


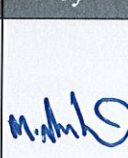
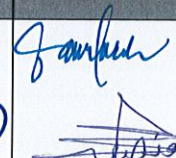
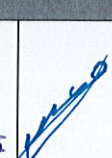
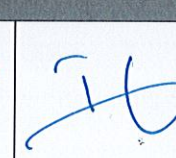
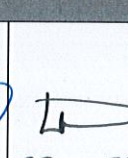
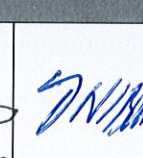
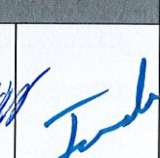
COMPANY STANDARD PROCEDURE

PPE MANAGEMENT PROCEDURE




Procedure Number: PR-250-HSE-02

Document Classification: Internal

Approved by	Name	Paul Vermeiren	
	Position	Chief HSEQ Officer	
	Date	11/02/2020	

Rev.	Date	Prepared by	Reviewed by					
01	11/12/2019		 HSE Support/ Safety Manager (Ole/Poly & Vinyl)	 QM	 HSEQGM	 MGM (Vinyl) 28.01.20	 MGM (SC/PE)	 TGM






  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 2 of 23

Revision / Modification History:

Rev #	Date	Section No.	Reason for revision / modification
00	11-09-2013	--	New Procedure for Personal Protective Equipment
01	11/12/2019	All	Procedure is revised as per the new template, new organizational changes and integration between QAPCO and QVC Removed the PPE Dossier, mandatory PPEs defined in section 8.24 and for special PPE JSA/ risk register is reference document.




Distribution:

Through *SharePoint*.

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 3 of 23

Contents

1.	OBJECTIVE	4
2.	SCOPE	4
3.	PROCEDURE SUMMARY	4
4.	ABBREVIATIONS / DEFINITIONS	5
5.	DOCUMENT REFERENCES	6
6.	IT SYSTEM REQUIREMENTS	6
7.	RASCI SUMMARY	6
8.	PROCEDURE METHOD	7
8.1	GENERALITY	7
8.2	PROCEDURE COMMENTARY	7
	8.2.1 RESPONSIBILITIES:	7
	8.2.2 GENERAL SUITABILITY & SELECTION CRITERIA FOR PPEs:	8
	8.2.3 TRAININGS:	9
	8.2.4 INSTRUCTIONS TO BE FOLLOWED FOR COMMON PPEs & RELEVANT STANDARDS:	11
8.3	PROCEDURE:	17
9.	RECORDS	19
10.	APPENDIX	20
	10.1 SERVICE LEVEL DEFINITION	20
	10.2 PPEs & SAFETY MATERIAL ISSUANCE FORM	21
	10.3 PPEs ISSUANCE FLOW CHART	22
	10.4 PPEs ENTITLEMENT TABLE	23

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 4 of 23

1. OBJECTIVE

This procedure outlines applicable standards for PPEs and various mechanisms for their proper management to reduce employee's exposure to workplace hazards.

The procedure also establishes various roles and responsibilities related to selection, issuance, handling and proper use of PPEs.

2. SCOPE

This procedure is applicable to all QAPCO employees, contractors, visitors, facilities, activities and services without exception.

3. PROCEDURE SUMMARY

Personal Protective Equipment (PPEs) comprise of a range of clothing and equipment to be worn by the individuals to protect or shield their bodies from workplace hazards. PPEs shall never be considered as a substitute for effective engineering controls, safe working conditions and sound work practices.




QAPCO provides their employees* with sufficient, fit for purpose Personal Protective Clothing and Equipment to protect them against workplace hazards, without any cost to the employees.

As per the Hierarchy of Controls (i.e. Elimination, Substitution, Isolation, Engineering, Administration and PPE), Personal Protective Equipment are considered as the last line of defense to prevent work-related injuries or illnesses. The decision regarding the use of PPEs and their selection shall be supported by proper Risk Assessment. The PPEs shall always be worn when Risk Assessment recognizes that residual health and safety risks exist even after applying all the possible engineering and administrative controls.

Provision of PPEs shall always be accompanied with information, instructions and training for their correct use and limitations. All PPEs used in QAPCO site shall meet the minimum protection standards outlined in this procedure.




* **Note:** Provision of PPEs for contractor staff will be based on their agreement. In general, contractor will have to provide all types of PPEs to their staff.

Contractor PPEs Must be in accordance with accepted standards and QAPCO approval.

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 5 of 23

4. ABBREVIATIONS / DEFINITIONS

#	Abbreviation / Key word	Definition summary
1	PPE (Personal Protective Equipment)	PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE)
2	Threshold Limit Value (Time Weighted Average)	It is the maximum concentration averaged over a period of eight hours of the air borne contaminant to which an individual can be exposed repeatedly day after day for his working life time without any adverse health effects
3	QAPCO Employees	All Direct and contractor hired staff (QAPCO, Qatofin and QVC).
4	NIOSH	National Institute for Occupational Safety & Health
5	OSHA	Occupational Safety and Health Administration
6	ANSI	American National Standards Institute
7	EN	European Standards
8	BS	British Standards
9	ASSE	American Society of Safety Engineers
10	ALARP	As Low As Reasonably Practicable
11	MD&CEO	Managing Director and Chief Executive Officer
12	CHSEQO	Chief HSEQ Officer
13	COO	Chief Operations Officer
14	QM	Quality Manager
15	MGM	Manufacturing Group Manager
16	TGM	Technical Group Manager
17	SM	Safety Manager
18	PSS	Petrochemical Shared Services

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 6 of 23

5. DOCUMENT REFERENCES

#	Document ID	Document name	Summary of dependency or use
1	M-250-PSS-01	HSE - IMS (Integrated Management System) Manual	Overall frame of work safety systems.
2	OSHA Standards 29-CFR-1910-132	General Requirements of PPE	Requirements for PPE at work.
3	HSE, UK, L25	HSE UK Guidelines for PPE at Work Regulation, L-25	Rules of PPE usage at work.

5.1 Risk Register Reference




#	Risk ID	Risk Description	Remarks
1	N/A	N/A	N/A
2			

6. IT SYSTEM REQUIREMENTS

#	IT system module name	Summary of IT system module use
1	SAP	PPE issuance and data recording.

7. RASCI SUMMARY

#	Procedure chapter	Department Managers	Chief HSE Q Officer	Head of Inventory	Job/ Shift Leaders	Employees	Department Coordinator	Inventory Staff	Safety Materials Agent	Safety & FF staff	Security Man/ Contractor	Senior Hygiene Officer	HSSE Support
1	General Suitability & Selection Criteria for PPEs	A	R	S	R	R	R	-	S	R	-	S	-
2	Trainings	-	A	-	-	I	R	-	-	-	-	-	R
3	Job Safety Analysis (JSA)	A	S	-	R	R	R	-	-	R	-	S	-
4	PPEs Entitlement	R	R	A	R	I	R	R	R	I	-	I	-
5	Issuance of Entitled PPEs	R	A	R	R	R	R	R	-	-	R	-	-
6	Issuance of Additional PPEs	A	S	-	-	R	R	R	-	-	-	-	-
7	Emergency Need / Special PPEs (Returnable)	A	S	-	R	R	-	R	R	R	-	-	-

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 7 of 23

8	New Employees/ Students	A	S	-	R	I	R	I	-	-	-	-	-
9	Visitors	A	S	-	-	I	R	-	-	S	R	-	-
10	Precautionary Steps	R	R	I	-	A	-	-	-	-	-	R	-

Legend:

R = Responsible (the class of people who are ultimately responsible for getting the work done)

A = Accountable (the position that is accountable to oversee that the work gets done)

S = Support (the person who supports by providing information and suggest any deviations from the Procedure)

C = Consulted (the person who can advise when needed)

I = Informed (concerned persons who are required to be informed or communicate to)

8. PROCEDURE METHOD

8.1 GENERALITY




ID	Activity	Document reference	Responsible org. position
8.1.1	General Responsibilities	NA	User
8.1.2	Determine General suitability & selection criteria for PPEs	NA	User Dept.
8.1.3	Provide PPE Trainings	PR-QSS-128	HSE Dev.
8.1.4	Instructions to be followed for common PPEs & relevant Standards	NA	User

8.2 PROCEDURE COMMENTARY

8.2.1 RESPONSIBILITIES:

Department Managers: are responsible to ensure that;

- All employees/ contractor in their department are provided with PPEs identified in the relevant HSE Risk Assessments, Job Safety Analysis, work permits.
- All their employees/ contractor attend training regarding the use, handling and limitations of PPEs and comply with all the requirements of this procedure.

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 8 of 23

- Shall ensure that minimum mandatory PPEs required in their area of responsibility are worn at all times and additional/special PPEs required for specific jobs are provided and worn. (e.g. helmet, coverall, safety shoes, safety glasses, etc.)

Safety Managers: is responsible to ensure;

- Identification of suitable PPEs based on Risk Assessments and selection of PPEs as per applicable International Standards.
- Trainings for all QAPCO staff regarding the usage, handling and limitations of their PPEs.
- Periodically monitor job activities to ensure that personal protective equipment requirements are being followed by all employees.

Procurement Manager

- Procurement of PPEs as per the applicable specifications.

Head of Inventory: is responsible to ensure;

- Sufficient stocks of PPEs are maintained in QAPCO warehouse.
- Issuance of PPEs to all QAPCO staff as per the guidelines of this procedure.

Responsible Executor: shall ensure that;


- PPEs usage is suitable and sufficient to prevent employees from workplace hazards.
- PPEs selection is based on PTW requirements and the findings of Job Safety Analysis / Risk Assessment.
- Collection of special PPEs identified during preparing PTW and Job Safety Analysis/ Risk Assessment for the task prior to starting the work.
- Use of basic and special PPE is part of the Tool Box Talk to be conducted prior to starting any activity.

Employees: All employees are responsible to use suitable and sufficient PPEs for all their activities based on PTW requirements and the findings of Job Safety Analysis / Risk Assessment and PPEs Dossier. Every employee is responsible to maintain his/her PPEs in good condition and seek replacement as per procedure whenever damaged, lost or expired.

8.2.2 GENERAL SUITABILITY & SELECTION CRITERIA FOR PPEs:

PPEs suitable for the degree of protection required must be provided. A PPE shall not be considered suitable unless:

- It is appropriate for the risk(s) involved.

	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 9 of 23

- It is appropriate for the conditions where exposure to risk may occur.
- It takes account of ergonomic requirements.
- It is capable of fitting the wearer correctly.
- It is effective in controlling the risk(s) involved without increasing overall risk(s).

Several types of PPEs may be suitable for a particular job. The key issues to be considered when selecting appropriate PPEs are:

- The type of job and the demands it may place on the worker.
- Various aspects including the length of time for which the PPEs will be worn, the mobility, vision and communication required by the worker, the physical effort required by the job and the methods of work.
- The level of risks likely to be encountered.
- The parts of the body to be protected.

All PPEs shall be certified to an internationally accepted standard, e.g. ANSI, BS EN, NIOSH etc.




8.2.3 TRAININGS:

All employees expected to use PPEs need appropriate training/ information/ instructions as necessary to enable them to use the PPEs properly. A systematic approach for training needs to be adopted; this means that everyone who is involved in the use or handling of PPEs shall be trained appropriately.

The extent of the instructions and training must depend upon the type, complexity and performance of the equipment as well as the frequency with which it is used and the needs of the people being trained.

The instructions and training should include both theoretical and practical elements. Theoretical training will include:

- An explanation of the risks present and why PPE is needed?
- The operation, performance and limitations of the PPEs?
- Instructions regarding the selection, use and storage of PPEs related to the intended use.
- Written operating procedures relevant to PPEs, e.g. PTW, Job Safety Analysis etc.

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 10 of 23




- Various factors which may affect the protection provided by the PPEs i.e. other protective equipment; personal factors; working conditions; inadequate fitting; defects, damage and wear.
- Recognizing defects in PPEs and arrangements for reporting loss or defects.
- Maximum permissible life span of PPEs according to manufacturer's instructions.
- Safe storage of PPEs.

These trainings shall be provided on a regular basis in order to promote PPE awareness and culture of safe working practices.


Contact lenses are allowed to be used in clean condition i.e. office type of work, not exposed to any dusty, chemical area, contact lens wear must be acceptable in QAPCO as long as the workplace has been evaluated to identify any unusual hazards that could influence their use. In addition, identification system is required to assure special medical treatment in case of an emergency. Wearers shall be identified in medical records.


The employee's and Medical section must be informed of those who wear contact lenses.




- 1) Periodically monitor job activities to ensure that personal protective equipment requirements are being followed by all employees.
- 2) Wearers shall wear full eye protection required in the operating area.
 - a. For Chemical Splashes:
 - i. Flush injured eye for one to three minutes with the contact lens in the eye.
 - ii. Remove contact lens if it is still in the eye.
 - iii. Flush injured eye thoroughly. (Usually 15 minutes or longer).
 - b. Contact lenses must not be worn when using a respirator unless the user requires contact lenses for medical reasons.







  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 11 of 23

8.2.4 INSTRUCTIONS TO BE FOLLOWED FOR COMMON PPEs & RELEVANT STANDARDS:

PPE	General Use	Relevant Standard
Head Protection 	<p>All personnel entering QAPCO workplaces, where a risk of head injury may exist, shall wear Safety Helmets. This includes all QAPCO operational facilities, construction and working areas.</p> <p>QAPCO has designated areas which require use of Safety Helmets to provide suitable head protection for everyone entering these areas, including visitors. Safety Helmet with chin strap shall be worn in all areas of QAPCO facilities except offices, accommodations, restaurant or recreational areas, where there is no risk to personnel.</p> <p>Hard Hat Impact Types;</p> <ul style="list-style-type: none"> • Type I: Type I hard hats are intended to reduce the force of impact resulting for a blow only to the top of the head. • Type II: Type II hard hats are intended to reduce the force of impact resulting from a blow which may be received off center or to the top of the head. A Type II hard hat typically is lined on the inside with thick high density foam. <p>Helmet Classes:</p> <ul style="list-style-type: none"> • Class G: Class G hard hats are intended to reduce the danger of contact exposure to low voltage conductors. Test samples are proof tested at 2200 volts (phase to ground). However, this voltage is not intended as an indication of the voltage at which the hard hat protects the wearer. Note: Class G hard hats were formerly known as Class A. • Class E: Class E hard hats are intended to reduce the danger of exposure to high voltage conductors. Test samples are proof-tested at 20,000 volts (phase to ground). However, this voltage is not intended as an indication of the voltage at which the helmet protects the wearer. Note: Class E hard hats were formerly known as Class B. • Class C: Class C hard hats are not intended to provide protection against contact with electrical conductors. <p>Hard Hats / Safety Helmets that must be used in QAPCO are Class G and Type-I Helmets.</p>	<p>Safety Helmet: ANSI Z89.1 Or EN 397</p> <p>EN 443:2008 Protective Helmets for Fire- fighters;</p>

	<p>In QAPCO sites, the following Departmental color code is used for safety helmets:</p> <table border="1" data-bbox="407 394 1203 636"> <tr> <td>HSE</td> <td>Red</td> </tr> <tr> <td>Maintenance</td> <td>Yellow</td> </tr> <tr> <td>Production</td> <td>Green</td> </tr> <tr> <td>All other employees + Visitors</td> <td>White</td> </tr> <tr> <td>Contractors</td> <td>Grey (or any other color accepted by QAPCO)</td> </tr> </table> <p>It is not permitted to drilling holes, paint or modify safety helmets.</p> <p>To provide the right level of head protection, helmets shall:</p> <ul style="list-style-type: none"> • Be of an appropriate shell size for the wearer. • Have an easily adjustable headband and chin strap. <p>Head protection shall be as comfortable as possible in order to encourage use.</p> <p>Head protection shall be maintained in good condition at all times. It shall:</p> <ul style="list-style-type: none"> • Be stored, when not in use, in a safe, suitable and secure storage area. It shall not be stored in direct sunlight or in excessively hot, humid conditions. • Be visually inspected regularly for signs of damage or deterioration. • Have defective suspension components replaced as required. • Have replaced when validity expired (i.e. every 5 years) 	HSE	Red	Maintenance	Yellow	Production	Green	All other employees + Visitors	White	Contractors	Grey (or any other color accepted by QAPCO)	
HSE	Red											
Maintenance	Yellow											
Production	Green											
All other employees + Visitors	White											
Contractors	Grey (or any other color accepted by QAPCO)											
<p>Hearing Protection</p> 	<p>Ear protection must be worn in areas where noise level is equal to or higher than 85dB (A). The signs/ posters are posted to indicate that area has been designated as High Noise zone.</p> <p>Personnel working anywhere in QAPCO plants, an Ear Protection Zone or in an area where there is a likelihood of very loud impulsive noise, shall be provided with ear protection and appropriately trained to use it.</p> <p>The following types of hearing protection devices are available:</p> <ul style="list-style-type: none"> ▪ Earplugs, which fit into the ear canal. ▪ Earmuffs, which completely cover the ear. <p>Any one of them or both shall be used based upon the noise levels in the worksite.</p>	<p>Ear plugs BS EN 352-1:2002</p> <p>Ear Muffs BS EN 352-2:2002</p>										

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 13 of 23

<p>Eye Protection</p>   	<p>Eyes can be damaged by dust particles, fumes, liquids and certain types of light (e.g. lasers, welding flash, and ultra-violet). Protection must be provided in the form of:</p> <ul style="list-style-type: none"> • Safety Glasses • Safety Goggles • Face shields/Visors <p>Safety Glasses, with side impact protection, or goggles must be worn in all designated work areas as outlined in the site risk assessment. Safety Goggles are required when working with chemicals or in dusty conditions.</p> <p>Both clear and tinted lenses must be made available, with tinted lenses provided for protection against UV light damage. Tinted lenses shall not be used under the shade or during hours of darkness.</p> <p>It is the individual's personal responsibility to maintain eye protection in good condition.</p> <p>Medical (corrective) spectacles do not provide eye protection. QAPCO provides safety glasses that must be used on top of medical (corrective) spectacles.</p> <p>Similarly, contact lenses do not provide eye protection and eye protection must be worn in addition to the contact lenses.</p> <p>Special eye protection (Infrared, Cobalt etc.) is required when work activity involve oxygen fuel cutting, welding etc.</p>	<p>ANSI Z87.1-2015</p> <p>Or</p> <p>EN-166</p>
<p>Hand Protection</p>   	<p>Hand gloves must always be carried in all QAPCO plants and areas of work and used whenever necessary to avoid risk of damaging hands & to keep them clean. Selection of the gloves must be based on the hazards such as;</p> <ul style="list-style-type: none"> • Rough or sharp objects; • Hot objects; • Oils, solvents, corrosive substances and chemical contamination etc. <p>Gloves themselves can become a hazard if not in good condition, as they can be caught in machinery. Loose-fitting, wet or oily gloves do not provide good and safe grip.</p> <p>Care shall be taken in the donning, use, removal and storage of protective gloves. They must be maintained in good condition, checked regularly and discarded if worn or deteriorated. The gloves must be a good fit, leaving no gap between the wearer's sleeve and</p>	<p>Glove for General requirement EN-420</p> <p>Electrical Glove EN-60903</p> <p>Chemical Protective Glove EN-374</p>

the glove itself. If there is a danger of chemicals entering the glove at the cuff, armlets, a chemical suit must be worn.

Contact between the gloves and chemicals must be kept to minimum as the physical characteristics of a glove can be altered by some chemicals and may lead to the impairment of its protective properties.

Chemicals must not be allowed to come into contact with the skin.

Suitability of types of gloves according to chemicals is as follows;

CHEMICAL GROUP	GLOVE MATERIAL					
	Natural Rubber	Nitrile Rubber	Neoprene™	PVC	Butyl	Viton™
Water Miscible Substances	x	x	x	x		
Oils		x				
Chlorinated Hydrocarbons						x
Aromatic Solvents						x
Aliphatic Solvents		x				x
Strong Acids					x	
Strong Alkalis			x			
PCBs						x

Welding
Chrome
Leather
BS EN:407-
2004

Foot Protection






The feet are at risk from hazards such as falling objects, electricity, excessive heat, metal and chemical splashes. Safety footwear such as safety boots with steel-toe caps, rubber boots or anti-static footwear must be worn to protect against these hazards.



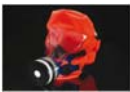
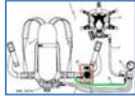
Safety footwear must be worn at all times in operational, construction and working areas.


There are a number of types of safety footwear:



- Safety Boots or Shoes must cover ankles, have steel toe-caps, outsole resistance to oil, heat resistant, slip resistant, penetration resistant etc.
- Rubber Boots protect against water and wet conditions and must be used in jobs where the footwear needs to be washed. They are usually made from rubber, but also available in polyurethane and PVC which have greater chemical resistance. Rubber boots can be obtained with corrosion resistant steel toe-caps, rot-proof insoles, steel midsoles, ankle bone padding and cotton linings.




EN20345 S3
SRC

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 15 of 23

<p>Respiratory Protection</p>    	<p>There are certain activities that require use of Respiratory Protective Equipment (RPE) such as Confined Space Entry, Spray Painting, Fire-fighting, Emergency Rescue or Escape, Welding etc. It shall be ensured that no person at the workplace is exposed to any hazardous gas or contaminant at concentrations in excess of the occupational exposure limits (TLV/PEL). Respiratory Protection is required for;</p> <ul style="list-style-type: none"> • Acutely toxic atmospheres e.g. H2S, VCM, Cl2, Ammonia etc. • Airborne contaminants e.g. Gases, vapors, fumes, mists, dusts and fibers. • Oxygen Deficient Atmosphere etc. <p>Types of Respiratory Protective Devices:</p> <ol style="list-style-type: none"> 1. Air-Purifying Respirators: These respirators are designed to filter or clean contaminated air from the workplace before it is inhaled by the wearer. They are available as either disposable respirators, or as non-disposable respirators with disposable filters. Dust Masks and Full Face Masks with Cartridge belong to Air Purifying Respirator. The Air Purifying Escape Hood provided to QAPCO employees works on the same principle and cleans the contaminated air before inhalation. Full face Escape masks must always be carried by all people in all QAPCO plant areas. <p>Note: Escape masks are not designed for long exposures in contaminated areas. They must only be used for escape purposes.</p> <ol style="list-style-type: none"> 2. Air-Supplied Respirators: These respirators deliver clean, breathable air from an independent source to the wearer. Air-supplied respirators are typically used for high-risk environments, such as oxygen-deficient atmospheres, confined spaces and high concentrations of toxic gases. Self-Contained Breathing Apparatus (SCBA) and Air-line Respirators belong to this type of respirators. 	<p>EN 149:2001</p> <p>EN 141</p> <p>EN 137</p>
--	---	--

	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 16 of 23

<p>Protective Clothing</p> 	<p>Types of clothing used for body protection include:</p> <ul style="list-style-type: none"> • <u>Coveralls and aprons to protect from hazardous substances and conditions.</u> • <u>Chemical Resistant (e.g. Aluminium, PVC) Suits to protect against chemicals.</u> <p>For normal day-to-day work, body protection such as coveralls is provided. These are adequate to provide protection against dirt, grime, small oil splashes, minor abrasions and burns etc.</p> <p>In QAPCO, one-piece coveralls made of NOMEX material and with long sleeves must be worn in all operational, construction and working areas.</p> <p>For dealing with activities involving caustic, corrosive or acid, TEAL and other substances, a suitable Chemical Resistant suit must be worn.</p> <p>Protective clothing must only be used for the purpose intended. It must be maintained in good condition and checked regularly and must be replaced if damaged.</p>	<p>BS EN 366:2002</p> <p>BS EN 367: 2016 NFPA 2112 – 2010 EN 1149-3</p> <p>EN 530 EN 532</p>
<p>Fall Protection</p> 	<p>Fall Protection is required to protect the employees engaged in activities that expose them to potential fall from elevations. Fall protection must be implemented for all the jobs that expose workers to the risk of falling from height of 6 feet (1.8 meter) or higher.</p> <p>Types of Fall Protection Systems are as follows;</p> <ol style="list-style-type: none"> 1. Personal Fall Arrest system with Full Body Harness and lanyard 2. Life line systems <p>Appropriate fall protection must be determined for the job.</p> <p>Personal Fall Arrest System with Full Body Harness and Lanyard:</p> <p>When fall hazards cannot be controlled through engineering and administrative means, Fall Arrest System shall be used. It must be a full body harness system comprising of;</p> <ul style="list-style-type: none"> - Lanyard with energy shock absorbers or retractable fall limiters; - Double locking snap hooks; - Waist, chest and thighs straps. 	<p>EN-361 ANSI/ASS E Z359.1-2016</p>

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 17 of 23

8.3 PROCEDURE:

ID	Activity	Risk ¹	Risk register reference	Supporting IT system module	Document reference	Responsible org. position
8.2.1	PPEs Identification – Conduct Risk Assessment	Yes	User dept. RR	NA	NA	User Dept.
8.2.2	PPEs Entitlement	NA	NA	NA	NA	User Dept.
8.2.3	Issuance of PPEs	NA	NA	NA	NA	Inventory
8.2.4	Precautionary Steps	Users not following the precautionary steps	NA	NA	NA	User

8.3.1 PROCEDURE COMMENTARY

PPEs Identification – Risk Assessment The first and most critical step for implementation of PPEs Program is to identify the chemical, physical, mechanical and biological hazards present in the workplace. This process known as a "Risk Assessment" shall be carried out for each area and work activity.

Job Safety Analysis (JSA): Prior to each planned work activity (based on inherent risk) at the site, a Job Safety Analysis (JSA) shall be conducted to identify job-specific hazards and to determine the appropriate precautions and PPEs to be used to prevent an unwanted event. The PPE requirements shall be adequate for the tasks being performed. The JSA may also identify PPE requirements over and above the minimum standards identified in this procedure. Properly fitted PPE is useful when other forms of controls are not practical, but is considered the lowest level of control option under the Hierarchy of Controls.

8.3.2 PPEs Entitlement:


It is identified for each position of QAPCO staff based on the workplace and tasks assigned. All QAPCO staff members are eligible to get their PPE quota as required.

PPEs allocation and issuing will be as per the PPEs Entitlement Table (Annex-5).

8.3.3 Issuance of PPEs:

a- Issuance of Entitled PPEs:

1. Issuance of these PPEs will be done through SAP request.
2. Employees who wish to receive their yearly quota of PPEs must contact their Departmental Coordinator for issuance of a request through the SAP System.

	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 18 of 23

3. Departmental Coordinator will raise the request in the SAP system according to the entitled yearly quota for the concerned employee.
4. This request shall be taken to warehouse for collection of entitled PPEs.
5. Warehouse staff must ensure to get a receipt from each employee.

b- Issuance of Additional PPEs:




6. Issuance of additional PPEs apart from yearly entitled quota can be done through SAP with appropriate justification and approval from the department Manager.
7. After getting the approval in SAP, PPEs may be collected from the warehouse.

c- Emergency Need / Special PPEs (Returnable):

1. Safety section store keeps set of Emergency Need PPEs and other Safety Material to be utilized for special jobs or emergencies.
2. Safety and/or Fire Fighting Department staff will collect these items from Warehouse through SAP and these items will be issued to users directly from Safety Store.
3. The Emergency Need PPEs and Safety Materials include Air Line Respirators, Safety Harness, and Portable Field Gas Detector etc.
4. In case of requirement of such PPEs and Safety Material, the concerned Shift leader will have to coordinate with the concerned Senior Safety Officer/ Safety Agent for selection of appropriate PPEs and Safety Material based on the Job Safety Analysis.
5. These items can be requested by filling PPEs & Safety Material Issuance Form (Annex-2).
6. The items issued must also be logged in the Safety Store Register / Log Book.
7. Outside normal working hours, the Safety Store can be accessed by HSE Department Staff, Head of On-Call Duty, or HSE On-Call.
8. These items will be returned to Safety Store after use. The user shall ensure that items are returned in good condition and logged.

d- New Employees/Students:

1. On arrival of new employees, an SAP request will be prepared by relevant department for issuance of required PPEs.
2. For Students, an SAP request will be prepared by HR & L&D or relevant Department.
3. PPEs can be collected from warehouse.
4. The PPEs issuance mechanism for all situations is outlined in PPEs Issuance Flowchart (Annex-3)

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 19 of 23

e- Visitors:

1. A stock of PPEs will be kept at the Security Gate no. 2 for the visitors.
2. The Host Department focal point / representative will coordinate with the Security at Gate no. 2 to arrange the PPEs for visitors.
3. Once arrived on site, Host Department focal point will guide the visitors to Security gate # 2 for collection of PPEs.
4. The PPEs shall be returned back to Security Gate no. 2 after the visit.

f- Precautionary Steps:




1. In case of any doubt about PPEs performance / quality and suitability, advice shall be sought from QAPCO HSE department and Senior Hygiene Officer.
2. The PPEs storage must be suitable to protect the PPEs from contamination, loss or damage by harmful substances, dampness or sunlight.
3. Complaints about PPEs shall be reported through HSSE help desk . These complaints will be considered during the review and evaluation of the PPEs.
4. In case of damage to PPE, it must be reported to inventory department and the damaged PPE must be handed over to the warehouse for review and communication.

9. RECORDS

The owner / executor of change shall maintain the following, but not limited to, records / documents for reference:

- All the SAP requests shall be retained for 4 years in Warehouse.
- The PPEs and Safety Material Issuance Forms (Annex-2) shall be retained for four years in Safety Section Store.

#	Document / Record ID	Document / Record name	Responsible department or section
1	--	SAP requests	Inventory Warehouse.
2	--	PPEs and Safety Material Issuance Forms (Annex-2)	Safety Section Store




  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 20 of 23

10.APPENDIX

10.1 SERVICE LEVEL DEFINITION

The key services and service levels listed below are required to complete the activities contained within this procedure

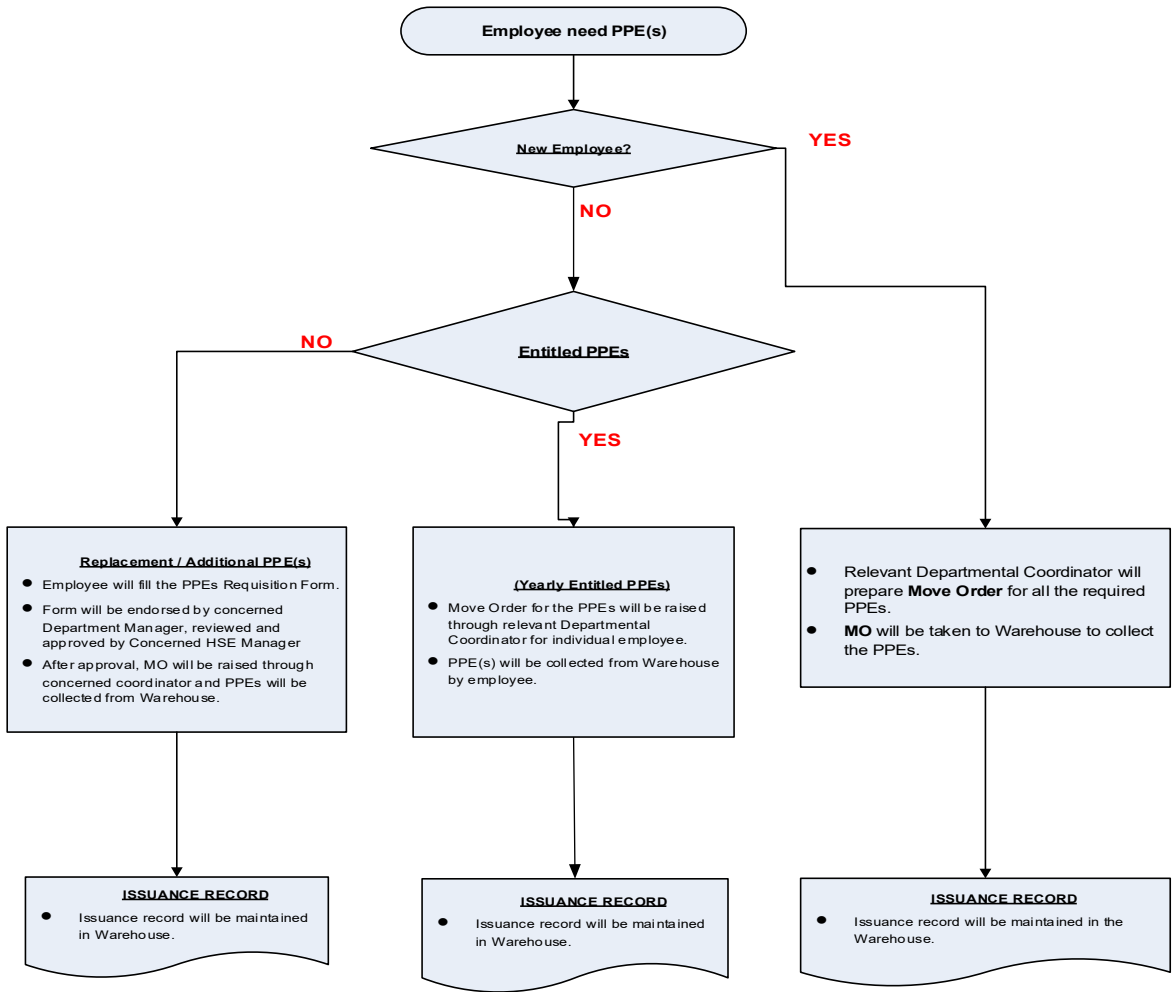
#	Service	Service level	Service provider	Service customer
1	NA	NA	NA	NA

  	PPEs Management Procedure	Procedure No.	PR-250-HSE-02
		Revision	01
		Date	11 Dec 2019
		Page No.	Page 21 of 23

10.2 PPEs & SAFETY MATERIAL ISSUANCE FORM

Name:		Sign:		Date:	
Potential risk of exposure		H2S	VCM	EDC	Others
Work Permit number					
<i>Please note that below listed item are to be used only in the presence of authorized Safety Agent</i>					
S.No	Item	Qty	ID No	Status	Return Status & date
1	Airline System				
1.1	Air Cylinder				
1.2	Air mask				
1.3	Demand valve				
1.4	Air Hose				
1.5	T- Connector				
1.6	Clip-on H2S gas detector				
2	Full Face Mask with cartridges				
3	Safety Harness				
4	Safety Rope				
5	Air Cone				
6	Fire Hose				
7	Fire hose - Nozzle				
8	Hose ramp				
9	Cobra fan				
10	Chain Ladder				
11	Welding Blanket				
12	Sign Boards				
13	Heat resistant suit				
14	Chemical resistant suit				
15	Breathing Apparatus(SCBA)				
16	Seal bag(Rubber ballon)				
17	Fire extinguisher				
Remark:					
<i>Please return air mask and demand valve at the end of day's work for disinfection, a new air mask will be provided on the following day.</i>					
Received & Checked by:					
Name:			File No:		
Location:			Pager:		
Sign:			Date:		
Returned by:					
Name:			File No:		
Remark:					
Safety Materials Agent Sign:					

10.3 PPEs ISSUANCE FLOW CHART















10.4 PPEs ENTITLEMENT TABLE

Note: This annexure can be revised without modifying a complete procedure.



PPE's list
Annex-5.pdf

		PPE's distribution list for Operational and Non operational staff											Annex 5 PR-250-HSE-02	
Division	Department/Designation	Working Coverall	Safety Shoes	Safety Goggles	Safety Glasses	Gloves	Ear Plug	Ear Muff	Escape Mask	Dust Mask	Rubber Boots	Winter Jacket	Helmet	
														
Operation	OPERATION	Operation Management	secretary / office works	As Required (COO approval)										
		Logistics & Warehouse	Manager/ head	1/year	1 to 3 years or if required (Dept. Manager approval)	1/Year or As required	1/Year or As Required	1/Member or As required	As required	As required	1 FC (replace when substituted or expired)	As required	As required (Dept. Manager approval)	1 FC only during the tenure of service in QAPCO
			Supervisor	1/year										
			Operators/ Tech	1/year										
		TCS/ Lab	Manager/ head	1/year										
			Officer/ Supervisor	1/year										
		Maintenance	Management	if required ***										
			Manager/ head	1/year or As required (Dept. Manager approval)										
			Eng./supervisor	1/year										
		Planning & Turnaround	Tech.	2/year										
			Manager/ head	if required ***										
		Infrastructure & General service	Engines/Planner	if required ***										
			Manager/ head	if required ***										
		Manufacturing - VINYL	Eng./sup.	if required ***										
			Manager/ heads	if required ***										
			Eng./ Supervisor	1/Year										
		Manufacturing Chloro/Polyethylene	Operations	2/year										
			Manager/ heads	if required ***										
Eng./ Supervisor	1/Year													
HSE	HSQE	Manager/ head	if required ***											
		Eng./ Super	1/Year											
All other Operational		All Operational secretary / office works	As Required (Manager approval)											
Project & Engineering	Project & Engineering	Integrity	Manager/ head	if required ***	1 to 3 years or if required (Dept. Manager approval)	1/Year or As required	1/Year or As Required	1/Member or As required	As required	As required	1 FC (replace when substituted or expired)	As required	As required (Dept. Manager approval)	1 FC only during the tenure of service in QAPCO.
			Eng./supervisor	2/ Three Year										
			Inspector	2/ Three Year										
		Engineering Service	Manager/ head	if required ***										
			Eng./supervisor	1/Year										
		Major Project	Manager/ head	if required ***										
Eng./ Sup	1/Year													
NON - Operation		All	Manager	As Required (Manager approval)										

*** Employee will get one Working Coverall based on requirement.
** Personal Mail (see meter) & O Bel special PPEs will be provided as required.