**8.1.1 PERSONAL PROTECTIVE EQUIPEMENT STANDARD**

# 1. PURPOSE

The purpose of this minimum standard is to protect the safety of employees by ensuring this procedure establishes the process for selection, supply, use, replacement, maintenance, training and instruction, storage and keeping of appropriate records of Personal Protective Equipment and Clothing (PPE); and using the hierarchy of controls by only after ensuring that all potential hazards have been identified and steps taken to manage them to as low as reasonably practical.

# 2. SCOPE

This procedure applies to all employees, contractors and visitors at Titan Drilling’s premises.

# 3. PROCEDURE

* 1. Personal Protective Equipment is provided after a Risk Assessment for the task has been completed to ensure that PPE is the most appropriate control option. The hierarchy of control must be used for risk control and the last resort shall be PPE
  2. The wearing of PPE, where required and provided, is mandatory for all persons partaking in the task
  3. Employees who fail to correctly wear PPE shall be subject to disciplinary action
  4. All personnel required to wear PPE shall be provided with training as part of their induction. Ongoing training shall also be provided as and when required
  5. PPE shall be inspected to ensure it is offering its maximum protection. If the PPE is found to be worn out and /or faulty it shall be replaced
  6. If PPE becomes damaged at any time or is not effective enough to control the hazard, replacement equipment is to be requested from the Supervisor

## 3.7 Purchasing Specifications

3.7.1 PPE shall conform to the relevant industry standard or guidelines for the particular type of equipment

3.7.2 Where applicable, PPE items shall be purchased from suppliers who ensure that only approved PPE (SABS or equivalent marking) shall be provided and are willing to provide the following services

* Advise on the PPE
* Information relating to any test results
* A range of sizes (where appropriate)
* Immediate replacement of any defective PPE
  1. **Issuing of PPE**
     1. PPE remains the property of the Company and must not be removed without authorization. It must be handed back on termination of service
     2. PPE shall only be issued in accordance with the job or task that is being conducted (ref: HSEC-DOC-8.1.1 PPE Matrix)
     3. All PPE issued shall be recorded on the PPE Issuance Form (HSEC-FOR-8.1.1 PPE Issue)
     4. If deemed to be defective, replacement PPE will only be issued on submission of the faulty PPE
     5. In the event that the previous issue cannot be returned for a replacement, the employee will be required to pay for the loss of company property at a rate specified
     6. Table 1 below is a guide relating to the frequency respective PPE shall be issued
        1. In respect of Table 1, at the employer’s discretion, defective PPE may be replaced outside of the period below

|  |  |  |
| --- | --- | --- |
| **Type of PPE** | **Quantity** | **Period** |
|  |  |  |
| Safety Glasses | 1 | Monthly |
| Safety Shoe | 1 | Yearly |
| Work-suit | 2 | 6 Months |
| Leather Gloves | 1 | 2 Weeks |
| PVC Gloves | 1 | 2 Weeks |
| Reflective Vest | 1 | 3 months |
| Hard Hat | 1 | Yearly |
| Rain coat | 1 | 3 Months |

*Table 1*

# 4. IMPLEMENTATION

This procedure is in effect immediately on date of issue