



## **Personal Protective Equipment Policy**

January 17th 2012

All employees entering the shop floor will require P.P.E. this includes:-

- Safety eye wear with safety side shields. (see below)
- Safety foot wear
- Ear protection (see below)

On the aisle way from the changing rooms to the main employee entrance, it is acceptable to have no P.P.E. when arriving or departing from work, but P.P.E. must be worn by all personnel at every other time.

Anyone who is going to be on the shop floor for more than 3 hours must wear ear protection. It is acceptable for office staff and visitors to be on the shop floor for short periods of times without ear protection.

As a reminder, anyone in the machine shop without P.P.E. will be given a verbal warning with the second offence being a written warning. In the rare case that an individual receives two written warnings, they will have to attend a meeting with the General Manager, Production Manager and Safety co-coordinator in order to explain their total disregard for company policies.