



Personal Protective Equipment Policy

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Reference Standards: OSHA 29 CFR 1910 Subpart I
ISO 45001:2018, ANSI/ISEA Standards.



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Abbreviations and Definitions

| Abbreviations | Definitions |
|---------------|--|
| FJC | Fajr Al Janoub Contracting Company |
| PPE | Personal Protective Equipment |
| HSE | Health Safety Environment |
| OSHA | Occupational Safety and Health Association |
| ISO | International Standard Organization |
| ANSI | American National Safety Institute |
| ISEA | International Safety Equipment Association |
| JSA | Job Safety Analysis |
| HIRA | Hazard Identification Risk Assessment |
| JHA | Job Hazard Analysis |
| SDS | Safety Data Sheet |
| SCBA | Self-contained Breathing Apparatus |
| NIOSH | National Institute for Occupational Safety and |
| ASTM | American Society for Testing and Materials |
| EN | European Norm |
| dB | Decibel |

PPE

Specialized clothing or equipment worn by workers for protection against health and safety hazards.

HSE

Health, Safety, and Environment – A department responsible for ensuring health and safety compliance.

OSHA

Occupational Safety and Health Administration – U.S. agency that sets safety standards (e.g., 29 CFR 1910).

ISO

International Organization for Standardization – Sets global safety and quality standards (e.g., ISO 45001).

ANSI

American National Standards Institute – Oversees development of standards (e.g., PPE specifications).

ISEA

International Safety Equipment Association – Sets guidelines for PPE manufacturing and testing.

JSA

Job Safety Analysis – A process to identify hazards related to specific job tasks and recommend controls.

HIRA

Hazard Identification and Risk Assessment – A systematic approach to recognize and evaluate risks.

JHA

Job Hazard Analysis – Detailed analysis of potential risks involved in performing a specific job.

SDS

Safety Data Sheet – Provides detailed information on handling, hazards, and storage of chemicals.

SCBA

Self-Contained Breathing Apparatus – Respiratory protection device used in hazardous environments.

NIOSH

National Institute for Occupational Safety and Health – Provides PPE certification, especially for respiratory protection.

INTRODUCTION

The Personal Protective Equipment (PPE) Policy outlines the commitment of FJC to ensure the health and safety of all employees, contractors, and visitors through the proper selection, use, and maintenance of PPE. This policy establishes clear responsibilities, compliance standards, and procedures to minimize the risk of workplace injuries and illnesses. It is aligned with international safety regulations such as OSHA, ISO 45001, and relevant local standards to promote a safe and compliant working environment

PURPOSE

The purpose of this Personal Protective Equipment (PPE) Policy is to safeguard employees from workplace injuries, illnesses, and fatalities by ensuring the proper selection, use, and maintenance of PPE. Recognizing that PPE serves as the last line of defense after the implementation of engineering and administrative controls, this policy establishes a structured approach to hazard protection. It is developed in alignment with OSHA 29 CFR 1910 Subpart I, relevant legal requirements, and internationally recognized HSE best practices to promote a safe, compliant and sustainable work environment.

SCOPE

This policy applies to all FJC employees, subcontractors, third-party vendors, and visitors at all Operational Sites, Workshops and Project Locations. It includes PPE use during routine work, emergency situations, and non-routine activities such as shutdowns or maintenance.

RESPONSIBILITIES

Management:

- Allocate budget and resources for PPE procurement and training.
- Provide certified PPE free of charge to workers
- Ensure compliance with national and international standards.

HSE Department:

- Conduct hazard assessments to determine PPE needs.
- Train staff on correct usage, maintenance, and disposal.
- Monitor PPE compliance across all the projects
- Misuse of PPE must be reported and penalties must be set.

Site Engineers / Supervisors:

- Enforce PPE usage on-site.
- Conduct daily inspections and ensure availability of correct PPE.
- Stop work in case of PPE non-compliance or damage.

Employees:

- Wear PPE as instructed in Job Safety Analyses (JSAs), risk assessments.
- Select the right PPE for the right task.
- Maintain and store PPE properly.
- Report defects or loss of PPE immediately.

PPE SELECTION

PPE must be selected based on a hazard and risk assessment (HIRA) for the specific task and environment. Selection must consider:

- ▼ Nature of the hazard (chemical, mechanical, thermal, electrical, biological, etc.)
- ▼ Duration and frequency of exposure
- ▼ Compatibility of different PPE items (e.g., eyewear and respiratory masks)
- ▼ Correct sizing and comfort for the user
- ▼ Certification and compliance with relevant standards (e.g., ANSI, EN, ISO)

The HSE Department will conduct PPE assessments and recommend suitable PPE based on:

- ▼ Job Hazard Analysis (JHA) and Method Statements
- ▼ Manufacturer specifications and safety data sheets (SDS)
- ▼ Feedback from field personnel and incident trends
- ▼ Only PPE from approved and certified suppliers will be used. Substandard or
- ▼ uncertified PPE is strictly prohibited

PPE RISK MATRIX: RISK LEVEL

| Hazard Type | Example Activities | Risk Level | Recommended PPE | Justification |
|------------------------------------|---|----------------|--|--|
| Head (Impact) | Overhead work, scaffolding | High | Safety Helmet (ANSI Z89.1 / EN 397) | Protects from falling objects or head bumps |
| Eye (Particles/Chemicals) | Grinding, chemical handling | High | Safety Goggles / Face Shield (ANSI Z87.1) | Prevents eye injuries from splashes, dust, or flying particles |
| Hearing (Noise) | Generator work Jackhammers | Medium High | Earplugs / Earmuffs (OSHA 1910.95) | Reduces exposure to noise >85 dB |
| Respiratory | Spray painting, cement dust | High | N95 mask / Half-face or SCBA (NIOSH certified) | Filters airborne contaminants or gases |
| Hand (Cuts/Chemicals) | Cutting, Solvent handling | Medium High | Cut-resistant / Chemical-resistant gloves | Prevents skin contact and cuts |
| Foot (Heavy materials/slip) | Site movement, lifting work | High | Steel-toe safety shoes (ASTM F2413) | Prevents crush or puncture injuries |
| Body (Visibility/Contact) | Traffic zones, nighttime work | Medium | Reflective Vest / Hi-Vis Jacket (EN ISO 20471) | Enhances visibility to avoid accidents |
| Fall (Working at Height) | Scaffolding, ladder work >1.8m | High | Full Body Harness, Lanyard (29 CFR 1926.501) | Prevents fatal fall injuries |
| Skin (Chemical/Biological) | Pesticide application Chemical spill | Medium High | Chemical coverall, face shield, gloves | Prevents exposure to corrosive or infectious agents |

| RISK LEVEL | DESCRIPTION |
|------------|---|
| Low | Minor injury, unlikely to occur |
| Medium | Moderate injury, possible occurrence |
| High | Severe or fatal injury, likely to occur |

TRAINING & AWARENESS

- ▼ Mandatory PPE induction for all employees.
- ▼ Task-specific PPE training (e.g., confined space, welding, grinding).
- ▼ Annual refresher training and PPE use demonstrations.
- ▼ Sign-in records maintained for all sessions (ISO 45001 Clause 7.2).

MINIMUM PPE REQUIREMENTS

| Type of PPE | Application/Requirement |
|-------------------------------|--|
| Helmet | Mandatory on all construction sites (ANSI Z89.1 / EN 397). |
| Safety Glasses/Goggles | Protection from dust, particles, or chemical splashes (ANSI Z87.1). |
| Reflective Vest/Jacket | High-visibility clothing in operational and traffic areas (EN ISO 20471). |
| Safety Footwear | Steel-toe or composite boots with slip resistance (ASTM F2413). |
| Gloves | Cut-resistant, electrical insulated, or chemical-resistant depending on task. |
| Hearing Protection | Earplugs or earmuffs in areas >85 dB (OSHA 1910.95). |
| Respiratory Protection | N95, half-face, or SCBA as per airborne hazard levels (NIOSH) |
| Fall Arrest Equipment | Full-body harness, lanyard, and anchor system for working at height (>1.8m). (29 CFR 1926.501) |

PPE Issuance Procedure

| | Activity | Responsible | Record/Document |
|---|---|------------------------------|------------------------|
| 1 | PPE Request Form submitted by site supervisor or employee | Site Supervisor | PPE Request Form |
| 2 | Approval of request (depending on job need) | HSE Manager or Site Engineer | Approved Request |
| 3 | PPE issued from store | Warehouse Manager | PPE Issuance Log |
| 4 | Signature of receiver with ID and date | Employee | PPE Receiving Form |
| 5 | Update inventory balance | Warehouse Manager | PPE Inventory Register |

PPE Approval Flow

| Level | Responsible | Approval Required For |
|-------|-----------------|--|
| 1st | Site Engineer | Routine PPE (gloves, helmets, vests, Coverall) |
| 2nd | HSE Manager | Specialized PPE (fall arresters, SCBA, chemical suits) |
| 3rd | Project Manager | Bulk issuance or non-standard PPE |

PPE Return / Replacement Procedure

| | Activity | Responsible | Record/Document |
|---|------------------------------------|------------------------|---------------------|
| 1 | PPE Return / Replacement Procedure | Employee / HSE Officer | Damage Report |
| 2 | Return form filled | Employee | PPE Return Form |
| 3 | Verification of damage | HSE Officer | Verification Note |
| 4 | Replacement issued upon approval | Warehouse Manager | Issuance Log Update |
| 5 | Update inventory | Warehouse Manager | Inventory Register |

MAINTENANCE, INSPECTION & STORAGE

- ▶ PPE must be inspected daily and before each use.
- ▶ Damaged, expired, or defective PPE must be replaced immediately.
- ▶ Store PPE in clean, dry areas away from direct sunlight or contamination.
- ▶ Reusable PPE (e.g., respirators) must be cleaned and disinfected after each use

ENFORCEMENT & NON-COMPLIANCE

- ▶ Verbal warning for first violation.
- ▶ Written warning for repeated violations.
- ▶ Removal from site or disciplinary action for serious or repeated breaches.
- ▶ HSE to maintain non-compliance records and conduct spot checks.

PPE INVENTORY MANAGEMENT SYSTEM

Objective:

To ensure proper management, control, and tracking of Personal Protective Equipment (PPE) from receiving to issuance, including approvals and return/renewal processes.

PPE Receiving Procedure

| | Activity | Responsible | Record/Document |
|---|---|-----------------------------------|------------------------|
| 1 | Purchase order created based on requirement | Procurement Officer | Purchase Order (PO) |
| 2 | PPE items delivered by supplier | Warehouse Manager | Delivery Note |
| 3 | Inspection for quantity & quality | Warehouse Manager /HSE Specialist | Inspection Report |
| 4 | Update PPE stock register | Warehouse Manager | PPE Inventory Register |
| 5 | Inform HSE Department for availability | Warehouse Manager | Email/Note |

Damage Report

- ▼ Physical Damage (cracks, tears, breaks)
- ▼ Expired Life or Overuse
- ▼ Chemical or Thermal Damage
- ▼ Contamination (biohazard, fuel, etc.)
- ▼ Malfunction or Poor Fit
- ▼ Visibility Loss (for Hi-Vis PPE)
- ▼ Missing Certification/ID
- ▼ Failed Inspection or After Fall/Impact
- ▼ Not Suitable for Task or Standard

Damage Penalties: Any worker found using damage PPE at site will be dealt with disciplinary action as well as salary deduction.

All the damaged PPE must be reported to site safety officer and after the investigation damage report form must be submitted to the HSE department.

Note: Damage Report Form is Attached with the Report.

REVIEW & AUDIT:

1) This policy will be reviewed annually or after

- A major incident or injury.
- A change in legal or regulatory requirements.
- Introduction of new equipment, substances, or work processes.
- Internal or external audit findings.

2) Regular PPE compliance audits will be conducted by the HSE Department to verify:

- Proper selection, issuance, use, and maintenance of PPE.
- Training records and PPE usage logs.
- Compliance with OSHA 29 CFR 1910 Subpart I, ISO 45001 Clause 9.2, and ANSI/ISEA PPE standards.
- Whether PPE conforms to manufacturer specifications and remains within valid use life.

3) Documentation and Evidence:

- All audit findings must be documented with a corrective action plan and timelines.
- Records of reviews, audits, and corrective actions must be retained as per company document control procedures.

4) Legal Compliance Monitoring:

- HSE shall track updates from regulatory bodies such as OSHA, NIOSH, and Saudi Ministry of Labor and Social Development (MLSD).
- PPE Policy shall be updated accordingly to reflect the latest legal and industry standard requirements.

5) Subcontractor PPE Compliance:

- All subcontractors are subject to the same PPE audits.
- Non-compliance will lead to penalties or suspension from the worksite.

Damage Report Form:

| Name | الاسم | ID No. | الهوية | Position | منصب | Date | التاريخ |
|------|-------|--------|--------|----------|------|------|---------|
| | | | | | | | |

| Damaged Item | Date of Damage | Last Issuance Date | Work Location |
|---|----------------|--------------------|---------------|
| <input type="checkbox"/> Helmet | | | |
| <input type="checkbox"/> Safety Shoes | | | |
| <input type="checkbox"/> Safety Clothes | | | |
| <input type="checkbox"/> Safety Vest | | | |
| <input type="checkbox"/> Goggles | | | |

| Damage Reason | سبب التلف |
|-----------------------------|---------------------|
| | |
| Site HSE Personnel Comments | تعليق مسئول السلامة |
| | |
| Final Decision | القرار النهائي |
| | |

| Approvals from concern departments | الاعتماد من المسؤولين |
|------------------------------------|-----------------------|
|------------------------------------|-----------------------|

| Project Engineer | HSE Officer | HSE Manager | Warehouse Manager |
|------------------|-------------|-------------|-------------------|
| | | | |
| Date: | Date: | Date: | Date: |
| | | | |

HSE POLICY



سياسة الصحة والسلامة والبيئة HSE Policy



Our Vision

We at Fajr Al Janoub Contracting Company (FJC) continuously apply the highest Health, Safety & Environmental standards throughout its Design, Construction, Operations Maintenance, and Decommissioning stage

Our GOAL

The company's senior management recognizes the importance of HSE to achieve and sustain excellence in our businesses, therefore, with the co-operation of all employees, we endeavor to continually improve our HSE management system by committing to

- Establish the framework for setting and reviewing HSE goals
- Conduct regular risk assessments and audit in all its facilities to identify and mitigate HSE risks.
- Communicate this policy to contractors, suppliers, and stakeholders .
- Train employees and provide resources and tools to maintain job .
- Comply with applicable legal and regulatory requirements, internal standards, and all other requirements which the company adopts.
- Ensure safe operations of the company facilities.
- Report all injuries or incidents sustained in the Company.
- Promote off-the-job and Community HSE awareness.
- Conserve resources and reduce waste by being aware of safety hazards and taking responsibility for mitigating or eliminating them .



Our Responsibilities

Our employees will deliver on our purpose of being United in our commitment to live, work and drive safely. Additionally, we will continue to use the feedback we receive from our Clients, Stakeholders, Leadership team and Board of Directors to enhance our ability to deliver on our HSE goals and strategies .



Applicability of the Policy

This policy applies to all our employees and the activities undertaken at our locations. We also expect our suppliers and their employees to comply with this policy. This policy and any subsequent modifications will be communicated to our employees and will also be made available to the public. Additionally, our management team is committed to the regular review of this poli .

الرؤية

نحن في شركة فجر الجنوب للمقاولات (FJC) نطبق باستمرار أعلى معايير الصحة والسلامة والبيئة في جميع مراحل التصميم والبناء وصيانة العمليات وإيقاف التشغيل.

الأهداف

تدرك الإدارة العليا للشركة أهمية الصحة والسلامة والبيئة لتحقيق التميز والحفاظ عليه في أعمالنا، لذلك بالتعاون مع جميع الموظفين نسعى باستمرار إلى تحسين نظام إدارة الصحة والسلامة والبيئة لدينا من خلال الالتزام بما يلي :

- وضع إطار عمل لتحديد ومراجعة أهداف الصحة والسلامة والبيئة.
- إجراء تقييمات منتظمة للمخاطر والتدقيق في جميع مرافقها لتحديد وتخفيف مخاطر الصحة والسلامة والبيئة.
- قم بتوصيل هذه السياسة إلى المقاولين والموردين وأصحاب المصلحة الآخرين.
- تدريب الموظفين وتوفير الموارد والأدوات اللازمة للحفاظ على الكفاءات الوظيفية.
- الالتزام بالمتطلبات القانونية والتنظيمية المعمول بها والمعايير الداخلية وجميع المتطلبات الأخرى التي تعتمدها الشركة.
- ضمان التشغيل الآمن لمرافق الشركة.
- الإبلاغ عن جميع الإصابات أو الحوادث التي وقعت في الشركة.
- تعزيز الوعي بالصحة والسلامة والبيئة خارج العمل والمجتمع.
- الحفاظ على الموارد وتقليل النفايات من خلال الوعي بمخاطر السلامة وتحمل مسؤولية التخفيف منها أو القضاء عليها .

المسؤوليات

سوف يحقق موظفونا هدفنا المتمثل في أن نكون متحدین في التزامنا بالعيش والعمل والقيادة بأمان. بالإضافة إلى ذلك سنستمر في استخدام التعليقات التي نلقاها من عملائنا وأصحاب المصلحة وفريق القيادة ومجلس الإدارة لتعزيز قدرتنا على تحقيق أهدافنا واستراتيجياتنا في مجال الصحة والسلامة والبيئة.

قابلية تطبيق السياسة

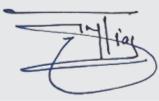
تطبق هذه السياسة على جميع موظفينا والأنشطة التي تتم في مواقعنا. نتوقع أيضًا من موردينا وموظفيهم الالتزام بهذه السياسة. سيتم إرسال هذه السياسة وأي تعديلات لاحقة إلى موظفينا وستكون متاحة أيضًا للجمهور. بالإضافة إلى ذلك، يلتزم فريق الإدارة لدينا بالمراجعة المنتظمة لهذه السياسة

أ.فاحي أبو سلام
رئيس مجلس الإدارة

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