

**AE-DOCU-011 - APPSELEC POLICIES (Rev 9)****11 PPE/CLOTHING POLICY****11.1 Our Objective**

Prior to implementing Appselec's current PPE requirements, company data demonstrated that some of the most common injuries occurring to employees were cuts and abrasions to hands, arms and minor eye injuries. Since introducing these requirements data shows a major decrease in these types of injuries.

The objectives of this policy are to ensure that PPE requirements are:

- Clearly communicated to all employees; and
- Followed at all times while on construction sites.

**11.2 Achieving our Objective**

Appselec's PPE/Clothing objectives will be achieved by:

- **Clearly** communicating our PPE/clothing requirements to all employees (e.g. during the recruitment process, as part of the company induction for new employees, inclusion into Safe Work Method Statements, etc.); and
- **Monitoring** implementation and effectiveness of the company's PPE/clothing requirements (e.g. as part of SWMS Effectiveness Reviews).

**11.3 Application of this Policy**

This policy applies to all employees of the Company and any party acting or working on behalf of our Company **and is considered a condition of employment.**

**11.4 Minimum Requirements**

The following **minimum** requirements apply to all Appselec employees while on construction sites:

- **Safety helmet / Eye protection / Ear protection** (when required) / **Hand protection**
- **Safety boots / Long sleeve shirt\* / Long pants**

*\*It is permitted that Site Managers, Foreman, and Head Office Visitors to construction sites will be able to wear short sleeve shirts whilst not on the tools (physically working).*

For tasks where PPE may interfere or make the task difficult to carry out the PPE may be removed only after a risk assessment has been performed.

The risk assessment **MUST** be performed in consultation with the Site Manager, the site OH&S representative and the workers(s) involved.

Approval to deviate from the company PPE policy must also be given from an Appselec senior management representative once the risk assessment is completed.

All employees are expected to present themselves for work each day with these personal items. Non-conformance may result in employees being refused entry to site at the cost of the individual. The Company is now strictly monitoring the issue and usage of all PPE items to

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ensure respect, compliance and overall preservation of these principals are being adhered to.