1. **PURPOSE**

The purpose of this procedure is to provide safe working conditions for those working in Bin Rasheed Colors& Chemicals and Pakistan Coating Chemicals (PCC) by the use of Personal Protective Equipment (PPEs).

1. **SCOPE**

This procedure shall apply to Bin Rasheed Colors& Chemicals, Pakistan Coating Chemicals (PCC) and covers the Safety, Health and Environmental standards on personal protective clothing and equipment. Furthermore it describes the arrangements and responsibilities for the selection, use, cleaning and maintenance of PPE's.

1. **KEY DEFINITIONS**

**3.1 Personal Protective Equipment**

Personal protective equipment is equipment or appliances that provides protection in the work place. It includes overalls, footwear, head, eye, hand and skin protection, hearing conservation equipment, respiratory protection devices, safety harness, chemical protection and other materials used to provide protection in the operation and maintenance of facilities.

**3.2 Area Manager**

The area manager is the individual who has the overall responsibility of the area.

1. **REQUIREMENTS**

4.1 Bin Rasheed Colors& Chemicals management is responsible to eliminate the need for PPE’s

through engineering controls if reasonably practicable because provision of PPE’s is not a substitute for good safety practice and design.

* 1. Labhead shall assign PPEs for existing and new raw materials, which includes the PPEs to be used for handling the particular raw material.
  2. The Area Managers in consultation with HSE Manager shall be responsible to identify the jobs requiring use of PPEs. HSE Manager shall recommend suitable PPEs for the specific job. HSE Manager shall ensure that only those PPEs are procured/used at Bin Rasheed Colors& Chemicals and Pakistan Coating Chemicals (PCC) which are approved by national or international certification bodies. The Area Managers shall ensure that following jobs requiresPPEs and all staff working under their control wear all required PPEs. Following PPEs shall be used as per job requirements:
* Hearing Protection Equipment (Ear Plugs, Ear Muff)
* Respiratory Protection Equipment (Vapor Mask with Different mask cartridges, Dust Mask etc.)
* PPEs to cover Biological Protection (Mask, Goggles, Gloves, Apron, Shoes)
* PPEs for foot protection (Safety Shoes, Gum Shoes)
* PPEs for Eye Protection (Face Shield, LEP, splash Goggles, Impact Resistant Goggles)

• PPE for Hand Protection (Cotton Gloves, Leather Gloves, Cut Resistant Gloves, Rubber Gloves, Chemical Resistance Nitrile Gloves, Heat resistance Gloves etc)

4.4 The Area Managers shall be responsible that the reporting staff is trained for the use of PPEs. Area Managers shall also ensure that PPEs are properly cleaned and maintained on a regular basis. Area Managers shall further ensure that the reporting staff understands the applications and limitations of the equipment.

* 1. The Area Managers shall be responsible to arrange appropriate storage facilities for PPEs.

4.6 The Area Managers shall ensure that Cut Resistance gloves shall be provided to staff, whose work involve cutting.

4.7 The Area Managers shall be responsible to highlight the area by signs, posters instructions boards where the use of any specific PPE is mandatory.

4.8 The Area Managers shall be responsible to ensure that PPE issued is being used correctly and regular testing is conducted to ensure its effectiveness.

4.9 The Area Managers shall maintain a list of required PPEs for their areas on the basis of information provided by lab through MSDS.

4.10 The HSE Manager shall provide information for the suitable PPEs and approve any new type or model before its use.

4.11 The Area Managers shall be responsible to keep record of PPEs issuance and replacement through SAP.

4.12 The Area Managers shall ensure that contractor staff working in their areas also conforms to the requirements and their PPE’s condition is satisfactory.

4.13 The Area Managers shall be responsible to ensure that PPE usage is ensured and audited to ensure its effectiveness.

4.14 For Unit 2 Area Managers are responsible to ensure that MSLs are identified and maintained, Requirement of PPEs over and above the MSLs are raised by 20th of every month and PPEs are procured by month end.

4.15 For unit 1PPE monthly requirement shall be raised by E&M store in-charge with the help of HSE section. MSLs shall be maintained as above.

**5. COMMUNICATIONS AND TRAINING**

All staff members (Management and Non-management) shall be communicated this procedure by their managers and a record of these training shall be maintained.