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|  | INTEGRATED MANAGEMENT SYSTEM MANUAL | Doc. No.: SMCIFMSL-MNL |
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| Section No.- F | Personal Protective Equipment (PPE) Policy | Issue No.: 02, Rev. No.: 00 |
| | | Date: 01/12/2023 |
| | | Page. No.: 01 of 01 |

1. Purpose:

At SMC, the safety and well-being of our employees are our top priorities. The purpose of this Personal Protective Equipment (PPE) Policy is to outline the requirements, responsibilities, and procedures for the proper selection, use, maintenance, and disposal of PPE to ensure the protection of our employees from workplace hazards.

2. Scope:

This policy applies to all employees, contractors, and visitors of SMC who may be exposed to workplace hazards that require the use of PPE.

3. Responsibilities:

- Management: Management is responsible for providing appropriate PPE, ensuring its availability, conducting regular hazard assessments, and enforcing compliance with this policy.
- Employees: Employees are responsible for wearing and properly using the provided PPE, attending training sessions on PPE usage, reporting damaged or malfunctioning PPE, and following all safety procedures.
- Safety Officer: The designated safety officer is responsible for overseeing the implementation and enforcement of this policy, conducting regular inspections, providing training on PPE usage, and updating the policy as necessary.

4. PPE Selection:

PPE selection will be based on thorough hazard assessments conducted by management in collaboration with the safety officer. The appropriate PPE will be selected to mitigate identified risks, considering factors such as the nature of work, level of exposure, and individual needs.

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| Approved By (President) | Prepared & Controlled (MR) | |

5. PPE Usage:

- All employees must wear the designated PPE while performing tasks that pose a risk of injury or exposure to hazardous substances.
- PPE must be worn properly, adjusted to fit each individual, and inspected for defects before each use.
- Employees must not alter or remove PPE without authorization from management.
- PPE should be stored in designated areas when not in use and must not be shared between individuals.

6. Training:

All employees will receive comprehensive training on the proper selection, use, maintenance, and disposal of PPE. Training sessions will be conducted regularly, and records of attendance will be maintained.

7. Maintenance and Inspection:

- Employees are responsible for inspecting their PPE before each use and reporting any damage or defects to management.
- Management will ensure that PPE is maintained in good condition through regular inspections, repairs, and replacements as needed.

8. Disposal:

Disposal of PPE will be conducted in accordance with applicable regulations and guidelines. Disposable PPE should be disposed of properly after each use, while reusable PPE should be cleaned and stored appropriately.

9. Enforcement:

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment. Employees are encouraged to report any violations or concerns regarding PPE usage to management or the safety officer.

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10. Policy Review:

This PPE Policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with relevant regulations and best practices.

Signed:

[Management Representative]

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