



CELCOM TIMUR (SABAH) SDN. BHD.

SAFE WORK PROCEDURES

Personal Protective Equipment (PPE) Management

DOCUMENT NO. : CTSSB-OSHMP/SWP-05

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TABLE OF CONTENT

ITEM	DESCRIPTION	PAGES
1.0	Governing Policy	3
2.0	Purpose	3
3.0	Scope	3
4.0	Reference	3
5.0	Responsibility, Authority And Accountability	4
6.0	Terms And Definitions	5
7.0	Details Procedure	6
8.0	Record Management	8
9.0	Appendices	8

SAFE WORK PROCEDURE	 CELCOM TIMUR (SABAH) SDN. BHD.	Issued No. 1
PPE Management		Revision No. 0
Document No. CTSSB-OSHMP/SWP – 05		Effective Date 1 Jan. 2013

1.0 GOVERNING POLICY

This procedure is made under the CTSSB's Occupational Safety and Health Policy.

2.0 PURPOSE

The purpose of this procedure is to ensure that all Personal Protective Equipment (PPE) used by CTSSB's employees, contractors, suppliers, visitors and clients complies with the Malaysian legislation, CTSSB requirements' and is adequate for the task being performed.

3.0 SCOPE

This procedure shall apply to all CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas.

4.0 REFERENCES

- i. OSH Act 1994
- ii. FMA 1967
- iii. CTSSB's Occupational Safety & Health Policy Statement.
- iv. OHSAS 18001:2007
- v. DOSH Guidelines : " Hazard Identification, Risk Assessment and Risk Control'
- vi. CTSSB's OSH Management Plan : Part Four : Responsibility, Authority & Accountability
- vii. CTSSB's Safe Work Procedure : Hazard Identification, Risk Assessment and Risk Control: **CTSSB-OSHMP/SWP -01**
- viii. CTSSB's Safe Work Procedure : Workplace Inspection for OSH Compliance: **CTSSB-OSHMP/SWP -02**
- ix. CTSSB's Safe Work Procedure : Accident Reporting and Investigation: **CTSSB-OSHMP/SWP -04**

SAFE WORK PROCEDURE	 CELKOM TIMUR (SABAH) SDN. BHD.	Issued No. 1
PPE Management		Revision No. 0
Document No. CTSSB-OSHMP/SWP – 05		Effective Date 1 Jan. 2013

5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

i. Human Resources and Administration (HRA) Manager

- Responsible for the overall implementation of this procedure including its periodic review.

ii. Other Head of Department (HOD) / Officer In-Charge (OIC)

After completing a hazard assessment and determining that hazards are present, or likely to be present, the supervisor shall do the following:

- Implement the PPE policy and support the affected supervisors and employees in the proper selection, maintenance and cleaning of PPE.
- Assess workplace exposures and recommend PPE where needed.
- Train employees in proper PPE use.
- Assure the adequacy of the PPE; proper fit protection, maintenance, and sanitation.
- Ensure every affected employee knows how to use their PPE correctly and that they use the required PPE when performing work tasks identified in the hazard assessment.
- Prevent the use of PPE that is defective or damaged. Defective or damaged PPE must be replaced.
- Never assign a work task for which PPE is required but not available.
- Investigate injuries and/or illnesses to determine causal factors. If injuries or illnesses are caused by PPE non-use, ineffectiveness, negligent use or lack of PPE, Health and Safety will submit their findings and recommendations to the management.

iii. All Employees (Including contractors)

After a hazard assessment has been performed and hazards identified that require PPE, the employee shall do the following:

- Never perform a task for which PPE is required but not available.
- Always wear and use required PPE correctly.
- Never use PPE that is defective or damaged.

SAFE WORK PROCEDURE	 CELCOM TIMUR (SABAH) SDN. BHD.	Issued No. 1
PPE Management		Revision No. 0
Document No. CTSSB-OSHMP/SWP – 05		Effective Date 1 Jan. 2013

6.0 TERMS AND DEFINITIONS

- i. **PPE**
 - Personal Protective Equipment
- ii. **Hazard**
 - Anything that may result in injury or harm to the health of a person
- iii. **Hierarchy of Hazard Control**
 - Elimination, substitution, engineering controls, administrative and new work practices, can reduce the exposure of workers to hazards; PPE is the last choice in reducing exposure to hazards.
- iv. **Pre-Contact Controls**
 - Any of the steps from the hierarchy of hazard controls that prevents the hazard from reaching the worker.
- v. **Point-Of-Contact Controls**
 - Controls that manage the hazard at the point of contact with the worker.
- vi. **SIRIM**
 - Standards and Industrial Research Institute of Malaysia
- vii. **NIOSH**
 - National Institute of Occupational Safety and Health
- viii. **ANSI**
 - American National Standards Institute
- ix. **MSHA**
 - Mine Safety and Health Administration

SAFE WORK PROCEDURE	 CELKOM TIMUR (SABAH) SDN. BHD.	Issued No. 1
PPE Management		Revision No. 0
Document No. CTSSB-OSHMP/SWP – 05		Effective Date 1 Jan. 2013

7.0 DETAILS PROCEDURE

i. General Requirements

- The need to provide Personal Protective Equipment (PPE) shall be determined from the process of hazard identification, risk assessment and development of risk control measures. Please refer to **Personal Protective Equipment (PPE) Requirements Plan : CTSSB-OSHMP(F)-09**
- PPE shall conform to any legislative, Malaysian Standard and/or Industry Standard requirements or guidelines.
- PPE items should be purchased from suppliers who ensure that only approved (Malaysian Standard or equivalent marking) PPE will be provided and include the following services:
 - a) advice on PPE
 - b) information relating to any test results
 - c) advice on personal fitting, use, cleaning, maintenance and storage of PPE
 - d) a range of sizes (where appropriate)
 - e) information on the availability and need for replacement parts
 - f) demonstration of the PPE
 - g) immediate replacement of any defective PPE
- Consideration shall be given to the need for protecting persons who are working nearby or passing close to hazardous areas.

ii. PPE Selection and Requirements

Circumstances in which PPE may be required to be worn include:

- Head protection in the form of a safety helmet shall be worn where, there is a possibility that a person may be struck on the head by a falling object, a person may strike his/her head against a fixed object, or there may be inadvertent head contact with electrical hazards.
- Eye protection shall be provided where a risk of eye injury exists. Typical hazards might include flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation from welding operations.
- Hearing protection shall be provided where a risk of noise induced hearing loss exists. The need for hearing protection shall be assessed from the conduct of noise surveys in potential noise hazard areas.
- Respiratory protection shall be provided, after all other practicable measures have been taken to provide control measures, to ensure that no staff member is exposed to an atmosphere that is or may be injurious to health.

SAFE WORK PROCEDURE	 CELKOM TIMUR (SABAH) SDN. BHD.	Issued No. 1
PPE Management		Revision No. 0
Document No. CTSSB-OSHMP/SWP – 05		Effective Date 1 Jan. 2013

- Protective clothing and sunscreen shall be provided for staff who are required to work outdoors and are exposed to the sun's rays for continuous periods in a day. Direct exposure of the skin to UV radiation from outdoor work shall be minimised by providing hats, long sleeves/trousers and an adequate supply of sunscreen.
- Hand protection shall be provided where there is an identified hazard associated with a potential for hand injury. A list of hazards shall be compiled for each workplace and suitable hand protection obtained to minimise risk.
- Protective footwear (safety footwear) shall be provided where the nature of the work exposes the employee to a medium to high risk of injury to feet, eg occupations such as workshop/maintenance and gardening staff.
- High visibility safety vests shall be provided and worn where there is a risk of injury associated with working on or near roadways or near moving traffic or moving plant.
- Compliance with requirements to use PPE by individual(s), including staff, contractor, visitors and volunteers should be monitored. Where there is non-compliance this shall be investigated to ascertain the reason(s) and handled in Accordance Company's related policy.
- Distribution of the PPE shall be recorded and properly filed for easy retrieval. Please refer to **Personal Protective Equipment Distribution Register form: CTSSB-OSHMP(F)-10**

iii. PPE Program

All company's premises and/or related workplaces shall develop a PPE program outlining:

- approved PPE items and where they shall be worn
- who is required to wear it and whether it is provided for general or exclusive use
- the type of PPE that students are required to provide themselves for practical studies or fieldwork
- how PPE will be issued
- the initial training and ongoing instruction needed
- specific precautions that apply, eg cleaning/replacement
- replacement arrangements
- who is to clean and/or service the PPE
- signage required at the point of required use
- what supervision will be provided
- what regular inspections of PPE are necessary storage arrangements.

SAFE WORK PROCEDURE	 CELCOM TIMUR (SABAH) SDN. BHD.	Issued No. 1
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iv. Training

- Personnel shall be trained in the use, inspection and maintenance of the PPE that they are required to use,
- The detriment of the hazard shall be explained to the worker, as will the manner in which the PPE eliminates or controls the hazard
- All safe work procedures shall detail the PPE required for the work
- Follow-up on the implementation of the training conducted shall be the responsibility of the respective Head of Department (HOD) and/or Project In-charge.

8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

9.0 APPENDICES

i. Standard Form

- Personal Protective Equipment (PPE) Requirements Plan : **CTSSB-OSHMP(F)-09**
- Personal Protective Equipment Distribution Register form: **CTSSB-OSHMP(F)-10**

