

# PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

The purpose of this policy is to aim to prevent occupational diseases, injuries, and fatalities that may be avoided through the use of appropriate personal protective equipment (PPE). Relevant current legislation and industry best practice has been taken into account when formulating this Policy, which should be read in conjunction with associated documented management system procedures.

All employees will be supplied with the relevant PPE which should be used at work whenever there are risks to health and safety that cannot be adequately controlled in other ways. It should always be considered as a last resort and used only where other precautions cannot adequately reduce the risk of injury. Where PPE is mandatory appropriate signage shall be on display.

## POLICY STATEMENT

### Scope

This Policy does not discriminate at any level and applies *equally* to *all* persons who have an association with the Company.

### Assessing Suitable PPE

To allow the right type of PPE to be chosen the different hazards need to be considered carefully, this will be done via Risk Assessments. This will enable an assessment to be made of which types of PPE are suitable to protect against the hazards and for the job to be safely carried out.

Departments Heads and Senior Officers on board in coordination with the HSEQ Department at a minimum, should assess the following factors when considering the suitability of PPE;

- Is it appropriate for the risks involved and the conditions at the place where exposure to risk may occur?
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account?
- What are the needs of the job and demands it places on the wearer? For example the length of time the PPE needs to be worn, the physical effort required to do the job, and the requirements for visibility and communication.
- If more than one item of PPE is being worn, are they compatible?

Furthermore, it is the responsibility of the **employer** to ensure that PPE is provided, maintained and regularly inspected. This includes cleaning and replacement of the equipment as necessary.

It is the responsibility of all **employees**;

- To use the PPE provided and in accordance to the instructions and training given.
- Take reasonable care of PPE provided and report any loss of, or defect with the PPE.
- To return PPE to its place of storage after use in a clean condition ready for immediate use.
- To know how to operate the PPE and any limitations of the equipment which may affect the protection offered.

Because PPE is a last resort after other methods of protection have been considered, it is important that users wear it all the time they are exposed to the risk.

### Information, Instruction and Training

Where the Company has provided the employee with PPE, the employee will be provided with information, instruction and training, which is adequate and appropriate, so that the employee understands;

- The hazard or hazards which the PPE wholly protects or partly protects against, and the level of protection it offers against each individual hazard.
- The purpose for which the PPE is to be used and how it is to be used.
- How to maintain the PPE in a good state of efficiency and repair if appropriate.

Where more than simple instructions are required records will be kept.

Everyone's compliance to safe working procedures should help prevent accidents and injuries. PPE is the last personal line of protection, but will not protect you if you fail to conduct yourself safely.

### Remember:

- Even the best PPE is not effective if it is not worn !
- If in doubt, STOP the job!

### Continuous Improvement

This Policy is reviewed annually by Senior Management and revised as necessary to reflect changing operational conditions, new technology, government policies and legislation.

This Policy was approved by the CEO and Managing Director on 03.06.2019.

Signed Policies are available upon request.