

# Waste Management

## DELAWARE COUNTY TRANSFER STATIONS

Plant #1 & Plant #3

September 21, 2016

### **TRAFFIC CONTROL PROGRAM And Basic Safety Rules for Transporters**

#### **Purpose**

To minimize and/or mitigate the hazards associated with the combination of vehicle and pedestrian traffic at the Delaware County Transfer Stations.

#### **Requirements**

Hazard assessments have been completed and documented for each job being performed on and around the tipping floor of the facility. This includes work performed by non-WM employees entering the facility on a regular basis. Completed hazard assessments are attached. (see Attachment B)

- Potential pedestrian/rolling stock collision hazards are identified below:

<b>Classification</b>	<b>Task</b>	<b>Potential Exposure</b>	<b>Hazard elimination</b>
Driver/helper	Unloading vehicle on the tipping floor	Exposure to moving vehicles/equipment	See driver/helper procedures below
Mechanic or Other WM personnel	Maintenance on vehicles/Investigative purposes	Exposure to moving vehicles/equipment	See mechanic or Other WM personnel procedures below
Subcontractor	Conducting maintenance on equipment at the tipping floor	Exposure to moving vehicles/equipment	See subcontractor procedures below
Visitor	Observing operations at the tipping floor	Exposure to moving vehicles/equipment	See visitor procedures below
Hand Unload Customers	Self Unloading of smaller vehicles	Exposure to heavy equipment, moving vehicles, and limited visibility	See hand unload procedures below
Dump Body Trailers	Unloading on unstable surfaces	Tip over	See dump body procedures below

In an effort to operate this facility with zero tolerance for unsafe acts and conditions, the following rules and procedures will be followed:

## **Tipping Floor Procedures**

### **DRIVERS**

- Each driver must un tarp his or her own vehicle without assistance and, once untarped, vehicles must proceed to the scale immediately.
  - Drivers must follow operator's instructions at all times and drivers will be directed to maintain the following safe distances between vehicles on the workface:
    - A minimum of 15 feet shall be maintained on each side of front end and rear end loaders.
    - A minimum of 15 feet shall be maintained on each side of roll off vehicles.
    - A minimum of length of trailer + 10 feet shall be maintained on each side of end dump trailers.
  - A minimum of 15 feet must be maintained between vehicles and mobile equipment except during the proper assistance of vehicles.
  - A minimum 15 feet must be maintained between any persons and mobile equipment.
  - Drivers will be directed to open their tailgate while in a zone as far in front of the pile as practicable--trailer sweep out and the closing of the tailgate will occur in the same zone.
  - Only one person can exit the truck in the work zone. The designated person/driver who exits the vehicle must stay within 6 feet of the vehicle. When closing or opening swinging doors, the driver is to stay with the moving door until it is properly secured. Vehicles are not to be left unattended.
  - Drivers/haulers will only enter tipping floor after instructed by the operator.
  - Disabled trucks will be moved whenever possible to an area away from rolling stock.
  - Equipment operators must stay clear of loose swinging truck doors and maintain a safe working distance. As possible, drivers will pull forward away from the pile to secure and close doors.
  - Drivers unloading must open doors away from heavy equipment, and not approach the rear of the truck unless adequate space exists. No one is allowed under a raised tailgate without proper block out, a t-bar or similar device.
  - Equipment will not assist a vehicle unless the driver has requested help, they can see the driver in the cab and that driver has been made aware of the assistance to be provided.
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- If a load being dumped is frozen or jammed, the driver must stay inside the truck until the track hoe operator is completed, signals his completion and is clear of the vehicle.
- All helpers will be dropped off in the "Helper Drop Off Area" prior to the truck scaling in.
- Drivers being loaded either on the floor or in the pit must remain in their vehicles at all times.

### **MECHANICS/OTHER WM PERSONNEL**

- Maintenance personnel will make every effort to move the piece of equipment requiring service off the tipping floor, notify operations personnel of their location and work within close proximity of their service vehicle. If the piece of equipment requires servicing on the tipping floor, operations personnel will be notified and work will be directed away from the area of the maintenance work. Traffic cones and/or caution tape will be used to identify the work area. Other Waste Management personnel on the tipping floor for investigative purposes will establish contact with operations personnel to create an awareness of their location and their purpose in the tipping area. If possible, operations personnel will direct work away from the general area of the investigation. If it is not possible to create a safe zone because of the size of the tipping floor or the location of the investigation, all work must be halted until the investigation is complete and personnel have cleared the floor.

### **CONTRACTORS AND SUBCONTRACTORS**

- Contractors and subcontractors on the workface will be directed away from the work area and operators will notify other operations personnel of their location. Subcontractors will work within close proximity of their vehicle. If the piece of equipment requires servicing on the tipping floor, operations personnel will be notified and work will be directed away from the area of the maintenance work.

### **VISITORS**

- Visitors will be accompanied at all times by facility personnel and wear high visibility vests, hard hats, safety glasses and safety boots.

### **DUMP BODY TRAILERS**

- To minimize vehicle stability concerns, dump body trailers will be directed to an area away from other customer's vehicles and heavy equipment.
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## ***Workplace Safety – Employees, Contractors, Customers, and Visitors***

- Seat belts are required to be worn on all vehicles and equipment on company property.
  - Spotters will not be used. Scale operators will communicate to drivers on when and where to unload.
  - Always make eye contact with all drivers and equipment operators before walking near or around moving equipment.
  - All forklifts/heavy equipment will be equipped with backup alarms and flashing strobe lights.
  - Upon the identification of any "special waste", i.e. hazardous materials or medical waste, the Supervisor or lead will be contacted and the appropriate measures taken to remove the material safely. Employees will not handle or remove this material unless specifically authorized and trained to do so.
  - Non-essential vehicular traffic (i.e. lunch wagon, personal vehicles, etc.) will be prohibited.
  - Smoking is not permitted except in designated smoking areas.
  - No one is allowed to scavenge or salvage material.
  - Vehicle speed on the tipping floor is 5 mph. The site speed is 10 mph.
  - When needed, a separate isolated area will be designated for drivers to clean behind packer blades.
  - The following actions are prohibited on company property and may be cause for expulsion from facility:
    - Engaging in horseplay or other unprofessional or disruptive conduct is prohibited.
    - Failure to wear required personal protective equipment (reflective clothing, hard hat, safety glasses and work boots).
    - Threatening or abusive behavior.
    - Loitering in working areas/inattention in work areas. Congregating or socializing in traffic areas (e.g. Tipping floor, un-tarping areas, top of hill).
    - Failure or refusal to follow company instructions.
    - Failure to observe traffic rules.
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- Failure to report an accident or injury.
- Operating equipment in a careless or reckless/manner.
- Wearing earphones from any radio, stereo, tape, or compact Disc.
- Use of a mobile phone while operating equipment.

### **Visibility and Site Communications**

- Tipping areas will be designated through scalehouse communication *and* with appropriate signage. Trucks tipping at the facility will be directed to the designated area for the material.
- Signs shall be posted at the scale house, summarizing rules.
- Instructions from site personnel will include designating exit paths, areas where additional personal protective equipment is required, high hazards, high traffic, and material tipping and loading areas. There will be annual training on the Rules and Procedures for employees and new hires. Outside contractors will be briefed as necessary.
- All persons working at the facility in the working face area, including drivers who get out of their vehicle, must wear high visibility reflective clothing or vests, hard hats, safety glasses and a minimum of 6-inch lace up safety boots.
- Daily inspections will be conducted to ensure that safe working areas and walking paths are maintained.

### **Regulatory Personnel on Workface/Tipping Floor**

Regulatory Personnel on the workface/tipping floor for any purpose must be escorted at all times by Waste Management personnel and contact must be made with operations personnel to create an awareness of their location and purpose in the workface/tipping floor area.

- If regulatory personnel must step onto a tipping floor, all equipment operations must cease until all personnel clear the tipping floor.
  - If regulatory personnel must exit a vehicle on a workface, every effort must be made for all participants to remain within close proximity of their vehicle and contact must be made with all equipment operators on the workface prior to any participant stepping onto the workface. All personnel must proceed as one and no one should separate themselves from the other participants. Operations personnel will direct work away from or stop work in the general area of the inspection. Operations must also be notified when all participants return to their
  - vehicle.
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## **BASIC SAFETY RULES FOR TRANSPORTERS**

### **Delaware County Plant #1 & Plant #3**

1. Complete outer clothing (shirt and pants) with high visibility vest is required.
  2. Safety glasses must be worn at all times when out of vehicle. Contact lenses are not recommended.
  3. Hard hats must be worn wherever there is the possibility of head injury due to falling or flying objects (examples: tarping areas, traffic areas)
  4. Safety shoes or safety boots with steel toes and puncture resistant soles are required. No sandals, sneakers, cowboy boots etc. are permitted.
  5. Drivers must remain in their vehicles at all times during the loading process.
  6. Drivers are to shut off vehicles prior to the tarping procedure. The driver is then to either remove the ignition key and hand it to the personnel tarping the trailer or exit the vehicle and remain outside the vehicle until the trailer is tarped. When tarping is completed the personnel who tarped the trailer are to notify the driver and return the ignition key or allow the driver to re-enter the vehicle.
  7. Waste transporters must observe all warning signs at all times such as "NO SMOKING", "Safety Glasses Required", etc.
  8. Radio, tape or CD player earphones are not to be worn.
  9. Running, horseplay, fighting, threatening or abusive language, or harassment of any kind on company property is forbidden.
  10. Damage to all equipment, regardless of the severity and regardless of who was at fault, must be reported immediately to a Waste Management manager.
  11. Waste Transporter employees must report all accidents and all injuries immediately to their supervisor and to a Waste Management manager regardless of the severity.
  12. All unsafe or dangerous conditions must be reported to a Waste Management manager immediately.
  13. Accidents or injuries resulting from reckless and/or gross neglect on the part of the Waste Transporter employee shall be cause for banning him/her from the aforementioned sites.
  14. All Waste Transporter employees will adhere to all traffic regulations, such as posted speed limits, stop signs, etc. All vehicles/trailers must be in safe, legal operating condition.
  15. All Waste Transporters must comply with transfer station personnel requests pertaining to the safe and efficient operation of the transfer station, including following queuing or loading instructions and following established traffic patterns.
  16. All loaded waste vehicles must be tarped prior to leaving the transfer property.
  17. Passengers are not permitted. Employees may accompany a driver for training purposes but only if prior notice has been given.
  18. Getting on or off a vehicle in motion is prohibited. Jumping on or off vehicles or trailers is prohibited.
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19. Wash all body parts that may have been in contact with either leachate or waste material.
20. Follow safe work practices. If there is a question about a material, a procedure, or specific safety equipment to be used, consult your supervisor and/or a Waste Management manager.
21. Waste Transporters must follow all the rules of our host communities including but not limited to, use of approved roads, speed limits, noise ordinances, traffic safety, Federal DOT Regulations and PADEP Regulations.

Delaware County Transfer Stations requires that drivers/helpers be given appropriate site specific training by their employer prior to entering company property.

Any violation of these rules by a vehicle driver or occupant, floor personnel or contractor will be reported to the Site Manager or his designee. Violation of any of the above items may cause expulsion from the site. (see ATTACHMENT A)

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**WASTE MANAGEMENT**

**Delaware County Transfer Stations  
PLAN APPROVAL**

**MANAGEMENT APPROVAL**

**This plan will be implemented herein described**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

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Signature

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Signature

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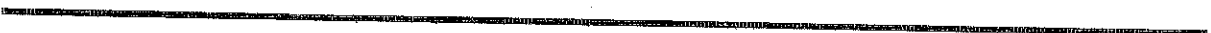
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ATTACHMENT A

**NOTICE OF TIPPING RULES and PROCEDURES VIOLATION**

**Waste Management – Delaware County Transfer Stations**

Name of Company \_\_\_\_\_

License Plate or Truck Number \_\_\_\_\_

State of Registration: \_\_\_\_\_

Date of Violation: \_\_\_\_\_

Time of Violation: \_\_\_\_\_ am or p.m. (circle one)

**Violation: (check all that apply)**

- More than one person out of vehicle
- Not obeying signals or instructions
- Not wearing required Personal Protective Equipment
- Other (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of person filing report:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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# HAZARD ASSESSMENT REVIEW

## WASTE MANAGEMENT-Delaware County Transfer Stations

The hazard assessments that follow are general and a basis for establishing a *minimum* acceptable standard of PPE (personal protective equipment) to be worn during the normal work routine. PPE is not intended to replace safe work practices.

### Safety equipment must meet the following standards:

Safety boots	ANSI Z41.1-1991
Safety glasses	With side shields ANSI Z87.1-1989
Gloves	Leather, cut resistant, waterproof where necessary, weld glove
Hard hat	ANSI Z89.1-1986
Respirator	NIOSH AND MSHA APPROVED FOR TASK
Welding goggles	OSHA 1910.252 eye protection/ specifications for protectors
Face shield	OSHA 1910.252 specifications for protectors
Hearing protection	NOISE REDUCTION (see hearing conservation plan)
Rain gear	Sufficient to provide protection
Back belt	Proper fit
Enhanced visibility clothing	ANSI 107-1999-Class 2 protection
Enhanced visibility vest	ANSI 107-1999-Class 2 protection
Fall Protection	ANSI Z359 - 1992, ANSI A101014 -1991

**HAZARD ASSESSMENT REVIEW**

1. Job, function, activity, or situation:

2. Location of above:

3. Apparent hazards:

<i>Hazard type</i>	<i>Description</i>	<i>PPE required</i>
Impact Penetration Compression (roll-over) Chemical Heat Harmful dust Light (optical) radiation Noise levels Respiratory Visibility		

4. PPE (Personal Protective Equipment) provided for this function: See table below

5. Additional PPE needed for safe function performance:

6. PPE selection:

<i>PPE</i>	<i>Worn when</i>
Safety Boots Hard hat Safety Glasses Gloves Respirator High visibility clothing	

## HAZARD ASSESSMENT REVIEW

1. Job, function, activity, or situation: **Transfer Station/MRF Laborer/Sorter**
2. Location of above: **Transporting and Tarping Trailers (Transfer Station)**
3. Apparent hazards:

<i>Hazard type</i>	<i>Description</i>	<i>PPE required</i>
Impact	Falling or blowing debris	Safety boots puncture/oil resistant soles, Hard hat, Puncture resistant gloves, Safety glasses, Puncture resistant arm guards
Penetration	Falling or blowing debris Broken glass Metal, Nails, other sharps, Bungee cords breaking	Safety boots puncture/oil resistant soles, Hard hat, Puncture resistant gloves, Safety glasses, Puncture resistant arm guards
Falling	While tarping trailers, Un-jamming, general cleaning, and maintenance of the BHS fiber line	Fall harness, Safety boots puncture/oil resistant soles, Hard hat, Puncture resistant gloves, Safety glasses, Puncture resistant arm guards
Chemical	Possible Spray from Dumping, Truck Fluids	Safety boots puncture/oil resistant soles, Hard hat, Puncture resistant gloves, Safety glasses, Puncture resistant arm guards
Heat	N/A	
Harmful dust	N/A	
Light (optical) radiation	N/A	
Noise levels	Areas where noise levels are 85db or above	Hearing Protection
Respiratory	N/A	
Visibility	Backing trucks and heavy equipment	High visibility clothing

4. PPE (Personal Protective Equipment) provided for this function: See table below

5. Additional PPE needed for safe function performance:

6. PPE selection:

<b>PPE</b>	<b>Worn when</b>
<b>Safety Boots</b>	At all times
<b>Hard hat</b>	At all times
<b>Safety Glasses</b>	At all times
<b>Gloves</b>	At all times
<b>High visibility clothing</b>	At all times
<b>Puncture resistant gloves</b>	When sorting or cleaning recycle line
<b>Puncture resistant arm guards</b>	When sorting or cleaning recycle line

## HAZARD ASSESSMENT REVIEW

1. Job, function, activity, or situation: **Heavy Equipment Operators (Loader, Track Hoe)**
2. Location of above: **Transfer Station**
3. Apparent hazards:

<i>Hazard type</i>	<i>Description</i>	<i>PPE required</i>
Impact	Debris falling from dump body or trash containers	Safety boots with puncture/oil resistant soles, Hard hat, Safety glasses, Gloves
Penetration	Broken glass Metal, Nails,	Safety boots with puncture/oil resistant soles, Safety Glasses, Gloves, Hard hat
Falling	While tarping trailers	Fall harness, Safety boots with puncture/oil resistant soles, Gloves, Safety glasses, Hard hat
Chemical	Trash contents (possibly)	Safety Glasses, Gloves, Safety boots with puncture/oil resistant soles, Hard hat.
Heat	N/A	
Harmful dust	N/A	
Light (optical) radiation	N/A	
Noise levels	Areas where noise levels are 85db or above	Hearing Protection
Respiratory	N/A	
Visibility	Backing trucks and heavy equipment	High visibility clothing

4. PPE (Personal Protective Equipment) provided for this function: See table below
5. Additional PPE needed for safe function performance:

6. PPE selection:

<i>PPE</i>	<i>Worn when</i>
<b>Safety Boots</b>	At all times
<b>Hard hat</b>	At all times, except while operating heavy equipment
<b>Safety Glasses</b>	At all times
<b>Gloves</b>	When handling trash, containers, or debris
<b>High visibility clothing</b>	At all times

## HAZARD ASSESSMENT REVIEW

1. Job, function, activity, or situation: **Non-WM Employees (Visitors, Customers, Contractors, etc.)**
2. Location of above: **Transfer Station (inside)**
3. Apparent hazards:

<i>Hazard type</i>	<i>Description</i>	<i>PPE required</i>
Impact	Debris falling from dump body or trash containers, moving vehicles	Safety boots, Hard hat, Safety glasses, Gloves
Penetration	Broken glass Metal, Nails	Safety boots, Hard hat, Safety glasses, Gloves
Compression (roll-over)	Containers	Safety boots
Chemical	Trash contents, Truck Fluids	Safety Glasses, Hard hat, Gloves, Safety boots
Heat		
Harmful dust		
Light (optical) radiation		
Noise levels		
Respiratory		
Visibility	Backing trucks and heavy equipment	High visibility clothing-vest

4. PPE (Personal Protective Equipment) provided for this function: See table below
5. Additional PPE needed for safe function performance:
6. PPE selection:

<i>PPE</i>	<i>Worn when</i>
<b>Safety Boots</b>	At all times
<b>Hard hat</b>	At transfer Station
<b>Safety Glasses</b>	On tipping area
<b>Gloves</b>	When handling waste, recycling, or containers
<b>High visibility clothing</b>	At all times



## HAZARD ASSESSMENT REVIEW

1. Job, function, activity, or situation: **Drivers (commercial, residential, and roll-off)**
2. Location of above: **Route; transfer stations; recycling facilities, landfills**
3. Apparent hazards:

<i>Hazard type</i>	<i>Description</i>	<i>PPE required</i>
Impact	Debris falling from dump body or trash containers Roll-off cable hook Heavy equipment exposure	Safety boots Hard hat Safety glasses, Gloves
Penetration	Broken glass Metal, Nails	Gloves Safety boots, Safety Glasses
Compression (roll-over) Chemical	Container wheels Trash contents (possibly), Truck Fluids	Safety boots Safety glasses, Uniform, gloves
Heat Harmful dust Light (optical) radiation Noise levels Respiratory Visibility	When inspecting and disposing friable asbestos loads  When inspecting and disposing asbestos loads Visibility to others	Respirator w/filter  Respirator w/filter High visibility clothing

4. PPE (Personal Protective Equipment) provided for this function: See table below
5. Additional PPE needed for safe function performance:
6. PPE selection:

<i>PPE</i>	<i>Worn when</i>
<b>Safety Boots</b>	At all times
<b>Hard hat</b>	At transfer station, recycling centers, landfills, etc. When cleaning behind the blade Whenever overhead hazards exist
<b>Safety Glasses</b>	At transfer station, recycling centers, landfills, etc. When cleaning behind the blade When raising or lowering roll-off containers When dumping rear load containers larger than 4 cubic yards When compacting rear or side load trucks, When working near rear load hopper
<b>Gloves</b>	When handling trash or containers
<b>Respirator</b>	When handling friable asbestos
<b>High visibility clothing</b>	At all times

## HAZARD ASSESSMENT REVIEW

1. Job, function, activity, or situation: *Office personnel* including management and outside sales
2. Location of above: General office area, private offices, dispatches area
3. Apparent hazards: There are no apparent hazards that routinely affect this group of personnel. In those situations, where office personnel are visiting a work site, transfer station, observing a route, etc.; they will follow the PPE guidelines for the area or tasks they are visiting or observing.

<i>Hazard type</i>	<i>Description</i>	<i>PPE required</i>
Impact		
Penetration		
Compression (roll-over)		
Chemical		
Heat		
Harmful dust		
Light (optical) radiation		
Noise levels		
Respiratory		
Visibility		

4. PPE (Personal Protective Equipment) provided for this function: As a general rule, managers and outside sales representatives will be supplied:
  - Safety boots
  - Safety glasses
  - Hardhat
  - Gloves
  - Safety vest

5. Additional PPE needed for safe function performance:

6. PPE selection:

<i>PPE</i>	<i>Worn when</i>
Safety Boots	When required by details of this plan
Hard hat	When required by details of this plan
Safety Glasses	When required by details of this plan
Gloves	When required by details of this plan
Respirator	When required by details of this plan
High visibility clothing	When required by details of this plan

## HAZARD ASSESSMENT REVIEW

1. Job, function, activity, or situation: *Maintenance* (See also: painting and welding)
2. Location of above: *Maintenance shop, customers, routes, and parts room*
3. Apparent hazards:

<i>Hazard type</i>	<i>Description</i>	<i>PPE required</i>
Impact	Dropping tools or parts	Safety Boots
Penetration	Grinding	Safety Glasses
	Grinding	Safety glasses
	Striking	Gloves, Safety boots
	Rough edges	Safety Boots
Compression (roll-over)	Heavy parts	
	Containers	
Chemical	Splashing from numerous substances around the shop	Safety glasses, Gloves, Uniform, Safety boots
Heat	Hot vehicle parts	Gloves
Harmful dust		
Light (optical) radiation	See welding	
Noise levels	See hearing conservation program	
Respiratory	See painting	
Visibility	During roadside repairs and container repair or delivery	High visibility clothing or vest

4. PPE (Personal Protective Equipment) provided for this function: See table below
5. Additional PPE needed for safe function performance:
6. PPE selection:

<i>PPE</i>	<i>Worn when</i>
<b>Safety Boots</b>	At all times
<b>Hard hat</b>	Raising or lowering heavy loads, overhead crane use
<b>Safety Glasses</b>	At all times when working on equipment.
<b>Gloves</b>	Handling rough edges Handling hot parts
<b>Respirator</b>	NA
<b>High visibility clothing</b>	Performing road calls At customer

## HAZARD ASSESSMENT REVIEW

1. Job, function, activity, or situation:     *Welding only* (see maintenance for general PPE requirements)
2. Location of above:     *Maintenance shop, customers, routes,*
3. Apparent hazards:

<i>Hazard type</i>	<i>Description</i>	<i>PPE required</i>
Impact Penetration Compression (roll-over) Chemical Heat Harmful dust Light (optical) radiation Noise levels Respiratory Visibility	Area near welds  Area near welds	Welding gloves  Welding goggles Face shield

4. PPE (Personal Protective Equipment) provided for this function: See table below
5. Additional PPE needed for safe function performance:
6. PPE selection:

<i>PPE</i>	<i>Worn when</i>
Welding goggles	During welding
Welding gloves	During welding Handling welded area after welding

## HAZARD ASSESSMENT REVIEW

1. Job, function, activity, or situation:     *Painting only* (see maintenance for general PPE requirements)
2. Location of above:     *Maintenance shop, customers, routes,*
3. Apparent hazards:

<i>Hazard type</i>	<i>Description</i>	<i>PPE required</i>
Impact Penetration Compression (roll-over) Chemical Heat Harmful dust Light (optical) radiation Noise levels Respiratory Visibility	Paint spray or mist        Paint fumes	Safety glasses        Respirator

4. PPE (Personal Protective Equipment) provided for this function: See table below
5. Additional PPE needed for safe function performance:
6. PPE selection:

<i>PPE</i>	<i>Worn when</i>
Safety glasses	Painting
Respirator	Painting