
	<b>Guidance for the Selection and Use of Personal Protective Equipment (PPE)</b>	<b>Issue: 3</b>		<b>Date: 12/12/2012</b>	
		<b>Next Review Date: 12/12/2014</b>			
		ISO 9001 Clause: 7.4.1, 7.4.2, 7.4.3		OHSAS 18001 Clause: 4.4.6	
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## United Gas Derivatives Company

### UGDC


## Guidance for the Selection and Use of Personal Protective Equipment (PPE) Procedure

### UGDC - P- 48

 <b>UGDC</b> <small>United Gas Derivatives Company</small> <small>الشركة المتحدة للغاز</small>	<b>Guidance for the Selection and Use of Personal Protective Equipment (PPE)</b>	<b>Issue: 3</b>	<b>Date: 12/12/2012</b>	
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## 1.0 Purpose and scope

- UGDC is committed to ensuring the safety of its employees. The purpose of this procedure is to set the minimum requirements for the purchase, supply, issue, use and maintenance of personal protective equipment where employees are required to perform their duties in a potentially hazardous environment.
- The Personal Protective Equipment (PPE) Procedure applies to all UGDC employees inclusive of Executive Officers and visitors including contractors, volunteers, work experience students, trainees and clients.

## 2.0 Definitions

- Personal protective equipment (PPE): is any clothing, equipment or substance designed to protect a person from risks of injury or illness. PPE is designed to protect Eyes, face, head, ears, feet, hands, arms, legs and torso.

PPE includes such items as (but is not limited to):

Goggles face shields, safety glasses, hard hats, safety footwear, gloves, high visibility garments, earplugs, earmuffs, clothing and sun protection.


## 3.0 References

- 3.1 Risk assessment Procedure (UGDC-P-06)
- 3.2 Emergency Preparedness Procedure (UGDC-P-10)
- 3.3 Permit To Work Procedure (UGDC-P-28)
- 3.4 Labor law 12/2003 Requirements

## 4.0 Procedure

### 4.1 Provision of PPE

UGDC will provide all PPE required for UGDC Staff, to appropriate standard specifications and training in its use. Contractors are required to provide all necessary PPE to their staff for the tasks they will be performing on site, except as otherwise described in this instruction. Contractor PPE specification and standards for use shall be consistent with the requirements laid out in this instruction. For special risk areas or hazards specific to UGDC e.g. work in Confined Space, Working at Heights, appropriate PPE will be assessed and supplied.

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## 4.2 Mandatory PPE

The following is the minimum PPE that must be worn in site process and non-office areas:

- Safety Hard Hat (rated as per ANSI Z89.1)
- Safety glasses with side shields (rated as per ANSI Z87.1/CSA Z84.3)
- Flame retardant coveralls, (Standard Nomex IIIA 4.5-oz) or similar according to NFPA requirements, 1975 standard on station/work uniform & emergency services 1999 Edition.
- Safety footwear / boots (rated as per ANSI M I/75 C/75 Z41)
- Hearing protectors in designated areas (rated as per ANSI S3.14)
- Gloves appropriate to the task.

All PPE must be clean and worn correctly at all times to ensure its effectiveness. If PPE becomes significantly contaminated by oil or chemicals during the day, it shall be changed and/or cleaned before being reused.

Any additional clothing worn over the coverall must be to an equivalent flame retardant specification.

Gloves must be removed where there is any risk of entanglement in machinery. They may also be removed if is necessary to do fine work and there is an acceptably low risk of injury.

## 4.3 Additional PPE

For some areas of the site and activities, additional PPE is required. Typical examples are shown in the table.


Eye protection and hard hats are not obligatory in the following areas unless carrying out maintenance or installation work:

- Offices, canteens or parking lots
- Control Rooms
- Site designated green areas

Basic PPE shall always be worn on the process area. Additional PPE shall be used according to the requirements posted on signs in each particular area of the process area; or as required in work procedure, Permit To work and Task Risk Assessment.

As a result of EPP industrial activities, additional hazards were introduced and might affect UGDC staff and contractors. Among those hazards Ammonia Release from the refrigeration package in EPP.

Accordingly UGDC management have taken the necessary precaution and purchased Ammonia masks, which have been distributed in well identified areas in order to be used in case of emergency Ammonia Release.


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<i>Type of</i>	Activities							
	All production areas	Using Hand tools, Hand Wire Brush, Wire Cutting, Static Machines, Tools with work-Piece Guard in Place	Jack Hammer, Grinding, Power Operated Cartridge Tool, handheld Power Tools	Gas Welding & Cutting	Arc Welding & Cutting Grinding	Caustic and Acid Handling	General Chemical Handling	Sampling Process Streams
Hard Hat	Y	Y	Y	Y		Y	Y	Y
Safety Shoes	Y	Y	Y	Y	Y	Y	Y	Y
Hearing protection	*Y	*Y	Y		Y			*Y
Rubber apron						Y	Y	
Chemical resistant Glove						Y	Y	*Y
Breathing Apparatus								
Air Purifying Respirator				*Y	*Y	Y	*Y	*Y
Welding Face Screen				Y	Y			
Welding Goggles				Y	Y			
Face Shield		*Y	Y		Y	Y	Y	
Goggles		Y	Y			Y	Y	Y
Safety Spectacles	Y	Y						
Gloves		Y	Y	Y	Y			Y
Leather Protection				Y	*Y			
Ammonia Mask	Y							

Y = Minimum Required Protection

\* = As needed

Note Ammonia Mask will be used only in case of Ammonia Release from EPP

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#### 4.4 Maintenance of PPE

The user is responsible for ensuring that the PPE issued to him is properly stored, checked before each use and kept in good repair.

#### Compliance


Checks for compliance with the PPE requirements will be conducted. Failure to comply with the minimum PPE requirements could lead to disciplinary action.

#### 4.5 Frequency of Delivery of PPE

	Coveralls	Freq	Jacket	Freq	Safety Shoes	Freq
P.S/ Dam. Staff	4	per year	1	per 2 yrs	1	per year
K.O's	2	per year	1	per 2 yrs	1	per 2 yrs
Ops. CA	2	per year	1	per 2 yrs	1	per 2 yrs
Tech. CA	2	per year	1	per 2 yrs	1	per 2 yrs
HSE CA	2	per year	1	per 2 yrs	1	per 2 yrs
Admin CA			1	per 2 yrs	1	per 2 yrs
Fin. CA			1	per 2 yrs	1	per 2 yrs
Com. CA			1	per 2 yrs	1	per 2 yrs
Audit CA			1	per 2 yrs	1	per 2 yrs
Proc. CA			1	per 2 yrs	1	per 2 yrs
IT CA			1	per 2 yrs	1	per 2 yrs

Any other PPE (Helmets, Lenses, Goggles, Gloves, Ear Protection) will be delivered according to the assessment of HSE personnel either on the facilities or in Cairo offices before travel to them.

In case an employee needs to get an extra item or more from the above PPE for any reason such as, wear and tears, loss.. etc. a special request should be made by employee and approved by his direct supervisor and the HSE manager.

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## 5.0 Master Document Change

<b>Document Name:</b> Procedure							
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<b>Revision Record</b>							
<b>Department:</b> QHSE				<b>Division:</b> HSE			
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Ser No.	Page	Old Issue		Nature of Change	New issue		Revision no.
		No.	Date		No.	Date	
		1	25/05/04	Include Ammonia Mask as one of additional PPE	2	01/10/10	1
			01/10/10	Periodic Review	3	12/12/12	2
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The custodian of this procedure is the QHSE Manager and any suggested changes to this procedure or queries about the applicability of it should be addressed to him. He is also responsible for reviewing this procedure every **two years** or less as per work needs.