

BANGA BUILDING MATERIALS LTD.

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

The purpose of the personal protective equipment policies (PPE) is to protect the employees of **BBML** from exposure to work place 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 section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring, Awareness and Training

The **BBML** personal protective equipment policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Responsibilities

EHS-Manager is responsible for the development, implementation, and administration of **BBML** 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.

BANGA BUILDING MATERIALS LTD.

7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

BBML-Supervisors

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.
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
3. Ensuring that employees properly use and maintain their PPE, and follow PPE policies and rules.
4. Notifying **BBML** management and the safety person when new hazards are introduced or when processes are added or changed.
5. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

BBML-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 **BBML** PPE policies and rules.
5. Informing the supervisor of the need to repair or replace PPE.

Procedures

Hazard assessment for PPE

BBML-EHS Manager in conjunction with supervisors, will conduct a Hazard Identification and Risk Assessment for the appropriate PPE Selection in the workplace of BBML.

BBML-EHS Manager 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.

BANGA BUILDING MATERIALS LTD.

Selection of PPE

Once the hazards of a workplace have been identified, **BBML-EHS Manager** 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 behavior, such as engineering controls.

If such methods are not adequate or feasible, then **BBML-EHS Manager** 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 recognize 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.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by **BBML** at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented and kept on file.

The PPE training quiz will be used to evaluate employees' understanding and will be kept in the employee training records.

Retraining

The need for retraining will be indicated when

- An employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- New equipment is installed
- Changes in the work place make previous training out-of-date
- Changes in the types of PPE to be used make previous training out-of-date

BANGA BUILDING MATERIALS LTD.

Cleaning and maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.