PROCEDURE FOR PERSONAL PROTECTIVE EQUIPMENT (PPE)

Quality Management System (ISO 9001:2015)
Occupational Health & Safety Management System (ISO 45001:2018)
Environmental Management System (ISO 14001:2015)

FALCON MIDDLE EAST CONTRACTING AND GENERAL MAINTENANCE – SOLE PROPRIETORSHIP L.L.C.

Mussafah MW4, Plot 100 Abu Dhabi, United Arab Emirates

Document & Record Control

Document Reference Number	FALCON-PRO-02
Issued	01 April 2021
Effective	01 April 2021
Next Review	01 April 2026
Owner	QHSE Management Representative

Review and Approval

Task	Author	Designation	Signature
Prepared by:	Ravinder Singh	HSE Engineer	
Reviewed by:	Tareq Badran	Project Manager	
Approved by:	M. Al Shaer	General Manager	

Revision History

Revision	Date	Summary of Changes	Author
00	01 April 2021	Initial release	MR
01	01 April 2022	Review	MR
02	01 April 2023	Review	MR
03	01 April 2024	Review	MR
04	01 April 2025	Review	MR

Purpose / Scope

- To establish the requirements for selection, issue, use, maintenance, storage, inspection, and disposal of PPE in compliance with ADOSH-SF CoP 2.0.
- Applies to all employees, contractors, visitors in areas where PPE is required.
- It does **not** cover general clothing whose primary purpose is corporate image, except when such clothing is used for protection (e.g. high-visibility vests)

Definitions & Key Terms

- **PPE**: any device, appliance or equipment (including clothing or sunscreen) designed to be worn or held by an individual for protection against one or more health and safety hazards or to minimize exposure to workplace risks
- **Don / Doff**: putting on and taking off PPE
- **Competent Person**: someone with sufficient training, knowledge, or experience to carry out particular tasks associated with PPE management

Roles & Responsibilities

Role	Responsibilities
Employer	Provide appropriate PPE (at no cost to employees), ensure selection meets relevant standards, ensure training, inspection, maintenance, storage, replacement, etc.
Employee / User	Use PPE correctly, inspect before use, report defects or damage, maintain properly, attend training, not misuse PPE
Safety / OSH Team / Competent Person	Oversee PPE program, audit compliance, assess new hazards, validate PPE compatibility, manage replacement and record keeping

Procedure Steps

Below is a proposed procedural flow derived from CoP 2.0:

1. Hazard Assessment & Determination of Need

- As part of risk assessment (per ADOSH-SF Element 2), evaluate each site/operation to determine hazards that cannot be eliminated by higher-level controls.
- Only after exhausting higher controls (engineering, administrative) should PPE be used to avoid or limit exposure.
- Review the risk assessment periodically and whenever there's a change in operations.

2. Selection of PPE

When it's determined PPE is required:

- Ensure PPE is **appropriate for the risk(s)**, conditions of use, and duration
- Consider ergonomic factors, user comfort, compatibility between items, fit adjustments, and user health

- Ensure the PPE meets national criteria (Council of Ministers Decision No. 3 of 2016) and international standards approved by ESMA, or carries Emirates Quality Mark or approved mark
- For respiratory protection, ensure assigned protection factors are appropriate, and select respirators or supplied-air systems as needed
- Ensure items intended to be worn together are compatible (e.g. helmet + earmuffs + face shield)

3. Issue & Distribution

- PPE should be provided free of charge to employees. Only in cases of willful damage or misuse may the employee be liable.
- If an employee wants to supply their own PPE, employer must confirm it offers equivalent protection and handle maintenance / sanitation.
- Maintain records of PPE issuance (who, what, when) 4. Training & Competency

Training must be given to all users and other affected persons, including:

- Hazards the PPE mitigates
- Limitations of PPE
- When, where, and which PPE to wear
- Correct donning, doffing, adjusting, wearing
- Care, cleaning, useful life, maintenance, disposal
- Identifying defects and reporting
- Storage of PPE
- Pre-, during, post-use inspection
- Recording issue and use The training should be both theoretical and practical; in a language and method suitable for the workforce.
  There should be a test or demonstration to confirm competency before allowing employees to use tasks requiring PPE. Refresher training should be periodic.
  Maintain training records: name, ID, date, trainer, type of PPE, etc.

5. Inspection & Maintenance

- PPE must be inspected **before, during, and after** use for defects, damage, contamination.
- Any PPE found defective must be removed from service, repaired or replaced.
- Maintenance should be consistent with manufacturer instructions.
- For respirators: replace filters regularly, clean and disinfect as per manufacturer, especially when shared or used in emergencies.
- Ensure back-up or replacement PPE is available.

6. Storage

- Provide appropriate storage facilities to protect PPE when not in use: protect against sunlight, chemicals, humidity, heat, impacts, contamination, loss, multi-user contamination.
- Where PPE must be personal use only, ensure storage is secure and accessible only by the user.

7. Communication & Signage

- Communicate clearly which areas require PPE, the types required, and associated risks.

- Erect signage in areas where PPE is mandatory (consistent with CoP 17.0 – Safety Signage)

8. Cost & Replacement

- The employer bears cost of providing PPE and replacements, except in cases of willful damage or loss by employee.
- If PPE is lost or damaged due to employee's fault, the employer may charge the employee.

9. Respiratory Protection Program

If respirators are required:

- Establish a written Respiratory Protection Program with site-specific procedures.
- Designate a competent person to manage the program, conduct evaluations, ensure medical surveillance.
- Conduct periodic evaluations (at least annually) of program effectiveness.
- Ensure medical evaluations (if required), fit testing, training, maintenance, and recordkeeping.

10. Review & Audit

- Management / safety team should audit PPE compliance, review records, inspect storage, maintenance, usage.
- Update the procedure as necessary when new hazards emerge or PPE technology changes.
- Ensure records and documentation are maintained for audits.

8 October 2026 at 10:07
Ravinder S J



31 August 2026 at 09:15

Ravinder S J