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PERSONAL PROTECTION EQUIPMENT PROGRAM STANDARD

1.0 PURPOSE

To establish instructions to follow for the purchase, storage and use of personal protection equipment (PPE).

2.0 BACKGROUND

This standard updates and complements the criteria established in the Panama Canal Authority (ACP) Risk Control and Occupational Health.

3.0 SCOPE

This standard applies to all ACP employees, contractors, and third parties performing works or activities in facilities or areas under ACP responsibility.

4.0 LEGAL FOUNDATION

This Standard is established pursuant to Agreement No. 12 of the Board of Directors of the Panama Canal Authority (ACP), Safety and Health Regulations, Chapter 1, Article 3.

5.0 DEFINITIONS

5.1 Personal Protection Equipment (PPE): Equipment and instruments designed to minimize employee exposure to potential risks present at the work place: helmets, safety glasses, ear muffs, gloves, protective garments, safety shoes, among other.

5.2 Risk Analysis: Assessment of potential risks that might be associated to the performance of a work or activity.

6.0 GENERAL

6.1 As long as it's feasible, engineering and administrative controls shall be implemented first.

6.1.1 PPE shall be handed to employees whenever engineering and administrative controls are not sufficient to control exposures to hazards.

6.1.2 Which PPE shall be necessary for each place, work or activity shall be determined by the Manager of the work unit involved and Safety and Industrial Hygiene Unit (RHSH).

6.1.3 The Manager of the unit shall communicate to all employees the PPE requirements for each place, work or activity, as pertinent.

6.2 PPE storage.

6.2.1 Manufacturer instructions shall be followed for the appropriate storage of PPE, spare parts, and all of their components.

6.2.2 Special care shall be exercised regarding where and how equipment are stored, as well as the precautions to be taken in order to protect them.

6.3 General utilization guidelines



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6.3.1 Employees are responsible for following manufacturer and supervisor instructions for the adequate utilization and care of PPE.

6.3.2 Regarding PPE utilization, supervisors and employees shall refer to the ACP Safety and Occupational Health Manual.

6.3.3 Whenever a work or activity may require the use of specific PPE, supervisors and employees shall refer to the approved procedure or the Standard that regulates such work or activity.

6.3.4 PPE shall be selected according to the Hazardous Materials Standard for the use, handling, and storage of hazardous materials.

6.4 Defective Equipment

6.4.1 Defective PPE shall not be worn.

6.4.2 The employee shall inform the supervisor when the equipment is defective so that it be replaced.

6.5 Utilization training

6.5.1 Employees shall be trained in the use of PPE its limitations, useful life and adequate maintenance according to the potential risks that may be present in each work.

6.5.2 PPE utilization training programs shall ensure that employees know how to put on, adjust, operate, take off and maintain the PPE.

6.5.3 An employee shall be trained when:

6.5.3.1 PPE modifications render any previous training obsolete.

6.5.3.2 Changes in utilization conditions render any previous training obsolete.

6.5.3.3 The employee shows failures or lack of knowledge regarding the adequate use of the equipment.

6.5.3.4 Whenever specialized PPE equipment are used, the time lap between updates may be shorter, but never longer than once per year.

6.5.4 Initial trainings and subsequent actualizations shall be documented.

6.6 Purchasing

6.6.1 Safety and Industrial Hygiene Unit (RSH) shall determine the requirements for authorized PPE to be used in facilities, equipment, and areas under ACP responsibility.

6.6.2 In order to facilitate the purchasing process, RSH shall publish a Guide for selecting and purchasing PPE for the ACP. Each ACP unit, each contractor and/or third party shall request and obtain information on these PPE requirements.



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6.6.3 If the PPE is not a standard ACP item, or its specifications are not listed in the PPE guide, it shall be the responsibility of each ACP unit, contractor, and/or third party to obtain approval from Safety and Industrial Hygiene Unit (RSHS) for the purchase of said PPE.

7.0 RESPONSIBILITIES

7.1 Managers and supervisors

7.1.1 It constitutes a serious offense not to provide the equipment or stop using it. See MSF 1.0005 Responsibilities and Safeguard of Working Tools and Equipment.

7.1.2 The Manager of the unit is responsible for:

7.1.2.1 Taking care and safeguarding specific application personal protection equipment or those requiring special care and cleansing procedures.

7.1.2.2 Keeping a stock of disposable components of personal protection equipment available to all employees required to use them.

7.1.2.3 Each Manager is responsible for making sure that all works and projects performed by their staff, including their contractors, are submitted to documented risk analyses.

7.1.2.4 Performed risk analyses shall identify possible hazardous exposures and the relevant controls.

7.2 Supervisors

7.2.1 Have to provide the required PPE for performing certain work once the necessity for such equipment has been identified.

7.2.2 Consult with the Safety and Industrial Hygiene Unit (RSHS) staff regarding PPE required for the work and activity to perform.

7.2.3 Make sure those employees supervised use PPE required for their work or activity in an adequate fashion.

7.2.4 Verify that PPE provided to employees are kept in good conditions.

7.3 Employees

7.3.1 Have to use the personal protection equipment required to carry out a job whenever this requirement is identified.

7.3.2 Shall not have to perform a work or activity where the need to wear personal protection equipment has been identified if such equipment is not available to the said employee.

7.3.3 Are responsible to take care, inspect, and safeguard PPE provided for their personal use.

7.3.4 Shall keep their PPE in good hygienic and operational conditions.



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8.0 INQUIRIES

Any information or clarification of the content or application of this Standard must be requested in writing to the Safety and Industrial Hygiene Unit (RHSH).

9.0 EXCEPCIONES

Any requests for changes or temporary exceptions to this Standard must be made in writing to the Safety and Industrial Hygiene Unit (RHSH).

10.0 TERM

This Standard shall remain in force until amended or revised.

11.0 REFERENCES

11.1 Safety Program, Regulations of the Engineering and Construction Bureau for the Administration of the Bureau Safety Program, 1970 Edition.

11.2 Safety and Occupational Health Management Standard 2600SEG101.

11.3 Financial Systems Manual, MSF 1.005 Responsibilities and Safeguards for Working Tools and Equipment.