	Document Type: PROCESS MEMORANDUM	Document #: 6.2-13	Revision Date: 02/19/2009
			Revision Level: C
Document Name: FACIAL HAIR POLICY		Replaces: REV B	Dated: 07/21/2004
Process Owner: SAFETY AND SECURITY MANAGER		Responsible Managers: MANAGER OF HUMAN RESOURCES DIRECTOR OF CRAFTS	

PURPOSE:

It is the policy of Vigor Shipyards Corporation to increase personal health and safety while on the job and comply with OSHA regulations. This procedure is not in place for the purpose of regulating the appearance of a person.

SCOPE:

This process memorandum applies to all Vigor Shipyards employees whose duties may require use of a respirator as a result of entry onto vessels or into dry dock and shop areas that require respiratory protection. Compliance with this policy is a condition of employment. Subcontractors who have contractual agreements with Vigor and work in the above areas shall also comply with this procedure.

EXEMPTIONS:

The following personnel are exempt from this procedure:

- VSY and non-Vigor personnel whose duties do not require them to enter onto vessels, dry docks or shop areas that require respiratory protection.
- Non-Vigor casual visitors on observation visits only, provided the visit to restricted areas is limited in time (less than two hours), the area does not require respiratory protection and is completed expeditiously.
- Other Vigor and non-Vigor personnel involved in delivery or pick-up providing they proceed by a designated route directly to the point of delivery and/or pick-up and depart the restricted areas expeditiously by a designated route.
- Restricted areas are defined as work areas that due to the work process may reasonably be expected to produce conditions that would require respiratory protection with little or no notice i.e. welding process, painting etc.

Job duties are assigned based on the needs of the company. All personnel may be subject to a change of duty assignment that will require them to be in compliance with the facial hair standards for respiratory protection. **The presence of facial hair is not an exemption to job assignment.** Any employee assigned a task that may require the use of a respirator must immediately conform to this standard and receive a new fit test as required. Any employee that fails to comply with this policy may be subject to the disciplinary process up to and including termination.

RESPONSIBILITY:

The Manager of Safety and Health shall maintain this process. Immediate supervisors who assign the daily work detail are responsible to enforce the policy. Under guidance from the Director of Crafts, supervisors will be responsible for determining whether an employee's duties fall under one of the above listed exemptions. Any employee disputes regarding exemption status will be resolved by the Director of Crafts.

All Managers will be responsible for determining if the duties of their administrative employees fall under one of the above listed exemptions.

The Tool Room Manager shall assist in enforcing this policy by denying respirator issue to persons not in compliance.

REFERENCES:

- OSHA 29CFR 1910.134 – Respiratory Protection (General Industry) and Appendix A – Fit Testing Procedure
- OSHA 29CFR 1915.152 – Respiratory Protection (Shipbuilding)

DETAIL PROCEDURE:

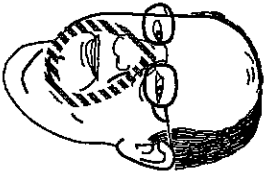

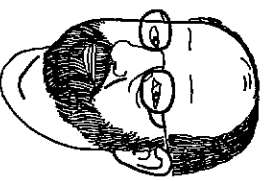
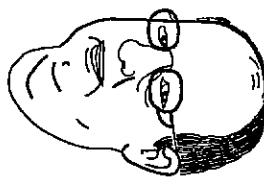
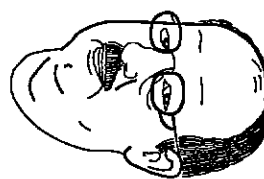
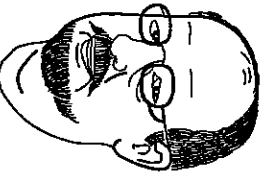
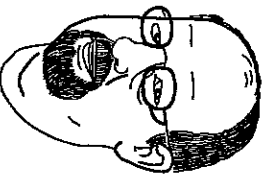
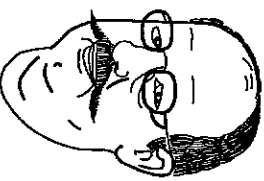
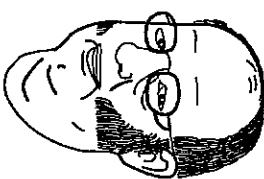
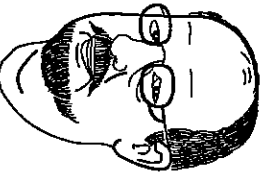
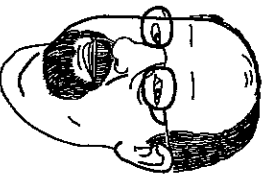
Scientific studies have shown that facial hair affects the skin to rubber seal of a respirator. This makes the respirator virtually ineffective. Occupational Safety and Health Administration (OSHA) regulations also state that a respirator shall not be worn when conditions prevent a good face seal. **Respirator fit tests shall not be conducted if there is any hair growth between the skin and the facepiece sealing surface, such as stubble beard growth, beard, mustache or sideburns which cross the respirator sealing surface.** Mustaches and sideburns are acceptable provided no facial hair extends into the respirator seal area (see Respirator Seal section).

No employee will be tested for, or issued, a respirator if they are not in compliance with this procedure daily.

RESPIRATOR SEAL AREAS

The following pictures show the respirator seal area as well as acceptable and unacceptable facial hair. These pictures are NOT all inclusive; they are intended to show some examples. Any instances of questionable facial hair as it relates to respirator seal areas, shall be directed to the Medical or Safety Department for review and testing if needed. In the case of an employee dispute of the requirements, the Safety Manager shall make the final determination.

FACIAL HAIR POLICY

<p>RESPIRATOR SEAL AREA</p> 	<p>Hair is allowed under the lip no longer than a finger width</p> 	<p>The following are examples of unacceptable facial hair.</p> <p>↑ ↓</p>	 <p>Full Beard - NOT OK</p>	<p>Clean Shaven - OK</p> 	<p>Narrow Mustache - OK</p> 
<p>Mustache/Goatee - NOT OK</p> 	<p>Mustache/Goatee - NOT OK</p> 	<p>Wide Mustache - NOT OK</p> 	<p>Long Sideburns - NOT OK</p> 	<p>Mustache/Goatee - NOT OK</p> 	<p>Mustache/Goatee - NOT OK</p> 

LOG OF CHANGES:

Date	Revision Level	Changes	Reason
11/02/2012	N/A	<ul style="list-style-type: none">▪ Update name and roles	Document Review
04/28/2011	N/A	<ul style="list-style-type: none">▪ Correct footer to reflect current revision	Document Review
02/19/2009	C	<ul style="list-style-type: none">▪ Clarify requirements	Document Review
5/20/2008	N/A	<ul style="list-style-type: none">▪ Administrative changes only	Title changes
3/07/2006	N/A	<ul style="list-style-type: none">▪ Further clarification on facial hair.	Clarification
07/21/2004	B	<ul style="list-style-type: none">▪ Added clarification on acceptable facial hair▪ Reinforced statement to address questions with the Safety Department	Confusion regarding policy
05/11/2004	A	<ul style="list-style-type: none">▪ Procedure formatted to Quality System	Policy was uncontrolled and not universally available