Doc no : ELPL/CSM/PPE/021

21.PERSONAL PROTECTIVE EQUIPMENT, PPE (ISSUE, IS STANDARD, USE, STOCK & MONITORING SYSTEM).....

Introduction

Importance of protective equipment in industry is very high. PPE should be the last resort or a supplementary control.

Exim Logistics Pvt. Ltd. shall provide all required PPE to its employees in accordance with TSL job requirement. All PPE supplied and used by **Exim Logistics Pvt. Ltd** shall meet corresponding Indian standards.

Mandatory PPE: Safety helmet, Safety shoes, Eye protection and High visibility fluorescent jackets are mandatory PPE for all employees. No one shall be permitted to enter the work site without the above mentioned PPE. Other PPE shall be used as per the PPE matrix given below:

PPE Matrix

Activity	Types of Protection							
	Head	Foot	Hand	Eye	Ear	Body	Face	Respiratory
Mandatory PPEs for site	H*	SS*	-	SG*	-	FJ*	-	-
Material Handling	H	SS	LHG	SG	-	FJ	NM	-
Working at Height	H	SS	LHG	SG	-	FJ & FBH	-	-
Insulation work	H	SS	CG	SG/FS	EP/EM	FJ & FBH	NM	-
Working in high noise area/Using pavement breaker	H	SS	LHG	SG	EP/EM	FJ	NM	-
Temporary Elect.Wiring	H	SS	HG	SG	-	FJ	NM	-
Confined Space/Oxygen deficient environment	H	SS/GB	LHG	SG	-	FJ	-	SCBA

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Safety Helmet	H
Safety Shoe	SS
Full Body Safety Harness	FBH
Safety Goggles	SG
Ear Plug	EP
Ear Muff	EM
Fluorescent Jacket	FJ
Leather Hand Gloves	LHG
Cotton Gloves	CG
Nose Mask	NM
Fire Retardant Jacket	FRJ
Face Shield	FS
Leg Guard	LG
Gum Boot	GB

PPEs must be issued and available with contractors at site.

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Use of Personnel Protective Equipment

Personnel Protective Equipment (PPE) to be used at work site for the various activities as mentioned below:

Sl. No.	Type of PPE	Activity to be used in
1	Safety helmet	While in work site (For all activities.)
2	Full Body Safety Harness	While working on or above 2.0 M height
3	Safety & Welding goggles	While carrying out activities like welding, cutting, grinding, chipping, drilling, dismantling, painting, sand blasting, pneumatic appliances, excavation, refractory application work.
4	Ear plugs , Ear muffs	In high noise level area (above 80 decibel limits) like pavement breaking operation, in running DG area, raw mill and grinding mill areas.
5	Dust respirators & nose masks	In dusty atmosphere like cleaning job, refractory application, dismantling jobs etc.
6	Hand gloves- Cotton / leather / rubber	In almost all activities like Fabrication job, material handling, tools handlings, grinding, welding, scrap removal, cutting, bar bending, carpentry jobs
7	Face shields	Grinding operations and hot work.
8	Apron	Any hot working application.
9	Leg Guard	Welding, Gas Cutting, Grinding.
9	Safety Shoes	At all activities while in work site
10	Fall Arrester & Safety Net	Working at heights, openings etc.

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Issue, replacement and stock record of PPE:

Exim Logistics Pvt. Ltd. shall maintain issue and replacement register of PPE for their employees. These records shall be maintained employee name wise in a register. Safety department shall maintain 10% of total requirement of PPE available at their store and stock record shall be monitored.

PPE'S Distribution System			
Issue & Timely Replacement of PPE'S			
S.No	**PPE Item**	**Minimum Time for use**	**Remarks**
1	Safety Helmet (IS2925:1984)	12 Months	We will also provide the PPE before time limit but need proper reason for change and the same should be certify from job supervisor or job in charge.
2	Safety Shoes (IS15298:1989)	12 Months	
3	Shin Guard	6 Months	
4	High Visible Jackets	06 Months	
5	Dust Mask (IS9473:2002)	As Per Requirements	
6	Safety Hand Gloves (IS4770:1968)	As Per Requirements	
7	Safety Goggles (EN166:2001)	01 Months	

Monitoring of proper use of PPE

To ensure protection of employees against physical/chemical/biological hazards according to plan, the PPE must be properly used. **Exim Logistics Pvt.Ltd.** shall take all reasonable steps to ensure that any PPE provided to its employees is properly used. Employees should not misuse or damage the equipment. The in-house safety rules should explicitly indicate circumstances under which PPE should be used.

To ensure proper use of PPE, the following aspects should be monitored:

The employees follow instructions as laid down in the in-house safety rules and use the PPE provided to them whenever required.

a) The PPE is used only after adequate training has been given to the user.
b) The PPE is in good working condition.
c) The PPE is properly worn and correctly fitted to the wearer.
d) The PPE is properly cleaned and stored/kept after use.
e) The maintenance schedule Checking of the PPE is strictly followed.

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