



PPE & Uniform Policy

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Introduction

Keltech is committed to providing a safe working environment for employees, contractors, and visitors. To do this Keltech recognises that PPE shall be required in certain defined circumstances. Keltech views ensuring a person's safety as a multi-stages process and views PPE as the "last line of defence".

This policy outlines the procedures to be followed regarding the wearing of Personnel Protective Equipment (referred to as PPE here forthwith) and employee uniforms.

This policy applies to all employees of Keltech, Contractors carrying out works on behalf of Keltech and Visitors to the factory.

Company's Responsibilities

Keltech will evaluate the various activities of the company on a continuous basis to determine the PPE requirements with regards to those activities as applicable to employee's, contractors, and visitors.

- Keltech will provide basic PPE free of charge to employee's and visitors
- Keltech will advise contractors of the minimum level of PPE required to work within Keltech as determined.
- Keltech will offer joint employer / employee purchase programs for upgraded levels of PPE. These programs shall be offered or withdrawn at the sole discretion of Keltech
- Where practicable, Keltech shall provide visitors with single use PPE. Where this is not practicable, Keltech shall loan PPE to visitors and inspect and sanitize said PPE upon its return and before re-issue.
- Keltech shall allow visitors to provide their own PPE should they wish to do so (subject to the proposed PPE meeting, or exceeding the minimum standard as set by Keltech.
- Keltech shall enforce the proper wearing of the correct PPE through the Disciplinary Process.

Employees Responsibilities – Uniform

Uniform Issuing:

- The company will issue uniforms free of charge to the employees once per annum, the type of uniform and number of items issued will vary depending on the department / area the employee is assigned too.

- New employee's will be issued with two sets of overalls on commencing employment, after 2 months of continuous service the employee will be issued with the standard uniform depending on the department / area the employee is assigned too.

Uniform Ordering:

- Uniforms will be ordered and issued between December and January each year. The company will endeavour to provide employees with as much assistance as possible in the selection of sizes but it is at all times the employees responsibility to ensure the correct uniform sizes have been requested by them.

Uniform Wearing:

- Full uniform must be worn at all times during working hours. Employees are not permitted to alter the uniform in anyway.
- No items of clothing (jackets, jumpers, hoodies etc) are to be worn over the provided uniform whilst an employee engaged in working within the confines of the factory.
- The uniform is not to be worn outside the factory in so far as practical.

Maintaining the Uniform:

- Employees are responsible for the maintenance of issued uniforms to an acceptable standard, this includes cleanliness and the general presentation of the uniform. It is at all times the responsibility of the employee to ensure the uniform is washed and cleaned as necessary.
- If part of the uniform becomes damaged as a direct result of a specific task (not general wear and tear), the employee should report the issue immediately to the Hall Manager.

Additional Items of Uniform:

- Should an employee wish to purchase additional uniform items, the company will facilitate this and the employee should speak to the Hall Manager to make arrangements. Additional items of uniform purchased must be off the same brand and type issued by the company.
- Where employee purchased items of uniform become damaged, the company will not be responsible for the replacement of the same item.

Enforcement:

- The wearing of the uniform will at all times be managed and enforced through the company disciplinary procedure.

Employees Responsibilities - PPE

PPE Issuing:

- The company will issue PPE free of charge to the employees, the type of PPE and number of items issued will vary depending on the department / area the employee is assigned too.

PPE Use & Wearing:

- Employees are required to use PPE which Meets the minimum standard as set out by Keltech. Where an employee is found not to be using the PPE correctly the company will invoke the disciplinary procedure in these circumstances.
- Employee are required to wear and maintain their PPE a at all times. Where an employee is found not to be wearing the correct PPE the company may invoke the disciplinary procedure in these circumstances.
- Employee's are required to use their PPE as per manufactures instructions and as per training.

PPE Loss & Breakage:

- Employees are required to report to Keltech any defect or damage to PPE immediately.
- Where PPE is damaged through wear and tear, the employee must bring the PPE to their supervisor / manager and the company will exchange the damaged PPE free of charge.
- Where PPE is damaged through misuse or lost, the employee must inform their supervisor / manager and the company will provide replacement PPE free of charge, however the company may invoke the disciplinary procedure in these circumstances.

Additional Items of PPE:

- Should an employee wish to purchase another brand of PPE (Boots etc), provided the brand in question meets the safety requirements laid down by the company (CE Marked to the appropriate Standard etc), the company will endeavour to facilitate this. The company will allow the cost of the standard issue PPE provided by the company against the cost the other brand and the employee will be expected to pay the difference. If an employee wishes to avail of this process they should speak to the Hall Manager to make arrangements.
- Where employee purchased items of PPE become damaged, the company will not be responsible for the replacement of the same item.

Enforcement:

- The wearing and use of PPE will at all times be managed and enforced through the company disciplinary procedure.

Contractors Responsibilities – PPE

Contractors are required to provide their employees with appropriate PPE for the task which they have been assigned. PPE must meet or exceed the minimum standard as set by Keltech.

- Persons working on behalf of Contractors shall wear the required PPE as per the manufacturer's instructions. Where a contractor or their agents are found not to be wearing the correct PPE or wearing it incorrectly, they may be asked to leave the premises immediately.

Visitors Responsibilities – PPE

Visitors shall wear PPE provided to them by Keltech as per the manufacturer's instructions

- Visitors shall return "loaned PPE" to Keltech
- Visitors shall provide the specification of any PPE they wish to provide for their own use to Keltech prior to their arrival to Keltech
- Visitors shall wear the required PPE as per the manufacturer's instructions. Where a visitor is found not to be wearing the correct PPE or wearing it incorrectly, they may be asked to leave the premises immediately.

Key EN & ISO Standards for PPE:

Title:	Standard:	Description:
High Visibility Clothing	EN ISO 20471	This International standard specifies requirements for high visibility clothing which are capable of visually signalling the wearer's presence. The selection and use of high-visibility clothing should be based on a risk assessment of the conditions in which the wearer of the high-visibility clothing will be working.
Protection Gloves Against Mechanical Risks	EN 388	In accordance to EN 388:2004 all tests and results are performed from the palm area of the glove material and on the material combination used in the glove. The gloves are specially designed to protect the hands from mechanical injuries.
Protective Gloves – Standard Requirements	EN 420	In this standard you will find the general requirements for protective gloves as follow: <ul style="list-style-type: none"> • The gloves themselves should not impose a risk or cause injury. • The pH of the gloves should be as close as possible to neutral. • Leather gloves should have a pH value between 3.5 – 9.5. • The highest permitted value for chromium is 3 mg/kg (chrome VI). • Specific details of any substance used in the glove which is known to cause allergies • Sized by reference to an agreed common European hand size, for example minimum length
Protection Against Small Splashes of Molten Metal and Brief Contact with Flame	EN ISO 11611	Replaces EN 470-1. Protective clothing certified according to EN ISO 11611 gives the wearer protection against small splashes of molten metal, and brief contact with flame. The garments certified to this standard are suitable for use in welding and allied processes. The garment is classified for the protection ability against different levels of welding technology, which cause more or less spatter and radiant heat. Class 1 - Protects against less hazardous welding techniques and situations, causing lower spatter and radiant heat Class 2 - Protects against riskier welding techniques and situations, which causes higher levels of spatter and radiant heat
Protection Against Brief Contact with Heat & Flame	EN ISO 11612	Replaces EN 531. Protective clothing certified according to EN ISO 11612 gives the wearer protection against brief contact with heat and flame. The heat can be convective, radiant, molten material, or a combination thereof.
Certified Safety Footwear	EN ISO 20345	Specification for safety footwear for professional use: Footwear with characteristics suitable for protecting the wearer against injuries that may occur in the professional sectors for which the footwear has been designed, with toe caps for providing protection against impact, when tested at an energy level of 200 J.

Punch Department Uniform & PPE Requirement:

Uniform Required in Area	Item:	Quantity:
	Long Sleeve Jumper (Company Issue Only)	2 Per Annum
	Long Sleeve Polo Shirt (Company issue Only)	3 Per Annum
	Long Leg Trousers (Company Issue Only)	2 Pairs Per Annum
	Steel Toe Capped Boots (Shoes not acceptable)	1 Pair Per Annum
Note: <ul style="list-style-type: none"> Long Sleeve Jumper can be worn at employee's discretion 		

PPE Required in Area	Item:	Type:
	Hand Protection	Rigger Type Gloves
	Eye Protection	Safety Glasses
	Hearing Protection	Earmuffs
	Arm Protection	Kevlar Sleeves
Note: <ul style="list-style-type: none"> Double hearing protection (ear plugs & muffs) must be worn in this area. Nitrile Gloves to be worn for Tool Set Up and Maintenance Activities. Dust Mask to be worn for Laser Machine extraction maintenance 		

Folding Department Uniform & PPE Requirement:

Uniform Required in Area	Item:	Quantity:
	Long Sleeve Jumper (Company Issue Only)	2 Per Annum
	Long Sleeve Polo Shirt (Company issue Only)	3 Per Annum
	Long Leg Trousers (Company Issue Only)	2 Pairs Per Annum
	Steel Toe Capped Boots (Shoes not acceptable)	1 Pair Per Annum
	Note: <ul style="list-style-type: none"> Long Sleeve Jumper can be worn at employee's discretion 	

PPE Required in Area	Item:	Type:
	Hand Protection	Rigger Type Gloves
	Eye Protection	Safety Glasses
	Hearing Protection	Ear Plugs
	Arm Protection	Kevlar Sleeves
	Note: <ul style="list-style-type: none"> For Welding activities in the area, see Welding Department Section. 	

Welding Department Uniform & PPE Requirement:

Uniform Required in Area	Item:	Quantity:
	Welding Jacket (Company Issue Only)	2 Per Annum
	Long Sleeve Polo Shirt (Company issue Only)	3 Per Annum
	Welding Trousers (Company Issue Only)	2 Pairs Per Annum
	Steel Toe Capped Boots with Welding Spats (Shoes not acceptable)	1 Pair Per Annum
	Note: <ul style="list-style-type: none"> Welding Apron can be worn at employee's discretion 	

PPE Required in Area	Item:	Type:
	Hand Protection	Welding Type Gloves
	Face / Eye / Breathing Protection	Air Fed Welding Mask
	Hearing Protection	Ear Plugs
	Arm Protection	Welding Sleeves
	Note: <ul style="list-style-type: none"> Safety Glasses must be worn at all times when not welding. 	

Grinding Department Uniform & PPE Requirement:

Uniform Required in Area	Item:	Quantity:
	Grinding Jacket (Company Issue Only)	2 Per Annum
	Long Sleeve Polo Shirt (Company issue Only)	3 Per Annum
	Long Leg Trousers (Company Issue Only)	2 Pairs Per Annum
	Steel Toe Capped Boots (Shoes not acceptable)	1 Pair Per Annum
	Note: <ul style="list-style-type: none"> N/A 	

PPE Required in Area	Item:	Type:
	Hand Protection	Gripster Type Gloves
	Eye Protection	Air Fed Grinding Mask
	Hearing Protection	Ear Plugs
	Note: <ul style="list-style-type: none"> Safety Glasses must be worn at all times when not Grinding. 	

Paint Department Uniform & PPE Requirement:

Uniform Required in Area	Item:	Quantity:
	Long Sleeve Jumper (Company Issue Only)	2 Per Annum
	Long Sleeve Polo Shirt (Company issue Only)	3 Per Annum
	Long Leg Trousers (Company Issue Only)	2 Pairs Per Annum
	Steel Toe Capped Boots (Shoes not acceptable)	1 Pair Per Annum
	Note: <ul style="list-style-type: none"> Long Sleeve Jumper can be worn at employee's discretion 	

PPE Required in Area	Item:	Type:
	Hand Protection	Gripster Type Gloves
	Eye Protection	Safety Glasses
	Hearing Protection	Ear Plugs
	Note: <ul style="list-style-type: none"> Tyvek suit must be worn whilst spraying Air fed visor to be worn when powder painting Goggles & half face mask to be worn when wet painting Chemical gloves to worn when cleaning tanks Nitrile gloves to worn when spraying. 	

Assembly Department Uniform & PPE Requirement:

Uniform Required in Area	Item:	Quantity:
	Long Sleeve Jumper (Company Issue Only)	2 Per Annum
	Long Sleeve Polo Shirt (Company issue Only)	3 Per Annum
	Long Leg Trousers (Company Issue Only)	2 Pairs Per Annum
	Steel Toe Capped Boots (Shoes not acceptable)	1 Pair Per Annum
	Note: <ul style="list-style-type: none"> Long Sleeve Jumper can be worn at employee's discretion 	

PPE Required in Area	Item:	Type:
	Hand Protection	Gripster Type Gloves
	Eye Protection	Safety Glasses
	Hearing Protection	Ear Plugs
	Note: <ul style="list-style-type: none"> Bump Cap to be worn when assembling Canopies. 	