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**Providing Relevant Personal Protective Equipment (PPE)**

**1. Introduction**

This document outlines the policy and procedures for providing appropriate Personal Protective Equipment (PPE) to all employees within the food manufacturing facility (NIC Code 10101). Providing and maintaining adequate PPE is crucial for ensuring employee safety and complying with relevant health and safety legislation.

**2. PPE Assessment and Provision**

* comprehensive risk assessment will be conducted to identify all potential hazards within each work area. Based on this assessment, appropriate PPE will be provided to each employee. This includes:
* Head Protection: Safety helmets where there's a risk of falling objects.
* Eye Protection: Safety glasses or goggles to protect against splashes, dust, or flying debris.
* Hearing Protection: Earplugs or earmuffs in areas with high noise levels.
* Hand Protection: Gloves appropriate for the specific task, considering chemical resistance, cut resistance, and grip.
* Foot Protection: Steel-toe capped safety boots to protect against falling objects and crushing hazards.
* Respiratory Protection: Respirators or masks where necessary to protect against airborne hazards.
* Body Protection: Aprons, coveralls, or other protective clothing to protect against splashes, spills, and other potential hazards.

**3. PPE Selection Criteria**

**The selection of PPE will be based on the following criteria:**

* Risk assessment: The level and type of risk identified in the hazard assessment.
* Comfort and fit: PPE must be comfortable and fit properly to ensure effectiveness and prevent discomfort.
* Durability and performance: PPE must be durable and perform its intended function effectively.
* Compliance with standards: All PPE must comply with relevant safety standards and regulations.

**4. PPE Maintenance and Replacement**

Employees are responsible for maintaining their PPE in good condition and reporting any damage or defects immediately. Damaged or worn-out PPE will be replaced promptly. A clear schedule for PPE inspection and replacement will be established.

**5. PPE Training**

All employees will receive training on the proper use, care, and maintenance of their assigned PPE. This training will cover:

* Correct fitting and adjustment: Ensuring the PPE fits properly and comfortably.
* Proper use and limitations: Understanding the limitations of the PPE and how to use it correctly.
* Cleaning and storage: Proper cleaning and storage procedures to maintain hygiene and longevity.
* Inspection and replacement: Identifying damaged or worn PPE and reporting it for replacement.

**6. Compliance Notes:**

* Records of PPE issued to each employee must be maintained.
* Regular inspections of PPE must be conducted.
* Employees must be trained on the proper use and care of their PPE.
* Compliance with all relevant health and safety legislation and standards must be maintained.

**7. Practical Guidelines:**

* Establish a clear system for issuing, tracking, and replacing PPE.
* Provide readily accessible storage for PPE.
* Regularly inspect and maintain PPE inventory.
* Ensure appropriate signage indicating PPE requirements in different work areas.

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