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Prepared By

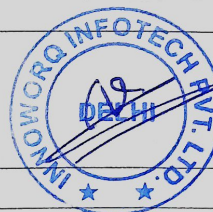
Mr. Sandipto Ghosh

Date : 26/03/2025

Approved By

Mrs. Savita Grovar

Date : 26/03/2025



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1. Purpose

The purpose of this policy is to ensure the provision, proper use, and maintenance of Personal Protective Equipment (PPE) to safeguard employees against workplace hazards in compliance with legal requirements and the BOCW Act.

2. Scope

This policy applies to all employees, contractors, and workers engaged at sites, offices, or other locations where workplace hazards necessitate the use of PPE.

3. Legal Compliance

This policy adheres to the following legal and regulatory frameworks:

- **Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (BOCW Act)**

4. Responsibilities

4.1 Management:

- Provide adequate and appropriate PPE to all employees as per workplace hazard assessments.
- Ensure PPE complies with legal and safety standards.
- Allocate budget and resources for PPE procurement, training, and replacement,

4.2 Safety Officers:

- Identify workplace hazards and recommend suitable PPE for each task.
- Conduct regular inspections to ensure PPE is in good condition.
- Train employees on the correct usage, maintenance, and storage of PPE.

4.3 Site Engineer:

- Ensure employees wear PPE as required while performing their tasks.
- Report any non-compliance or defective equipment immediately.

Prepared By	Approved By	
Mr. Sandipto Ghosh	Mrs. Savita Grovar	
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4.4 Employees and Technician:

- Wear the issued PPE correctly and consistently.
- Maintain PPE in good condition and report damage or defects immediately.
- Participate in PPE training sessions.

5. Personal Protective Equipment:

All personnel on a site must wear a minimum safety helmet, safety goggles (100% eye protection), safety shoes, Hand Gloves, Reflective Jacket. Additional personal protective equipment may be Required dependent on the tasks being undertaken or as dictated by the risk assessment (e.g.: Electrical Safety).

We shall provide all necessary personal protective clothing and equipment for employees and replace as necessary. Records of the issue of such equipment must be maintained for inspection by Engineer

We shall:

- Ensure that all personal shall wear safety helmet, and safety shoes except inside covered vehicles, designated rest areas and offices.
- Provide personal protective equipment, which is comfortable and fit for purpose.
- Maintain and clean personal protective equipment.
- Replace free of charge defective, broken or lost personal protective equipment
- Provide storage for personal protective equipment when not being used.
- Ensure that personal protective equipment is properly used.
- Give training, information and instruction on its use to employees.
- Ensure that all personnel wear suitable clothing at all times
- Ensure that all PPE shall confirm specification and maintained in good condition.
- Ensure that all persons working on site shall wear along sleeved shirt and long pants (No loose clothes, saris, allowed).
- Not allow to wearing of Loose necklaces, dangling earrings and bracelets

6. PPE Selection

A risk assessment process is the basis for correct PPE selection. Each activity performed shall go through a documented analysis, where all hazards are carefully identified and quantified, Types, sizes and protection levels will then be determined by this analysis.

The following factors should be considered when assessing PPE suitability:

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- PPE should be appropriate for the risk involved and conditions at the workplace.
- PPE should adequately control the hazard without increasing the overall risk,
- PPE shall allow adjustment for correct fit.
- If more than one PPE is required, they shall present the possibility of concurrent use.

PPE's are usually marked with a national or international standard code IS or EN to indicate that it has been assessed as suitable by a reputable body.

7. PPE Standards

PPEs shall confirm with following standards

PPE DETAILS				
Sl. no	PPE	Envisage Hazard	Standard compliance	Technical specification
1	Safety Helmet	Head injury from falling objects, Continued working under sun leading to unconsciousness	EN397:1995 / IS 2925	Ratchet type, stabilized against Ultra Violet degradation through appropriate UV Stabilizers. Ventilation arrangement, Lightweight and with sweat band.
2	Hearing Protection	Operations involving noise like DG, drilling operations etc	EN 352-2	Triple flanged design, Hypo-allergenic silicon for ensuring good fit in the ear canal. Washable and reusable. Mean Attenuation between 27 to 31 db.
3	Safety shoes	Slip & trip hazard	IS 15298 / CE/EN 345-1 marked	Outsole – High Density PU, Injected sole. FRP Toe Cap – 200 joules CE 12568 / DIN 32768 Steel Toe Cap. Suitable for tower climbing & Prevention from electrical shock-High Voltage Electrical Resistant. Either, Steel Toe Cap or Electrical resistant FRP cap.
4	Rubber dotted Cotton Hand Gloves	Slip / minor cuts by contact with sharp edges of cable cores, connectors, knives etc. , Hot & cold surfaces	IS 6994: 1973 EN 388	Seam less knitted cotton hand gloves with PVC dots.
5	Electric Hand Gloves	Electrocution	EN 60 - 903 -2003	Class 00 - Maximum use voltage of 500 volts AC/proof tested to 2500 volts AC Class 0 - Maximum use voltage of 1,000 volts AC/proof tested to 5,000 volts AC Class 2 - Maximum working voltage – 11, 000 volts Beige color natural latex insulating glove. Thickness – 2 to 3

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6	Safety Goggles	Electrical arcs, dust, UV rays etc.	EN166:2001	High Impact protector made from Nylon frame and Polycarbonate template with clear anti fog lenses. Complete side Protection. Protection against optical radiation, Protection against high – speed particle – Low energy impact stability at elevated temperature. Adjustable Arm. Chemical splash protection goggles provide ventilation to reduce fogging but also prevent liquids from entering the protected area
7	6 pocket Coverall suit	Honey bee bite / Loose clothing		Color : Navy Blue
8	Dust Mist Mask	Dust/Bee sting	EN 149	Dust Protective Mask

8. PPE Issuance Process:

- PPE will be issued during induction or as per task requirements.
- Records of PPE issuance, including the recipient's acknowledgment, will be maintained by the safety team.

8.1 Replacement and Maintenance:

- Employees must report damaged or unserviceable PPE for replacement.
- The company will replace PPE free of charge as required.

9. Training and Awareness:

- Regular training sessions will be conducted to ensure employees understand the importance, proper use, and limitations of PPE.
- Training will include hands-on demonstrations and emergency scenarios.

10. Compliance and Disciplinary Action:

- Non-compliance with PPE usage will result in corrective measures as per the company's disciplinary policy.
- Severe or repeated non-compliance may lead to suspension from site activities.

11. Record-Keeping:

- PPE issuance and training records will be maintained for a minimum of five years as per legal and company standards.

12. Review and Updates:

This policy will be reviewed annually or whenever there is a significant change in legal requirements, workplace hazards, or operations.

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Mr. Sadipto Ghosh	Mrs. Savita Grovar	
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13. PPE issuance and Inspection Checklist

S NO	PPE ITEMS	Date of Issue	Date of Inspection	Inspection Due
1	Safety Helmet EN397:1995 with Eight Point Textile Suspension & Brushed Cloth On Foam of Sweat Band & Adjustable Chin Strap & Ventilation with Integrated Eye shield			
2	Electric Hand Gloves: EN 60 - 903 -2003			
3	Safety Jacket Made of Cotton Net Type Fabric Lemon Green Colour with 2" Reflective Tape with FSR Logo One On the Chest & Another on The Back			
4	Rubber dotted Cotton Hand Gloves: IS 6994: 1973 EN 388			
5	Safety Shoes : CE/EN 345-1 marked with Steel Toes & PU Sole (Please indicate the sizes)			
6	3M – 1110 Ear Plug- EN 352-2			
7	Safety Goggle- EN166:2001			
8	First Aid Box			
9	3M-8710 Dust Mist Mask. - EN 149			
10	Cotton Work Wear with FSR Logo on the pocket and at the back.			
11	Others Sanitizer			

Prepared By
Mr. Sandipto Ghosh
Date : 26/30/2025
Approved By
Mrs. Savita Grovar
Date : 26/03/2025
