



A Higher Level of Reliability®

## PERSONAL PROTECTIVE EQUIPMENT POLICY

The purpose of the personal protective equipment policy (PPE) is to protect the employees of Applied Inspection Limited from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). 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. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment 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 and/or illness.

This policy addresses general PPE requirements, including eye, ear and face, head, foot and leg, hand and arm, body (torso) protection, and protection from fumes. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring.

### Responsibilities

The Health & Safety Director is responsible for the development, implementation, and administration of Applied Inspection's PPE policies. This involves:

1. Conducting workplace hazard assessments to determine the presence of hazards which requires the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever:
  - A job changes
  - New equipment is used
  - There has been an accident
  - A supervisor or employee requests it
  - Or at least every year
4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.
6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

### Supervisors [lead personnel and/or designated persons]

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to employees, free of charge.
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.

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3. Ensuring that PPE training certification and evaluation forms are signed and given to The Health and Safety Director.
4. Ensuring that employees properly use and maintain their PPE and follow Applied Inspection's PPE policies and rules.
5. Notifying Applied Inspection's management and the safety person when new hazards are introduced or when processes are added or changed.
6. Ensuring that defective or damaged PPE is immediately disposed of and replaced.
7. Ensuring compliance with the rail industry's Authority to Work system, the 'Sentinel Scheme Rules'.

## **Employees**

The PPE user is responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required.
2. Attending required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following Applied Inspection's PPE policies and rules.
5. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be disciplined in accordance with Applied Inspection's Disciplinary Procedure, section 7 of the Employee Handbook.

## **Procedures**

### **Hazard assessment for PPE**

The Health and Safety Director in conjunction with supervisors, will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the hazard assessment certification form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey.

The Health and Safety Director will conduct, review, and update the hazard assessment for PPE whenever:

- A job changes.
- New equipment or process is installed.
- There has been an accident.
- Whenever a supervisor or employee requests it
- Or at least every year

Any new PPE requirements that are developed will be added into Applied Inspection's written safety programme.

### **Selection of PPE**

Once the hazards of a workplace have been identified, the Health and Safety Director will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behaviour, such as engineering controls.

If such methods are not adequate or feasible, then the Health and Safety Director will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognise the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition.



**Joe Morgan**  
**Managing Director**

**Date: January 2024**