



PROCEDURE

Personal Protective Equipment

QATAR STEEL COMPANY (QPSC)

Procedure	2.32.2.1.04.01
Established	26-Apr-2004
Effective Date	27-Feb-2020
Revision	05

REVISION HISTORY

Revision No.	Issue Date	Amendment Description	Date Effective	Date to be Revalidated
00	11-Apr-2004	First Issue.	26-Apr-2004	01-Nov-2005
01	01-Nov-2005	Re-Issue	01-Nov-2005	01-Apr-2008
02	01-Apr-2008	Qatar Steel Logo changes	01-Apr-2008	01-Apr-2014
03	01-Apr-2014	Revised (PPE requirements for Visitors added)	01-Apr-2014	31-Mar-2017
04	01-Apr-2017	Revised (Minimum PPE for Plant Access added)	31-Mar-2017	30-Mar-2020
05	27-Feb-2020	Used of new template for establishing procedure.	27-Feb-2020	26-Feb-2023

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1. INTERNAL CONTROLS

1.1 REVIEW OF PROCEDURES

To assure Managements, Shareholders and External agencies confidence in the company's policies & practices, QATAR STEEL Internal Audit may verify compliance with this procedure. [Department Owner] shall review this procedure every three years to ensure that it continues to serve the purpose intended.

1.2. EMPLOYEE RESPONSIBILITIES

All employees of the company are required to observe and abide with this procedure.

1.3. APPROVAL

This procedure and any amendments made thereto require the following approvals.

AUTHORITY

DATE



Approved By:
Mohammed Nasser Al-Hajri
Managing Director & Chief Executive Officer (MD&CEO)

3/3/2020



Checked By:
Alexander Stramrood
Manager – HSE Department

25/02/2020



Drafted By:
Firas Ben Khadra
HSE Engineer – Safety

23/2/2020

This document has been reviewed by Document Controller. It complies with the requirements of policy 1.12.0.2.01.01 and it is considered ready for issue.

Signed by _____

Date _____

23 FEB 2020

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HSE DEPARTMENT

Issued by:
HSE DEPARTMENT

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2. PURPOSE

To ensure that the procurement of all Personal Protective Equipment is done according to recognized standards such as BS or EN standards.

To define the general and job specific requirements for use of PPEs and the responsibilities of various departments & personnel.

3. SCOPE

This regulation applies to all personnel including employees, trainees contractor personnel and visitors.

4. PROCEDURE

Protective clothing and equipment will be provided by Qatar Steel to all its employees engaged in work where such items are required to protect them from injuries and occupational health hazards.

Contractors employed to work for Qatar Steel shall be required to supply all relevant Personal Protective Equipment to their employees according to this regulation.

Visitors and non-technical personnel of Qatar Steel shall wear a Visitors helmet and overcoat when they visit shop/plant premises.

4.1 Definition

PERSONAL PROTECTIVE EQUIPMENT (PPE) is an apparel or equipment which shall be worn to minimize the risk of injury or impairment to any part of the human body through physical contact, absorption or inhalation of a hazardous material.

4.2 Procurement

The procurement of PPEs for Qatar Steel employees shall be done by Procurement & Warehouse Division as per the BS/EU standards or other standards proposed by HSE Department for various PPE, given as an Annexure. Eventual updating of standards shall be communicated to Procurement and Warehouse Division by HSE department as and when required.

4.3 Requirements for PPE

4.3.1 General rules for PPE

Wearing of a safety helmet with chinstrap, safety shoes/boots (job specific type if relevant), safety uniforms and safety goggles are mandatory at work in all plant/shop premises.

4.3.2 PPE requirements for visitors

If any visitor is going to the plant, he must wear the required PPE –Helmet, Jacket, safety shoes and safety goggles as a minimum, in addition to any extra PPE required from the Department/Area, which will be visited. All visitors must be accompanied by QS staff.

4.3.3 Job Specific rules for wearing PPE

Depending upon the nature of job, the plant atmosphere and appropriate risk assessment, other PPE like ear protection, hand gloves, special boots, apron, face shield, welder's filter lenses, breathing apparatus etc. shall be worn.

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Area or job specific requirements for use of PPE shall be clearly communicated through training and sign boards/posters.

A- The following personnel shall wear **aluminized jacket** when they are at work:

- Melters and Casters of EF & CC sections of SM Department.
- Rolling Mill operators when engaged in removing /cutting miss-rolled bars.
- Slag treatment operators and others concerned engaged in slag handling of SCL Department.
- Maintenance Department personnel when they engaged or involving work near hot molten steel/slag

B- The maximum noise level for 8 hour work duration is **85 dba** and wherever the noise level is in higher range communication boards on wearing hearing protection will be displayed and employees/contractors/visitors shall wear ear plug/ear muff, when working in/visiting those locations

4.4 Responsibilities

4.4.1 Procurement & Warehouse Department

Procurement & Warehouse Division (P&W) shall prepare and obtain approval for the yearly PPE-budget and shall apply for additional budget if this becomes necessary.

P &W D shall maintain stock of required PPE and issue requested PPE according to the Procedure on Safety Apparels Control System

P&W D shall include Qatar Steel's PPE requirements in service contracts with the contractors.

4.4.2 The Departments

The department is responsible to:

- Define any job specific requirements for use of PPE
- To ensure that the correct type of PPE is evaluated and selected along with HSE personnel and is made available in the Warehouse's.
- Ensure that necessary information and training is provided for department personnel required to use job specific PPE.
- Monitor the use of PPE and make improvements to ensure compliance with requirements and reduce employee exposure to health and safety hazards.

4.4.3 Qatar Steel Employees

- Employees are responsible for keeping PPE clean maintained in good condition.
- Employees shall request replacement of equipment that has been damaged, reached expiry date or unfit to use.

4.4.4 HSE Department

HSE Department is responsible for:

- Maintaining the list of standards for various PPE updated, and for ensuring that P&W Div. is informed of any changes made during revisions of the standard list. The list of applicable standards shall be given as attachment to this procedure.
- Assist and support departments regarding selection of job specific PPE.
- Provide necessary training and information about general rules and requirements for PPE.
- Monitor and report on PPE efficiency in health and safety control.
- Selection of appropriate PPE and final approvals, as & where required.

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4.5 Color Coding

In case common PPE are subjected to frequent inspection (like safety harness, breathing apparatus, etc.) normal monthly color-coding shall be followed to indicate inspection status.

4.6 Issuance of PPE

The frequency of issue of PPE like safety uniform, safety shoes / boots to Qatar Steel employees shall be according to the Procedure on Safety Apparels Control System of P&WH Division.

Attachment -1

Standards for various Personal Protective Equipment:

- The following chart showing the Standards - normally BS or EN standards or other standards authorized by HSE Department for procuring various PPE shall be followed by P&WH Division when procuring PPE.

Sl.No	Protection for	Type of PPE	STANDARDS RECOMMENDED	
			BS	EN
1	HEAD	General purpose Industrial safety helmet	BS 5240:1975	EN 397:1995
2	EYE	Industrial eye protection	BS 2092:1967	EN 166:1996
		Filters for use during welding & similar operations	BS 679	EN 169 :1992
3	LEG	General safety footwear	BS 1870 Part1&2 : 1979	EN 345,346& 347 :1993
		Lined Industrial rubber boot	BS 5145 : 1989 BS 6159 Part 1 ; 1987	
		Gaiters and footwear for protection against burns and impact risks	BS 4676:1983	
		PVC boots	BS 6159 BS 4972 : 1973	
4	EAR	Hearing protection	BS 5108 : 1983	EN 352 – 1 :1993 (Ear muffs)

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				EN 352 – 2 :1993 (Ear Plugs)
5	HAND	Industrial hand gloves Protective gloves against thermal risks(heat and/or fire) Rubber gloves for electrical works Protective gloves against corrosive chemicals Protective gloves against mechanical risks	BS 1651 :1966 BS 4558 BS 2091	EN 420 : 1994 EN 407 : 1994 EN 697 : 1986 EN 374 EN 388 :1994
6	NOSE (Respiratory System)	Positive pressure dust respirators Respirators for harmful dust and gases Breathing apparatus Full face mask device	BS 4667 part 2 & 3; 1974 BS 7355 :1990 BS 4667 part 2 & 3; 1974 BS 7355	EN 143
7	BODY	Fall Protection (safety harness) Protective clothing for industrial workers exposed to heat/hot objects Protective clothing for fire fighters Protective clothing for welding and allied jobs	BS 3913	EN 353 -1,353-2 354,355,358,363,365 EN 531:1995 EN 469 EN 470

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Attachment - 2

Sample of General Plant Access, Minimum PPE for some areas.



قطر ستيل
QATAR STEEL

GENERAL PLANT ACCESS/ VISITOR

الدخول العام إلى المصنع / ودخول الزوار

MINIMUM PPE

معدات الوقاية الشخصية الواجب توافرها كحد أدنى



البس الخوذة
Wear Helmet



ارتدي حذاء السلامة
Protective Footwear
Must Be Worn



البس القفازات
Wear Gloves



يجب ارتداء سترة عالية
الرؤية
High Visibility vest
to be worn

HAZARDS

الأخطار



خطر
تحرك مركبات
Danger
Vehicle Movement



خطر
معادن سائلة
Danger
Liquid Metal

PROHIBITIONS

المحظورات



البس النظارات الواقية
Wear Safety
Glasses



البس القناع
Wear Masks



استخدم واقي الأذنين
Wear Ear
Protection



أرتدي الملابس الواقية
Wear Protective
Clothing