PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Right PPE • Right fit • Right use • Every task

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Revision	00	**Review Cycle**	Annual / as required

1. POLICY STATEMENT

Material Mart will provide and enforce appropriate personal protective equipment (PPE) where hazards cannot be eliminated or adequately controlled by engineering, administrative or other higher-order controls. PPE is the final line of defence and shall not be used as a substitute for effective hazard elimination or safe work planning.

2. SCOPE

This policy applies to employees, workers, contractors and visitors engaged in or exposed to Material Mart activities at warehouses, stores, customer premises and project sites, including welding, grinding, painting, coating, flooring, chemical handling, material handling and work at height.

3. PPE SELECTION & RISK ASSESSMENT

- PPE requirements shall be based on task risk assessment, SDS information, equipment instructions, client/site rules and applicable requirements.
- PPE shall be suitable for the specific hazard, compatible when multiple items are worn together, and of an appropriate size and fit for the user.
- Where respiratory protection is required, the correct type and filter/cartridge shall be selected for the contaminant and task; facial hair or poor fit shall not compromise the seal of tight-fitting respirators.
- Fall-arrest equipment shall be selected and used only as part of an approved work-at-height system with suitable anchorage, clearance and rescue arrangements.

4. MINIMUM & TASK-SPECIFIC PPE

Activity / Exposure	Typical Required PPE
General Site / Warehouse	Safety footwear; suitable work clothing; additional helmet, eye protection and high-visibility garment where site/risk assessment requires.
Welding / Cutting	Welding helmet or suitable filter lens; safety glasses; welding gloves; flame-resistant clothing; safety footwear; hearing/respiratory protection as required.
Grinding / Abrasive Work	Safety glasses plus face shield where required; gloves suitable for task; hearing protection; safety footwear; respiratory protection where dust/fume risk exists.
Painting / Coating / Epoxy	Chemical-resistant gloves; eye/face protection; suitable clothing/coveralls; safety footwear; respiratory protection as indicated by SDS/risk assessment.
Chemical Handling	Chemical-resistant gloves and eye protection as minimum; apron/suit, face shield and respiratory protection depending on chemical and exposure.
Work at Height	Helmet with secure retention where required; suitable footwear; full-body harness and compatible lanyard/SRL where fall arrest or restraint is specified.
Material Handling	Safety footwear and task-appropriate gloves; eye/helmet/high-visibility protection according to area and handling risk.

5. ISSUE, INSPECTION, CARE & REPLACEMENT

1. PPE shall be inspected before use. Damaged, contaminated, expired or defective PPE shall be removed from service and replaced.
2. Users shall keep PPE clean, dry and stored to prevent damage or contamination. Shared PPE shall be hygienically cleaned between users where relevant.
3. Reusable PPE and fall-protection equipment shall receive periodic inspection at the frequency required by the manufacturer, risk assessment, client rules or applicable requirements.
4. PPE shall not be modified, drilled, painted, repaired or used outside its intended purpose unless specifically permitted by the manufacturer.
5. Loss, damage, poor fit or deterioration shall be reported promptly so that suitable replacement can be arranged.

6. TRAINING & USER RESPONSIBILITIES

Personnel shall be instructed in why PPE is required, its limitations, correct fitting and use, inspection, cleaning, storage and replacement. Every user is responsible for wearing required PPE correctly and for stopping work if suitable PPE is unavailable or ineffective.

7. SUPERVISION & COMPLIANCE

Supervisors and site leads shall verify PPE requirements before work starts and correct non-compliance promptly. Contractors shall provide suitable PPE for their personnel unless otherwise agreed. Repeated or deliberate non-compliance shall be managed through the applicable disciplinary or contractor-control process.

8. REVIEW

PPE requirements shall be reviewed when tasks, materials, equipment, SDS information, client rules or risk assessments change and at least annually as part of policy review.

PPE PRINCIPLE: SELECT IT CORRECTLY • INSPECT IT • WEAR IT • MAINTAIN IT • REPLACE IT WHEN UNSERVICEABLE

Approved By	Dibyagyan Jena MATERIAL MART Proprietor	**Designation**	Proprietor
Signature	_____	**Date**	24 October 2025