Breathing apparatus**, which provides air from an un-contaminated source.

Equipment Selection

Personnel should select the correct respiratory protective equipment according to the nature and duration of the potential exposure. In particular, in order to select the correct type of respiratory equipment it is necessary to:

- identify the respiratory hazards: for example, smoke or the products of combustion, dust or abrasion material, liquid particulate, gases or vapours from chemicals, solvents
- the concentration or combinations of the respiratory hazard(s) and the associated degree of toxicity
- the duration of the exposure.

Note: When selecting respiratory protective equipment, consideration should be given to potential face-fit problems, including the wearing of facial hair. Facial hair that interferes with a complete seal shall not be acceptable.

Equipment Care

Respiratory protective equipment must be inspected regularly, cleaned and properly stored. Routine maintenance is necessary to ensure that the equipment is always in good working condition.

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Filter Respirators

Note: It must be emphasized that respirators are only designed to afford protection against relatively low concentrations of toxic substances, and if there is doubt as to the correct level of protection that is required, then the higher level of protection will be selected. This may mean that in certain circumstances a respirator is deemed to be inadequate and breathing apparatus is required.

Respirators, which shall comply with the requirements of *BS 4275, 1997*, range in type from a simple disposable dust mask to a high performance full face mask with filters suitable for organic vapour, acid gas and dust (*CE/prEN 140, 1999*).

Breathing Apparatus

When the level of airborne contaminants is beyond the filtration capability of a respirator or where there is an oxygen deficiency, then Breathing Apparatus must be used.

Air Quality

The quality of air supplied through breathing apparatus shall conform to *BS EN 12021, 1999*.

The need to ensure continued provision of good quality breathing air relies on regular changing air filters and maintenance of dryers, backed up by periodical analysis of the breathing air supply.

Air Line Mask

Air-line breathing apparatus, which shall comply with *BS EN 139, 1995*, has a full-face mask that enables the wearer to work for long periods in harmful atmospheres. Breathing air for airline masks is supplied by one of the following systems:

- a battery of compressed air bottles
- portable air compressors fitted with reservoir air tanks.

Connections to the air-line mask hose are made via instantaneous bayonet spring couplings. These coupling must be kept in good condition and not used for any purpose other than supplying air to breathing apparatus.

Where no compressed air bottle supply is available, portable air compressors with a reservoir air tank may be used. The air must be passed through suitable filters to remove excess moisture and oil mist. To ensure that an adequate supply of air is available and being received by the wearers, a person must be appointed who is responsible for checking the pressure in the air receiver, and to ensure the filters are functioning properly.

Note: Every system of air supply employed should incorporate a receiver of sufficient capacity to enable persons to escape from an irrespirable atmosphere in the event of a failure of the prime mover supplying the air.

Self-Contained Compressed Air Breathing Apparatus

Self-Contained Compressed Air Breathing Apparatus shall comply with the requirements of *BS EN 137, 1993*, and shall be provided:

- **for standard use** where a portable supply of air is required for a short period of time
- **for emergency use** at strategic points within hazardous areas (housed in prominent, easily recognised boxes or wall mounted containers).

The air for this apparatus is supplied under pressure either from compressed air cylinders carried by the wearer or from trolley sets. After use, the apparatus shall be

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serviced and fitted with a fully charged cylinder before being re-sited. Servicing must be done by an approved and competent person, and shall include the cleaning and decontamination of the face piece.

All persons required to use breathing apparatus must receive initial training and refresher training at intervals not exceeding six months. The training shall be recorded.

Note: All Self Contained Compressed Air Breathing Apparatus shall be inspected and the air pressures checked on a monthly basis.

Smoke Hoods

Smoke Hoods shall be:

- provided on all offshore installations for emergency use within the sleeping accommodation
- in numbers not less than the total bed-spaces available on the installation
- inspected monthly by Safety Officer.

12 Special PPE

Fire-fighters' PPE

Some BP sites, i.e. Chirag-1 offshore platform, have own Fire Teams in order to respond to Emergency situation because the time is critical and local Fire Brigade service is not available offshore or can significantly delay.

Fire-fighter protective clothing should be considered as a "system" rather than a variety of garments and work wear of varying standards and purpose. All components of fire-fighting gear should be in place and function properly.

Only inherently fire resistant clothing should be used as part of the fire-fighter's turnout protection system and then only if they meet current standards for such clothing and equipment.

All cotton, poly/cotton, synthetic blends and fire retardant treated materials or garments are excluded from use for fire-fighter protective clothing.

As a minimum fire-fighters should be provided with the following:

- Turnout Coat or Tunic
 - Should comply with BS EN 469, 1995
- Turnout Pants or Over-trousers
 - Should comply with BS EN 469, 1995
- Fire-fighter Boots
 - Should comply with BS EN 345, 1993
- Fire-fighter Gloves
 - Should comply with BS EN 659, 1996
- Fire Helmet (with integral neck and ear protection)
 - BS EN 443, 1997
- Anti-Flash Hood (for wearing with Self Contained Breathing Apparatus)

Close Proximity Suits

A Close Proximity Suit is, typically, an aluminised one or two-piece garment that enables persons to approach close to a fire for a specific purpose such as valve closure, and it is not designed as turnout fire-fighting gear and should not be used as such.

Close Proximity Suits should comply with NFPA 1976, 2000 standard.

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Horse Patrol PPE

The following personal protective equipment is mandatory for use by BP Pipeline Horse Patrol personnel:

- Rider Helmet (for jockeys) – should comply with BS EN 1384, 1997
- Leggings against snake bites
- Saddle bags
- Flasks

13 Storage Requirements

Storage of PPE should comply with manufacturer's instructions.

14 Visitor Requirements

Any individual visiting BP facilities will be required to comply with that facility's PPE requirements.

In exceptional circumstances PPE may be available at sites for visitors.

As a guide, the Personal Protective Equipment that is necessary for all visitors includes, but is not limited to:

- Hard hat
- Safety glasses
- Safety boots
- Hearing protection
- Gloves
- Coverall - compliant with the requirements of this procedure.

Note: It is up to the discretion of the Site Manager / OIM whether any additional Personal Protective Equipment will be required for visitors at the site.

15 References

Industrial Standards

1. BS EN 531, 1995. Protective Clothing for Workers Exposed to Heat.
2. BS EN 533, 1997. Protective Clothing – Protection Against Heat and Flame – Limited Flame Spread Materials and Material Assemblies.
3. BS 7184, 2001. Selection, Use and Maintenance of Chemical Protective Clothing – Guidance.
4. BS EN 420, 1994. General Requirements for Gloves.
5. BS EN 388, 1994. Protective Gloves Against Mechanical Risks.
6. BS EN 374, 1994. Protective Gloves Against Chemicals and Microorganisms. Part 1: Terminology and Performance Requirements. Part 2: Determination of Resistance to Penetration.
7. BS EN 407, 1994. Protective Gloves Against Thermal Risks (Heat and/or Fire).
8. BS EN 397, 1995. Industrial Safety Helmets.
9. BS EN 345, 1993. Safety Footwear for Professional Use.

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10. ISO 6110, 1992. Moulded Plastics Footwear – Lined or Unlined Poly Vinyl Chloride Industrial Boots with Chemical Resistance – Specification.
11. ISO 6111, 1982. Rubber Footwear – Lined or Unlined Rubber Industrial Boots with Chemical Resistance.
12. BS EN 166, 2002. Personal Eye Protection – Specifications.
13. BS EN 167, 2002. Personal Eye Protection – Optical Test Methods.
14. BS EN 168, 2002. Personal Eye Protection – Non-Optical Test Methods.
15. BS EN 175, 1997. Personal Protection – Equipment for Eye and Face Protection During Welding and Allied Processes.
16. BS EN 352, 1993. Hearing Protectors – Safety Requirements and Testing. Part 1: Ear Muffs. Part 2: Ear Plugs.
17. ISO 4869-1, 1990. Acoustics – Hearing Protectors. Part 1: Subjective Method For the Measurement of Sound Attenuation.
18. BS EN 361, 1993. Personal Protective Equipment Against Falls From a Height – Full Body Harnesses.
19. BS EN 360, 1993. Personal Protective Equipment Against Falls From a Height – Retractable Type Fall Arrestors.
20. BS EN 396, 1994. Lifejackets and Personal Buoyancy Aids – Lifejackets 150 NAMD 10068.
21. BS EN 399, 1994. Lifejackets and Personal Buoyancy Aids – Lifejackets 275 NAMD, 10067.
22. BS EN 393, 1994. Lifejackets and Personal Buoyancy Aids – Buoyancy Aids 50 NAMD 10066.
23. BS EN 4275, 1997. Guide to Implementing an Effective Respiratory Protective Device Programme.
24. BS EN 12021, 1999. Respiratory Protective Devices – Compressed Air for Breathing Apparatus.
25. BS EN 139, 1995. Respiratory Protective Devices – Compressed Air Line Breathing Apparatus for Use With a Full Face Mask, Half Mask or a Mouthpiece Assembly – Requirements, Testing, Marking.
26. BS EN 137, 1993. Respiratory Protective Devices – Self-Contained Open-Circuit Compressed Air Breathing Apparatus.
27. BS EN 469, 1995. Protective Clothing for Firefighters – Requirements and Test Methods for Protective Clothing for Firefighting.
28. BS EN 345, 1993. Safety Footwear for Professional Use.
29. BS EN 659, 1996. Protective Gloves for Firefighters.
30. BS EN 443, 1997. Helmets for Firefighters.
31. NFPA 1776, 2000. Standard on Protective Ensemble for Proximity Fire Fighting Errata.
32. BS EN 1384, 1997. Helmets for Equestrian Activities.

Access to Industrial Standards

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