

Personal Protective Equipment (PPE) Policy





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Ownership

Director of Facilities Management

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Head of Health and Safety

Approval

Health and Safety Committee

Protective Marking

Public

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1. Introduction

- 1.1 There is a statutory requirement under the Personal Protective Equipment at Work Regulations 1992 (as amended 2002) for personal protective equipment (PPE) to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. Safe systems of work, control measures and engineering solutions should be put in place that minimizes the use of PPE. Where PPE is needed it must be the most appropriate for the identified risk and should only be issued where it further reduces the level of risk, PPE is a safeguard of last resort as it only protects the individual wearer.
 - 1.2 PPE is 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects individuals against one or more risks to their health or safety. (Regulation 2- PPE Regulations).
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2. Purpose

- 2.1 The purpose of this policy is to set out the requirements for the selection, use and maintenance of PPE. It provides information and advice on the different types of PPE available as well as establishing procedures to minimize the risk of staff to latex allergy and dermatitis through the selection and use of gloves.
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3. Scope

- 3.1 The use of personal protective equipment (PPE) to reduce injuries is an important component. PPE includes all clothing and accessories designated to create a barrier against workplace hazards. PPE should be considered a means of minimizing the hazards after engineering controls, administrative controls, and safe work practices have been implemented.
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4. Responsibilities, Accountabilities and Duties

It is the responsibility of each manager, supervisor and employee to ensure implementation of the department policy on PPE. It is the responsibility of the department to provide the maintain equipment that is adequate and is safe in design and construction.

- 4.1 Senior Management Team

The Senior Management Team have delegated responsibility for the management of Health and Safety, including ensuring that there are suitable and sufficient arrangements and resources for PPE and to ensure this policy is

implemented throughout the Sdyn. This is further delegated to line managers and supervisors.

4.3 Head of Health and Safety

The Head of Health and Safety will:

- Provide information and advice on PPE
- Follow up on any reported PPE / ill health-related incidents
- Report on any hazards, associated with any particular PPE, coming to light during use

4.4 Managers

Managers will, if required, seek advice from a suitably competent person to ensure any requirements related to PPE are implemented and:

- Conduct a workplace risk assessment to identify all workplace hazards which are of significant risk and review the possibilities of reducing the risks by means other than PPE usage.
- Identify the need for PPE.
- Selecting and purchasing PPE.
- Research manufacturers and supplier's literature and in conjunction and co-operation with users, select suitable and appropriate equipment.
- Provide a suitable quantity with an appropriate stock level being maintained.
- Provide appropriate PPE cleaning arrangements / regimes where applicable.
- Provide all staff with instruction/training in correct usage, identification of wear and tear and any known faults together with any maintenance that may be required.
- Make provision so that users have suitable storage facilities for PPE.
- Reviewing, updating and conducting PPE hazard assessments whenever.
- A job changes, new equipment is used, there has been an accident, a supervisor or employee requests it.
- Monitor any new PPE coming to the market, which may offer improved protection or acceptance to wear.
- Maintaining records on PPE assignments and training.
- Providing training, guidance and assistance to supervisors and employees on the proper use, care and cleaning of approved PPE.
- Periodically re-evaluating the suitability of previously selected PPE.

4.5 Supervisors

The supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

- Providing appropriate PPE and making it available to employees.
- Ensuring that employees are trained on the proper use, care and cleaning of PPE.
- Ensuring the PPE training certification and evaluation forms are signed and given to HSE Department.
- Ensuring that employees properly use and maintain their PPE, and follow PPE policies and rules.
- Notifying management and safety department when new hazards are introduced or when processes are added or changed.
- Ensuring that defective or damage PPE is immediately surrender to HSE Department and replaced.

4.6 Employees

The PPE user is responsible for following the requirements of the PPE policies. This Involves

- Properly wearing PPE as repaired.
- Attending required training sessions.
- Properly caring for, cleaning, maintaining and inspecting PPE as required.
- Following PEG PPE policies and rules.
- Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be given disciplinary action.

5. Procedure/Implementation

5.1 What types of PPE are available?

PPE should be regarded as a 'last line of defence' in terms of protecting against risks to health and safety. Although a risk assessment may identify PPE as being necessary, other means of control should be given preference, and wherever possible, PPE must not be relied upon as the sole means of protection.

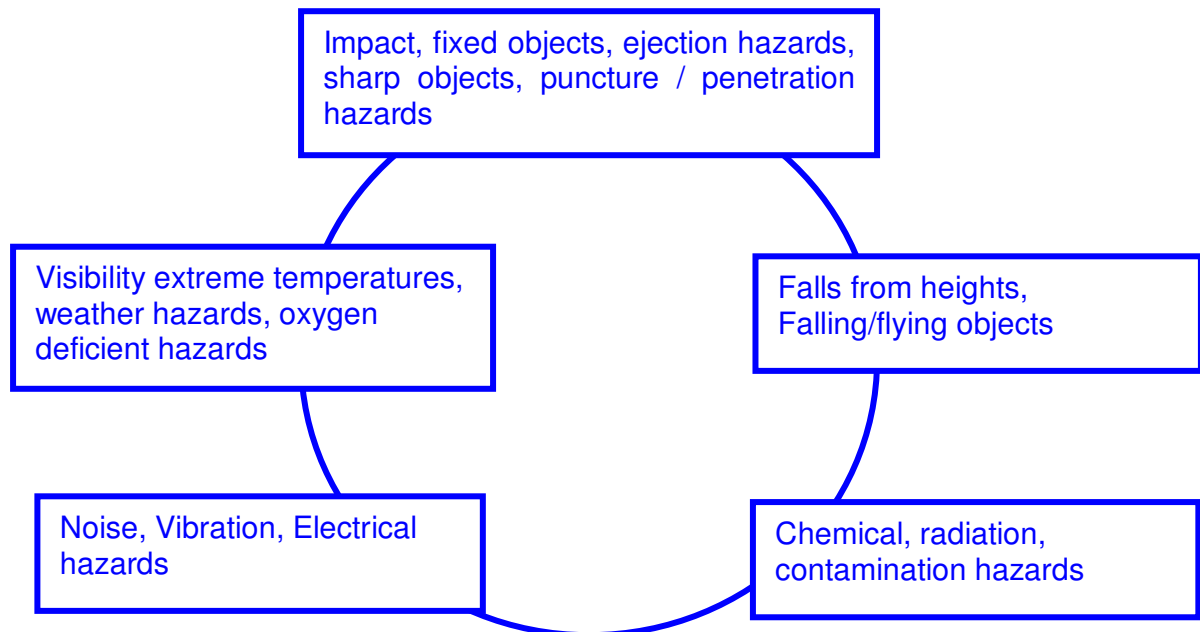
PPE includes the following when they are worn for the protection of health and safety:

a) Protective clothing, such as:

- Aprons
- Clothing for adverse weather conditions – E.g. Coats, waterproof trousers.

- Gloves
- Safety footwear With protective toe caps or for electrical hazards.
- Safety helmets
- High visibility vests etc
- b) Protective Equipment, such as:
 - Eye protectors – safety glasses or goggles
 - Respiratory protective equipment (RPE) – ranging from dust masks to breathing apparatus
 - Hearing protection – earmuffs and ear plugs
 - Safety harnesses

There may be various types of hazards identified in the risk assessments indicating why PPE is required to be worn, such as:



5.2 Hazard Assessment for PPE

HSE Department/Department Manager/Plant Manager in conjunction with supervisors, will conduct a walk-through survey of each work area to identify sources of work hazards. each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area survey, the person conducting the survey, findings of potential hazards and date of the survey.

HSE Department/Department Manager/Plant Manager will conduct, reviews and update the hazard assessment for PPE whenever

- A job changes

- new equipment or process is installed
- There has been an accident
- whenever a supervisor or employee requests it
- or at least every year

Any new PPE requirements that are developed will be added into written accident prevention program.

The following safety guidelines should be adhered to maximize worker health and safety:

- Always inspect the personal protective equipment prior to use.
- Wear only the type of PPE your supervisor specifies as appropriate for the job. Inappropriate and improperly worn PPE can result in injury, illness and damage to equipment resulting in high costs to both you and the company.
- Be certain your PPE fits properly, especially in the case of hearing or respiratory protection.
- Keep personal protective equipment clean and store in designated container or location when not in use.
- If you are uncertain as to how to wear or operate the required personal protective equipment, immediately ask your supervisor for assistance.

5.3 PPE selection

PPE should be used if the risk assessment identifies it as an appropriate means of controlling exposure to risks, or if local rules stipulate its use. It must be suitable for its intended use. The assessment must take into account:

- The hazard it is intended to protect against
- The task to be undertaken. For example, whether the length of time or physical effort whilst wearing the PPE will be an issue.
- Fit requirements for the individual worker.
- Its compatibility with any other item of PPE to be worn at the same time.
- Whether the health of the person who will be wearing it has been taken into account e.g. Asthmatics.
- Whether wearing PPE increases the risk or creates new risks. E.g. Making communication more difficult.
- All PPE must conform to an approved standard. Only CE/EN Standard equipment that is marked in this way is approved for use by staff.

Once the hazards of a workplace have been identified HSE Dept./Department Manager will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e. methods that do not rely on employee behavior, such as engineering controls.



All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet ANSI standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face protection
- Head Protection
- Foot Protection
- Hand Protection (There are not ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by OEG at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

5.4 PPE Limitations

Effective protection is only achieved by using PPE that is suitable for the hazard which it is supposed to protect against. It must be correctly fitted, maintained and properly used.

- PPE protects only the person wearing it, whereas measures controlling the risks at source can protect everyone in the workplace.
- PPE may restrict the wearer to some extent by limiting mobility, visibility or by requiring additional weight to be carried.
- Some items of PPE have limited life-spans such as respiratory protection and hard hats and therefore these should be recorded as part of the PPE inspection. Expired PPE must be replaced. Information on life spans can be obtained from the manufacturer's guidance which accompanies the PPE.
- Latex gloves can cause skin allergies in some users. Such gloves should not be used in the company.

6. Training Implications

6.1 Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to the following subjects:

- When PPE is necessary to be worn
- what PPE is necessary
- How to properly don, doff, adjust and wear PPE.



- the limitations of the PPE.
- the proper care maintenance useful life and disposal of the PPE.

After the training the employees will demonstrate that they understand how to use PPE properly or they will be retrained.

Training of each employee will be documented using the personal Protective Equipment Training Documentation Form and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using.

7. Retraining

The need for retraining will be indicated when

- An employee's work habit or knowledge indicates a lack of the necessary understanding, motivation and skills required to use the PPE (i.e. uses PPE improperly)
- new equipment is installed
- changes in the work place make previous training out-of-date.
- changes in the types of PPE to be used make previous training out-of-date.

8. Cleaning and Maintenance of PPE

PPE is not to be used for purposes other than its intended use. for example, do not use a hard-hat as a hammer or a fall-protection harness as a tow-rope. Employees must inspect each pie of equipment to make sure it is free of cracks, broken components or damaged components before and after each use. Store PPE in safe locations so that the PPE will not be damaged when it is not in use. PPE used properly, maintained properly, stored properly and taken out of service when its useful life has expired will be more beneficial to the wearer.

It is important that all PPE to kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean and maintain their PPE according to the manufacture's instructions before and after each use. Supervisors in respective departments are responsible for ensuring the user properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.



Note: Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected but they would get closer to the hazard if they erroneously believed they were protected and therefore would be at greater risk.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

9. Monitoring Arrangements

Area for monitoring	How	Who by	Frequency	Reported to
PPE risk assessments	During health and safety workplace inspections	Managers / Safety Team	In accordance with the inspection regime	Health & Safety Committee
Wearing/non-wearing of PPE	Random checks	Managers	Random	Health & Safety Committee
The correct use of gloves	Observation & audit	All designated managers and Safety Team	Random	Random
Non Latex glove purchasing	Monitoring of orders	Procurement and Purchase Ledger	All designated managers / Heads of Departments	On receipt of latex gloves orders

10. Safety Disciplinary Policy

OEG believes that a safety and health accident prevention program is unenforceable without some type of disciplinary policy. our company believes that in order to maintain a safe and healthful workplace the employees must be aware of all company safety and health regulations as they apply to the specific job duties required. the following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation.

- A first-time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.



- as second time offenses will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
- A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

11. Replacement of PPE

There are however some basis warning signs that PPE needs replacing such as rips, tears, holes, discoloration, degrading and soiling. As an employer it's also your responsibility to train your staff about how to use care and store their PPE to ensure optima, safe usage and disposal of the product.

In the event that PPE does need to be replaced it's a good idea to have suitable replacement PPE and hand. it may also be useful to have disposable PPE available for any visitors that may also required protecting.

PPE is there to minimize any risks to your staff so it's best to keep a close eye on how your employees treat, care for and use their PPE.

Yours faithfully
for Saraswati Dynamics Pvt. Ltd.

A handwritten signature in blue ink, appearing to read "Amitabh Gupta".



Amitabh Gupta
Director