

WORK WEAR PERSONAL PROTECTIVE EQUIPMENT POLICY & MATRIX

1. Policy Statement

North Side LLC acknowledges the need for the provision of personal protective equipment for the health, safety and well-being of its employees. PPE is defined as most necessary part of work environment which is intended to be worn or held by a person at work and which protects him against one or more risks to his health, safety or welfare. Work-place hazards must be eliminated when possible. However, if hazard controls are necessary then departments must select and use engineering controls when such controls are available and feasible. All work must be evaluated to identify hazards and any necessary personal protective equipment (PPE). When personal protective equipment is needed to perform a job task in a safe manner, the evaluation and selection of personal protective equipment must be documented. Personal protective equipment must be used and maintained in accordance with this program and the equipment manufacturer's recommendations. Departments must ensure that personal protective equipment (PPE) properly fits the user.

2. Employers/Line Mangers responsibilities

North Side LLC will provide Work Wear Personal Protective Equipment (PPE) to staff when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who work with PPE by consultation with staff and their representatives to:

- a) Carry out a risk assessment of duties to be undertaken whilst wearing the proposed PPE to determine whether the PPE is suitable, sufficient and necessary.
- b) Take any necessary measure to remedy any risks found as a result of the risk assessment.
- c) Ensure that where two (or more) items of PPE are used simultaneously, are compatible and as effective used together as separately.
- d) Arrange for adequate accommodation for correct storage of the PPE.
- e) Implement steps for the maintenance, cleaning and repair of PPE.
- f) Train staff in the safe use of PPE for all risks within the organization.
- g) Replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.
- h) Inform every employee of the risks, which exist and can be eliminated by wearing appropriate PPE.
- i) Reassess as necessary if any substances used or work processes change.

4.2 Procedures of Dealing with Health and Safety Issues relating to PPE the North Side LLC will:

- a) Take all necessary steps to investigate the circumstances.
- b) Take corrective measures where appropriate.
- c) Advise the employee of action taken.

3. Employees Responsibility

Where a problem arises in the use of PPE the employee must:

- a) Inform their Line Manager immediately.
- b) In the case of an adverse health condition, advise the line manager and request referral to the Occupational Health Advisor and contact his/her own General Practitioner.

4. Information and Training

The North Side LLC will give sufficient information, instruction and training to ensure the health and safety of workers using PPE, which includes temporary staff, persons gaining work experience with the company and contractors, as well as those in direct employment.

Managers and supervisors who are responsible for use of PPE will also receive appropriate training.

Training must include of the following subjects:

- a) When the PPE is necessary;
- b) What PPE is necessary;
- c) How to properly put on and take off the PPE;
- d) The limitations of the PPE; and
- e) The proper care, maintenance, useful life and disposal of the PPE.

5. Record Keeping

Records will be kept by the line manager of the employee using the PPE of the following:

- a) The results of the PPE risk assessment.
- b) Actions taken as a result of PPE risk assessment.
- c) Inventory of PPE equipment and to whom each item has been supplied.
- d) The provision of training.
- e) Information given to employees.
- f) Complaints or alleged reports of discomfort or non-suitability of the PPE discovered following field tests or surveys.
- g) Action taken in respect of such complaints.
- h) Replacement of PPE (with dates).
- i) Maintenance and testing of PPE equipment.

6. Safe System of Work

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow the manufacturers and North Side instructions

on its correct use. Safe systems of work should be devised and incorporated into the risk assessment as control measures. The wearer of the PPE should be made aware of the risk assessment and should adhere to the recommended safe system of work where applicable.

The following PPE, related to the scope of work of North Side LLC is constantly required to be used at working place:

1. Coverall for body protection;
2. Safety shoes for foot protection;
3. Goggles for eyes protection;
4. Helmet for head protection;
5. Gloves for hand and arm protection;

Dmitry Shubenok
Country Manager



PPE MATRIX

	Field	Office	Driving
Helmet	✓	PPE for specific tasks will be determined by risk assessment	
Coverall	✓		
Safety Footwear	✓		
Hand Gloves	✓		
Safety Glasses	✓		
Safety Belt			✓