



QUORUM

**MINING & RELINING
SERVICES**

HEALTH AND SAFETY MANAGEMENT

PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

Revision No.
0000

Document No.:
SAF 08

Effective date:
AUGUST 2011

PERSONAL PROTECTIVE EQUIPMENT POLICY



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Policy Statement

As management of **QUORUM** we are committed to implement and maintain, as far as is reasonably practicable, the activities of the company in such a manner, as to prevent harm or damage to persons and property respectfully.

QUORUM requires that all employees use appropriate personal protective equipment (including eye, face, foot, hand, ear, head and fall protection and respiratory protection) as required by particular work function. All employees will receive complete training in the proper usage, maintenance, and applicability of protective equipment.

Reason for Policy/Purpose


The reason for this policy is to prevent, as far as reasonably practicable, occupational diseases, injuries, and fatalities that may be prevented through the correct use of appropriate protective equipment.

Who Needs to Know This Policy

All Performance laboratories employees will follow and ensure compliance to this procedure.

The following list outlines the various occupations and employees:

1. Manager
2. Site Manager
3. Site assistant (as per various disciplines)
4. Artisans (as per various disciplines)
5. Labourers (as per various disciplines)
6. Contractors
7. Visitors

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Policy/Procedures

Personal protective equipment (PPE) is used to create a protective barrier between the worker and hazards in the workplace. PPE includes such equipment as chemical resistive gloves, safety shoes, protective clothing, safety glasses, respirators, etc.


Personal protective equipment is not a replacement for good engineering controls, administrative controls or work practices. Rather, PPE should be used in conjunction with these controls to ensure the health and safety of employees.

As part of the **QUORUM** Personal Protective Equipment Program, risk assessments are conducted for all critical tasks and activities to determine what PPE may be necessary and training is conducted to ensure the proper use of PPE.

The QUORUM management team, in conjunction with your health and safety representatives, will continually assess work activities to determine hazardous work conditions. If a hazardous condition exists, proper PPE will be selected. The selections will then be communicated to all affected employees.


Training will be provided to all employees who are required to use PPE. Training includes usage, adjustment, limitations, and maintenance of PPE. If at any time the trained employee changes work activities requiring different PPE, or exhibits a lack of understanding of the required PPE, the employee will be retrained.

Contractors and sub-contractors performing work on premises must supply their own personal protective equipment, and are responsible for employee training with PPE.

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Conditions of Issue

- PPE will be issued at expense of the Company.
- PPE remains the property of the Company and must be handed back on termination of service. Loss or wilful damage to PPE may result in **disciplinary action** being taken against the employee after an investigation.
- Failure to use or the incorrect usage of PPE may result in **disciplinary action** being taken against the employee after an investigation.
- If PPE is lost or stolen damaged, it must be reported immediately by the employee to his or supervisor
- The use of PPE will be enforced by management. Refusal or failure to wear/ use PPE may lead to disciplinary procedures being instituted.
- Employees will be responsible for properly maintaining PPE issued to him or her. It should always be in a clean and safe condition.

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Who Approved This Policy

Compiled by : Silver Streak Trading Health and Safety Consultant Date :	Reviewed By: Site Manager Quorum Date :	Reviewed by : Safety representative Quorum Date :
Approved by : C.E.O. Quorum Date :		



QUORUM
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HEALTH AND SAFETY MONTHLY MEETING

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NAME: (Full Name)				DEPT.: (Dept. Name)				CO. NO.: (Co. No.)			
CONDITIONS OF ISSUE											
<p>1. PPE will be issued at expense of the Company. 2. PPE remains the property of the Company and must be handed back on termination of service. 3. Loss or willful damage to PPE may result in disciplinary action being taken against the employee after an investigation. 4. Failure to use or the incorrect usage of PPE may result in disciplinary action being taken against the employee after an investigation. 5. I will immediately report if PPE issued to me is lost or damaged 6. I understand that it is a legal requirement to wear PPE and that refusal to do so can lead to disciplinary procedures being instituted. 7. I understand and accept that I am responsible for maintaining PPE issued to me in a clean and safe condition 8. I have received comprehensive training on the use and limitations of PPE.</p>											
I understand and accept all the conditions of issue above.											
SIGNATURE:						DATE : (...../...../.....)					
Overall	2-Piece Suit Pants	2-Piece Suit Top	Dust Coat	Apron	Hard Hat	Gum Boots	Safety Shoes	Gloves	Safety Goggles	Face Shield	Welding Hood
Breath-ing appa-ratus	Respi-rator	Dust/ chemical Mask	Hearing Protec-tion	Full Body Harness	Thermal Suit	Thermal Jacket	Jersey	Socks	Unspecified PPE		



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