

THE PROCEDURE OF SUPPLYING AND COLLECTING PERSONAL PROTECTIVE EQUIPMENT

I. GENERAL INFORMATION ON THE COMPANY

Company name
Type of business
Head of the Company

II. LIABILITY

All infringements of this procedure, depending on the type of breach and consequences, are subject to disciplinary, administrative and criminal punishment as provided for by the Law of the Republic of Lithuania.

III. GENERAL PROVISIONS

1. This procedure regulates the supplying of personal protective equipment (PPE) to employees in order to protect their health from adverse and hazardous factors present in the working environment and to mitigate the risk of health impairment.
2. Personal protective equipment shall be used when collective protection or organizational measures and methods are insufficient to avoid or mitigate the risk present in the working environment.
3. The person responsible for the procurement of personal protective equipment shall make sure that the equipment is certified, complies with design, manufacturing, use and testing requirements (after manufacturing), that it carries an appropriate mark of conformity and that the warranty period is not expired .

IV. SUPPLYING AND COLLECTING PERSONAL PROTECTIVE EQUIPMENT. FILLING IN EMPLOYEE'S PERSONAL PROTECTIVE EQUIPMENT CARD

4. A person appointed pursuant to the company manager's order (hereinafter a person in charge) is responsible for issuing, collecting and maintaining protective equipment in compliance with the list of personal protective equipment supplied at no cost to employees and this procedure.
5. A person in charge shall record the supplied equipment into Employee's Personal Protective Equipment Card:
 - 5.1. The first side of Employee's Personal Protective Equipment Card shall carry all required information about the employee;
 - 5.2. Data from the list of PPE issued at no cost to the employee shall be filled in Table 1 on the first side of Employee's Personal Protective Equipment Card;
 - 5.3. The first side of the filled in Employee's Personal Protective Equipment Card shall be signed by the employer or his duly authorized person;
 - 5.4. Table 2 on the second side of Employee's Personal Protective Equipment Card shall carry information on the supplied PPE (with date of return): what PPE was supplied, date of supply, price of PPE, PPE validity term, signatures of the employee and the person in charge.
 - 5.5. The filled in card shall carry the card's completion date and the signature of the person in charge.
6. PPE is the employer's property therefore the employee shall return the protective equipment

when quitting job, taking another job in the same company where PPE is not applicable subject to the risk present in the working environment and when the equipment wears off.

7. In case of multiple uses PPE may be issued to another employee only after it is laundered, cleaned, disinfected, mended, inspected and tested.

8. The validity term of PPE for multiple users shall be decided by the employer in each particular case after consideration with employees' representative.

9. Seasonal PPE shall be issued at the beginning of the season and returned at the end of the season.

10. The beginning and end of the season shall be decided by the employer after consideration with employees' representative.

V. STORAGE OF PERSONAL PROTECTIVE EQUIPMENT

11. PPE shall be stored in accordance with the manufacturer's requirements.

12. PPE shall be stored in housekeeping premises installed in accordance with respective special requirements of hygiene norms.

13. Every PPE shall hold personal labels of employees whom they were supplied to.

14. The personal label shall be fixed in an arbitrary place on every PPE.

15. The personal label shall carry the following information about the employee:

15.1. employee's name and surname;

15.2. employee's department;

15.3. number of Employee's Personal Protective Equipment Card.

VI. MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT (CLEANING AND REPAIR)

16. Supply of damaged, not laundered, not cleaned, not deactivated PPE is prohibited.

17. PPE shall be dry-cleaned, laundered, deactivated and repaired in accordance with the manufacturer's instructions at the cost of the company.

18. During dry-cleaning, laundering, deactivation and repair PPE shall be replaced by alternative sets of PPE.

19. The employer shall appoint a person in charge of PPE maintenance by a separate order.

20. PPE shall retain their protective characteristics during dry-cleaning, laundering, deactivation and repair.

21. In the event the employee gets ill with infectious disease, the potentially contaminated PPE used by him shall be disinfected and/or destroyed. The room where PPE is stored shall be disinfected.

22. Employees shall be supplied with 2 sets of PPE, one set for using and the other set as an alternative replacement.

23. The company shall supply the employee with 0.4 kg of washing powder once per month.

24. If PPE has to be dry-cleaned, the employee shall take it to the dry-cleaner and the company shall reimburse his expenses against the submitted accounting documents.

VII. FINAL PROVISIONS

25. The list of PPE supplied at no cost to employees approved by the employer is the normative document of the company and shall be complied with by those employees whose job tasks involve exposure to hazards in the working environment.

26. Employer's rights and obligations:

- 26.1. supply PPE at no cost to employees as provided for by health and safety legislation;
- 26.2. supply all necessary mutually compatible PPE to employees subject to potential exposure to multiple hazards and ensure the PPE supplied provides effective protection from poisonous or hazardous factors and minimizes the risk;
- 26.3. supply washing and deactivating detergents, protective hand paste at no cost to employees whose skin may be adversely affected by hazardous substances while carrying out their tasks;
- 26.4. if necessary, supply at no cost to employees more PPE than provided for in the list;
- 26.5. if necessary, supply PPE at no cost to employees prior to the specified term, if such PPE is worn out, damaged or lost at no fault of the employee;
- 26.6. consult employees on all matters concerning the enforcement of this procedure;
- 26.7. supply alternative sets of PPE during cleaning, repair and deactivation.

27. Employee's rights and obligations:

- 27.1. not commence working without suitable protective equipment in cases regulated by applicable normative acts and use PPE supplied by the employer during the entire process of work;
- 27.2. take care of PPE and use it for intended purpose, notify the employer or a person duly authorized by him about the run-out, contamination, unfitness of the equipment and expiration of the validity term in a timely manner;
- 27.3. compensate the damage as provided for by the law if the PPE was lost or damaged at employee's fault.

28. Should the dispute arise between the employer and the employee regarding the supply of PPE, such dispute shall be settled in the manner provided for by the law.

29. Should the company incur a loss as a result of damaged, stolen or lost PPE, such disputes between the employer and the employees regarding the material liability shall be settled in the manner provided for by the law.