



## **MEMO**

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**Date:** March 11, 2013

**To:** All Apache Employees assigned to the GOM Region

**From:** EHSR Manager – GOM Region

**Subject:** PPE - Company Provided Personal Protective Equipment (PPE) and Procedures for obtaining PPE – Hard Hats, Hearing Protection, Safety Eyewear w/Prescription, Protective Footwear and Fire Retardant Clothing (FRC)

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### **Purpose**

The purpose of this MEMO is to provide guidance on PPE requirements and procedures to obtain the required PPE.

### **Scope**

This policy applies to all Apache employees working in the GOM Shelf Region.

### **PPE Type**

This MEMO applies to the following Personal Protective Equipment:

- Hard Hats (ANSI Z89.1)
- Hearing Protection (ANSI S3.19 or S12.6)
- Safety Eyewear with side shields (ANSI Z87.1)
- Protective Footwear (ANSI Z41.1, ASTM F2412-05 or ASTM F2413-05)
- Fire Retardant Clothing ( FRC) (NFPA)

**General - PPE Requirement**

All employees working on or visiting company field locations/platforms/rigs shall wear all required PPE as per Apache's Safe Work Practices, Section D, Chapter 11.

**Apache Hard Hats**

Apache Corporation requires hard hats to meet the ANSI Z89.1 standard. Only Apache employees are authorized to wear an Apache hard hat with the official Apache logo affixed to the front of the hard hat. A supply of Apache approved (with official Apache Logo) hard hats are maintained by the EH&S group at Apache's Houston office. The Apache EH&S Specialist for your area is responsible for providing hard hats as needed. Please contact your EH&S Specialist to obtain an Apache hard hat. These hard hats shall be provided to employees at no cost.

**Hearing Protection**

Hearing protective devices shall meet ANSI S3.19 or S12.6 standard and will be provided at the facility, platform or shorebase locations. Hearing protection shall be worn in all designated high noise areas as per the Apache Safe Work Practices. Hearing protection devices shall be provided by Apache's standard supply procurement process. Hearing protection shall be provided to Apache employees at no cost.

**Safety Eyewear**

Apache Corporation requires safety glasses (prescription or non-prescription) to be equipped with side shields which meet the ANSI Z87.1-2010 standard.

## Protective Footwear (steel toe shoes/boots)

Apache Corporation requires steel-toe protective footwear that meets one of the standards below to be worn by all personnel working at Apache field locations.

Protective Footwear Requirements:

- Must meet ANSI Z41.1, ASTM F2412-05 or ASTM F2413-05
- All protective footwear must have a heel. Flat surface soles are prohibited.
- The footwear can be:
  - low or high top
  - lace or slip on

For field employees (7/7 or 14/14 schedules), Apache will pay for safety steel toes boots/shoes up to \$125.00 per year. Any additional cost will be the responsibility of the employee.

For office support staff and managers that are required to go to the field as part of their job, Apache will pay for safety steel toe boots/shoes up to \$125.00 every two years.

### **Employee Instructions for Obtaining Safety Steel Toe Boots/Shoes**

- Employees can purchase boots of any price at any location. However, Apache will only cover \$125 toward the purchase of protective footwear per the above criteria.

## Fire Retardant Clothing (FRC)

Fire Retardant Clothing (FRC) is required to be worn by all Apache employees while on location at an Apache work site effective January 1, 2011. Apache will pay 100% of the cost for FRC clothing.

### The program highlights are:

**Initially** the company will supply the following clothing:

FIELD EMPLOYEES (7/7 or 14/14 schedules)

- 7 – sets of standard clothing (coveralls and/or pants-shirt combination)
- 2 – jackets
- 1 – set of insulated coveralls

OFFICE EMPLOYEES and FIELD SUPPORT STAFF

- 1 – sets of standard clothing (coveralls and/or pants-shirt combination)
- 1 – jacket

**Note:** additional clothing may be granted for office employees with duties requiring more extensive field time. Additional clothing will require supervisor and EH&S approval.

### Employee Instructions for Obtaining Fire Retardant Clothing (FRCs)

- The Apache EH&S Specialist for your area is responsible for providing hard FRC's as needed. Please contact your EH&S Specialist to obtain an Apache FRC's.

## **Additional PPE**

A hazard assessment will be performed by the Person-in-Charge (PIC) for all jobs and/or workplaces as appropriate. The hazard assessment will be used to identify any additional PPE required, such as but not limited to the following:

- Protective gloves
- Protective clothing
- Respiratory protection
- Additional eye and face protection
- Life Saving Equipment
- Fall Protection and Rescue Equipment

**NOTE: All PPE shall be inspected prior to and after each use. Any defects or damages that are identified shall be reported, to your supervisor and/or EHS representative, and removed from service and replaced.**

**If you have any questions or need further clarification, please contact your EH&S Specialists.**