



## **Personal Protective Equipment (PPE) Policy**

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### **1. Purpose**

The purpose of this policy is to establish minimum requirements for the provision, use, maintenance, and training related to Personal Protective Equipment (PPE) at Ready Group. This policy is designed to reduce employee exposure to workplace hazards where engineering and administrative controls are not sufficient to eliminate the risk.

### **2. Scope**

This policy applies to all employees, contractors, subcontractors, and visitors who may be exposed to workplace hazards requiring PPE at any Ready Group workplace or site.

### **3. Responsibilities**

#### **3.1 Management**

- Ensure appropriate PPE is provided to all relevant personnel at no cost.
- Identify tasks and areas where PPE is required.
- Provide training on the correct use, maintenance, and limitations of PPE.
- Ensure PPE is properly maintained, stored, and replaced when necessary.
- Monitor and enforce compliance with this policy.

#### **3.2 Supervisors**

- Conduct hazard assessments and determine PPE requirements.
- Ensure workers are wearing the appropriate PPE.
- Report PPE issues or failures to management.
- Support employee compliance with this policy.

#### **3.3 Employees**

- Wear PPE as instructed and in accordance with training.
- Take reasonable care of PPE provided.
- Report any damage, defects, or loss of PPE immediately.
- Participate in PPE training sessions as required.

#### **3.4 Contractors and Visitors**

- Comply with Ready Group's PPE requirements while on site.
- Wear PPE as instructed by site supervisors.

#### 4. PPE Requirements

The following PPE categories may be required depending on the task and risk assessment:

- **Head Protection:** Hard hats must be worn in areas with risk of falling or flying objects.
- **Eye and Face Protection:** Safety glasses, goggles, or face shields where risk of chemical splashes, flying debris, or sparks exists.
- **Hearing Protection:** Earplugs or earmuffs in high noise areas (e.g., above 85 dB).
- **Hand Protection:** Gloves appropriate to task (e.g., cut-resistant, chemical-resistant).
- **Foot Protection:** Safety boots with steel caps in construction or site environments.
- **Respiratory Protection:** Respirators when exposed to dust, fumes, or hazardous substances.
- **Body Protection:** High-visibility clothing, coveralls, or asbestos/chemical-resistant suits as required.

#### 5. Training

All employees required to use PPE will receive initial and refresher training on:

- When PPE is necessary.
- What PPE is required.
- How to properly put on, take off, adjust, and wear PPE.
- The limitations of the PPE.
- Proper care, maintenance, useful life, and disposal of the PPE.

#### 6. Maintenance and Storage

- PPE must be regularly inspected for damage and wear.
- Damaged or defective PPE must be replaced immediately.
- PPE must be stored in clean, dry locations and maintained in accordance with the manufacturer's instructions.

#### 7. Non-Compliance

Failure to comply with this PPE policy may result in disciplinary action, up to and including termination of employment or removal from site in the case of contractors.

#### 8. Review

This policy will be reviewed annually or whenever there are changes in legislation, PPE standards, or work processes that may affect PPE requirements.

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