



Authorised Dealer

AIR CONDITIONING SYSTEMS

OM REFRIGERATION AND AIR CONDITIONING

20/12/23

To All Employees,

Subject: Maintenance of Personal Protective Equipment (PPE)

Dear Team,

As part of our commitment to ensuring a safe working environment for all employees, it is crucial that we maintain our Personal Protective Equipment (PPE) in good condition at all times. PPE is designed to protect us from various workplace hazards, and its effectiveness relies on its proper maintenance and care.

Here are a few reminders to ensure that our PPE remains in good condition:

1. **Inspection:** Regularly inspect your PPE for any signs of damage, wear, or tear. Check for cracks, frays, or other defects that may compromise its integrity. If you notice any damage, report it immediately to your supervisor or the designated safety officer.
2. **Cleaning:** Keep your PPE clean by following the manufacturer's instructions for washing or disinfecting. Use appropriate cleaning agents and techniques to remove dirt, debris, or contaminants that may accumulate during use.
3. **Storage:** Store your PPE in a clean, dry, and well-ventilated area when not in use. Avoid exposure to direct sunlight, extreme temperatures, or harsh chemicals, as these can degrade the materials and reduce their effectiveness.
4. **Replacement:** Replace damaged or worn-out PPE promptly. Do not attempt to repair or modify PPE yourself, as this may compromise its safety features. Notify your supervisor or the appropriate personnel to arrange for a replacement.
5. **Training:** Ensure that you are properly trained in the use and care of your PPE. Follow all guidelines and procedures provided during training sessions to maximize the protection offered by your equipment.

Remember, maintaining our PPE in good condition is not just a regulatory requirement but also a crucial aspect of ensuring your safety and well-being. By taking proactive measures to care for our PPE, we can minimize the risk of workplace accidents and injuries.

Thank you for your cooperation in adhering to these guidelines. Let's work together to keep ourselves and our colleagues safe.

If you have any questions or concerns regarding PPE maintenance, please don't hesitate to reach out to the safety officer or the HR department.

Stay safe,

