

# Personal Protective Equipment (PPE) Policy

## 1. Purpose

At Inmaa Al Bilad Contracting Co., the safety and well-being of our employees are of paramount importance. This Personal Protective Equipment (PPE) Policy is established to ensure that appropriate PPE is provided, used correctly, and maintained effectively to protect our workforce from workplace hazards and potential injuries.

## 2. Scope

This policy applies to all employees, contractors, visitors, and any other personnel present at our work sites or company premises. It covers the selection, use, maintenance, and disposal of PPE across all job roles and work environments.

## 3. Responsibility

- **Management:** The management is responsible for providing necessary resources, including appropriate PPE, and ensuring compliance with this policy. They are also accountable for setting a positive safety culture and leading by example.
- **Supervisors:** Supervisors are responsible for ensuring that employees under their supervision receive adequate PPE training and follow the prescribed PPE guidelines.
- **Employees:** All employees are accountable for wearing the required PPE, attending PPE training, and reporting any issues or concerns related to PPE use.

## 4. PPE Selection

- PPE will be selected based on a thorough risk assessment and job hazard analysis for each specific task or work area. The selection process will consider the type of hazard, level of protection required, and suitability for the task.
- Only PPE that meets relevant industry standards and regulatory requirements will be provided to employees.

## 5. PPE Use

- All employees must wear the prescribed PPE as per the hazard assessment and job requirements.
- PPE must be worn correctly and securely at all times while exposed to identified hazards.
- Employees are prohibited from altering or modifying PPE in any way that may compromise its effectiveness.
- PPE must be returned to designated storage areas after use and not be taken outside the work premises.

## 6. Training and Awareness

- All employees will receive comprehensive training on the proper use, maintenance, and limitations of the PPE provided.
- Regular awareness campaigns and toolbox talks will be conducted to reinforce the importance of PPE usage and encourage a safety-oriented mindset.



## 7. Maintenance and Inspection

- Employees are responsible for inspecting their PPE before each use and reporting any damage or defects to their supervisors.
- PPE will be regularly inspected and maintained by competent personnel to ensure its continued effectiveness.

## 8. Replacement and Disposal

- PPE that is damaged or worn beyond its intended life span will be promptly replaced.
- Disposal of PPE will be done in an environmentally responsible manner, adhering to local regulations.

## 9. Review and Improvement

- This PPE policy will be reviewed periodically to ensure its effectiveness and relevance.
- Any feedback, incidents, or near-miss reports related to PPE usage will be carefully assessed to implement improvements where necessary.

## 10. Compliance

Non-compliance with this PPE policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation.

By adhering to this PPE Policy, Inmaa Al Bilad Contracting Co. strives to create a safe and secure work environment that protects the health and well-being of all employees and stakeholders.

APPROVED BY:

Mohammad Al Sinan

CEO

Revision No.01  
Date: 1<sup>st</sup> January 2021

