

**APPENDIX 1****Personal Protective Equipment Provision Standard Overview****Purpose**

To define the Personal Protective Equipment (PPE) provision procedure and the area of application.

Target Audience

- *Asset Managers,*
- *Department Heads,*
- *HSE professionals,*
- *Contractors,*
- *Contract Holders,*
- *Personnel,*
- *Company production facilities' visitors.*

What situations are covered?

This Standard applies to all Sakhalin Energy, contractor and subcontractor personnel, including visitors, at those Assets where Sakhalin Energy is performing any work.

This Standard does not apply to the protective equipment needed for specialist activities, e.g. survival suits for travel to offshore installations, diving equipment and rescue equipment application of which is defined in procedures specific to their operation.

Requirements: Responsibilities**Asset Managers/Heads of Departments are the responsible for compliance with requirements 1–4:**

1. Use of the following hierarchy of controls for all hazardous activities.
 - **First:** removal of hazards;
 - **Second:** replacement of hazardous mechanisms, substances and tasks by those that are less hazardous;
 - **Third:** use of engineering controls;
 - **Fourth:** use of operational/procedural controls; **and**
 - **Fifth:** use of personal protective equipment.
2. Provision of PPE.
 - 2.1. Define when and under what circumstance PPE shall be used (see Section 19).
 - 2.2. Ensure required PPE is available and used (as per Appendix 3, Tables 1 and 2, or a contractors' own equivalent).
 - 2.3. Ensure personnel awareness of when and how to use PPE.
 - 2.4. Define how personnel shall be issued with PPE as per Appendix 3, Form 1, or an equivalent PPE issue system.
 - 2.5. Ensure a system is in place for issue, inspection, maintenance, storage and replacement of PPE.
 - 2.6. Ensure an employee is medically fit to use respiratory PPE.
3. Identification of potential hazards during risk assessment for activities and ensuring the appropriate PPE is available and selected.

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4. Ensure personnel are aware of how to use PPE, and comply with requirements.

All Personnel (including visitors) are *responsible* for compliance with requirement 5.

5. All Personnel shall:

- 5.1. Wear appropriate PPE for all work as required by job specific procedures and in compliance with Appendix 3 of this Standard.
- 5.2. Compliance with manufacturer guidelines for wear, use, and maintenance to keep PPE in a serviceable condition.
- 5.3. Be able to demonstrate understanding of the purpose and how to use PPE before starting work.

Contractors are *responsible* for compliance with requirement 6:

6. Contractors shall:

- 6.1. Identify potential hazards during work, select the required PPE and provide personnel with PPE in compliance with Appendix 2 of this Standard and ensure their sub contractors do the same.

Nominated HSE Personnel of Sakhalin Energy and their Contractors are *responsible* for compliance with requirement 7:

7. HSE personnel shall:

- 7.1. Ensure their personnel and subcontractor personnel are aware
 - Of the hazards and situations in their work area requiring use of PPE;
 - Of the limitations of the PPE they use; and
 - That unserviceable or damaged PPE shall never be used and shall be rendered fully unserviceable before discarded.

General Requirements

8 Minimum Requirements

- 8.1 All of the areas that require wearing PPE shall have warning signs as required by [Hazardous Activities Standard](#)
- 8.2 Personnel shall wear PPE at work areas or during certain types of work where use of PPE reduces the risk of injuries.
- 8.3 The applicable PPE shall:
 - provide protection from hazards without generating any additional risks;
 - be adequate to the type of work, including correct choice of type and model, and be properly fit; and
 - be compatible with other PPE in use.

9. **Records.** Records shall be maintained to document the implementation of this Standard. Specifically, records for PPE provision and frequency of replacement (as per Appendix 3 Form 1), maintenance of all breathing apparatus, H₂S, personal monitors, safety harnesses, dosimeters and radiation badges shall be maintained by the Department that owns and uses the equipment.

10. **Assurance.** The conditions required for efficient use of PPE include control, training and self-discipline. Compliance with the requirements of this Standard shall be controlled through inspections of work areas and periodic inspections and a regular programme of HSE audits.

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11. Norms of Issue of PPE

- 11.1. According to Standard Industrial Norms of Free Issue of Protective Clothing, Protective Footwear and Other Personal Protective Equipment, Sakhalin Energy employees shall be issued PPE listed in Table 2, Appendix 3 hereto.
- 11.2. Acting on the basis of the Rules of Provision of Employees with Protective Clothing, Protective Footwear and Other Personal Protective Equipment, Company Managers shall replace Company employees' PPE as required by specific features of work.
- 11.3. Time of use of personal protective equipment is counted from the day of actual issue to employees. If protective clothing, protective footwear or personal protective equipment becomes unserviceable, they shall immediately be replaced with serviceable items.

12. PPE Issue Procedure

- 12.1. Managers shall arrange proper accounting of and control over the issue of PPE to employees within the required timeframe.
- 12.2. Issue of PPE to employees and its hand-back shall be documented in employee's personal card per the form 1, Appendix 3 hereto. PPE issued to employees shall fit their height and size, nature and conditions of work, climatic features of Company's work region, and shall ensure occupational safety.
- 12.3. Sakhalin Energy establishes the following PPE issue and hand-back procedure:
 - during employment, after formalisation of documents at HR Department, an employee is sent for induction and to his/her Line Manager for receiving PPE warehouse requisition form;
 - at the warehouse, the Company employee is issued personal protective equipment pursuant to the list of PPE issued to employees as per professions, and his/her personal card shall be completed and signed; and
 - in the course of work, the employee is provided with additional personal protective equipment if required. The employee shall put his/her signature in the personal card to acknowledge the receipt of additional PPE.
- 12.4. When an employee leaves the Company they shall hand back PPE to the warehouse and which will be recorded in employee's personal card. The employee shall put his/her signature in the card.

13. Revisions and Amendments. This Standard shall be reviewed as necessary by the Document Originator at least once every three years. Triggers for full or partial review of this document may include the following:

- 13.1. Occurrence/aggravation of HSE problems in these or those areas.
- 13.2. Changes in shareholder requirements and concerns of staff, contractors, customers, Government agencies and the public.
- 13.3. Changes in legislation and/or regulations.
- 13.4. Incident investigations which identify shortfalls in the HSE Management System.
- 13.5. Changes in the types of the Company's activities and locations.
- 13.6. New hazards or activities not considered by the HSE Management System.
- 13.7. New equipment or significant change in equipment, process or methods applied.