



ADVANCED METAL INNOVATION COMPANY

Personal Protective Equipment Policy

As at October 2024

Policy given to employee by	
Policy given to employee on	

Employees Declaration

I have read and understood this policy and will adhere to it in my day to day work practices

Signed: _____

Date: _____



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Personal Protective Equipment Policy

1. Introduction

- 1.1 AMI is committed to providing a safe and healthy environment for all its employees. AMI has a duty to provide, assess, maintain and store personal protective equipment (PPE) and instruct employees in the use of that equipment.

2. Why this Policy Exists

The purpose of the Personal Protective Equipment Policies (PPE) is to protect employees from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE).

PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness

Training is provided in how to use PPE and how to maintain it. Guidance on using PPE is contained in the General Operational Depot Safety Manual which is provided to all employees and agency workers.

3. Policy Scope

This policy and the rules contained in it apply to all AMI staff irrespective of seniority, tenure and directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers or interns

It is the responsibility of all employees to read, understand and adhere to this policy.

AMI is responsible for providing a safe place of work, which can only be achieved through the continued consultation with employees.

It is also the responsibility of employees to make sure they perform their tasks in a safe manner which does not give rise to risks to themselves or risks to others.



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This includes complying with the Company Rules regarding PPE.

This is a statement of policy only and does not form part of your terms of employment. This policy may be amended at any time by AMI, in its absolute discretion.

4. Company Rules

The company rules are:

4.1 The PPE user is responsible for:

- Properly wearing PPE as required.
- Attending required training sessions.
- Properly caring for, cleaning, maintaining and inspecting PPE as required.
- Following the guidance and instructions contained in AMI's General Operational Depot Safety Manual.
- Informing the supervisor of the need to repair or replace PPE.

4.2 Employees who lose or deliberately destroy uniform/equipment provided by AMI by carelessness or neglect shall repay the amount of the cost of the replacement in accordance with a scale provided by AMI.

AMI has developed a form for this. A copy of this form is set out in Appendix 1 of this policy.

4.3 These rules must be implemented at all times.

Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to AMI's Disciplinary policy and procedures.

5. Data Protection

AMI processes all personal data obtained as a result of this policy in accordance with its Data Protection and Data Security Policy.



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Appendix 1

Uniform/Personal Protective Equipment- Replacement Clause

Employees who lose or deliberately destroy company uniform/equipment by carelessness or neglect shall repay the amount of the cost of the replacement article in accordance with the following scale: -

Cost of item when new _____

Number of months item in service _____

Expected life of article/equipment. _____ months/years.

Normal expected replacement period _____ months/years..

Amount of allowance for wear and tear/depreciation _____

Loss/damage within 1 month - full replacement cost required.

Loss/damage within 3 months - 80% of replacement cost required.

Loss/damage within 6 months - 60% of replacement cost required.

Loss/damage within 9 months - 30% of replacement cost required.

Loss/damage within 12 months - 10% of replacement cost required.

I confirm that I have read and understood the above and agree to abide by the requirements if I am careless or negligent with the items issued to me.

Signed _____

Dated _____