

# Standard Operating Procedure

**Title: Personal Protective Equipments (PPE) policy**

|              |   |             |         |              |  |
|--------------|---|-------------|---------|--------------|--|
| Department   | Environmental, Health and Safety            | Document no | EHS-100 |              |  |
| Title        | Personal Protective Equipments (PPE) policy |             |         |              |  |
| Prepared by: |   | Date:       |         | Supersedes:  |  |
| Checked by:  |   | Date:       |         | Date Issued: |  |
| Approved by: |   | Date:       |         | Review Date: |  |

## 1.0 AFFECTED PARTIES

All Environment, Health and Safety personnel

## 2.0 PURPOSE

This policy provides information and guidelines for the supply and purchase of personal protective equipment (PPE).

Under the relevant Occupational Health and Safety, employers must provide PPE to workers and visitors as a control method when work hazards are unable to be controlled by other methods.

## 3.0 SCOPE

This SOP is limited to supply of Safety Shoes, Hearing and eye protection.

## 4.0 RESPONSIBILITY / BUSINESS RULES

### 4.1 Management

Management is responsible to ensure that appropriate and properly functioning personal protective equipment is provided to employees as necessary to protect them from identified work related hazards. Management should also ensure that employees receive information and training on the proper use and care of PPE.

### 4.2 Employees

Employees are responsible to properly wear any PPE assigned to them for protection against hazards and shall use the equipment provided by the company as instructed and trained. It should be noted that PPE does not eliminate a hazard.

If the equipment fails (either as a result of a malfunction or due to inadequate care) exposure can occur. Employees must be diligent in ensuring that their PPE is properly fitted and maintained in a clean and serviceable condition.

## 5.0 PROCEDURE

### 5.1 Safety Shoes

5.1.1 All permanent and contractual employees are required to wear safety shoes if they are working in:

- The manufacturing areas of production and packaging

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