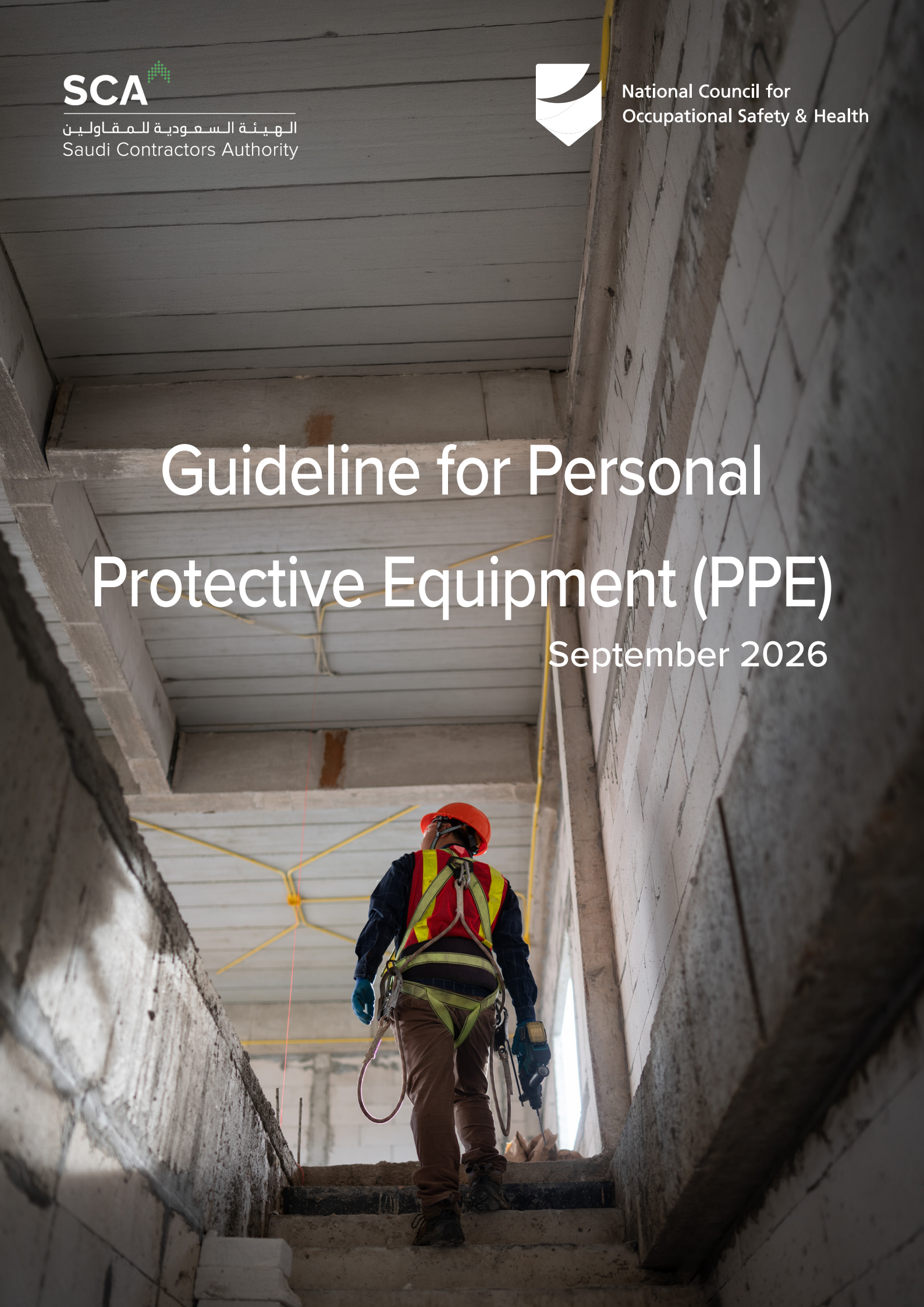
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National Council for
Occupational Safety & Health

# Guideline for Personal Protective Equipment (PPE)

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بسم الله الرحمن الرحیم

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## Introduction

Personal Protective Equipment PPE is a critical last line of defense within occupational risk management systems It is used to protect workers when hazards cannot be eliminated or controlled through engineering or administrative measures

Improper use of PPE is one of the leading causes of workplace injuries across industrial construction and service sectors Therefore providing appropriate PPE selecting it correctly ensuring its proper use and maintaining it is a shared responsibility between the organization and its employees contributing to a safe and sustainable work environment

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## Objective of the Guide:

### This guide aims to

- Standardize concepts related to personal protective equipment
- Support organizations in selecting PPE suitable for specific hazards
- Promote a culture of proper PPE use and compliance
- Reduce occupational injuries and work-related illnesses
- Facilitate implementation of national occupational safety and health regulations

## Target Audience:

### This guide is intended for

- Employers and facility managers
- Occupational safety and health officers
- Field supervisors
- Workers in industrial construction and service sectors
- Contractors and PPE suppliers
- Relevant inspection and regulatory authorities

It serves as a reference to support internal policy development and workplace training programs

## When to Use PPE:

### PPE should be used when hazards cannot be eliminated through engineering measures:

- During temporary or emergency tasks
- During operations and maintenance activities
- In high-risk areas
- As a supplementary measure to other hazard control methods

PPE does not replace hazard elimination or control it is a final protective measure in the hierarchy of hazard control

## Responsibilities

### First: Employer Responsibilities

- Conduct regular and updated risk assessments
- Select PPE that meets approved standards
- Provide theoretical and practical training on proper use
- Implement inspection maintenance and replacement procedures
- Monitor and enforce compliance at the workplace

### Second: Employee Responsibilities

- Use PPE correctly according to safety training and guidelines
- Avoid tampering with or modifying PPE
- Maintain PPE in good condition
- Immediately report any damage or loss

## Types of Personal Protective Equipment (PPE)

### First: Head Protection (Helmet Protection)

### Hazards:

- Falling objects
- Impacts and collisions
- Low-hanging objects
- Electrical hazards

The helmet protects the head from serious injuries caused by falling objects, collisions, or electrical shocks.

### Usage Guidelines:

- Wear the helmet in the correct orientation.
- Adjust the internal suspension securely.
- Do not drill or modify the helmet.
- Replace it after any strong impact.
- Clean it using water and soap only.

### Second: Eye & Face Protection

### Hazards:

- Flying objects
- Sparks
- Chemicals
- Dust
- Welding

Studies indicate that a large percentage of eye injuries are caused by flying objects, often due to not using proper protection.

## Types of Protection:

- Safety glasses
- Face shields
- Welding shields

## Usage Guidelines:

- Choose the appropriate type based on the nature of the work.
- Replace scratched lenses.
- Do not use dark lenses in low-light conditions.
- A face shield does not replace safety glasses.

## Third: Hearing Protection

## Hazards:

- Industrial and construction noise
- Heavy equipment
- Generators and compressors

Exposure to noise levels exceeding 85 decibels for extended periods may lead to gradual and permanent hearing loss. It is recommended that exposure levels follow the limits below, noting that the exchange rate is 3 dB.

| Exposure Duration | Exposure Level |
|---|---|
| 8 hours | 85 dB |
| 4 hours | 88 dB |
| 2 hours | 91 dB |
| 1 hour | 94 dB |
| 30 minutes | 97 dB |
| 15 minutes | 100 dB |

Noise levels below 85 dB are generally not considered harmful noise.

## Types of Protection:

- Earplugs
- Earmuffs

### Used When:

- Working near high-noise sources
- Using demolition tools
- Operating pneumatic equipment

Note: Headphones or smart device earphones are not considered personal hearing protection equipment.

## Fourth: Respiratory Protection

### Hazards:

- Dust
- Vapors
- Gases
- Chemicals

### Types of Respiratory Protection Devices:

- Dust masks
- Half-face respirators
- Full-face respirators
- Air-supplied breathing apparatus

It is not permissible to use dust masks in environments containing gases or oxygen deficiency.
The device must be selected based on the type of contaminant, its concentration, and the results of the risk assessment, with a fit test conducted when necessary.

## Fifth: Hand Protection

### Hazards:

- Cuts
- Heat / Cold
- Chemicals
- Electricity

### Types of Gloves:

- Leather gloves
- Rubber gloves
- Chemical-resistant gloves
- Cut-resistant gloves.
- Electrical insulating gloves

## Sixth: Foot Protection

### Hazards:

- Falling objects
- Slipping
- Electrical hazards
- Sharp objects

### Safety Shoe Requirements:

- Protective toe cap (steel or certified equivalent)
- Slip resistance
- Electrical insulation when required
- Oil resistance

## Seventh: Body Protection

### Includes:

- Fire-resistant clothing
- Reflective vests
- Chemical-resistant suits
- Heat / cold protective clothing

Note: Selection depends on the nature of the activity and the level of risk.

### Selecting Appropriate PPE

The selection of personal protective equipment should be based on risk assessment results, considering the following factors:

| Example | Factor |
|---|---|
| Chemical – Mechanical – Thermal – Electrical | Type of hazard |
| Permanent / Temporary | Exposure level |
| Short / Long | Work duration |
| Enclosed / Open | Work environment |

The selection should not be based solely on cost, but rather on the required protection level and suitability for use.

## Maintenance and Storage

- Store equipment in a clean and dry place.
- Inspect it before each use.
- Do not share certain personal equipment (such as respirators).
- Replace immediately if damaged.
- Follow the manufacturer's specified service life.

## Training and Awareness

Workers must be trained by Occupational Safety and Health specialists on the following:

- Proper methods of wearing and removing PPE
- Protection limits for each type
- When replacement is required
- Common misuse errors
- Training must be documented in the organization's safety records.

## Common Mistakes to Avoid

- Wearing the helmet incorrectly
- Using inappropriate eye protection for the hazard
- Removing PPE during work
- Using damaged equipment
- Relying on PPE instead of eliminating the hazard

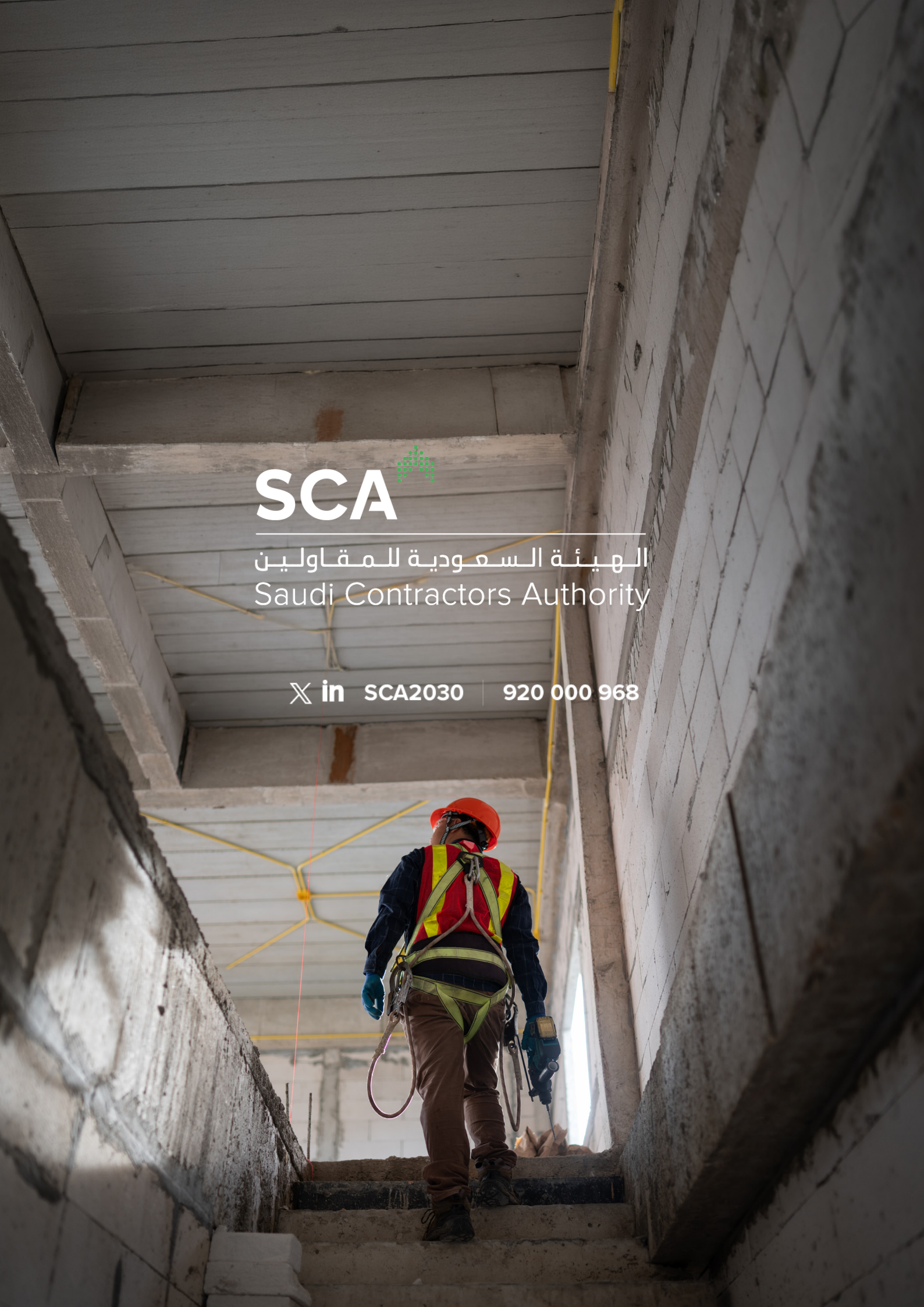
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## Conclusion

Personal Protective Equipment is not merely a regulatory requirement; it represents a preventive safety culture that reflects an organization's commitment to protecting people as the most valuable element in the workplace.

Strengthening compliance begins with top management and extends to every individual at the worksite to ensure a safe and sustainable working environment and reduce occupational injuries and illnesses.




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