

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Personal Protective Equipment (PPE) Procedure			Document Ref: PD-S-PRO-04

Purpose:	To ensure PPE is selected, provided, fitted, used, inspected, maintained and replaced as the final layer of protection where hazards cannot otherwise be adequately controlled.
Scope:	This procedure applies to employees, contractors and visitors exposed to hazards requiring PPE at Company projects and workplaces.
Duties & Responsibilities	(1) <u>Project Manager (PM)</u> : Provides resources and enforces project PPE requirements. (2) <u>Safety and Health Officer (SHO)</u> : Determines specifications and verifies programme effectiveness. (3) <u>Site Safety Supervisor (SSS)</u> : Controls issue, inspection and site compliance. (4) <u>Purchasing Manager (PURM)</u> : Purchases approved PPE and maintains issue and stock records. (5) <u>Project Supervisor (PS)</u> : Verify correct PPE before and during work. (6) <u>Workers</u> : Use, inspect, maintain and report defects; do not misuse PPE.
ISO Reference:	MS ISO 45001:2018 Clause 8.1.2

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 8.1.2

Abbreviation & Definition	
AP	Assigned Protection Factor
HIRARC	Hazard Identification, Risk Assessment and Risk Control
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
SDS	Safety Data Sheet
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

Step	Activity	PIC	Reference
1	<u>PPE Needs Assessment</u> 1.1 Hierarchy PPE shall not replace reasonably practicable elimination, substitution, engineering or administrative controls. 1.2 Hazard Basis Use HIRARC/JSA, exposure assessment, SDS, legal requirements, manufacturer information and task conditions. 1.3 Body Areas Consider head, eye, face, hearing, respiratory, hand, foot, body, visibility, fall and electrical protection.	SHO / PM / SSS	OCS-S-PRO-02; PD-S-PRO-05

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 2 of 4
	Personal Protective Equipment (PPE) Procedure			Document Ref: PD-S-PRO-04

Step	Activity	PIC	Reference
	1.4 Compatibility Assess whether multiple items can be worn together without reducing protection.		
2	<u>Selection and Approval</u> 2.1 Specification Select PPE suitable for hazard type, exposure, protection level, duration, climate, ergonomics and user characteristics. 2.2 Standards Use certified/approved PPE meeting applicable Malaysian legal requirements and recognised technical standards. 2.3 Fit and Comfort Provide suitable sizes and individual fit; conduct respirator fit testing where required. 2.4 Trial and Consultation Consult users and trial unfamiliar or specialised PPE before bulk issue.	SHO / PURM / PM	DOSH PPE Guidance; Approved PPE List
3	<u>Procurement, Receipt and Storage</u> 3.1 Approved Sources Purchase only approved specifications from evaluated suppliers. 3.2 Receipt Inspection Verify model, certification, quantity, size, condition, manufacture/expiry date and instructions. 3.3 Storage Protect PPE from contamination, sunlight, heat, moisture, chemicals, deformation and unauthorised use. 3.4 Counterfeit Control Quarantine and investigate suspected counterfeit, altered or uncertified PPE.	PURM / SHO	Purchasing Procedure; Vendor Control
4	<u>Issue, Fit and Training</u> 4.1 Issue Record Record employee, PPE type/model/size, serial number where relevant, date and acknowledgement. 4.2 Training Explain hazards, limitations, fitting, seal checks, use, cleaning, storage, defect reporting and replacement.	SSS / PS / SHO	PPE Issue Register; Training Record

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 3 of 4
	Personal Protective Equipment (PPE) Procedure			Document Ref: PD-S-PRO-04

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	4.3 Personal Issue PPE requiring hygienic or individual fit shall not be shared unless designed and properly sanitised. 4.4 Visitor PPE Provide suitable PPE and briefing to visitors before exposure.		
5	<u>Use and Supervision</u> 5.1 Pre-use Check Users shall inspect PPE before each use and perform required fit/seal checks. 5.2 Compliance Supervisors shall verify correct PPE for the task and intervene when absent, damaged or misused. 5.3 Limitations Do not modify PPE or use it beyond manufacturer limits, service life or approved application. 5.4 Stop-work Work shall stop where required PPE is unavailable or ineffective and risk is not otherwise controlled.	PS / SSS / SHO	PD-S-PRO-06; Safety Violation Procedure
6	<u>Inspection, Maintenance and Replacement</u> 6.1 Planned Inspection Inspect reusable and specialist PPE at defined intervals by a competent person where necessary. 6.2 Cleaning and Repair Follow manufacturer instructions; only authorised parts and competent repair are permitted. 6.3 Replacement Replace PPE after damage, contamination, impact, failed inspection, expiry, excessive wear or change in fit/protection needs. 6.4 Fall Protection Control harnesses, lanyards and connectors by unique identification and formal inspection; quarantine after fall arrest.	SSS / SHO / PS	PPE Inspection Register; Manufacturer Instructions
7	<u>Contamination, Disposal and Records</u> 7.1 Contaminated PPE Segregate, decontaminate or dispose of chemical, biological or asbestos-contaminated PPE under applicable controls.	SHO / SSS / PS	SDS; OHSMS-09S; OHSMS-07O

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 4 of 4
	Personal Protective Equipment (PPE) Procedure			Document Ref: PD-S-PRO-04

Step	Activity	PIC	Reference
	7.2 Disposal Prevent defective PPE from re-entry into service by controlled destruction or disposal.		
	7.3 Records Retain assessment, approvals, certificates, issue, training, fit testing, inspections and disposal records.		
	7.4 Review Review PPE effectiveness after incidents, exposure results, complaints, new substances or task changes.		

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026
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