Selection of Personal Protective Equipment (PPE)	Doc No.: HSEP-19
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0. Amendment History

Rev#	Date	Page #	Section	Nature of Amendment
01	01-04-2021	All		Incorporating the new company (Kurita AquaChemie FZE) name, its scope and all other information
02	01-04-2022	All		Annual Revision
03	01-04-2023	All		Annual Revision

1. Purpose

The purpose of this procedure (SOP) is to effectively establish the guidelines for use of personal protective equipment (PPE) during the operational activities within the organization.

2. Scope

The scope of this procedure covers all manufacturing activities within the organization.

3. Roles and Responsibilities

Concern Department shall be responsible for-

- Usage of personal protective equipment whenever and wherever required.
- Maintaining PPEs in working condition.
- Preparing list of requirements and availability of PPEs in department.

Officer Health Environment & Safety shall be responsible for-

- Training of personnel on usage of PPE.
- Ensuring the use of PPE by surprise visits in departments.

4. Process Description

4.1 General instructions

It is essential that a right type of PPE shall be used for each job because use of wrong type of PPE may give false sense of safety to user. Any doubt regarding the selection of PPE shall be clarified in consultation with department head or HSE department. It shall be ensured that the required PPE is in good condition and provided to employees to use. The employee should realize that the PPE are for their safety and shall for regular habit of using them on all jobs requiring their use. It is the duty of all employees working in the plant to know the locations of the PPE so that they can be found quickly in emergencies or even under blackout conditions.



4.2 Hand protection equipment-

- For general practice- Cotton gloves with polyurethane dots should be used to avoid any slip of objects during handling.
- To handle hot surface or objects- When temperature is moderate, leather hand gloves should be used, for high temperature application heat resistance gloves should be used.
- To handle sharp, hard & pointed objects- gloves made of Plain canvas or canvas with leather padding should be used. Canvas hand gloves should be discarded after use,
- To handle chemicals- Rubber/Poly vinyl chloride of plastic hand gloves should be used. If full protection is required, then the forearm should be covered. Before using gloves for chemical handling, contamination of those should be ensured by user.

4.3 Foot protection equipment-

Anti slip leather shoes with steel toe cap (Safety shoes) should be used within the plant area to avoid any incidence due to falling/dropping material on foot, protruding nails or sharp objects lying on floor, slipping and falling due to wet or slippery floor, and the electric shock.

4.4 Head protection equipment-

All the plant operators of visitors should wear a safety helmet to avoid any head injury due to collision of head on with any object or falling any object on head. Before using a safety helmet, it should be ensured that it is closely fitted on the head and the user should be comfortable.

4.5 Eye protection equipment-

During plant activities it is mandatory to use safety goggles within the production and quality control laboratory area. The goggles used for eye safety should be made of soft acid/alkali resistant materials and should cover complete eye to protect from potential splash of any liquid.

4.6 Face protection equipment-

Face shield made of rubber, high density plastic, fiberglass etc. should be used whenever required. Face shield should be closely fitted to avoid lateral movement while working. Face shield should be cleaned and disinfected after use.

4.7 Skin and body protection equipment-

- For lab technician apron made from cotton fabric should be used during all the activities in lab.
- A full sleeved boiler suit should be used by the boiler operator.
- Fire and static charge resistant clothes should be used in plant activities.
- For some specific activities (such as fine powder handling) disposable aprons are recommended for plant operators.

4.8 Protection against noise-

Hearing conservation or protection from noise can be done by using earmuffs or earplugs depending on the working conditions. Earmuffs or earplugs should be ensured that they are well fitted while working in a noisy place.

4.9 Protection against fall-

Safety belts should be provided for a person, while working at height & on the rooftop to save from possible injury. Safety belts should be used while working at a height of more than 6 feet. The safety equipment should consist of two components, one is string harness or a strap and other is rope or lifeline. Buckles should be provided to fasten the belt around the waist.

4.10 Respiratory protection-

A proper respirator should be used if working in a contaminated atmosphere. Respirators are of two types-

- Face Mask- N-90 face mask should be used during the operational activities to avoid any breathing issue by plant operators.
- Dust Filters- Dust filters should be used in a dusty atmosphere. Dust filters should be made from cotton, wool, synthetic fiber or a woven cloth in form of a simple strip or in cup shape piece with the filtering media and should be fit around the nose and mouth. Filters need to be replaced, time to time as they became contaminated.

5. Records

Record	Record Ref	Responsibility
PPE Distribution log	HSE-SPPE-01	Department Supervisor