



PROVISION AND USE OF PPE



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Table of revisions

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1. INTRODUCTION

Hazards exist in every workplace in many different forms: sharp edges, falling objects, flying sparks, chemicals, noise and a myriad of other potentially dangerous situations. It is required from employers to protect their employees from workplace hazards that can cause injury.

Controlling a hazard at its source is the best way to protect employees. Depending on the hazard or workplace conditions, the use of engineering or work practice controls to manage or eliminate hazards to the greatest extent possible is recommended. For example, building a barrier between the hazard and the employees is an engineering control; changing the way in which employees perform their work is a work practice control.

When engineering, work practice and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment (PPE) to their employees and ensure its use. Personal protective equipment, commonly referred to as “PPE”, is equipment worn to minimize exposure to a variety of hazards. Examples of PPE include such items as gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators and full body suits. This guide will help employees do the following:

- Understand the types of PPE.
- Know the basics of conducting a “hazard assessment” of the workplace.
- Select appropriate PPE for a variety of circumstances.
- Understand what kind of training is needed in the proper use and care of PPE.

2. PURPOSE & SCOPE

This procedure describes the provision, selection and use of Personal Protective Equipment (PPE) at all company workplaces.

These procedures are intended to:

- Assist departments and work units in completing hazard assessment surveys for PPE selection.
- Provide resources for employee information and training.
- Demonstrate compliance with safety regulations.

3. DEFINITIONS

| | |
|--|--|
| Personal Protective Equipment (PPE) | Equipment, clothing and/or substance which, where worn or used correctly, protects part or all of the body from foreseeable risks of injury or disease in the workplace. |
| ANSI | The American National Standards Institute |
| EN 397 | Specification for industrial safety helmets |
| EN 420 | Protective gloves. General requirements and test methods |
| EN 166 | Personal eye protection. Specifications |
| EN 352-2 | Revised 2002 standards on hearing protectors. Safety requirements and testing, generally about <u>earplugs</u> . |

4. Roles and Responsibilities

Directors and Department Heads are responsible to:

- Designate and empower the department’s Health and Safety Coordinator (or Program Coordinator or equivalent) and supervisors.

- Actively support these procedures within individual units.
- Ensure an environment where employees are encouraged to follow these procedures.

The Department Health and Safety Coordinator is responsible to:

- Act as an administrative liaison between the department and EHS.
- Provide administrative oversight of health and safety within the department.
- Facilitate the correction of safety problems within the department.

Supervisors are responsible to:

- Implement these procedures.
- Assure that staff is aware of this program and provided with training and the personal protective equipment.
- Maintain documentation and records as required.

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HSE is responsible to:

- Provide procedural guidelines, educational offerings, administrative consultations and reviews, and select technical and field services.
- Exercise surveillance over health and safety issues at the workplace.

5. THE REQUIREMENT FOR PPE

To ensure the greatest possible protection for employees in the workplace, the cooperative efforts of both employers and employees will help in establishing and maintaining a safe and healthful work environment.

In general, employers are responsible for:

- Performing a “hazard assessment” of the workplace to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for employees.
- Training employees in the use and care of the PPE.
- Maintaining PPE, including replacing worn or damaged PPE.
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program.

In general, employees should:

- Properly wear PPE,
- Attend training sessions on PPE,
- Care for, clean and maintain PPE, and
- Inform a supervisor of the need to repair or replace PPE.

6. THE HAZARD ASSESSMENT

A first critical step in developing a comprehensive safety and health program is to identify physical and health hazards in the workplace. This process is known as a “hazard assessment.” Potential hazards may be physical or health-related and a comprehensive hazard assessment should identify hazards in both categories. Examples of physical hazards include moving objects, fluctuating temperatures, high intensity lighting, rolling or pinching objects, electrical connections and sharp edges. Examples of health hazards include overexposure to harmful dusts, chemicals or radiation.

The hazard assessment should begin with a walkthrough survey of the facility to develop a list of potential hazards in the following basic hazard categories:

- Impact,
- Penetration,
- Compression (roll-over),
- Chemical,
- Heat/cold,
- Harmful dust,
- Light (optical) radiation, and
- Biologic.

In addition to noting the basic layout of the facility and reviewing any history of occupational illnesses or injuries, things to look for during the walkthrough survey include:

- Sources of electricity.
- Sources of motion such as machines or processes where movement may exist that could result in an impact between personnel and equipment.
- Sources of high temperatures that could result in burns, eye injuries or fire.
- Types of chemicals used in the workplace.
- Sources of harmful dusts.
- Sources of light radiation, such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
- The potential for falling or dropping objects.
- Sharp objects that could poke, cut, stab or puncture.
- Biologic hazards such as blood or other potentially infected material.

The workplace should be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards. This periodic reassessment should also include a review of injury and illness records to spot any trends or areas of concern and taking appropriate corrective action. The suitability of existing PPE, including an evaluation of its condition and age, should be included in the reassessment.

All PPE clothing and equipment should be of safe design and construction, and should be maintained in a clean and reliable fashion. Employers should take the fit and comfort of PPE into consideration when selecting appropriate items for their workplace. PPE that fits well and is comfortable to wear will encourage employee use of PPE. Most protective devices are available in multiple sizes and care should be taken to select the proper size for each employee. If several different types of PPE are worn together, make sure they are compatible. If PPE does not fit properly, it can make the difference between being safely covered or dangerously exposed. It may not provide the level of protection desired and may discourage employee use.

The provided PPE must meet the following ANSI standards:

- Eye and Face Protection: ANSI Z87.1-1989 (USA Standard for Occupational and Educational Eye and Face Protection).
- Head Protection: ANSI Z89.1-1986.

- Foot Protection: ANSI Z41.1-1991.

7. PROCEDURAL TEXT

7.1 Responsibilities

- 7.1.1** The Head of Department shall ensure that the relevant PPE requirements are met in line with Bright Holder Company tasks to be carried out on and off the company premises.

7.2 Hazard Identification

- 7.2.1** Identify hazards at the workplace that could result in injury or disease to workers, where Personal Protective Equipment (PPE) may offer protection.

7.3 Control Measures

Wherever possible, control hazards should be implemented :

- Substitution of the substance, plant or process.
- Redesign the equipment or work process to reduce the risk.
- Isolation of the hazard from persons by enclosing or guarding.
- Administration through adjustment of time or conditions of exposure, supervision, training and signage.

7.4 Preferred Controls

The control of injury and disease risks should be dealt with by substitution, redesign, separation or administration; these controls generally reduce or minimize risk and are more reliable than the use of personal protective equipment, however this does not divert the requirement for PPE where required.

7.5 Selection Of Personal Protective Equipment (PPE)

- Familiarize yourself with the potential hazards and with the available items of personal protective equipment.
- Compare the hazards of the work process with the capabilities of the personal protective equipment.
- Select appropriate personal protective equipment which ensures an adequate level of protection against the risks present.
- Check that the equipment selected fits properly, is used appropriately and does not create a secondary risk.

7.6 Provision Of Personal Protective Equipment (Ppe)

- Arrangements for the provision of personal protective equipment should be made known to employees before they commence or before they are required to wear or use PPE. Requirements for the use of PPE shall be explained at the induction training and subsequently at
- Consultation with the workers in regards to individual fit and design requirement generally assists in greater acceptance of the use of the equipment.

7.7 Training

- All persons exposed to hazards will be trained in safe work procedures including the correct use of personal protective equipment.
- Where items of personal protective equipment are to be worn by non-employees, under the company control, sufficient instruction will be provided to ensure the correct wearing of the item of equipment.

- General information about PPE shall be discussed at the induction program for new workers, with specific training and instruction provided for the use of PPE required for the specific tasks.

7.8 Standards

All items of PPE will be manufactured used and maintained in accordance with the relevant Standards. Purchase orders shall state that it is recommended but not mandatory that the PPE is manufactured to ANSI Standards (The **American National Standards Institute**) or equivalent. For specifications of PPE please see Attachment 2.

7.9 SIGNS

Signs are to be posted in the workplace regarding the use of PPE and shall be complied with without exception.

7.10 Storage And Maintenance Of Personal Protective Equipment

An adequate supply of the necessary PPE is to be held at the workplace in a clean and operational condition.

Regular checks of the condition of items or PPE in use will be carried out as part of the regular safety inspections.

7.11 Issue / Replacement of Personal Protective Equipment

On the issue or replacement of any item of PPE, the Personal Protective Equipment Record will be completed in the Multistock system. A record will also be maintained by QHSE by using Form **Personal Protective Equipment Record Form (this form to be modified as per site list of PPE s)**. It shall be signed by issuer & receiver both.

7.12 Valid Of Personal Protective Equipment

The validity of Personal Protective Equipment is one year or less as required. In the exchange of PPE, the employee must return back the old PPE to HSE Department.

7.13 Checklist Of Protective Equipment

In order to confirm that the Safe Work Instruction has been complied with, a checklist should be developed. As a guide, refer to a Personal Protective Equipment Safety Checklist Form (ref. **Personal Protective Equipment Safety Checklist Form**).

ATTACHMENT 1
SPECIFICATION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

| No | PPE | Specification |
|----|---|---|
| 1 | Safety Shoes | <ul style="list-style-type: none"> Comply with EN 345, ANSI Z41 or other equivalent international standard |
| 2 | Safety Rubber Boots | <ul style="list-style-type: none"> Material : rubber Steel toe cap |
| 3 | Boots for Firefighter | <ul style="list-style-type: none"> Comply with EN 345 or other equivalent international standard |
| 4 | Safety Helmet and Chinstrap Helmet for Firefighter | <ul style="list-style-type: none"> Comply with EN 397, ANSI Z89.1 or other equivalent international standard Comply with EN 443 or other equivalent international standard |
| 5 | Cotton Gloves Leather Gloves Gloves for Firefighter | <ul style="list-style-type: none"> Comply with EN 420 or AS/NZS 5812 or other equivalent international standard Material: leather Anti sharp or jagged object, wood or similar hazard producing items Comply with EN 659 or other equivalent international standard |
| 6 | Disposable Ear Plug | <ul style="list-style-type: none"> Comply with EN 352.2 or other equivalent international standard |
| 7 | Ear Muff | <ul style="list-style-type: none"> Comply with EN 352.4 or other equivalent international standard |
| 8 | Safety Glasses | <ul style="list-style-type: none"> Comply with EN 166 or ANSI Z87.1 or AS/NZS 1337 or other equivalent international standard |
| 9 | Chemical Goggles Chemical Face Shield | <ul style="list-style-type: none"> Comply with ANSI Z87.1 or other equivalent international standard Fits over most glasses. Polycarbonate window for impact protection. |
| 10 | Dust Mask | <ul style="list-style-type: none"> For mechanically and thermally generated particulate: Comply with EN 149 or other equivalent international standard |
| 11 | Fresh Air Hose Breathing Apparatus Filters | <ul style="list-style-type: none"> Comply with EN 138 or other equivalent international standard Organic and inorganic gas and vapors: Comply with EN 141 or other equivalent international standard |
| 12 | Rain Coat | <ul style="list-style-type: none"> Rubber or blended rubber |
| 13 | Chemical Apron Chemical Coverall for light splash chemical | <ul style="list-style-type: none"> Splash protection when working with acids, caustics and other chemicals Material Tyvek or equivalent |
| 14 | Working Clothes | <ul style="list-style-type: none"> 100% cotton Flame retardant for exposed personnel. |
| 15 | Protective clothing for Firefighter | <ul style="list-style-type: none"> Comply with 469 or equivalent international standard |

ATTACHMENT 2

SIGNS OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

| SAFETY FIRST | | | | | | |
|--|--|--|--|---|---|---|
|  |  |  |  |  |  |  |
| Safety Helmet | Safety Shoes | Safety Glasses | Hand Gloves | Ear Muff | Dust Mask | Working Clothes |
|  |  |  |  |  | | |
| Visibility jacket | Face guard | Welding helmet | Eye protection | Safety Shoes | | |

ATTACHMENT 3

ADDITIONAL OR SPECIALIZED PPE BASED ON ACTIVITIES

It should be noted that this list does not include mandatory Standard PPE.

- ❖ Firefighters
 - Firefighters boots
 - Firefighters helmet (with neck curtain)
 - Firefighters jacket and trousers
 - Firefighters gloves
 - Self Contained Breathing Apparatus (SCBA), whenever required

- ❖ Chemical or Dangerous Goods Handling
 - Chemical goggles
 - Chemical / rubber gloves
 - Rubber apron
 - Rubber boot
 - Respiratory protector (mask with organic / inorganic filter)