ANORA

Anora Minimum Requirements for the use of Personal Protective Equipment (PPE)

Introduction	The purpose of this document is to determine Anora PPE that should be used in every production or logistics site. AMR aim is to ensure proper selection, use, and care of PPE through workplace hazard assessments and appropriate employee training. A workplace assessment is required to determine the potential hazards and select the appropriate PPE for adequate protection. Employees must receive training which includes the proper PPE for their job, when this PPE must be worn, how to wear, adjust, maintain and the limitations of the PPE. The training must be documented. PPE is to be considered as the last choice of defence. PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices. **NOTE**: PPE must meet local standard/certification e.g. GMP and hygiene requirements.

Responsibility	It is the responsibility of the department managers to ensure that correct PPE is worn within the department and the training in the use of PPE is conducted and documented. It is also the department managers' responsibility to provide the required PPE. In order to ensure that correct PPE is worn, hazard assessments need to be conducted to identify specific PPE for specific tasks. It is the responsibility of the employees to wear the PPE and immediately inform the supervisor or manager if PPE is damaged or not effective. The priority should be the elimination and control of hazards by technical and organizational improvements.

Training Requirements	The training in the use of Personal Protective Equipment (PPE) must include: • Proper use • Inspection requirements • Storage requirements • Cleaning requirements

	• Limitations of specific PPE All new employees must be trained before starting work. Frequency of PPE training must be at least annually (once per year). Training will be arranged in local language by e-training.

Warehouse and production areas	Type of PPE	Comments
	Safety Shoes	All persons working in warehouse and production areas must wear Anora approved safety, closed shoes (EN ISO 20345:2011 Class I, S3).
	Clothes	All persons working in warehouse and production areas must wear Anora approved work clothes. Fleece clothes are not accepted.
	Safety Glasses	Safety glasses must be worn at all times in production and bottling (EN166, class 1F), as well as in areas where the work place hazard assessments have revealed the need for eye protection safety glasses must be worn. Normal eye glasses cannot replace safety glasses. In cases where the hazard assessment shows that safety glasses are not sufficient – full eye goggles (EN 166) must be worn – a clear sign indication or instruction must be in place.
	Hearing Protection	In areas where the work place hazard assessments have revealed the need for hearing protection (over 80 db) – hearing protection (CE EN352-1, CE EN352-2) must be worn at all times – a clear sign indication or instruction must be in place.
	Head Protection	All units that have both warehouse and production facilities the employees must wear Anora approved hats. In areas where there is a hygiene risk (medium risk area) the hat must include a hair net. In areas where the work place hazard assessments have revealed the need for head protection, a hard hat or helmet must be worn– these must be worn at all times – a clear sign indication or instruction must be in place.

		Truck drivers can enter in limited, marked areas in logistics without a hat.
	Respirators	All persons must use respirators approved for the specific substance for protection from the (chemical, dust, etc.) substances where the work place hazard assessments have revealed the need for respirators. These must be worn at all times – a clear sign indication or instruction must be in place
	Safety Belt	Safety belt must be worn when driving forklifts. New forklifts must always include seat belts. **NOTE:** This does not apply to stand-up forklifts.
	Hand Protection	Safety gloves must be worn at all times when handling glass bottles and in areas where the work place hazard assessments have revealed the need for hand protection – appropriate gloves must be worn as necessary – a clear sign indication or instruction must be in place.
	Face Protection	In areas where the work place hazard assessments have revealed the need for face protection – appropriate face protection, such as face shield, must be worn as necessary – a clear sign indication or instruction must be in place.
	Body Protection	In areas where the work place hazard assessments have revealed the need for body protection – appropriate clothing and/or gear, such as chemical resistant apron, must be worn as necessary – a clear sign indication or instruction must be in place.

Laboratories	Type of PPE	Comments
	Eye protection	In laboratories approved eye protection (EN166, class 1F) must be worn at all times excluding sensory evaluation, data saving or microbiological result counting. Working with hazardous chemicals chemical eye glasses must be worn. – a clear sign indication or instruction must be in place. In cases where the hazard assessment shows that safety glasses are not sufficient – full eye goggles (EN 166) must be worn.

	Protective gloves	In areas where the work place hazard assessments have revealed the need for appropriate protective gloves – these must be worn at all times – clear sign indication or instruction must be in place.
	Clothes	All Laboratory personnel must wear Anora approved work clothes when working in the laboratory. Clothes must cover arms and legs and fleece clothes are not accepted.
	Safety shoes	All operators working in laboratory areas must wear Anora approved safety, closed shoes (EN ISO 20345:2011 Class I, S3).
	Face Protection	In areas where the work place hazard assessments have revealed the need for face protection, such as face shields – these must be worn at all times – clear sign indication or instruction must be in place.

Employees visiting customers or supplier	The Anora employees must follow customer or supplier safety instructions. Anora employees must contact the customer or supplier site prior to the visit to ask for the required PPE at their site. If the customer or supplier site requires PPE but does not provide it to visitors, Anora employees shall contact their Supervisor or local EHS Responsible for help in obtaining the required PPE.

Visitors, guests and external contractors	Every Anora site must have written guidelines in place for needed Personal Protective Equipment for Visitors, Guests and External Contractors.

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