



**Procedure on Personal Protective Equipment (PPE) Implementation  
And Disciplinary actions  
OH&S Management System  
Pakistan Telecommunication Company Limited**

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## 1. Document Revision History

Sr. No	Version	Date of Change	Change Description	Updated By	Reviewed By	Review Date
1	1.0	22.01.19	First draft	Manager Atif Khan	GM Umar Javed	25.01.19
2	1.2	24.07.19	Disciplinary actions elaborated	Manager Atif Khan	GM Umar Javed	24.07.19
3	1.3	05.09.19	Inputs on draft from EVP Legal incorporated	Manager Atif Khan	GM Umar Javed	05.09.19
4	1.4	23.09.19	Reviewed with EVP Admin	Manager Atif Khan	GM Umar Javed	23.09.19
5	1.5	28.10.19	Draft reviewed by SM Compliance Dr. Bilal	Manager Atif Khan	GM Umar Javed	08.11.19
6	1.6	07.11.19	Draft reviewed by AM Litigation Mashal Khan	Manager Atif Khan	GM Umar Javed	11.11.19

## 2. Reference Documents

1. EHS Instructions on Use of PPE
2. International Standard on managing Occupational Health & Safety OHSAS 18001:2007 & its associated guidelines
3. OH&S Management System Manual
4. Environment, Health and Safety Policy
5. PPE user manual by the manufacturer.

## 3. Purpose

The purpose of this PPE Procedure is to make sure that PPE are provided by respective Line Managers as per the nature of work, brought into use by their teams and taken good care of. Procedure also covers invocation of disciplinary/ punitive measures against concerned employee who are in default to comply with this procedure.

## 4. Scope

This PPE Procedure applies to all employees with business, technical and admin working on PTCL installations / Sites(s) i.e CSR, TPI, CPEI and Cable Jointers, Telecom technicians, GPON installers, WLL, FLM and OFAN field teams. In-house contractors staff (~6,500) of business, admin and technical i.e are also in scope. This PPE Procedure document in conjunction with the Reference Documents form the basis of the Organization's policies for safeguarding the health and safety of all employees.

## 5. Roles & Responsibilities

<b>EHS Department</b>	1. Conduct risk assessment of activities performed by field teams and identify appropriate PPE.
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	<ol style="list-style-type: none"> <li>2. To perform random inspections to check compliance on use of PPE by the field staff.</li> <li>3. Work shall be stopped where PPE are not being used or workers working dangerously.</li> <li>4. To conduct Toolbox Talk (TBT) as per plan to create awareness about use of PPE.</li> <li>5. Develop Specifications for Tendering of PPE as per hazards and risks involved.</li> <li>6. Arrange Trainings for employee on use of PPE and know how to detect and report any fault.</li> <li>7. Develop instructions and guidelines.</li> <li>8. Recommend disciplinary action to HR as per Matrix given in the procedure.</li> <li>9. Approve trainers for Fall Protection training for riggers.</li> <li>10. Periodically reviewing, updating and evaluating the effectiveness of the PPE procedure.</li> </ol>
<b>Zonal EVPs and GMs of Business, Technical, Admin and HR</b>	<ol style="list-style-type: none"> <li>1. Ensure issuance of PPE from M&amp;L to the field staff and maintain record of issuance.</li> <li>2. Enforce safety Instructions and guidelines by EHS Department.</li> <li>3. Random inspections to ensure regular use of PPE.</li> <li>4. Collect damaged/ faulty PPE during use and get replacement.</li> <li>5. Conduct TBT every two months basis through their nominated Managers and AMs in each region as per provided training material by EHS Department and share record of these sessions with EHS department.</li> <li>6. Proactively identify the need of PPE as per the demand in field to M&amp;L.</li> <li>7. Work shall be stopped where PPE are not being used or field staff working dangerously.</li> <li>8. Issue verbal warning to the field employee on PPE violation and working dangerously.</li> <li>9. Recommend disciplinary action to HR as per Matrix given in the procedure.</li> <li>10. For Fall Protection Equipment issuance to the riggers, it is mandatory for GM NOD and GM RFO to get health fitness of their employees from PTCL Medical Services team and share with EHS Department. Health fitness examination must be conducted once in every three year.</li> <li>11. Fall protection training refresher shall be arranged by GM NOD and GM RFO once in every three years through approved Trainers.</li> <li>12. PPE requiring replacement or additional requirement shall be identified by the Line Manager to following PoC, GM EHS Umar Javed shall be looped.             <ol style="list-style-type: none"> <li>1. SM Operational Excellence → SM Muhammad Aamir (Technical ops)</li> <li>2. SM Trade Marketing → SM Zain Naqi (Business Ops)</li> <li>3. AM Admin HQ → Peer Usman (Admin)</li> </ol> </li> <li>13. Zonal HRBP shall initiate disciplinary action as per recommendation by EHS department</li> </ol>

	and Zonal Management and shall collaborate with Technical Business and EHS teams in conducting TBT for field team as per plan shared by EHS Department.
<b>Field Staff</b>	<ol style="list-style-type: none"> <li>1. Must use PPE for work.</li> <li>2. Properly wearing the PPE.</li> <li>3. Attending training sessions on PPE</li> <li>4. All PPE shall be inspected by the workers daily before use.</li> <li>5. Take good care of PPE. When not in use, store PPE at appropriate place e.g in a dry, clean cupboard. During storage, protect from Cut, abrasion and Chemicals.</li> <li>6. Follow safety Instructions issued by EHS Department.</li> <li>7. Loose clothing shall be avoided due to entanglement hazard.</li> <li>8. Not to make modifications of any kind to PPE i.e. putting the name down and painting PPE.</li> <li>9. Use PPE for its intended job only and avoid misuse.</li> <li>10. Timely report PPE loss or destruction or any fault to the concerned line manager and get replacement.</li> </ol>
<b>M&amp;L</b>	<ol style="list-style-type: none"> <li>1. Issue PR/ PO as per requirement of the respective Department.</li> </ol>

## 6. Disciplinary Matrix

Safety Violation	Violation		
	1 <sup>st</sup>	2 <sup>nd</sup>	Onwards
Incident not reported on portal by Immediate Line Manager.	VW	AN	F (200*)
Workers checked not using PPE or Motorcycle Helmet.	VW	AN	F (200*)
Action against Line Managers, Supervisors and Workers on <b>SERIOUS Accident or Incident.</b>	AN	F (1000*) with AN	F (2000*) with AN (on every Violation)
Action against Line Managers, Supervisors and Workers on <b>MAJOR Accidents or Incidents.</b>	WW	SCND with F (No Annual Bonus)	SCND with F (No Annual Bonus)

\*Deduction shall be made from the Salary

Key
Verbal Warning (VW)
Fine (F)
Advisory Note (AN)
Written Warning (WW)
Show Cause Notice Leading to Discharge (SCND)

Classification of	Outcome of accident	Explanation /Examples/ Limits
<b>Serious Accident / Incident</b>	A lost time injury (1-15 Days)	An injury which meant an individual could not return to work the next day or shift. (Accident caused Lost Times for recovery or medical treatment between 1-15 days)
	A non-disabling but serious injury resulted	Injuries which a full recovery is expected in long time.
<b>Major Accident or Incident</b>	Fatality	Loss of life
	A disabling injury	Multiple fractures, fracture of skull, spine or pelvis, loss of sight, amputation, permanent loss of use of a limb.

## 7. Controls

1. Random inspections
2. Use of Disciplinary/ punitive measures to ensure compliance.

## 8. Records

S. No	Record Name	Record Type (.pdf, .xls, .ppt, .doc)	Maintained By	Location	Retention Time
1	PPE Issuance Record (Employee wise)	.xls	RGMs, SBMs, GM NOD, GM NM, GM A&S	EHS Share Point and with respective teams.	4 years
4	Awareness record	.xls	RGMs, SBMs, GM NOD, GM NM, GM A&S	EHS share point and with respective teams.	4 years

## 10. Attachments

### EHS Instructions for business operations workers



PPE Issuance Record.xls

PPE Issuance Record Template



Awareness Record.xls

Awareness Record Template

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