

# PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Personal Protective Equipment aims to protect our employees from exposure to workplace hazards and the risk of injury by using personal protective equipment. However, 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.

PPE 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 or illness.

## POLICY STATEMENT

### Scope

This Policy forms a statement of the principles that guide our daily operations and establishes how we expect management, employees, service providers, clients, visitors and Company representatives to act in accordance with the law and applicable Company policies, procedures and guidelines.

This Policy does not discriminate at any level and applies **equally** to **all** company associates.

### Objective

Management has assumed responsibility for designing, planning and arranging work processes within the company to eliminate or minimise safety hazards. Where hazards cannot be completely eliminated through engineering controls and the substitution of materials, management will provide the appropriate personal protection to the workers.

### Information, Instruction and Training

Management will ensure that each worker is properly trained in and knowledgeable of the hazards associated with their work, the type of PPE required and its proper maintenance, care and use.

Where more than simple instructions are required, records will be maintained.

PPE must meet regulatory EU standards.

### Employee Responsibility

Workers must wear protective equipment, protective devices and clothing specified by the company's management. The following safety guidelines should be adhered to at a minimum to maximise worker health and safety:

- Inspect PPE before use.
- Ensure PPE fits properly, especially for hearing or respiratory protection.
- Keep PPE clean and store it in a designated container or location when not in use.

- If you are uncertain how to wear or operate the required PPE or believe it is not working, ask your supervisor for assistance.
- Wear only the type of PPE your supervisor specifies as appropriate for the job. Inappropriate and improperly worn PPE can result in injury, illness and damage to equipment resulting in high costs to you and the company.

### Company Responsibility

Company management and Masters are accountable for ensuring that the standards set forth by this Policy are communicated to all employees and that their conduct sets a good example.

Everyone's compliance with safe working procedures should help prevent accidents and injuries. PPE is the last personal line of protection however will not protect you if you fail to conduct yourself safely.

Whilst this Policy and associated procedures reduce the risk, it does not eliminate it.

- ✓ Even the best PPE is not effective if it is not worn!
- ✓ If in doubt, **STOP the job!**

### Violations

Adherence is mandatory, and any violation of this Policy and associated documented procedures may lead to disciplinary action or legal consequences.

Any service providers, clients, or visitors failing to cooperate with the company in this regard may result in the removal from company premises and denial of future entry.

### Continuous Improvement

Senior management review this Policy annually and revises it as necessary to reflect changing operational conditions, new technology, government policies and legislation.

## ANNUAL APPROVAL OF CORPORATE POLICIES

Approved by the CEO and Managing Director.

Annual Verification

Date: 17<sup>th</sup> June 2022

Verification Stamp:



Annual Verification

Date: 3<sup>rd</sup> April 2023

Verification Stamp:



Annual Verification

Date:

Verification Stamp:

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