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## **1.0 INTRODUCTION**

The purpose of the Personal Protective Equipment Policies is to protect the employees, contract workers & visitors of Premier Products FZC 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, and protection from drowning. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring.

The Premier Product FZC Personal Protective Equipment Policies includes:

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

## **2.0 Responsibilities**

### **2.1 Safety Person**

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.

## **2.2 Supervisors**

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

- Providing appropriate PPE and making it available to employees.
- Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- Ensuring that PPE training and evaluation forms are signed and given to employees
- Ensuring that employees properly use and maintain their PPE and follow Premier Products FZC PPE policies and rules.
- Notifying Premier Products FZC management and the Safety Person when new hazards are introduced or when processes are added or changed.
- Ensuring that defective or damaged PPE is immediately disposed of and replaced.

## **2.3 Employees**

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

1. Properly wearing PPE as required.
2. Attending required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following Premier Products FZC PPE policies and rules.
5. 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 punished. Punishment may be like no bonus, no increment, no promotion and if any incident or accident happened in that case, he/she may lose his/her job.

### 3.0 Procedures

#### 3.1 Hazard Assessment for PPE

Safety person 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. Safety person will keep the forms in the company HSE documentation file.

Safety Person 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 Premier Product's written accident prevention program.

#### 3.2 Selection of PPE

Once the hazards of a workplace have been identified, Safety Person 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 safety person 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.

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

#### 3.3 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 using the Personal Protective Equipment Training Documentation Form 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 or field implementation is the best example where anybody can see the use of PPEs

### **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 workplace make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

### **3.4 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. 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 workplace 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.

### 3.5 Safety Disciplinary Policy

Premier Products FZC 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, State, and Federal 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.

A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

### 3.6 Area for use of PPE

Use of Safety Helmets & Safety Shoes are compulsory for everyone who is working or visiting the Premier Products terminal accept truck drivers who is not involving in any activities of terminal.

#### For Workers:

- Gantry Area:  
Use of Hand gloves, Safety shoes, Safety Goggles, Safety helmet is compulsory.
- Pump House:  
Use of Hand gloves, Safety shoes, Safety Goggles, Safety helmet is compulsory.
- Tank Farm Area:  
Use of Hand gloves, Safety shoes, Safety Goggles, Safety helmet is compulsory.
- Rest Room/ Control room/ Porta Cabin:  
PPEs are not required accept safety shoes. If any repairing work or maint . work carried out

than need to wear all the PPEs which are required for respective activities.

- **Maintenance Shed:**

where work is going on - PPEs required as per work permit.

- **Maint. Shed office:**

No PPEs are required accept safety shoes.

- **Jetty Area:**

Use of Hand gloves, Safety shoes, Safety Goggles, Safety helmet is compulsory. Portable H2S gas meter needs to be used if cargo have potential risk of H2S with the products. Its advised by terminal supervisor to respective person working on jetty.

- Employees shall wear a necessary PPEs whenever any work permit is issued with irrespective to place.

**For Contract worker:**

Safety shoes and helmet is compulsory for every contract worker who is working or not within the terminal.

Other PPEs shall be used as per job specific and risk assessment recommendation of respective task.

**For Visitors:**

All visitors need to be worn highlighted vest, safety helmet while visiting any place of terminal. Safety goggles, Safety shoes needs to be worn while visiting tank farm, pump house and gantry area.

PPEs are provided to all the visitors if required while visiting the terminal.



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**TERMINAL MANAGER**



**PERSONAL PROTECTIVE EQUIPMENT (PPE)  
POLICY**

**PPFZC-PPE-PO-01**

**Rev 00**