

<b>Pyramid Technical Services Pvt. Ltd.</b>		<b>POLICY</b>
<i>Personal Protective Equipment Policy</i>	<i>Prepared by:</i> <i>Approved by: Director</i>	Jan 2014 Page 1 of 9

## Personal Protective Equipment Policy

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## Introduction

The purpose of the Personal Protective Equipment Policies is to protect the employees of Pyramid Technical Services Pvt. Ltd. from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, ear protection, and protection from drowning.

The Personal Protective Equipment Policies includes:

- Responsibilities of supervisors / officers and employees / seamen
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

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# Responsibilities

## Safety Person - CEO

CEO is responsible for the development, implementation, and administration of Pyramid Technical Services Pvt. Ltd.'s PPE policies. This involves

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. 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
  - or at least every year
4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.
6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

## Supervisors / Master

Supervisors / Master have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

9. Providing appropriate PPE and making it available to employees / crew member.
10. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.

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11. Ensuring that PPE training certification and evaluation forms are signed and given to CEO
12. Ensuring that employees properly use and maintain their PPE, and follow the company's PPE policies and rules.
13. Notifying the management and the Safety Person when new hazards are introduced or when processes are added or changed.
14. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

### **Employees / Crew**

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

15. Properly wearing PPE as required.
16. Attending required training sessions.
17. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
18. Following company's PPE policies and rules.
19. 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 dealt strictly which may lead to termination of their employment.

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## Procedures

### A. Hazard Assessment for PPE

CEO, 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 surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. CEO will keep the forms in the office.

CEO will conduct, review, 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 company's written accident prevention program.

### B. Selection of PPE

Once the hazards of a workplace have been identified, CEO 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

If such methods are not adequate or feasible, then CEO will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

- 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. Newly purchased PPE must conform to the industry standards.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by company 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.

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## **C. Training**

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 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.

The PPE Training Quiz will be used to evaluate employees' understanding and will be kept in the employee training records.

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## **Retraining**

The need for retraining will be indicated when

- an employee's work habits 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

## **D. Cleaning and Maintenance of PPE**

It is important that all PPE be 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 manufacturers' instructions before and after each use (see attached). Supervisors are responsible for ensuring that users 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.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

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.

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## **E. Safety Disciplinary Policy**

**Pyramid Technical Services Pvt. Ltd.** 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 cognizant and aware of all company and State 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 would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.



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### APPENDIX A – PPE IN USE

<b>S. No.</b>	<b>Body Part</b>	<b>Type of PPE</b>	<b>When to wear</b>
1	Head	Helmet with chin strip	Whenever outside accommodation area
2	Eyes	Safety Goggles	During Welding, cutting or handling inflammable liquids
3	Body	Boiler Suit	At All times
4	Ears	Ear Muffs	Engine Room
5	Hands	Gloves	While handling or lifting equipment / machinery
6	Feet	Safety Shoes	Whenever outside accommodation area.
7	From Drowning	Life Jacket	Whenever working at a height or near stern area.