



Abu Dhabi EHSMS Regulatory

Framework

(AD EHSMS RF)

EHS Regulatory Instrument

Code of Practice

EHS RI - CoP 2.0 – Personal Protective Equipment

Version 2.0

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ACKNOWLEDGEMENTS

With gratitude Abu Dhabi EHS Center acknowledges the great support provided by the Executive Council in facilitating the issuance of Abu Dhabi Environment, Health and Safety Management System (AD EHSMS) and its implementation at Emirate level.

The issuance of the system would not have been possible without the supervision, diligent efforts and productive recommendations of the AD EHS Center Board of Directors.

These documents (Regulatory Instruments) constitute the efforts of the Abu Dhabi EHS Center and the concerned Sector Regulatory Authorities who worked together to integrate all relevant regulatory requirements under *AD EHSMS RF*. The input, contribution and constructive views of all sectors is highly appreciated.

May these documents prove to be beneficial and helpful in system implementation and in expanding the knowledge in the EHS field.



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Preface

This Abu Dhabi EHS Regulatory Instrument was developed by the AD EHS Center as the primary Competent Authority for this topic to set the minimum mandatory requirements.

Every effort was made in developing this document so that it does not conflict with existing local or federal laws and regulations. In case of conflict, requirements of the existing local and federal laws and regulations shall prevail, and all concerned are obliged to bring the same to the attention of AD EHS Center for resolution.

This AD EHS Regulatory Instrument has been developed, reviewed and approved, following the process as described in *AD EHSMS Implementation Guideline: The Integration of EHS Requirements in the Emirate of Abu Dhabi*, by the following stakeholders:

- Abu Dhabi EHS Higher Committee;
- Abu Dhabi EHS Center;
- Environment Agency Abu Dhabi;
- Department of Municipal Affairs;
 - Abu Dhabi City Municipality;
 - Al Ain City Municipality; and
 - Western Region Municipality.
- Department of Transport – Abu Dhabi;
- Abu Dhabi Water and Electricity Authority;
- Health Authority - Abu Dhabi;
- Higher Corporation for Specialized Economic Zones (ZonesCorp);
- Center for Waste Management – Abu Dhabi;
- Abu Dhabi Tourism Authority;
- Abu Dhabi Food Control Authority;
- Abu Dhabi Education Council;
- Regulation and Supervision Bureau; and
- Other Relevant Federal and Local Competent Authorities.

The AD EHSMS consists of the following hierarchy of documents:

- AD EHSMS RF Elements - Mandatory System Requirements

EHS Regulatory Instruments:

- Standards and Guideline Values - Mandatory EHS threshold and exposure levels
- Codes of Practice - Mandatory EHS technical requirements – subject specific
- Mechanisms - Mandatory system implementation processes and procedures

Guidelines:

- Technical Guidelines - Non-mandatory guidance on how to implement an EHS Regulatory Instrument
- AD EHSMS Guidance Documents - Non-mandatory guidance and interpretation an *AD EHSMS RF* concept and/or principle
- Further, this document is not intended to conflict with any contractual obligations in effect at the time of its issuance. However, all future contracts shall adhere to applicable requirements stated herein, and existing long term contracts shall be brought into compliance with its requirements as soon as reasonably practicable as stipulated by relevant subject authorities.

This document will be reviewed periodically as part of the continual improvement cycle.

1. Introduction

- (a) This Code of Practice (CoP) applies to all employers within the Emirate of Abu Dhabi. This CoP is designed to incorporate requirements set by UAE and Abu Dhabi regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement.
- (b) PPE is defined in the glossary as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to their health or safety', eg safety helmets, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses.
- (c) This CoP does not apply to general clothing worn whilst at work, such as corporate clothing with the primary purpose of presenting a corporate image. However any uniform or clothing provided to protect against a specific risk, such as high visibility vests, shall be deemed as PPE and covered under these requirements.

2. Training and Competency

- (a) Employers shall ensure that EHS training complies with the requirements of:
 - (i) *AD EHSMS RF – Element 05 – Training and Competency;*
 - (ii) *AD EHS RI – Mechanism 7.0 – AD EHS Professional Entity Registration;* and
 - (iii) *AD EHS RI – Mechanism 8.0 – AD EHS Practitioner Registration.*
- (b) The training shall be delivered to all persons who are required to use the PPE or could be affected by the misuse of the PPE.
- (c) Training shall include;
 - (i) the risk(s) which the PPE shall avoid or limit;
 - (ii) the limitations of the PPE;
 - (iii) when and where the PPE shall be worn;
 - (iv) what PPE shall be worn;
 - (v) how to correctly don, doff, adjust and wear PPE;
 - (vi) the correct care, cleaning, useful life, maintenance and disposal of the PPE;
 - (vii) identification of defects and reporting procedures;
 - (viii) correct storage of PPE;
 - (ix) inspection of PPE prior to, during and after use; and
 - (x) procedures for recording issue and use of PPE.
- (d) Training provided shall include practical and theoretical training.
- (e) Training shall be conducted in a language and method appropriate for the workforce.

- (f) Training shall include a test of competency and employees shall demonstrate an understanding of the training delivered. Employees unable to demonstrate a sound understanding the training provided shall not be permitted to undertake the task(s) that require the use of the said PPE until appropriate retraining has been undertaken and understanding demonstrated.
- (g) Refresher training shall be provided at appropriate intervals and include the criteria listed in Section 2.1(d) of this CoP.
- (h) Employers shall maintain a record of the required training that contains the following:
 - (i) name and ID number;
 - (ii) Emirates ID number of the employee;
 - (iii) subject(s) of training;
 - (iv) date(s) of training;
 - (v) person providing the training; and
 - (vi) type of PPE issued.

3. Requirements

3.1 Roles and Responsibilities

3.1.1 Employers

- (a) Employers shall undertake their roles and responsibilities in accordance with the general requirements of *AD EHSMS RF – Element 01 – Roles, Responsibilities and Self-Regulation Section 3.2.5*.
- (b) Every employer shall ensure that appropriate PPE is provided to all employees who may be exposed to a risk to their health or safety whilst at work.
- (c) All PPE provided to employees shall be provided at no cost to the employee. Employees may only be charged for PPE if they wilfully damage, misuse or misplace PPE.

3.1.2 Employees

- (a) Employees shall undertake their roles and responsibilities in accordance with the general requirements of *AD EHSMS RF – Element 01 – Roles, Responsibilities and Self-Regulation Section 3.2.7*.
- (b) Employees shall ensure they follow all the rules and regulations set by the employer and shall not misuse items provided for the purpose of safety.
- (c) Employees shall ensure that they immediately report any hazard or information that may affect, adversely or otherwise, the works being undertaken.

3.2 General Requirements

- (a) Employers are to ensure that PPE is hygienic and otherwise free of risk to health, PPE provided to a person for their personal use only.
- (b) PPE provided to employee's shall meet appropriate international standards, including American National Standards Institute / Australian Standard / European (CE Marking), or equivalent.
- (c) Employers shall ensure that other persons in the workplace (eg. visitors) are provided with appropriate PPE when in areas where PPE is required and that the PPE is used correctly.

3.3 Planning and Assessment

- (a) Employers shall evaluate each site or operation to determine if hazards are present and the workplace shall be assessed using risk management practices as required by *AD EHSMS RF – Element 02 – Risk Management*.
- (b) Employers shall ensure that the risk assessment is reviewed on a regular basis in line with the requirements of *AD EHSMS RF – Element 02 – Risk Management*.
- (c) Prior to providing employees with PPE, employers shall ensure that all other means of protecting the employee from risk to their health or safety, in line with the health and safety hierarchy of control identified within *AD EHSMS RF – Element 02 – Risk Management*, have been examined, and where reasonably practicable, implemented.

3.4 Selection of PPE

- (a) Where it is determined that PPE is required to avoid or limit exposure to risk, employers shall ensure that:
 - (i) it is appropriate for the risk or risks involved, the conditions at the place where exposure to the risk may occur, and the period for which it is worn;
 - (ii) it takes account of ergonomic requirements and the state of health of the person or persons who may wear it, and of the characteristics of the workstation of each such person;
 - (iii) it is capable of fitting the employee correctly, if necessary, after adjustments within the range for which it is designed;
 - (iv) where the PPE is provided for protection against chemicals, chemical protection / penetration is assessed and factored into the PPE replacement; and
 - (v) so far as is reasonably practicable, it is effective to prevent or appropriately control the risk or risks involved without increasing overall risk.
- (b) Employers shall ensure that where the presence of more than one risk to health or safety makes it necessary for employees to wear or use simultaneously more than one item of PPE, such equipment is compatible and continues to be effective against the risk or risks in question.

- (c) Employers shall ensure that where they supply non-PPE clothing and footwear (eg. corporate uniforms) that an appropriate risk assessment is performed as per the requirements of *AD EHSMS RF – Element 02 – Risk Management*.

3.5 Maintenance of PPE

- (a) Employer shall ensure that any PPE provided to employees is maintained (including replaced or cleaned as appropriate) in an efficient state, in working order and in good repair.
- (b) Employers shall ensure that an appropriate inspection regime is developed and implemented for all PPE issued.

3.6 Storage Facilities for PPE

- (a) Employers shall ensure that appropriate storage facilities are provided for the appropriate storage and protection of PPE when it is not being used.
- (b) The storage for PPE shall ensure prevention of:
 - (i) damage from chemicals, sunlight, high humidity, heat and accidental knocks;
 - (ii) contamination from dirt and harmful substances;
 - (iii) the possibility of losing the PPE; and
 - (iv) contamination from multi users.
- (c) Where it is required that PPE shall not be used by other persons, employers shall ensure that the accommodation provided is secure and can only be accessed by the user of the PPE.

3.7 Consultation & Communication

- (a) Employers shall communicate to all employee's, visitors and interested parties;
 - (i) areas where PPE is required;
 - (ii) types of PPE required;
 - (iii) risks present within these areas; and
 - (iv) procedures for issue of PPE.
- (b) Employers shall ensure that appropriate signage is erected in all areas where PPE is required in accordance with *AD EHS RI – CoP 17.0 – Safety Signage and Signals*.

3.8 Cost of Personal Protective Equipment

- (a) All necessary protective equipment shall be provided by the employer at no cost to employees, as per *Article 91 of Federal Law No. 8 of 1980*.

- (b) Other protective equipment shall also be provided, at no cost, by the employer as per the results of risk assessment:
 - (i) everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots; and
 - (ii) ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses and sunscreen.
- (c) Employers shall pay for replacement of employer-provided PPE, except when the employee has lost or intentionally damaged the PPE.
- (d) If an employee wishes to provide their own PPE, employers shall be responsible for assuring that it provides appropriate protection based on the risk assessment, including appropriate maintenance, and sanitation of such equipment.

3.9 Respiratory Protection General Requirements

- (a) Wherever an employee is exposed to airborne contaminants in excess of the Threshold Limit Values (TLV) as stated in the *AD EHS RI – Standards and Guidelines Values*, employers shall provide respiratory protection to that employee. Appropriate and effective respirators shall be provided until such time as:
 - (i) exposures are reduced to levels below the TLV through engineering control measures and other means; or
 - (ii) in those situations where engineering or other control measures are not effective in reducing the employee's exposure below the TLV.
- (b) Employers shall provide appropriate respiratory protection in accordance of the results of risk assessment.
- (c) Employers shall ensure that the respirators do not exceed the assigned protection factor as set by the manufacturer of the respirator.
- (d) Where the use of respirators is required employers shall establish and maintain a written Respiratory Protection Program, with required worksite-specific procedures and elements for required respirator use. The program shall be administered by an appropriately trained and competent person and at a minimum shall:
 - (i) cover each employee required by this section to use a respirator;
 - (ii) be updated as necessary to reflect those changes in workplace conditions that affect respirator use;
 - (iii) employers shall include in the program the following procedures / provisions, as applicable:
 - (1) for selecting respirators for use in the workplace;
 - (2) for appropriate use of respirators in routine and reasonably foreseeable emergency situations;
 - (3) include respiratory "fit test" requirements;

- (4) schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;
 - (5) ensure appropriate air quality, quantity, and flow of breathing air for supplied air respirators;
 - (6) training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations;
 - (7) training of employees in the appropriate use of respirators, including putting on and removing them, any limitations on their use, and their maintenance; and
 - (8) ensure regularly evaluating the effectiveness of the program.
- (iv) where exposures do not exceed the TLV employers shall provide respirators at the request of employees, or for voluntary use. Where the voluntary use of disposable filtering face piece respirators only are used, at exposures below the TLV, a written respiratory protection program is not required.
- (e) Employers shall designate a competent person who is competent through appropriate training or experience commensurate with the complexity of the program to administer and oversee the respiratory protection program and conduct the required evaluations of program effectiveness.
 - (f) Employers shall provide respirators, training, and medical evaluations at no cost to the employee.
 - (g) Where disposable respirators are used employers shall supply an appropriate number of respirators to allow replacement as required by conditions in the workplace.
 - (h) Appropriate medical surveillance shall be maintained of work area conditions and degree of employee exposure, as per *AD EHS RI – CoP 5.0 – Medical Surveillance*. When there is a change in work area conditions or degree of employee exposure that may affect respirator effectiveness, employers shall reevaluate the continued effectiveness of the respirator.
 - (i) Employers shall conduct evaluations of the workplace as required to ensure that the provisions of the current written Program are being effectively implemented and that it continues to be effective. Respiratory Protection Program evaluations shall be conducted annually.

3.10 Respirator Use

- (a) Employer shall provide each employee required to use respiratory protection with a respirator that is clean, sanitary, and in good working order.
- (b) Employer shall develop a schedule to replace respirator filters based upon the manufactures requirements, the use of the respirator and effective life of the respirator.
- (c) Employers shall ensure that respirators are cleaned and disinfected as required and recommended by the respirator manufacturer and including:
 - (i) respirators issued to more than one employee shall be cleaned and disinfected before being worn by different employees;

- (ii) respirators maintained for emergency use shall be cleaned and disinfected after each use; and
- (iii) all respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.
- (d) All respirators used in routine situations are to be inspected before each use and during cleaning.
- (e) All respirators maintained for use in emergency situations are to be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for appropriate function before and after each use.
- (f) Employers shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the manufacturer's recommendations.
- (g) Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's approved parts designed for that respirator.

3.11 Supplied Air Systems

- (a) Employers shall ensure that compressed air supplied to respirators meet the following specifications:
 - (i) oxygen content (v/v) of 19.5% - 23.5%;
 - (ii) hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
 - (iii) carbon monoxide (CO) content of 10 ppm or less;
 - (iv) carbon dioxide content of 1,000 ppm or less;
 - (v) lack of noticeable odour; and
 - (vi) contains no concentration of toxic material(s)
- (b) Employers shall ensure that compressors or cylinders used to supply breathing air to respirators are constructed and situated so as to:
 - (i) prevent entry of contaminated air into the air-supply system;
 - (ii) minimize moisture content so that the dew point at 1 atmosphere pressure is 5.5 degrees C below the ambient temperature;
 - (iii) have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters shall:
 - (1) be maintained and replaced or refurbished periodically following the manufacturer's instructions; and
 - (2) have a tag containing the most recent change date and the signature of the person authorized by the employer to perform the change. The tag shall be maintained at the compressor.

- (c) For compressors that are not oil-lubricated, employers shall ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm.
- (d) For oil-lubricated compressors, employers shall use a high-temperature or carbon monoxide alarm, or both, to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals appropriate to prevent carbon monoxide in the breathing air from exceeding 10 ppm. Refer to *AD EHS RI – CoP 36 – Plant and Equipment* and *AD EHS RI – CoP 49 – Compressed Gases and Air*.
- (e) Employers shall ensure that breathing air couplings are incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.

3.12 Respirator Training and Competency

- (a) Prior to requiring an employee to use a respirator in the workplace, employers shall provide a training program appropriate to ensure that each employee can demonstrate knowledge of at least the following:
 - (i) why the respirator is required and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
 - (ii) what the limitations and capabilities of the respirator are;
 - (iii) how to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
 - (iv) how to inspect, put on and remove, use, and check the seals of the respirator;
 - (v) the procedures for maintenance and storage of the respirator;
 - (vi) how to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
 - (vii) the general requirements of this section.
- (b) Training shall be conducted in a language and method that is understandable to the employee, at a time and place convenient to the employee, and at no cost to the employee.
- (c) Retraining is to be administered annually, and when the following situations occur:
 - (i) changes in the workplace or the type of respirator render previous training obsolete;
 - (ii) inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
 - (iii) any other situation arises in which retraining appears necessary to ensure safe respirator use.

4. References

- *AD EHSMS RF – Element 01 – Roles, Responsibilities and Self-Regulation*
- *AD EHSMS RF – Element 02 – Risk Management*

- *AD EHSMS RF – Element 05 – Training, Competency and Awareness*
- *AD EHS RI – CoP 17.0 – Safety Signage and Signals*
- *AD EHS RI – CoP 36.0 – Plant and Equipment*
- *AD EHS RI – CoP 49.0 – Compressed Air and Gases*
- *INDG288 – Selection of Suitable Respiratory Protective Equipment – HSE – UK*
- *L25 – PPE at Work Regulations and Guidance – HSE – UK*

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