

Personal Protective Equipment Policies

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Introduction

The purpose of the Personal Protective Equipment Policies is to protect the employees of Thyme Hongkong Co Limited from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE isn't always an alternative choice to powerful control techniques and its use might be taken into consideration only whilst other means of hazard protection are not good enough or feasible. It might be used together with different controls until no other manner of hazard control exist.

Therefore, personal protective equipment might be provided, used, and maintained whilst it has been decided that its use is needed to make certain the safety and health of our personnel and that such use will reduce the chance of occupational damage and/or illness.

This section addresses standard PPE requirements, inclusive of eye and face, foot and leg, head, hand and arm, body (torso) protection, and safety from drowning. Separate applications exist for respiratory and hearing safety because the need for participation in those programs is established via industrial hygiene monitoring.

The Thyme Hongkong Co Limited Personal Protective Equipment Policies includes:

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

A. Responsibilities

A.1) Safety Officer

Monalisa Mohanty – Safety Officer is responsible for the development, implementation, and administration of Thyme Hong Kong Co Limited's PPE policies. This involves

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, conducting, and subsequently updating PPE hazard assessments whenever
 - Job changes
 - New instrumentation is employed
 - There has been an accident
 - A supervisor or employee requests it
 - Either that or at least every year
4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.
6. Providing professional training, guidance, and help to supervisors and personnel on the appropriate use, care, and cleansing of pre-approved PPE.
7. Periodically re-evaluating the suitability of prior PPE.
8. Reviewing, updating, and comparing the general effectiveness of PPE use, training, and guidelines.

A.2) Supervisors

Supervisors have the number one obligation for imposing and implementing PPE use and policies in their work area. This entails

1. Providing suitable PPE and making it available to personnel.
2. Ensuring that personnel are educated at the right use, care, and cleansing of PPE.
3. Ensuring that PPE training certification and evaluation forms are signed and given to Monalisa Mohanty – Safety Officer
4. Ensuring that employees properly use and maintain their PPE, and follow Thyme Hongkong Co Limited PPE policies and rules.
5. Notifying Thyme Hongkong Co Limited Management and the Safety Officer when new hazards are introduced or when processes are added or changed.
6. Ensuring that faulty or broken PPE is right away disposed of and replaced.



A.3) Employees

The PPE person is liable for following the requisites of the PPE policies. This involves

1. Properly wearing PPE as required.
2. Attending required training sessions.
3. Properly being concerned for, cleaning, maintaining, and examining PPE as required
4. Following Thyme Hongkong Co Limited PPE policies and rules.
5. Expressly informing the supervisor of the express need for the repair or replacement of PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will not be allowed to continue work at the company.

B. Procedures

B.1) Hazard Assessment for PPE

Monalisa Mohanty – Safety Officer, in conjunction with Supervisors, will conduct a walkthrough survey of each work area to identify sources of work hazards. All survey are documented using the Hazard Assessment Certification Form that identifies the workspace surveyed, findings of potential hazards, the person conducting the survey, and express date of the survey Monalisa Mohanty – Safety Officer will keep the forms in the the Company Records Section.

Monalisa Mohanty – Safety Officer will conduct, review, and update the hazard assessment for PPE whenever

- 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 Thyme Hongkong Co Limited's written accident prevention program.

B.2) Selection of PPE

Once the hazards of a workplace have been identified, Monalisa Mohanty – Safety Officer will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., specific methods that do not expressly rely on employee behaviour, for instance, engineering controls (refer to Appendix B – Controlling Hazards).

If such methods are not adequate or feasible, then Monalisa Mohanty – Safety Officer will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment that are guaranteed to ensure a level of protection that is greater than the bare minimum required to sufficiently protect our employees from the hazards (refer to Appendix C – Selection of PPE). Care is going to be taken to acknowledge the chance of multiple and simultaneous exposure to a range of hazards. Adequate protection against the very best level for every one of the hazards will be suggested for purchase.

All personal protective articles of clothing and equipment will be of safe design and construction for the work to be performed and can be maintained during a sanitary and reliable condition. Solely protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute)



standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards that have been incorporated into the PPE regulations, as follows:

- Head Protection ANSI Z89.1-1986
- Eye and Face Protection ANSI Z87.1-1989
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no express ANSI standards for work gloves, but selection should be based on the express performance characteristics of the glove in question in relation to the tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by Thyme Hongkong Co Limited at no charge. Careful thoughts are given to the comfort and proper match of PPE so as to make sure that the proper size is chosen and that it will be used.

B.3) Training

Any employee needed to wear PPE will receive coaching within the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining shall be offered to PPE users as needed. The training will include, however not essentially be restricted to, the subsequent subjects:

- What PPE is necessary
- When PPE is critical to be worn

- How to properly don, doff, adjust, and wear PPE
- The right care, maintenance, helpful life, and disposal of the PPE
- The constraints of the PPE

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

Coaching of every employee will be documented using the Personal Protective Equipment Training Documentation Form and kept on file. The document certifies that the worker has received and understood the required training on the precise PPE he/she will be using. The PPE training Quiz will be accustomed to measure employees' understanding and will be kept in the employee coaching records.

B.3.1) Retraining

The need for retraining is indicated once

- Associate employee's work habits or data indicates an absence of the necessary understanding, motivation, and skills required to use the PPE (i.e., makes use of PPE improperly)
- New equipment is installed
- Modifications in the workplace make prior training out-of-date
- Modifications in the types of PPE to be used make prior training out-of-date

B.4) Cleaning and Maintenance of PPE

It is crucial that all PPE be kept adequately cleaned and maintained. Cleaning is vital for eye and face protection whereas fogged, dirty, or otherwise impaired 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 protecting instrumentation should not be shared between employees till it's been properly cleansed and sanitized. PPE are adequately distributed for individual use as and when possible.

If employees offer their own PPE, ensure that it's adequate for workplace hazards, meaning it is maintained during a clean and reliable condition.

Defective or broken PPE won't be used and can be at once discarded and replaced.

NOTE: Defective equipment is worse than no PPE at all. employees would avoid hazardous situations if they knew they weren't protected; however, they would catch up with the hazard if they mistakenly believed they were protected, and thus would be at larger risk.

It's additionally necessary to confirm that contaminated PPE that can't be decontaminated is disposed of during a manner that protects employees from exposure to hazards.

B.5) Safety Disciplinary Policy

Thyme Hongkong CO Limited believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that so as to maintain a secure and healthy workplace, the employees should be cognizant and responsive to all company, State, and Federal safety and health laws as they apply to the precise job duties required. The subsequent disciplinary policy is in impact and can be applied to any or all safety and health violations.



The subsequent steps are followed unless the seriousness of the violation would dictate going on to Step a pair of or Step 3.

1. A primary time violation should be mentioned orally between company supervision and the employee. This may be done as soon as possible.
2. A second time offense will be followed up in written kind and a duplicate of this written documentation will be entered into the employee's personnel folder.
3. A third-time violation will end in time off or possible termination, reckoning on the seriousness of the violation.

Signed and Adopted on 02nd January, 2018