

Personal Protective Equipment (PPE) Policy

Purpose

To provide minimum personal protection to personnel carrying out activities with potential hazard.

Scope

This policy applies to all HKO employees and contractor personnel carrying out Company activities in our sites or outside. It also applies to our visitors who need to fulfil the personal protective requirements in our sites.

Responsibilities

Departmental managers will ensure the Policy is complied within their area of responsibility.

Policy

- Personal Protective Equipment (PPE) will only be used as
 - A control measure of last resort i.e. when if other methods are not suitable. Or
 - An additional measure, as required, to other suitable control methods.
- PPE will always be used when carrying out activities that present a hazard to personal safety and/or as stated in the work instruction or other relevant documents.
- Type of PPE chosen must be commensurate with the residual risk.
- Safety shoes will always be worn in our sites with the following exceptions only :
 - Inside office building.
 - Going to and from the work station at the time of enter or leave the site premises along the safety passage.
- Safety spectacles must be worn at the time of performing operational work and handling cylinders.



Bertie Liu
General Manager, Hong Kong
December 2008



個人保護裝備(PPE)政策

目的

對執行帶有潛在危險工作任務的人員，提供最低限度的個人保護。

範圍

此政策適用於在公司場所內或外執行公司任務的每位港氧員工和承辦商人員。同時，亦適用於所有探訪者，他們必須乎合公司場所內的個人保護要求。

責任

部門經理在其責任範圍內，須確保此政策得以遵守。

政策

- 採用個人保護裝備(PPE)，只會被視為
 - 最後選擇的控制措施。即是說，當其他控制方法均不適用時，才會採納。
 - 或
 - 採用合適控制方法外，需要時的加強措施。
- 當進行對個人安全有危害的工作任務時，與及按工作指引或相關文件的指示下，必須時刻佩戴所要求的PPE。
- 所選擇的PPE，必須對應相關工作的風險。
- 除了以下豁免外，在我們公司場所內，必須時刻穿上安全鞋
 - 寫字樓內。
 - 於上、下班進出公司場所時，經安全通道前往或離開工作崗位。
- 當進行所指定的操作任務及處理氣瓶時，必須佩戴安全眼鏡。

廖卓文 - 香港區總經理
二零零八年十二月