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	<b>INSTRUCTIONS FOR PERSONAL PROTECTIVE EQUIPMENT</b>	Publication No : 01 Publication Date: 13/04/2016 Revision Date: ..../.../2016 Revision Number:00 Page Number: 1 /2

## INSTRUCTIONS FOR PERSONAL PROTECTIVE EQUIPMENT

### Introduction

1-Based on the risk analysis and the conditions on the field,work place and health and safety department decides the personal protective equipment that will be used in the field.After that it should be Submitted to workplace chief for approval.

2-The equipment that is approved for usage gets registrated to the list of personal protection equipment.

3-If there is a need for a personal protection equipment that is not on the list,the person who is in charge of the workplace work and safety department should be informed.After adding ‘the equipment’ on the list,it is available for purchasing.

4-The chosen equipment must be tried by the person or the team that will be using it and their opinions should be received about the equipment per se.Based on the received opinions and deciding,equipment should be purchased.

5-The people who are in charge of WHS in the workplace gives practical training about the usage of personal protective equipment to the people who will be using the equipment.This training is repetitive whenever the equipment,raw material or the person who uses the equipment changes.

6-All of the personal protective equipment should be compatible for preventing the risks without causing another risks.

7- If there are multiple risks and usage of multiple equipment are needed,these equipments should be compatible while being used.

8-Whoever is in charge of building site’s WHS department,must detect degrees of risk,usage duration of personal protective equipment and frequency of exposure of the equipment based on the type of equipment.

9-Ergonomy;All of the personal protective equipment that are provided shall be compatible for risk conditions in the workplace,for the worker who uses the equipment and for the ergonomical requirements.

### Training and Teaching

- 1- Lecturer shall inform All employers and subordinate employer workers about against which risks will they be using the protective equipments.
- 2- In the instructions which defines the work that needs the usage of equipment,personal protective equipment shall be stated.

### Hygiene

1-If there are multiple conditions that requires usage of personal protective equipment by multiple individuals,all preventive actions shall be taken in case of any hygiene and health problems might occur.

2-After personal protective equipment is given to a worker, he or she is responsible for the hygiene of the equipment.

3-Personel protective equipments should be stocked in building site’s warehouse which is reserved for this purpose.If there is a need for an equipment,contacting with the person who is in charge of the

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warehouse is imperative. The person who is in charge of building site's warehouse is responsible for all of the equipment's hygiene and maintenance.

#### D) Usage Instructions For Personal Protective Equipments In Workplace

##### CE Sign and Certifications

1-On the personal protective equipment's surface 'CE' certification must be written and must be looked for one.

2-Equipment that don't provide technical features are not allowed for usage.

##### Procurement And Delivery Of The Equipment

1-If there is a need for an equipment that has never bought before, the person who is in charge of WHS in the workplace contacts with workplace chief and requests one. Workplace chief implements Purchasing Procedure by request.

2-Employer must give equipment to employees free of charge. After the maintenance and repair process in the storage and changing needful components, equipment must conserved hygienically and be ready for usage.

3-The person who is in charge of WHS in the workplace checks if the equipment reached the department that needed the equipment in the field conditions.

4-The 'Personal Protection Debit and Undertaking Report' which has been finished by the person who is in charge of WHS in the workplace must hand over to the employee who received the equipment. While handing over the report to the employee, he or she is also must get informed about usage pattern and the rules of the equipment.

#### F) Personal Protective Equipment That is Mandatory in Building Sites

1-Helmets must be distributed to employees who Works at the places where it is possible for a tool, component, material to fall over them. Checking employees frequently whether if they are wearing the helmet or not is crucial.

2-Safety belt must be distributed to the employees who work at the places that have risk of falling and sliding and also if the height is more than 3 meters from floor is also another condition. Safety belts also must be distributed to employees who place tiles also to painters and crane workers.

3-Appropriate rubber boots must be given to employees who work in water and concrete.

4-Gloves that will be used for protecting hands and arms should be appropriate for worker's hands and for his or her work.

5-Every employee that works in building site (engineer, architect, technician, worker etc.) obliged to wear steel nose shoes, reflexive vests and helmets.

6-Equipment that is given to electricians must be appropriate for the work and must be instulated enough for the amount of the voltage that is exposed by workers.