

# PPE MANAGEMENT

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**Revision History:**

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**References:**

- ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use



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## 1. PURPOSE

The purpose of these instructions is to set guidelines for Personal Protective Equipment (PPE) Using, storing, maintenance, supplying& collecting.

## 2. SCOPE

Applicable to all type of PPE within Ital Services Egypt Activities.

## 3. RESPONSIBILITY

The control of PPE is the QHSE Dept. responsibility.

## 4. SAFE WORKING INSTRUCTIONS

- Personal Protective clothing and Equipment (PPE) is intended to shield or isolate personnel from chemical, environmental, biological and physical hazards.
- There are Five mandatory PPE which are: helmet, safety glasses (dark & clear), coverall gloves and safety boot.
- Employees will receive extra PPE Types according to the job requirement such as for example and not limited to: Ear muff, Ear plug, face shield, welding shield, safety harnesses and masks ..... etc.
- Site QHSE Specialists and Supervisors are responsible for implementing and enforcing these Instructions in worksites.
- Personal Protective Equipment must be certified, complies with design, manufacturing, use and testing requirements (after manufacturing), that it carries an appropriate mark of conformity and that the warrantee period is not expired.
- The received PPE for each employee is recorded in PPE Card in PPE supplying tracking register.
- PPE is the employer's property therefore the employee shall return the Personal Protective Equipment when quitting job, taking another job in the same company where PPE is not applicable subject to the risk present in the working environment, receiving the new PPE supply and when the equipment wears off.
- PPE shall be stored in accordance with the manufacturer's requirements.
- Supply of damaged PPE is prohibited.
- PPE shall be dry-cleaned, laundered, deactivated and repaired in accordance with the manufacturer's instructions at the Company cost.
- PPE shall retain their protective characteristics during dry-cleaning, laundering, deactivation and repair.
- In the event the employee gets ill with infectious disease, the potentially contaminated PPE used by him shall be disinfected and/or destroyed. The room where PPE is stored shall be disinfected.
- These items are the property of the Company and any willful misuse will result in disciplinary action.
- Each employee required to use PPE shall be initially trained to know the types, proper using, caring, storing and maintenance of the PPE.
- There is maximum quantity to be received from each PPE per year as follow:

- One helmet each 3 years.
- Three glasses (Dark & Clear) every year.
- Three coverall per year for operators and 4 coveralls per year for mechanics.
- One thermal coverall per year.
- One safety boot per year.
- One jacket per two years.
- If the employee requires extra PPE due to accidental damage will receive a new PPE Instead of the damaged one on the company account.
- And if the damage attributable to negligence will receive a new PPE instead of the damaged one BUT WILL DEDUCT THE COST OF THE NEW PPE FROM THE SALARY.
- Failure to comply with these instructions will be dealt with through the company's disciplinary procedures and according to the penalty's registry of law no. 12 for year 2003

#### Ital Services Egypt PPE List

Type	Description	Specifications	International standard
Body protection	Summer Coverall	Red 100% cotton ,long sleeve ,with 2 embroidery logo(Italfluid Egypt) (1 on left chest pocket & 1 on the back ) Reflective tape 25 cm width on (sleeves, legs& chest).	UNI EN ISO 13688:2013 EN 340
	Winter Coverall	thermal insulation, red 100% cotton ,long sleeve ,with 2 embroidery logo (Italfluid Egypt) (1 on left chest pocket & 1 on the back ) Reflective tape 25 cm width on (sleeves, legs& chest).	UNI EN ISO 13688:2013 EN 342
	Winter Jacket	Dirt, oil and water-proof / Fully lined / Reflective detailing / Fleece-lined collar / Detachable lined hood with adjustment zipper and reflector / 2 inside & outside pockets with zip/ internal elastic cuff/Double sewing for arms/durable plastic zipper/ with company logo on the left chest pocket and back.	UNI EN ISO 13688:2013 EN 342

Type	Description	Specifications	International standard
	Chemical coverall	A lightweight, and durable fabric, provides at least 30 minutes of protection against >40 chemical challenges. is used for light splash	EN 14605 (Type 3 and 4), EN ISO 13982-1 (Type 5), EN 13034 (Type 6).
	Welding Apron	Protection against welding hazards like flying molten metals, glowing particles, intense heat, sparks and electric arcs.	EN ISO 11611:2015
Head protection	Safety helmet	Type I, Class E. Shell Material: Virgin high-density polyethylene (HDPE) with UV inhibitor. Suspension: Ratchet Staz-On. Color: White.	ANSI/ISEA Z89.1-2014 CSA Z94.1-2005
Face/Eye protection	Dark Lenses Glasses	Antifog, scratch resistant and chemical resistant. UV Protection.	EN 166, EN 170, EN172
	Clear Lenses Glasses	Antifog, scratch resistant and chemical resistant. UV Protection.	EN 166, EN 170, EN172
	Goggle	Protection from chemical splash	EN 166, 168, 170
	Face Shield	Protection from chemical splash and flying objects	EN 166, 175,
	Welding shield	Protection from severe sparks, potentially vision-damaging ultraviolet and infrared rays emitted by the arc	EN 175
Hearing protection	Ear plugs (Disposable)	Disposable ear plugs with SNR: 34 dB.	The European Regulation (EU) 2016/425
	Ear plugs (Corded Reusable)	Corded reusable ear plugs with NNR (SF): 15 dB.	AS/NZS 1270: 2002 Class 3
	Ear Muff	Ear muffs with protection range NRR (Noise Reduction Rating): 27 dB and SNR (Single Number Rating): 26 dB.	EN 352-3:2002 EU Community Directive 89/686/EEC

Type	Description	Specifications	International standard
Respiratory protection	Gas half mask	Professional, durable and decontaminable half mask.	EN 140:1998
	Half mask filters	Protection level A1B1E1K1P3R	EN 14387:2004
	Full face visor mask	Full face mask for general use. CLASS 2. Full face made of natural rubber. Anti-scratch coated polycarbonate visor. Wide field of view.	EN 136: 1998 EN 148-1
	Full face visor mask filters	Protection level A2B2E2K2P3R	EN 141 EN 143
	Particulate Mask	N95 Protection level and FFFP3	NIOSH 42 CFR 84 N95 EN 149:2001 + A1:2009
	Self-Contained Breathing Apparatus (SCBA)	Full SCBA 30 Min, 200 bar Set, 6 Liter Steel Cylinder 30 Min, Back Plate, Face Mask with *LDV Assembly	EN 137:2006 (Type 2) GOST NFPA NIOSH
	Emergency Escape Breathing Apparatus (EEBA)	15 min Set with 3 Ltr steel cylinder	EN1146:2005, ISO 23269-1:2008, ISO 23269-4:2011, SOLAS Chapter II-2, the Marine Equipment Directive and the Pressure Equipment Directive
Hand protection	Operators Leather Gloves	Minimum protection level 2122	EN388, EN420
	Mechanics and Electrician Gloves	Palm nitrile coated, With minimum protection level 4231	EN 388, EN407
	Welding gloves	Protects against exposure to high temperatures and other types of thermal risks while different welding activities	EN 532, 470, 388, 340.
	Liquid Repellant, thermal Gloves for low temprature	Thermal resistance up to -10°C/14°F inside the glove under high activity with a coating designed to remain flexible for temperature up to -30°C / -22°F.	EN 511, EN 388, EN 407

Type	Description	Specifications	International standard
Foot protection	Safety Half Shoes	Water-repellent and breathable leather. Light lining suitable for Egypt Climat. Composite toe. Steel or Composite midsole. Anti-Static. Shock Absorbent Heel. Oil and Hydrocarbon resistant. SRC Approved. S3 UNI EN ISO20345:2012 or Equivelen	S3 UNI EN ISO20345:2012
	Safety Boot	Water repellent and breathable. Light lining suitable for Egypt Climat. Composite toe. No marking sole. Heat-resistant outsole up to 300 degree. Shock Absorbent Heel. Oil and Hydrocarbon resistant. SRC Approved. S3 UNI EN ISO20345:2012 or Equivelent.	S3 UNI EN ISO20345:2012
	Chemical Safety Boot	EN ISO 20345 S5 Very flexible even for the lowest temperatures Reinforced ribs on the upper Reflex point at the heel Steel toe cap and corrosion-free steel intermediate sole Antistatic, oil, acid, fuel and fat resistant sole	EN ISO 20345 S5
Personal Protection	Fall Full Body Harness	2 fall arrester anchorage point harness (back - front). 3 adjustable buckles. 2 adjustable	EN361 : 2002 EN365 : 2004 EN363 : 2018 EN364 : 1992



Type	Description	Specifications	International standard
		lateral plates. Positioning belt with broad thermoformed back. Sponge lining. 2 anchorage points for work positioning.	
	Double Lanyard Energy Absorber	2-M Double Lanyard Energy Absorber Fall Arrester	EN355 : 2002 EN365 : 2004 EN363 : 2018 EN364 : 1992

## 5. FORMS

- PPE Request
- PPE Receipt