



**Appendix No. 1 to the Order**

**APPROVED BY**

Order of the Chief Executive Officer of Ilim Group

**Developed by :** Environmental, Health and Fire Safety Department

**Storage location:**

**Updated on:**

## **Rules for use of personal protective equipment at Ilim Group's industrial sites**

**(revised version)**

St. Petersburg  
2016

### **1. General provisions**

#### **1.1 Purpose**

These Rules establish uniform requirements for the use of protective clothing, protective footwear and other personal protective equipment at Ilim Group's industrial sites (hereinafter also referred to as the Company).

#### **1.2 Scope**

The Rules apply to all the employees of Ilim Group as well as all other individuals visiting Ilim Group's industrial sites.

### 1.3 Key provisions

- 1.3.1. Personal protective equipment provides means to ensure reduction of negative industrial impacts on the employees' health and is intended for use when the employee's safety cannot be ensured by any technical means (equipment design, technology, production process organization, architectural and planning concepts, and collective protective equipment).
- 1.3.2. In compliance with the established standards, certified personal protective equipment (hereinafter, PPE) as well as cleansing and neutralizing agents must be provided for operations in harmful and/or hazardous working conditions as well as for the operations carried out in specific temperature conditions or involving the employees' contamination.
- 1.3.3. Employees must be provided with PPE at the expense of the Company in compliance with the List for Provision of Certified Protective Clothing, Protective Footwear and Other Protective Equipment Free of Charge developed on the basis of the Standard Industry-Wide Specifications. PPE provided to the employees shall be suitable in terms of their sex, height, size, as well as nature and conditions of work.
- 1.3.4. Special cold protective clothing and footwear must be provided to employees at the beginning of the cold season. The period for the use of such special cold protective clothing and footwear must be defined by each Branch independently jointly with the relevant trade union body or another representative body authorized by the employees, taking into consideration local climate conditions.
- 1.3.5. Cleaning paste, gels, and soap as well as protective and restorative creams are issued according to approved norms and list of the jobs and positions in a structural unit (SU) entitled to receive such cleaning paste, gels, soap, protective and restorative creams pursuant to Order of the Ministry of Healthcare and Social Development of the Russian Federation No. 1122n of December 17, 2010, *Approval of standards for issuance of free cleaning and/or decontaminating goods and occupational standard on Provision of cleaning and/or decontaminating goods to employees.*
- 1.3.6. The PPE provided to employees is the Employer's property. Upon termination of employment or the employee's transfer to another structural unit where PPE provision standards do not require the use of protective clothing (footwear), the employee is to return his/her protective clothing (footwear) to the PPE warehouse before the dismissal date (or relocation - if the new position doesn't require PPE). If the wear life of protective clothing (footwear) has expired, there is no need to return it to the warehouse.
- 1.3.7. The wear life of PPE starts from the day it is provided to employees. The wear life of special cold protective clothing and footwear includes its storage period during the warm season.
- 1.3.8. The PPE returned by employees in case of termination of their employment or their transfer to another position will be available for further use (wear) and can be used as a reserve fund in rescue and recovery operations, seasonal work, painting and washing as well as in other operations provided this PPE has been washed, cleaned, degassed, decontaminated, disinfected, neutralized and repaired (hereinafter, treated) in accordance with the requirements for the use of certain PPE.
- 1.3.9. The newly purchased PPE must have certificates (declarations) of compliance and hygiene certificates, go through on-site testing in Ilim Group's units and be supported by favorable opinions prepared by Occupational Safety Departments of remote structural units and branches of the Company, which have had the tests and recorded in the Corporate PPE Test Register at: Z:\Реестр испытания СИЗ. PPE are included in the register on the basis of a simple majority of votes.

The authorized employee of the Safety Department shall keep all positive opinions (test reports) to the said file stating the branch name and PPE code.

- It is prohibited to purchase PPE which has not been tested by Ilim Group (or has failed tests).
- It is allowed to purchase the PPE which has been earlier purchased by the Company's structural units (SU) provided it is confirmed by the relevant letter from the OHS Manager and (on the basis of the letter) PPE is recorded in the Corporate PPE Test Register at: Z:\Реестр испытания СИЗ. PPE are excluded from the register on the basis of a simple majority of votes.

- Only one model of each PPE stock item for all branches is purchased based on the tender results in accordance with the Regulations on the Arrangement and Holding of Tenders for Awarding Inventory Supply, Work and Services Agreements for the Needs of Ilim Group.
- 1.3.10. The Corporate PPE Test Register Supervisor shall be the authorized OHS employee.
- 1.3.11. The Supervisor of the register of allowed PPE shall be an expert from the Procurement Department, HO - a category manager. The category manager shall control over compliance with PPE requirements established in p. 1.3.9.
- 1.3.12. PPE must meet the requirements of occupational safety regulations (government or industry-wide standards and technical specifications) and have all certificates/declarations of conformance. Purchase and provision of PPE without certificates of conformance (declaration) to employees is not allowed.
- 1.3.13. In order to have an updated list of PPE approved for purchase, responsible OHS employees will annually, 30 calendar days prior to the tender, send a proposal to the PPE team to update the corporate PPE tests register.
- 1.3.14. In order to eliminate the risk of non-availability of required PPE for the employees, each branch shall determine the PPE renewable stock.

#### **1.4 Responsibilities with regard to PPE use**

##### 1.4.1. Employees' Responsibilities with regard to PPE use

Each employee must:

- Promptly receive PPE from the warehouse in accordance with the existing rates for PPE provision.
- Use provided protective clothing, footwear and other personal protective equipment required in the workplace in compliance with the requirements outlined in the Rules.
- Maintain PPE as established in the rules.
- Check PPE before use. Refrain from using defective or non-serviceable PPE.
- Take timely actions to eliminate PPE malfunctioning or defects, including PPE replacement.
- Treat provided PPE with care.
- In case of loss, damage due to carelessness (deliberate damage) or theft of protective clothing, footwear or other PPE, workers, managers, experts, and clerical staff will be held liable in accordance with current legislation.
- Do not carry PPE off the industrial site except high-visibility vests, protective glasses and anti-slip grips, and cases stipulated otherwise by employment agreements or rules of procedure (logging, etc.), when PPE are kept by the employees out of working hours.
- Use PPE only for intended purpose.
- The employees failing to use the provided PPE during operations, are suspended from work until this non-compliance is corrected.

##### 1.4.2. Responsibilities of managers (foremen and other works supervisors) with regard to the implementation of the Procedure for PPE use by employees.

Immediate supervisors must:

- Provide PPE in a timely manner in accordance with the established standards.
- Ensure control over correct usage of PPE by employees
- Check for availability of the PPE required for employees before starting work.
- Train employees in proper PPE use, if necessary.
- Prevent employees without the required PPE or with defective PPE from carrying out their work.
- Take actions to hold employees liable for not using PPE.
- Prevent the contractor's representatives that have not been provided with the required PPE from performing their tasks.

##### 1.4.3. Responsibilities of manufacturing unit managers with regard to the implementation of the Procedure for PPE use

Heads of industrial structural units shall:

- Ensure provision of all required personal protective equipment to the employees of the structural unit with respect to their working conditions and in compliance with the standards established at the branch.
- Ensure timely washing and dry-cleaning of protective clothing.
- Oversee delivery and correct use of PPE.

- Provide rooms (locker rooms) specifically equipped for required PPE storage compliant with sanitary requirements.
- Ensure replacement of the protective clothing and footwear worn out before expiry of its wear life for reasons beyond employee's control based on the relevant certificate. In case of PPE loss or damage at the locations designed for its storage due to reasons beyond employee's control, the Branch must provide the employee with new PPE.
- Ensure regular tests and checks of PPE within the established timeframe.
- Provide visitors of industrial sites with relevant personal protective equipment (hard hats, earmuffs, goggles etc.) and maintain PPE reserve specifically for this purpose.
- Ensure and arrange induction training for employees in PPE use rules and the simplest ways to check PPE operability as well as PPE use drill in cooperation with PPE manufacturers and suppliers, if necessary.
- Take disciplinary actions against the employees failing to comply with occupational health and safety requirements, and namely failing to use existent PPE.

#### 1.4.4. Responsibilities of visitors at industrial sites with regard to PPE use

All visitors at Ilim Group's industrial site (depending on the type and conditions of the site) must be provided with the following PPE regardless of their tasks or status:

- high-visibility vests or protective coats;
- hard hats;
- safety goggles;
- respiratory PPE;
- Hearing PPE (earmuffs and earplugs);
- Anti-slip grips during winter.

Each branch shall keep a necessary stock of these PPE for such reason. The visitors failing to use provided PPE must not access the industrial site.

#### 1.4.5. Protective clothing, protective footwear and other PPE is provided to HO employees (engineering staff) to ensure discharge of their functions while on business trips as follows:

- the manager of the relevant unit submits a memo (request) addressed to the Director, Environmental, Health and Fire Safety (HO) with the indication of the full name, position, type of required PPE and justified need, within 30 calendar days prior to the start of the budgeting process for the relevant unit. Costs for PPE purchase are included in the budget of the relevant structural unit.
- Based on the needs of the structural units, the Head of OHS (HO) shall form a consolidated demand for the HO followed by its inclusion in the corporate demand.

#### 1.4.6. Responsibility of the Occupational Health Safety Department for provision of personal protective equipment to employees

- Development of the rates for provision of protective clothing, protective footwear and PPE issued to employees under the Standard Industry-Wide Specifications for Provision of PPE Free of Charge, considering the opinion of the relevant Trade Union.
- Participation in tender boards during arrangement of tenders to select PPE suppliers.
- Arrangement for testing of the PPE samples provided by suppliers and drafting reports on further use of the PPE offered by suppliers.
- PPE incoming quality control

### 1.5 PPE Task Force Team

#### 1.5.1. The PPE Task Force Team (hereinafter, the PPE Team) is established in order to monitor compliance with these Rules within JSC Ilim Group as well as to amend and update them.

The PPE Team includes:

1. Head of OHS HO of a person authorized by him
2. OHS managers (subject matter experts) of the Branches
3. Representatives of the Procurement Department
4. Security representative

#### 1.5.2. *Task Force Team functions:*

- Introduce the Corporate PPE Test Register published at Z:\Реестр испытания СИЗ- (Branch subject matter experts)
  - Elaborate the Reference Book of Recommended PPE Models (Items) and PPE Manufacturers; amend and complement it based on the PPE Test Register (branch employees, experts from Procurement, HO).
  - Prepare amendments and addenda to the PPE Reference Book based on on-site testing results (branch employees, experts from Procurement, HO). Make resolutions on the expediency of on-site testing of PPE offered by suppliers (branch employees, experts from Procurement, HO).
  - Participate in tenders to select PPE supplier
- 1.5.3. If necessary, the PPE Team members meet before the tenders in St. Petersburg to revise, update and amend the PPE register and to develop a single strategy for ensuring provision of PPE to Company employees.
- 1.5.4. To monitor new up-to-date PPE of better quality, the PPE Team members must visit exhibitions, seminars, conferences, including international OHS and PPE events, such as: BIOT, A+A, Health and Safety Week in Sochi , etc.

### 1.6 Procedure for provision of PPE to temporary employees and trainees

- 1.6.1. Temporary Ilim Group employees must be provided with protective footwear and used protective clothing after it has been washed, cleaned and repaired. If a size needed is unavailable, a new protective clothing shall be provided. While hiring a temporary employee, an accountable person shall indicate duration of the employment contract in the PPE card. Upon expiry of that period, the employee shall return PPE to the warehouse.
- 1.6.2. Trainees during their internship period should be provided with used protective clothing after it has been washed, cleaned and repaired, and with footwear depending on the nature of their internship. Internship may be started only after provision of proper protective clothing or footwear.

### 1.7 Rules of PPE use

- 1.7.1. PPE must be worn when a hazard cannot be prevented by using technical, organizational or collective protection. Such locations (production lines, areas and sections) are marked with respective mandatory safety signs
- 1.7.2. List of process areas, plants, and types of operations which require that employees, contractors and visitors use PPE The Branches may establish additional requirements in the regulations, which may not conflict with these Rules. Such requirements shall be documented in the internal documents of the Branch (instructions, regulations, orders, etc.) or reflected in the warning signs at the entrance to the site (Branch, area, shop, etc.).

#### 1. Safety glasses (with side-shield protection)

<p><u>Safety glasses must be used:</u></p> <p>1.1. At the sites and in process areas, including indoor warehouses;</p> <p>1.2. in non-manufacturing areas in the following cases:</p> <ul style="list-style-type: none"> <li>• During construction and installation work.</li> <li>• when cleaning workplaces with detergents;</li> <li>• at the locations for pulpwood, chips, bark, sawdust, coal, and other materials storage;</li> <li>• in vehicles with open cabins;</li> </ul> <p>1.3. Company employees, contractors, and all other persons permitted to work at the Company's industrial sites who are wearing corrective glasses shall either wear safety goggles over their glasses or safety glasses with corrective lenses and side-shield protection.</p>	<p><u>Use is not necessary:</u></p> <ul style="list-style-type: none"> <li>• in non-manufacturing areas (offices, cafeterias, utility rooms, or control rooms);</li> <li>• in cabins and passenger compartments of vehicles;</li> <li>• when servicing rotating parts of PM and pulp dryers, while working under the hood of PM and pulp dryers in operation;</li> <li>• when working with office equipment;</li> <li>• when moving across the site to locker rooms (based on the order of the Branch Director).</li> <li>• in vehicles with closed cabins;</li> </ul>
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GLASSES ON THE HELMET ARE NOT ALLOWED	
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**2. Mask type safety goggles**

<p><u>Should be worn:</u></p> <ul style="list-style-type: none"> <li>2.1. During work related to possible dusting and spraying of chemicals (rinsing/washing of equipment also with water, draining, filling and mixing of chemicals, etc.)</li> <li>2.2. during operations involving generation of dust or splashing of materials, raw materials, and products;</li> <li>2.3. when cleaning workplaces with detergents;</li> </ul>	<p><u>Use is not necessary:</u></p> <p>In all cases except for those outlined in p. 2.1 - 2.3.</p>
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**3. Indirect vented safety goggles with light filtering**

<p><u>Should be worn:</u></p> <ul style="list-style-type: none"> <li>3.1. during gas and electric welding.</li> <li>3.2. when carrying out additional work with an electric gas welder;</li> </ul>	<p><u>Use is not necessary:</u></p> <p>In all cases except for those outlined in par. 3.1 - 3.2.</p>
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**4. Side-shields**

<p><u>Side-shields must be used:</u></p> <ul style="list-style-type: none"> <li>4.1. During use of electric, gas and pneumatic tools.</li> <li>4.2. by electricians when switching equipment or working in electric cabinets, boards, distribution cells with unenclosed (non-insulated) live current-bearing parts or working on live equipment;</li> <li>4.3. When taking wildfire containment measures (mesh panels), if necessary</li> <li>4.4. during fitting work with impact tools (chisel, hand punch, hammer, or sledge-hammer);</li> <li>4.5. when operating vacuum or pressure equipment.</li> <li>4.6. in laboratory when handling chemicals, operating vacuum or pressure laboratory devices;</li> <li>4.7. During grinding, drilling, installation, fitting and other work related to processing of cold metal, stone, wood and other materials.</li> </ul>	<p><u>Use is not necessary:</u></p> <p>In all cases except for those outlined in par. 15.1 - 15.7.</p>
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**5. Protective hood with a full-face mask**

<p><u>Should be worn:</u></p> <ul style="list-style-type: none"> <li>5.1. During sampling (of chemicals - acids, alkali, etc., high temperature substances (over 50C)) in</li> </ul>	<p><u>Use is not necessary:</u></p> <p>In case the Branch has performed assessment of risks and developed other actions to mitigate</p>
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sample coolers made in violation of the design or in case there was no risk assessment.	this risk up to an acceptable level (documented and approved by the Branch management)
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**6. The special footwear with a protective toe cap.**

<p><u>Should be worn:</u></p> <p>6.1. at all industrial and logging sites of Ilim Group (including warehouses) during performance of any work.</p> <p>6.2. during construction;</p> <p>6.3. during cargo handling.</p>	<p><u>Use is not necessary:</u></p> <ul style="list-style-type: none"> <li>• in offices;</li> <li>• when staying in vehicles at the location site provided drivers and passengers do not leave the vehicle;, except for cases when an employee is delivered to the point for changing clothes.</li> <li>• when moving across the site to locker rooms (based on the order of the Branch Director).</li> <li>• For lab assistants, if their work is not connected with industrial operations, etc.<sup>1</sup></li> </ul>
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**7. Personal shoes:**

<p><u>It is prohibited to use while moving across the area:</u></p> <ul style="list-style-type: none"> <li>• shoes with a narrow heel (stiletto)<sup>2</sup>;</li> <li>• shoes with heels higher than 5 cm</li> </ul> <p><u>It is prohibited to use while performing operations across the area:</u></p> <ul style="list-style-type: none"> <li>• toeless shoes;</li> <li>• step-ins (sabot);</li> </ul>	<p>It is allowed to wear in the office:</p> <p>Any type of shoes with a stable wide heel not higher than 5 cm.</p>
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**8. Anti-slip grips and studded shoes**

<p><u>Should be worn:</u></p> <p>8.1. During winter when there is ice or packed snow on the roads. First and last days of use shall be determined by the Branch Director issuing a separate order.</p> <p>8.2. From the entrance to the place of changing clothes.</p>	<p><u>Use is not necessary:</u></p> <ul style="list-style-type: none"> <li>• in vehicles (applies to non-slip ice grips);</li> <li>• when walking across metal and ceramic structures and vehicle elements (applies to non-slip ice grips).</li> </ul>
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**9. Cut-resistant gloves**

<p><u>Should be worn:</u></p> <p>9.1. when operating cutting tools (blades etc.);</p> <p>9.2. during repair and maintenance of equipment with sharp edges and cutting parts;</p>	<p><u>Use is not necessary:</u></p> <p>In all cases except for those outlined in par. 9.1 - 9.4.</p>
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<sup>1</sup> Lab assistants may wear shoes without toe caps if approved by the Branch Director in the Order.

Shoe heel tap D shall not be less than 5 cm.

<p>9.3. when handling materials with sharp edges and cutting parts;</p> <p>9.4. when manually handling paper rolls (e.g. when moving rolls).</p>	
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### 10. High visibility vests

<p><u>High visibility vests should be worn:</u></p> <p>10.1. At FP warehouses and inventory storages if internal transport is used.</p> <p>10.2. At wood storage areas and woodyards.</p> <p>10.3. When working on railway tracks and at railway crossings.</p> <p>10.4. By drivers when leaving the cabin to perform maintenance/inspection outside the repair area.</p> <p>10.5. While using hoisting equipment.</p> <p>10.6. While performing work on roadway close to moving vehicles (logging machinery, road construction and loading/unloading mechanisms, etc.).</p> <p>10.7. By visitors and trainees<sup>3</sup></p> <p>10.8. In other cases as stipulated by safety instructions or as required in case of an emergency.</p> <p>10.9. In cases stipulated by in-house regulations of Ilim Group and orders of Branch Directors</p>	<p><u>Use is not necessary:</u></p> <p>In all cases except for those outlined in par. 10.1 - 10.9.</p>
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### 11. Dielectric gloves

<p><u>Should be worn:</u></p> <p>11.1. While performing work on current-bearing parts under pressure.</p> <p>11.2. While performing work near current-bearing part under pressure at a distance which is less than the standard (according to the Rules).</p>	<p><u>Use is not necessary:</u></p> <p>In all cases except for those outlined in par. 11.2.</p>
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<sup>3</sup> The relevant inscriptions are made on high-visibility vest to be used by visitors, interns and trainees: “Visitor” or “Trainee”, and approved by the Branch Director in the Order.



## 12. Acid resistant gloves

<u>Should be worn:</u> 12.1.when handling acids, alkali, and other chemicals in process areas and laboratories.	<u>Use is not necessary:</u> In all cases except for those outlined in par. 12.1.
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## 13. Vibration-resistant gloves

<u>Should be worn:</u> 13.1.when carrying out operations on vibrating equipment or with vibrating tools.	<u>Use is not necessary:</u> In all cases except for those outlined in par. 3.1
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## 14. Hearing protective equipment ( earmuffs and earplugs).

<u>Should be worn:</u> 14.1.in process areas with an increased noise level; 14.2.when carrying out work near the equipment that generates increased noise	<u>Use is not necessary:</u> In all cases except for those outlined in par. 14.1 - 14.2.
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## 15. Respiratory PPE.

<u>Should be worn:</u> 15.1.in process areas where extremely noxious substances can be generated and noxious gases emitted; 15.2.In process areas where dust is accumulated. 15.3.During operations generating dust or splashing of materials / generation of highly toxic substances. 15.4.In emergencies involving emissions of harmful substances or dust.	<u>Use is not necessary:</u> In all cases except for those outlined in par. 15.1 - 15.4.
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## 16. Protective clothing

<u>Should be worn:</u> 16.1.at all industrial and logging sites of Ilim Group (including warehouses)	<u>Use is not necessary:</u> <ul style="list-style-type: none"><li>• in offices;</li><li>• when staying in vehicles at the location site provided drivers and passengers do not leave the vehicle;</li><li>• when moving across the site to locker rooms (based on the order of the Branch Director).</li></ul>
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## 17. Hard hats.

<p><u>Should be worn:</u></p> <p>17.1. In all process areas</p> <p>17.2. In wood processing areas and production premises</p> <p>17.3. When moving across logging sites (AAC), on unloading roadstead (where wood is unloaded from water)</p> <p>17.4. While carrying out the following work:</p> <ul style="list-style-type: none"><li>• using hoisting equipment</li><li>• loading - unloading,</li><li>• repairs (apart from workshops);</li><li>• in electric equipment,</li><li>• construction and installation</li><li>• in service pits and during operations in constrained conditions protective caps may be worn</li></ul>	<p><u>Use is not necessary:</u></p> <ul style="list-style-type: none"><li>• In non-manufacturing facilities (offices, utility rooms, control rooms, laboratories, cafeterias) – (except for those in p. 17.4)</li><li>• When threading paper machines, board machines, and winders</li><li>• During service of wire tables of paper machines, board machines and pulp dryers, and in the Finishing Building.</li></ul>
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*Note: A manufacturing facility is a process area, workshop, and warehouse, etc. where process equipment or a pipeline is installed, mechanical equipment is operated, construction, installation and repair work is carried out or equipment, materials, chemicals or products are stored on a temporary or permanent basis.*

## 2. GENERAL REQUIREMENTS FOR PPE

### 2.1 General PPE requirements

- Employees' PPE must ensure prevention or mitigation of the impact of industrial harms and hazards.
- PPE must not be the source of industrial harms and hazards.
- PPE must meet the requirements of industrial design and ergonomics.
- Specific types of PPE must be chosen with due consideration of safety requirements for a specific process or operation.
- PPE must be used when process safety cannot be ensured by equipment design, process organization, architectural and planning concepts or collective protective equipment.
- It is essential that PPE does not change its properties after washing, dry-cleaning or decontamination.
- All protective clothing must have a logo.
- PPE must be provided with information on the materials it is made of.
- PPE must be provided with a manual stating the purpose and service life of the item, operation, storage rules, and washing (cleaning) rules.
- Protective clothing must be provided with information on its fabric, light reflecting bands, accessories and insulation used.

## **2.2 Requirements to certification**

### **2.2.1. Mandatory certification**

In accordance with Resolution of the Customs Union's Commission No. 878 of December 09, 2011 (ver. of November 13, 2012)

On application of the Technical Regulations of the Customs Union *On Safety of Personal Protective Equipment*.

Additional Certification.

Additional certification for conformance to PPE International Quality Standards requirements (EN, DIN, etc.) is recommended and can be taken into account by the Company in the PPE supply bidding process. Compliance of the PPE with the International Standards is confirmed by valid certificates provided by the Suppliers issued by duly authorized certification bodies (copies in the language of the original document and their translation into Russian).

## **2.3 Compliance of PPE with Ilim Group's requirements**

The personal protective equipment used by Ilim Group's employees must be approved and recorded in the Corporate PPE Register. Protective clothing must be made of approved fabrics with the use of approved accessories and should be certified.

## **2.4 PPE On-Site Testing**

PPE proposed for use by the suppliers participating in the Tender for PPE supply for the first time (not included in the corporate PPE register) shall perform industrial tests at the Branches of Ilim Group.

2.4.1. Before the tests, a supplier shall send to the OHS Department a test request with a description of technical details and protective properties proposed for PPE testing. The request specifies the manufacturer and retail price per unit of item, registered address and location of the supplier, INN and full name of the Company's General Manager.

2.4.2. Procurement experts will send proposals to responsible persons in the Branches in order to determine if tests can and need to be conducted. Afterwards the supplier receives notice of the test location and PPE types and sizes to be delivered for tests.

2.4.3. All PPE are delivered to be tested at the supplier's expense.

2.4.4. Test period:

- Protective clothing and footwear – one to two months;
- PPE for hands, head, hearing, eyes, face and respiratory system – 0.5 to two months.

## **2.5 PPE care means**

- Dry-cleaning and washing of protective clothing must be done within the timeframe established taking into account manufacturing conditions and materials.
- Dry-cleaning or washing of protective clothing must be done in specifically designated places in compliance with the manufacturer's care recommendations.
- Dry-cleaning and repair of protective clothing, protective footwear, and other PPE must be done ahead of time in case of its contamination or necessary repair earlier than stipulated.
- Preservation of the protective properties of protective clothing must be ensured during dry-cleaning and washing in strict compliance with the requirements for dry-cleaning and washing indicated on the label. Clothing must not be provided to employees after its dry-cleaning and washing if it contains any defects.

## **2.6 Withdrawal from service and disposal of PPE**

- The PPE, employees are provided with, must be returned to the PPE storage in case of termination of employment or transfer to another position.
- In case of early wear and tear of PPE through no fault of employees, they are provided with new PPE in accordance with the outlined procedure.
- Used PPE and its elements must be collected into specifically designated containers and delivered to storage and/or disposal locations for industrial wastes in compliance with the current rules.

