TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PAGE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE / INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>RESPONSIBILITY</td>
<td>1</td>
</tr>
<tr>
<td>EMPLOYEE TRAINING</td>
<td>2</td>
</tr>
<tr>
<td>METHODS OF CONTROL / HAZARD ASSESSMENT</td>
<td>3</td>
</tr>
<tr>
<td>SELECTION AND USE</td>
<td>4 - 9</td>
</tr>
<tr>
<td>DOCUMENTATION AND RECORDKEEPING</td>
<td>10</td>
</tr>
<tr>
<td>PROGRAM PERIODIC REVIEW</td>
<td>10</td>
</tr>
<tr>
<td>APPENDIX A - GLOSSARY</td>
<td>11</td>
</tr>
<tr>
<td>APPENDIX B – SAMPLE HAZARD ASSESSMENT / PPE SELECTION / CERTIFICATION FORM</td>
<td>12</td>
</tr>
</tbody>
</table>

OSHA - GENERAL REQUIREMENTS (PPE) (29 CFR 1910.132)

OSHA - EYE AND FACE PROTECTION (29 CFR 1910.133)

OSHA - HEAD PROTECTION (29 CFR 1910.135)

OSHA - OCCUPATIONAL FOOT PROTECTION (29 CFR 1910.136)

OSHA - HAND PROTECTION (29 CFR 1910.138)
PURPOSE

The purpose of this program is to protect human life and prevent injuries by establishing a system of hazard assessment, personal protective equipment selection and use, and employee training. This program applies to Personal Protective Equipment (PPE) used in Tampa Electric Energy Supply, with the exception of Fall Protection (which is covered in the Tampa Electric Energy Supply Fall Protection Program), Hearing Protection (which is covered in the Tampa Electric Energy Supply Hearing Conservation Program), and Respiratory Protection (which is covered in the Tampa Electric Energy Supply Respiratory Protection Program).

INTRODUCTION

TAMPA ELECTRIC is dedicated to providing a safe and healthful workplace for its employees. This program outlines employee education and training as well as requirements for the appropriate selection and use of personal protective equipment.

- Procedures for effectively conducting a hazard assessment of each job to determine if personal protective equipment is required.
- Procedure for selection of personal protective equipment based on potential hazards as identified during hazard assessment.
- Employee education and training program related to use of personal protective equipment.

RESPONSIBILITY

Station Directors and Department Directors are responsible for the implementation of this policy for employees under their authority.

Duties supporting this objective may be assigned to the Station Safety & Health Coordinator or others as designated.

The Director, Environmental, Health and Safety, Energy Supply is responsible for reviewing, maintaining and revising this program as necessary. Responsibilities supporting this objective may be assigned to others as designated.

Each employee is responsible for using personal protective equipment according to the designed purpose and within the requirements of this program.

Each contractor employee is responsible for using personal protective equipment according to the requirements of the facility that they are working.
EMPLOYEE TRAINING

Target Audience - Tampa Electric, Energy Supply employees and other Tampa Electric employees that may perform work in Energy Supply facilities.

Frequency – Initial training shall be provided to each affected employee prior to the assignment of tasks requiring the use of personal protective equipment.

Retraining shall be conducted whenever new hazards are introduced at the plant or when an employee demonstrates lack of understanding of the proper use of personal protective equipment.

Methods – Training shall be accomplished through Computer-Based Training (CBT), by PowerPoint presentation with video, or other training materials determined adequate by the Environmental Safety and Health Department.

The employer shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:

- When PPE is necessary;
- What PPE is necessary;
- How to properly don, doff, adjust, and wear PPE;
- The limitations of the PPE; and,
- The proper care, maintenance, useful life and disposal of the PPE.

Documentation – All training will be documented electronically in the Medgate database. Classroom training will require the attendees to sign a roster and that information will later be transferred into the electronic Medgate database. When Computer Based Training is used, the training may be documented in the separate CBT program database or transferred into the Medgate database, where practical.
METHODS OF CONTROL

When a potential hazard is identified, use of engineering controls designed to eliminate / reduce hazards will be implemented, if feasible. If this is not possible, isolation of the process or guarding of the potential hazard will be considered. Personal protective equipment will be used if other controls are not feasible. If PPE is required, a hazard assessment will be completed to determine required PPE.

HAZARD ASSESSMENT

In accordance with OSHA - General Requirements (29 CFR 1910.132(d)(2)), an assessment of each job function shall be performed to determine which potential hazards are likely to be present which require the use of personal protective equipment. Completion of a Hazard Assessment / PPE Selection / Certification Form (Appendix B) for each job that has been evaluated adequately demonstrates compliance with this requirement.

If the hazard assessment determines that a hazard exists to the identified body part or parts, then the appropriate personal protective equipment must be listed in the space provided.

Each form shall be signed, dated, and maintained on the Energy Supply, Safety and Health Programs webpage.

Completed forms may be referenced or used when conducting employee training as well as pre-job briefings.

If documentation can not be found on a specific task or additional assistance is needed in conducting hazard assessment, PPE selection, or certification, contact your Station Safety & Health Coordinator.
TAMPA ELECTRIC COMPANY
ENERGY SUPPLY
PERSONAL PROTECTIVE EQUIPMENT PROGRAM

SELECTION AND USE

Eye and Face Protection
The plant shall require that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. The following selection chart may be utilized to assist with protection determination.

<table>
<thead>
<tr>
<th>Source</th>
<th>Assessment of Hazard</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact (i.e.: chipping, grinding, machining, drilling, chiseling, riveting, sanding, sand blasting)</td>
<td>Flying fragments, objects, large chips, particles, sand, dirt, etc...</td>
<td>Goggles, sproggles or safety glasses with side shields combined with a face shield. Note: Goggles should be impact resistant type.</td>
</tr>
<tr>
<td>Water Blasting</td>
<td>Flying fragments, high pressure water, hot water, chemicals</td>
<td>Goggles combined with a face shield. Note: Choose chemical splash goggles for chemical exposures.</td>
</tr>
<tr>
<td>Chemicals (i.e.: handling of acid, caustic or other chemicals)</td>
<td>Splash Irritating mists</td>
<td>Chemical splash goggles. For corrosive/heat exposure, use face shield over primary eye protection. Special-purpose goggles for mist or full-face respirator.</td>
</tr>
<tr>
<td>Dust (i.e.: hand woodworking, buffing, general dusty and/or windy conditions)</td>
<td>Nuisance dust</td>
<td>Goggles or sproggles.</td>
</tr>
<tr>
<td>Light and/or Radiation Welding - electric arc &amp; gas Torch cutting, torch brazing, torch soldering</td>
<td>Optical radiation, sparks</td>
<td>See the Filter Lens Requirements below for appropriate lens filter shade.</td>
</tr>
</tbody>
</table>
Selection of welding, cutting and brazing eye protection shall be made using the following filter lens requirement table.

<table>
<thead>
<tr>
<th>Operation</th>
<th>Shade No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soldering</td>
<td>2</td>
</tr>
<tr>
<td>Light Cutting (up to 1 inch)</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Medium Cutting (1 to 6 inches)</td>
<td>4 or 5</td>
</tr>
<tr>
<td>Heavy Cutting (Over 6 inches)</td>
<td>5 or 6</td>
</tr>
<tr>
<td>Light Gas Welding (up to 1/8 inch)</td>
<td>4 or 5</td>
</tr>
<tr>
<td>Medium Gas Welding (1/8 to 1/2 inch)</td>
<td>5 or 6</td>
</tr>
<tr>
<td>Heavy Gas Welding (over 12 inch)</td>
<td>6 or 8</td>
</tr>
<tr>
<td>Shielded Metal-Arc Welding (1/8 to 5/32 inch electrodes)</td>
<td>10</td>
</tr>
<tr>
<td>Inert-Gas Metal-Arc Welding (non-ferrous) (1/16 to 5/32 inch electrodes)</td>
<td>11</td>
</tr>
<tr>
<td>Shielded Metal-Arc Welding 3/16 to 1/2 inch electrodes</td>
<td>12</td>
</tr>
<tr>
<td>Shielded Metal-Arc Welding 3/16 to 3/8 inch electrodes</td>
<td>14</td>
</tr>
<tr>
<td>Atomic Hydrogen Welding</td>
<td>10 to 14</td>
</tr>
<tr>
<td>Carbon Arc Welding</td>
<td>14</td>
</tr>
</tbody>
</table>

- Employees requiring corrective lenses shall be provided prescription safety glasses through an approved eyewear safety supplier.

- Only approved eye protection (meeting ANSI Z-87.1) that is in good condition shall be worn. At a minimum, impact resistant safety glasses with attached or design engineered side shields are required. Additional or specialized eye protection shall be worn as required by the specific job and associated hazards.

- Eye protective equipment shall be worn in Process Areas (all areas associated with Power Generating activities), Shops, Labs, and all areas where potential for an eye exposure exists.

- Contact lenses do not provide any form of eye protection. Contact lens wearers may choose to wear their contact lenses, but they must also wear the appropriate level of protection for the task being performed.
SELECTION AND USE cont’d

Eye and Face Protection cont’d

- Dark-tinted lenses shall not be worn indoors, unless they are being used for welding, cutting, or brazing operations where required as protection against radiant energy, or unless being worn for a medical condition and prescribed by a doctor.

- Personnel wearing photochromatic (self-darkening) lenses shall allow sufficient time for the lenses to lighten when traveling from sunlight to darker indoor environments.

Foot Protection

The plant shall require that each affected employee uses proper footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. Only approved foot protection meeting ANSI Z-41.1, Class 75 that are in good condition shall be worn.

When welding and/or cutting, high-top (minimum 6”) shoes or boots that are covered by pant legs shall be worn.

When required, all footwear shall meet the test requirements of ASTM International standards: F 2412 (Test Methods for Foot Protection), and F 2413 (Specification for Performance Requirements for Protective Footwear). These two standards have replaced the former ANSI Z41 standard (Standard for Personal Protection Protective Footwear). When purchasing or verifying safety boots, team members should look for “ANSI Z41 C75” or “ASTM F 2412/ F 2413 C75” on the tongue of the safety shoes.

Visitors on a tour route may not be required to wear safety shoes, however they are required to wear, at a minimum, closed toed, closed back, non-heeled shoes (maximum 1” heel).

Only approved foot protection meeting ANSI Z-41.1, Class 75 that are in good condition shall be worn:

- At a minimum, boots or shoes with impact-resistant toe-caps and non-slip soles are required for anyone entering a Generation process area.

- Where identified, additional foot protection shall be worn.

- When welding and/or cutting, high-top (minimum 6”) shoes or boots that are covered by pant legs shall be worn.
Hand Protection

The plant shall require that affected employees use appropriate glove when employees' hands are exposed to potential hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

The plant shall base the selection of the appropriate glove on an evaluation of the performance characteristics of the glove relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

- Only approved work gloves in good condition shall be worn.

- Special gloves approved for use in handling acids, caustics or other potentially injurious substances shall be worn when working with these materials.

- Gloves shall not be worn where there is danger of their being caught in moving machinery or rotating parts. Hands shall not be placed where there is danger of being caught in moving machinery or rotating parts.

- "Grab-it" gloves shall be worn when installing and removing socket-type meters and when handling broken glass or porcelain.

- Approved thermal insulating gloves shall be used for temperature extremes, both cold and hot.

- Di-electric Rubber Gloves

- Rubber gloves shall be worn when working on exposed energized lines or equipment energized at 50 volts or more. Rubber gloves shall also be worn when working on exposed ungrounded lines and equipment that are subject to backfeed and induced voltage.

- The maximum voltage upon which Di-electric rubber gloves alone shall be used is 5,000 volts to ground. Any voltage in excess of this shall be worked by approved method only.

- Di-electric rubber gloves shall not be worn without leather protectors (a.k.a. keepers).

- Before work is begun each day where Di-electric rubber gloves are required, each glove shall be visually inspected and air tested by the employee using the gloves.

- Defective gloves shall not be used, and shall be returned to the point of issue.
Hand Protection cont’d

- Di-electric rubber gloves shall be electrically tested every 60 days or more often if conditions warrant. Gloves shall also be tested when insulating value is suspect and after repair.

- Di-electric rubber gloves shall be stored in approved bags in a fully extended position. Di-electric rubber gloves shall not be folded. Bags shall be either hung up or placed in a special compartment. They shall not be placed where other tools or equipment can damage the rubber gloves.

- Two pairs of Di-electric rubber gloves, one inside the other, shall not be worn.

- Care shall be taken not to allow Di-electric rubber gloves to come in contact with oil-base products.

- No items are permitted to be placed in the Di-electric rubber glove bag along with the Di-electric rubber gloves and protector gloves (keepers).

- Leather protectors (keepers) shall not be utilized alone as work gloves.

- After use, Di-electric rubber gloves shall be washed and dried daily at the end of the shift prior to storage.

Head Protection

The plant shall require that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects, or from the employee bumping his/her head.

When required, all hard hats shall meet the test requirements of ANSI standard Z89.1. All hard hats shall be at a minimum, type I class G.

- Only approved hard hats (meeting ANSI Z-89.1) with standard reflective decals shall be worn.

- Head protection shall be worn by employees and non-employees under the following conditions:

  - On a power plant site;
  - At all construction sites;
SELECTION AND USE cont’d

Head Protection cont’d

- By all operating personnel in the field;
- By those indoors and in shops and storerooms, who are subject to falling objects or other overhead hazards;
- At any other work area where there is a danger of head injury from falling objects.
- Exceptions may be authorized by the supervisor if it is judged that circumstances require it.
- Hard hats shall be kept clean and regularly inspected. Those found to be defective shall be replaced.
- Hard hats shall be worn in the forward position at all times, except when facial protection is required which fits on the hard hat in a backward position.
- Nothing may be worn under hard hats except a welder’s skull cap, do-rag or other safety-related items designed specifically to be worn under a hard hat.
- Hardhats must be replaced as needed, and, at a minimum, every 5 years.
- Hardhats suspensions must be replaced as needed, and, at a minimum, every year.

Protective Clothing

The plant shall require that each affected employee use appropriate protective clothing when required. Selection of protective clothing shall be made giving consideration to the potential hazard for which it is used.

Employees engaged in activities where there is danger of injury to the arms such as cuts, abrasions, or thermal burns shall wear a long sleeve shirt buttoned and/or pulled down to the wrist. Hot Works shall not be performed in synthetic (Tyvek, Kimberly Clark, Paper, etc.) coveralls.

Where there is exposure to flames, electric shock or arc flash hazards, affected employees shall wear approved apparel. Clothing made from the following types of fabrics, either alone or in blends, is prohibited: acetate, nylon, polyester, rayon, and silk.

At a minimum, all individuals entering process areas, including tour routes shall wear sleeved shirts/blouses (no tank or tube tops) and long pants (no skirts, shorts or Capri pants).
DOCUMENTATION AND RECORDKEEPING

Use the Hazard Assessment / PPE Selection / Certification Form (Appendix B) to document the completion of hazard assessments. These forms shall be maintained on the Energy Supply Health & Safety webpage for as long as they are relied upon. Additional forms may be completed if plant conditions or available personal protective equipment change.

PERIODIC PROGRAM EVALUATION

The Director, Environmental, Health and Safety, Energy Supply is responsible for periodically performing evaluations of the elements outlined in this document so that the effectiveness of the program may be maintained. Responsibilities supporting this objective may be assigned to others as designated.
APPENDIX A - GLOSSARY

**ANSI** - The American National Standards Institute (ANSI) is a private, non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system.

**ASTM** - The American Society for Testing and Materials (ASTM) Internation is an international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services.

**Degradation** - The wearing down of the material’s physical properties, such as its resistance to cuts or punctures.

**Don** - to put on the body

**Doff** - to remove from the body

**Goggles and/or Sproggles** – Specially designed eyewear that forms a seal against your skin to provide added protection to the eyes against dusts, flying particles, and splashing liquid. Goggles may have one large lens that covers both eyes with a sealing surface that contacts the perimeter of both eyes, or two lenses and a sealing surface around each individual eye.

**Hazard Assessment** - A formal, documented process of identifying potential hazards for the purpose of providing adequate protection.

**Metatarsal** - The middle part of the human foot that forms the instep and includes the five bones between the toes and the ankle.

**Penetration** - The ability of the material to prevent chemicals from seeping through pores, stitches or other openings.

**Permeability** - The ability to prevent chemicals from entering at a molecular level.
APPENDIX B
SAMPLE HAZARD ASSESSMENT/PPE SELECTION & CERTIFICATION FORM

<table>
<thead>
<tr>
<th>CHECK REQUIRED PPE</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Protection</td>
<td></td>
</tr>
<tr>
<td>Fall Protection</td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td></td>
</tr>
<tr>
<td>Hearing Protection</td>
<td></td>
</tr>
<tr>
<td>Hard Hat</td>
<td></td>
</tr>
<tr>
<td>Safety Shoes</td>
<td></td>
</tr>
<tr>
<td>Safety Glasses / Goggles / Face Shield</td>
<td></td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td></td>
</tr>
<tr>
<td>Protective Clothing</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL COMMENTS:

ASSESSED AND CERTIFIED BY:  

DATE: