




Sterling Chemical Malta LTD

SAFETY INSTRUCTION PPE USE AND MAINTENANCE

REVISION HISTORY

Revision Date	Revision Number	Sections Affected	Change description
12/09/2013	00	--	First emission

Instruction Number: MIOS_4.4.6-L	Edited by: RSGS	Verified and approved by: Safety Manager
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1. PURPOSE AND SCOPE

This document aims to define the proper use and proper maintenance of Personal Protective Equipment by workers.

2. MODE

Here are established the procedures for proper use and maintenance of Personal Protective Equipment in accordance with the worker's duties

LABORATORY DIRECTORS, TECHNICAL AND LABORATORY ANALYSTS


- At the beginning of their shift, technicians and laboratory analysts should leave all personal items to the office of the laboratory.
- The laboratory technicians and analysts should wear white coats assigned and the appropriate ppe (chemical protective gloves, and goggles).
- Depending on the operations to be performed, the technicians and laboratory analysts should wear the semi-face mask and related filters, on the basis of the indications contained in specifications and technical data sheets of products to be handled.
- In the case of operations involving high risk chemicals, technicians and laboratory analysts should wear the full-face mask.
- The engineers and laboratory analysts are not required to wear ppe mentioned in the office of the laboratory of belonging.

PERSONNEL NOT OPERATING / VISITORS

Before logging in laboratories around the outside, staff is required to wear disposable lab coat and goggles. The operating personnel before any work is required to wear appropriate PPE, established by Document of risk assessment (DRA) , depending on the intervention that is in charge.

PRODUCTION OPERATORS / SUPERVISORS OF PRODUCTION

- At the beginning of their shift, operators and supervisors must leave all personal belonging in the locker room dedicated and must wear their assigned work clothes and protective footwear.

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- In the first chamber of the production department, production workers must wear appropriate PPE of the disposable type. Before any operation, operators should also wear eye protection and chemical protective gloves, and use a semi-face mask.
- In the case of activities with possible inhalation of vapors and powders, operators are required to wear semi-face mask and filters.
- Before logging in classified environments (finishing) and in direct contact with the product and / or solvents (filtration, centrifugal exhaust, opening hatches, loading and unloading dryers, product packaging, manual cleaning of equipment) operators then wear coveralls, gloves, sleeves and shoe covers and disposable full-face mask with its filters.
- In the case of activities with possible inhalation of vapors and dusts (such as during loading of tank trucks for waste disposal), operators are required to wear half-mask and filters.
- Before entering to clean rooms and in case of direct contact with products or/and solvents (filtrations, opening hatch, load and unload dryer, manual cleaning of equipments) operators have to wear coverall, gloves, cuffs, overshoes and semi-face mask with filters)
- In case of filter cleanings with solvents it is necessary to use the mechanical ventilation system of the production department connected to the compressed air.


PERSONNEL NOT OPERATING / VISITORS

- Before entering the shop floor, in the pre-chamber, all personnel must wear coat and disposable shoe covers and protective goggles.
- The operating personnel is required to change the PPE disposable and to wear appropriate PPE, established by DRA, depending on the intervention for which responsible.

MAINTENANCE


- At the beginning of their shift, maintenance workers must leave all personal belonging in the locker room located in the dedicated outside plant and must wear their assigned work clothes and protective footwear.
- In the case of activities with possible inhalation of vapors and dust (loading and unloading charcoal, maintenance operations within the production facilities) operators are required to wear semi face mask, safety goggles and chemical gloves.
- Maintenance is required to wear additional PPE depending on the area of intervention. When he works on high, the operator maintenance is required to wear appropriate PPE (safety harness and retractable device) and use them according to the training received in this regard.

In case of welding, the operator must use the specific maintenance welding mask.

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WAREHOUSE

- At the beginning of their shift, maintenance workers must leave all personal belongings in the locker room and should wear work clothes and safety shoes given to them and protective footwear.
- In the case of activities with possible inhalation of vapors and dusts the warehouse operators are required to wear half-mask and safety goggles and chemical gloves.
- The warehouse operator is obliged to do the weighing and packaging products with appropriate PPE (disposable coveralls, chemical protective gloves, full face mask and related filters).


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3. PERSONAL PROTECTION EQUIPMENT

Hand protection	
PPE kind	Activities for which is used
Mechanical protection gloves	Activities of manipulation objects with the risk of cuts and abrasions
Chemical protection gloves	Handling of chemical product
Single use gloves	Handling of chemical products for a limited temporal period
Cut resistant gloves	When using equipment (slicer) and large knives

Eyes protection	
PPE kind	Activities for which it is used
Visors	Against chemical splashes in particular operation
Protection glasses	Against chemical splashes in most operations
Welding mask	Welding operations

Respiratory tract protection	
PPE kind	Activities for which it is used
Full-face mask	Load and download centrifuge and dryer, weighing operation used in combination with appropriate filters
Semi-face mask	During all the operation that predict an chemical agents exposition
Gas Semi-face filters ABE1	Filter for semi-face and organic gases and vapors with boiling point > 65 ° C
Gas Semi-face filters ABEK1	Filter for semi-face and organic gases and vapors with boiling point > 65 ° C and ammonia
Powders filters	Joined with gas filters or for operations that foresee work in a dusty place
Full-face filters with low boiling point AX	Used in <u>emergency case</u> , as when the concentration of substances with low boiling point is over the expected limit. <u>Only for single use</u> (maximum a shift of 8 hour)
Full-face filters with high	Filter for full-face and organic gases and vapors with boiling point


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boiling point	> 65 ° C
Single use mask	During operation of short duration

Always report the opening date of filters to control when they have to change.

Body protection	
PPE kind	Activities for which it is used
Single use gown	Activities foreseeing chemical agents contact, the large use is foreseen in laboratories
Single use fit	All the activities developed in finishing rooms
Single use overalls	Activities foreseeing chemical agents contact, the large use is foreseen in production locals
Jacket and slacks complete	It is provided for each operators depending on task: production operators, warehouse operators, maintenance operators, laboratory analyst and technicians
Shoes	Put in all areas of production / maintenance / warehouse. Shoes with conductive soles and toe crushing

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Body protection	
PPE kind	Activities for which it is used
Safety lanyard	Activities related to work on high
Safety harness	Activities related to work on high