	Personal Protective Equipment Policy and Program Policies & Guidelines		Document Number: 2P-SHE-17.06
	Department: Safety, Health and Environment	Effective Date: January 23, 2020	Revision No 0

Objectives

To provide a guideline and a standard orientation procedure to all employees and visitors on the proper and safe use of PPE.

Scope

This policy shall apply to all concerned employees and visitors

Ownership

SHE Committee / Operations Manager / Operations Supervisor is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice

Definition of Terms

PPE – Personal Protective Equipment


Policies

1. Provision of appropriate personal protective equipment as required to employees and visitors.
2. All PPE's must be free of charge upon issuance of the management, replacement in case of worn out or damaged upon/before/after its manufacturer's recommended life span
3. Cost of PPE will be charged to employees on the following instances:
 - a. in case of lost,

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1 style="text-align: center;">Personal Protective Equipment Policy and Program</h1> <h2 style="text-align: center;">Policies & Guidelines</h2>		Document Number: 2P-SHE-17.06
	Department: Safety, Health and Environment	Effective Date: January 23, 2020	Revision No 0

- b. stolen
 - c. deliberately damaged/destroyed (e.g. intentionally annihilate PPE/s and/or its components for the reason to be replaced by new before its manufacturer's recommended life span)
4. All PPE issued shall be used only on the workplace and shall not be used outside the workplace or for personal use except for when the client requires it in their facility.
 5. Proper and appropriate PPE shall be worn on the workplace
 6. User shall be instructed and trained in the proper use, maintenance and inspection of PPE and their limitations and precautions. SHE Group shall undertake this task.

Re-training shall be performed when there are changes in the types of PPE to be used, when user is not complying with the policy and the hazard assessment conditions has changed.
 7. Noncompliance with PPE policy will be dealt with in accordance with the applicable Company's Code of Conduct sanctions.


Roles and Responsibility

- a. SHE Committee
 1. Evaluate and recommend standard PPE for the employees per area
 2. Train Management personnel and workers for the proper use, inspection and maintenance of PPE.
 3. Conduct regular inspection to ensure that management/supervisory are enforcing proper wearing of PPE.
 4. Responsible for overall program

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1 style="text-align: center;">Personal Protective Equipment Policy and Program</h1> <h2 style="text-align: center;">Policies & Guidelines</h2>		Document Number: 2P-SHE-17.06
	Department: Safety, Health and Environment	Effective Date: January 23, 2020	Revision No 0

b. Managers & Supervisors

1. Train workers for the proper use, inspection and maintenance of PPE.
2. Inspect PPE of every worker quarterly.
3. Enforce proper wearing of PPE to workers.
4. Spot check PPE of subordinates for fit, usage and condition.
5. purchase requisition (PR) of PPE

c. Employees

1. Use and store PPE properly.
2. Maintain PPE properly and regularly.
3. Inspect PPE before use.


d. Visitors

1. Follow the rules and policies on wearing PPE

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1 style="text-align: center;">Personal Protective Equipment Policy and Program</h1> <h2 style="text-align: center;">Policies & Guidelines</h2>		Document Number: 2P-SHE-17.06
	Department: Safety, Health and Environment	Effective Date: January 23, 2020	Revision No 0

Requirement per Designation

Proper and safe PPE are required to be worn when inside the warehouse facility and motor pool facility

Designation	Safety Shoes	Reflectorized Vest / Uniform with reflectorized strip	Hard Hat	Welding Mask	Safety Gloves	Safety Goggles
Office Personnel	No	As needed	As needed	No	No	No
Visitor	No	Yes	Yes	No	No	No
Warehouse Personnel	Yes	Yes	Yes	No	As needed	No
Forklift Operator	Yes	Yes	Yes	No	As needed	No
Fleet Personnel	As needed	As needed	As needed	No	No	No
Mechanics/Electrician/Welders	Yes	As needed	As needed	Yes	Yes	Yes
Driver and Helper	Yes	Yes	As needed	No	As needed	No
Picker	Yes	Yes	Yes	No	As needed	No
Checker	Yes	Yes	As needed	No	As needed	No

Personal Protective Equipment	Benefits
Safety Shoes	<ul style="list-style-type: none"> Protect from falling & flying objects, punctures, cutting hazard, electrical hazard Prevent slip, trip & fall hazard
Reflectorized Vest or Strip	<ul style="list-style-type: none"> Helps ensure employees remain visible and easily seen at all times in all

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled



Personal Protective Equipment Policy and Program Policies & Guidelines

**Document
Number:**

2P-SHE-17.06

Department:

Safety, Health and Environment

Effective Date:

January 23, 2020

Revision No

0

	conditions.
Hard Hat	<ul style="list-style-type: none"> Hard hats are designed to protect the head against falling objects and the side of the head, eyes, and neck from any impacts, bumps, scrapes, penetration and electrical exposure.
Welding Mask	<ul style="list-style-type: none"> Defense against several potential causes of eye damage in the welding process. Prevent arc eye, a painful condition where the cornea is inflamed. Welding helmets can also prevent retina burns, which can lead to a loss of vision. Both conditions are caused by unprotected exposure to the highly concentrated ultraviolet and infrared rays emitted by the welding arc.
Safety Gloves	<ul style="list-style-type: none"> Provide protection from amputations, abrasions, cuts, bruises, friction blisters, splinters, burns, chemicals, and disease. <ul style="list-style-type: none"> Puncture wounds Cuts and scrapes Heat and chemical burns Hazardous substances that can irritate or be absorbed by the skin Extreme heat or cold Biological agents like bacteria and viruses Loss of finger, nail and skin Needle stick injuries
• Safety Goggles	<ul style="list-style-type: none"> Provide protection from impact, dust and chemical splash

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled