# Purpose and General Provisions

1.1. The purpose of this Corporate Standard for Provision of Workwear, Footwear and Personal Protective Equipment in the KazMunayGas Group (hereinafter the Standard) is to:

1) set forth minimum PPE requirements to reduce the risks associated with exposure to harmful and/or hazardous occupational factors;

2) determine PPE compliance with working conditions, standards, sanitary regulations and requirements of industrial aesthetics at all levels of the KMG Group;

3) improve the comfort when wearing PPE and bring PPE to a unified corporate style at all levels of the KMG Group;

4) improve the image of KMG as a socially responsible company that cares about improving the working conditions of its employees.

1.2. This Standard sets forth the minimum corporate requirements for providing the KMG Group’s employees with PPE.

1.3. KMG Group’s employees shall be provided with PPE at the expense of the employer. It is prohibited to make changes to PPE design and allow employees to work without PPE, or use faulty, unrepaired and contaminated PPE.

1.4. PPE allowances are established in accordance with the company’s internal approved documents. Employees of KMG’s CC, whose duties include visiting the KMG Group’s production facilities, shall be provided with sets of summer and winter workwear.

1.5. PPE covered by the PPE allowances shall provide the necessary protection against harmful and hazardous occupational factors.

1.6. Employees engaged in one-time jobs related to emergency and natural disaster response shall be provided with the necessary PPE in accordance with the nature and conditions of the work performed.

1.7. Visitors to production facilities shall be provided with duty PPE from the company and shall not be allowed to the KMG Group’s facilities without PPE.

# Scope

2.1. This Standard is binding upon all KMG Group employees.

2.2. KMG Group companies may duly apply this Standard by developing and approving a similar Standard or bringing internal documents in line with this Standard. However, the requirements of this Standard shall not be lower in similar standards or internal documents of companies.

# Definitions and Abbreviations

3.1. This Standard uses the following definitions and abbreviations:

**KMG’s Health, Safety and Environment (HSE) Unit** is a responsible business unit and business process owner for providing workwear, footwear and personal protective equipment at JSC NC “KazMunayGas”;

**Harmful Occupational Factor** is a factor, which can cause a disease or impaired performance and/or adversely affect the reproductive function of employees;

**KMG Group** is KMG and legal entities with fifty or more percent of voting shares (participation shares) directly or indirectly owned or trust managed by KMG, as well as legal entities that KMG is entitled to control;

**Duty PPE** is a duty personal protective equipment (safety goggles, dielectric rubbers and gloves, dielectric rubber mat, etc.) issued to employees for the duration of work for which it is intended;

**SDEs** are subsidiaries and dependent entities, including jointly controlled entities and joint ventures of KMG;

**Code** is the Labour Code of the Republic of Kazakhstan;

**KMG** is Joint-Stock Company “National Company “KazMunayGas”;

**Workwear, Footwear and PPE Allowances** are a set of PPE indicating the wear life, which is necessary for the safety of the employee during work. The PPE allowances depend on the type of operations, type of work, position (occupation) of the employee and working conditions. The service life of PPE starts from the date of its actual issuance to the employee. The service life of winter PPE includes its storage time in the warm season;

**Facility** is buildings, structures, rooms, process equipment and process units used in operations and located on the sites (contract areas) of KMG/SDEs;

**Hazardous Occupational Factor** is an occupational factor, which can cause an employee’s temporary or permanent disability (work-related injury or occupational disease) or death;

**Business Unit (BU)** is a department of a subsidiary or dependent entity with independent functions, tasks and responsibilities within its competence defined by the regulations on the SDE business unit (shop, section);

**Employee** is an individual, who is in labour relations with the employer and directly performs work under an employment contract;

**Workplace** is a permanent or temporary place of an employee to perform his/her job duties during employment;

**PPE Conformity Certificate** is a document certifying the conformity of PPE to national standards, international and interstate standards, company standards, codes and voluntary certification systems (including product quality), as well as to the terms of contracts;

**Collective PPE** is a lifeline, dielectric rubbers (boots), dielectric gloves, shields, waterproof raincoat with a hood and other equipment;

**Health, Safety and Environment (HSE) Department** is a business unit of a subsidiary or dependent entity responsible for HSE or, if there is no such unit, an employee who coordinates HSE activities of SDE business units;

**Logistics Department** is a business unit of a subsidiary or dependent entity that procures operations with materials and equipment;

**Personal Protective Equipment (PPE)** is a personal protective equipment, including workwear and footwear (clothes, shoes, headwear, gloves, etc.), designed to protect an Employee against exposure to harmful and/or hazardous occupational factors.

3.2. This Standard uses the following abbreviations:

**OHS** — Occupational Health & Safety;

**TEE** — Technical and Engineering Employees;

**AAR —** Acid and Alkali Resistance;

**OPR** — Oil and Petrol Resistance;

**OWR** — Oil and Water Repellent Properties;

**LogD** — Logistics Department;

**LEL/LFL** — Lower Explosion/Flammability Limit;

**TRD** — Technical Regulatory Documents;

**FS —** Fire Safety;

**PVC** — Polyvinyl Chloride;

**IC** — Industrial Communication;

**PU** — Polyurethane;

**HBU** — Head of SDE Business Unit;

**RPE** — Respiratory Protective Equipment;

**OSSS** — Occupational Safety Standards System;

**BU** — SDE Business Unit;

**M** — Maintenance;

**TPU** — Thermal Polyurethane;

**ES** — Emergency Situation;

**SRC** — Slip Resistance Coefficient.

# Responsibility

4.1. **KMG’s HSE Unit** shall be responsible for:

1) Rendering methodological assistance in providing the KMG Group’s employees with PPE and meeting the requirements of the Standard.

2) Keeping the Standard up to date.

4.2. The KMG Group’s **employee** shall be responsible for:

1) Using PPE in the workplace in accordance with the requirements of this Standard.

2) Providing his/her anthropometric data at the request of the head of BU.

3) Getting PPE in order at the end of work, if necessary, dry, clean PPE or hand it over for washing (cleaning).

4) Using and storing issued PPE in accordance with the requirements of the KMG Group’s internal documents and PPE manufacturer’s recommendations.

5) Checking personal protective equipment before use, since faulty PPE, as well as PPE with expired wear life, cannot be used.

6) Promptly reporting to the immediate or superior manager on any malfunctions of PPE.

7) Promptly reporting to the immediate or superior manager on the need for cleaning, washing, repairing workwear and footwear and other PPE.

8) Not misusing PPE, not making changes to the PPE design that are not approved by the manufacturer.

4.3. The company’s **head** shall be responsible for:

1. Timely approval of the PPE allowances.
2. Providing the personnel of business units with the necessary PPE.
3. Organisation of washing (including dry cleaning), repair and fitting of PPE to size.

4.4. The company’s **HSE Department** shall be responsible for:

1) Making sure that business units are provided with appropriate workwear, footwear and other PPE.

2) Determining the compliance of PPE used with working conditions, standards and sanitary regulations.

3) Developing technical requirements and specifications for the introduction of new types of PPE.

4) Drawing up and preparing reasonable proposals for changing or supplementing the PPE allowances in accordance with the HSE requirements.

5) Monitoring that PPE is issued, stored, cared for and used properly.

4.5. The **Head of BU** of the Company shall be responsible for:

1) Providing employees with PPE and estimating the need for PPE.

2) Making sure that PPE is used by employees, visitors at the facility/workplace.

3) Checking for serviceable PPE for employees before starting work, necessary for the safety of work, and not permitting employees to perform work with faulty or missing PPE.

4) Holding liable those employees who violate occupational safety requirements and refuse to use PPE during work.

5) Submitting the PPE request for the planned period to the Logistics Department in due time for KMG budget planning.

6) Timely replacement of PPE that has become unusable before the wear life expiration for reasons beyond the employee’s control, based on the company’s act of the appropriate approved form.

7) Providing training (briefing) in the proper use of PPE and methods of PPE testing.

8) Monitoring regular and timely testing and inspection of PPE (lifelines, dielectric gloves, RPE, etc.).

4.6. The company’s **Logistics Department** shall be responsible for:

1) Planning, timely and correct preparation of PPE requests, procurement, providing BUs with PPE, and making sure PPE is accepted, stored, issued, accounted for, repaired and disposed of in accordance with technical requirements.

2) Making duty and reserve (exchange) stock of PPE of the company’s BUs.

3) Replacing workwear and footwear that have become unusable before the wear life expiration for reasons beyond the employee’s control, based on the appropriate approved form of the company’s act. The employee shall be provided with new PPE in case of loss or damage of PPE in designated PPE storage areas for reasons beyond the employee’s control.

# Description

# Main Requirements for PPE

5.1.1. All imported PPE shall meet the safety requirements set out in TR CU 019/2011 Declaration of Conformity to the Technical Regulations of the Customs Union. On Safety of Personal Protective Equipment.

5.1.2. All PPE supplied to the KMG Group’s facilities shall be accompanied by a certificate of conformity of the state technical regulation system of the Republic of Kazakhstan.

5.1.3. PPE shall protect from the exposure to hazardous and/or harmful occupational factors.

5.1.4. Specific PPE shall be selected considering process- or job-specific occupational safety requirements.

5.1.5. PPE shall not change its properties during washing, dry cleaning, repair and disinfection.

5.1.6. The size of workwear and footwear shall match the employees’ anthropometric data. Workwear and footwear shall be comfortable and shall be selected according to the relevant GOST.

5.1.7. The requirements for the logo and colour of the company’s PPE are specified in (KMG-F-3411.1-13/ ST-3407.1-13) hereto.

5.1.8. The requirements for PPE permitted for use in the company are specified in (KMG-F-3412.1-13/ ST-3407.1-13) hereto.

# Main Requirements for PPE Provision

5.2.1. PPE issued to employees is the property of the employer and is to be returned if necessary or at the employer’s request:

1) Upon termination of employment relationships.

2) Upon transfer to another job, which does not require the issued PPE according to the PPE allowances.

3) Upon change in the type of work or introduction of a new technology.

PPE returned but still suitable for further use can be used after washing and decontamination as a duty stock during emergency recovery, seasonal, cleaning and other operations.

5.2.2. With the onset of the cold season, the company’s employees shall be given cold-protective workwear and footwear to be worn for a period specified in the PPE allowances depending on the local climatic conditions.

5.2.3. In order to provide PPE for visitors to facilities and temporary workers, a duty PPE stock shall be created in the amount of 20% of the total PPE stock.

5.2.4. Duty PPE and collective PPE shall be issued for the duration of work for which such PPE is intended, assigned to workplaces, or a responsible person shall be appointed, and PPE shall be handed over from one shift to another or stored in the storage room of the business unit. Duty PPE shall be issued against a receipt and recorded in separate cards marked as Duty Stock. New sets of duty PPE shall be issued as PPE is physically worn out. The above-mentioned PPE shall be issued for periodic use when performing certain types of work. However, earplugs, balaclavas and RPE, which are not reusable and are issued as duty ones, shall be issued in the form of a one-time set before the working shift to each employee.

5.2.5 The company may implement information systems to automate PPE planning for purchase, delivery, accounting, issuance and disposal, or outsource these processes.

# 5.3 PPE Planning

5.3.1. The company shall plan its PPE needs annually for each calendar period (year).

5.3.2. PPE planning intervals shall be determined by the internal administrative documents and budget planning rules of the company.

5.3.3. The company’s PPE needs shall be based on consolidated PPE needs of BUs in accordance with the approved allowances, PPE accounting cards of employees, depending on:

1) The number of employees of each occupation (the average number of employees in accordance with the headcount for the past year, including the headcount requirement for the next year).

2) Managers and administrative personnel, whose positions are not covered by the allowances, but who are obliged by the nature of their job to periodically visit the KMG Group’s facilities as part of working commissions.

3) Temporary workers.

4) Replenishment of the duty PPE stock.

5) Replenishment of the PPE reserve (exchange) stock.

6) PPE issued to employees additionally when they combine jobs.

7) PPE stored in warehouses with storage or service life expiring in the planned year.

8) The necessary reserve of filter elements for RPE in case of emergencies, subject to the guaranteed storage life.

5.3.4. PPE planning shall be based on the wear life according to the PPE allowances and guaranteed storage life of PPE specified in the operating manuals. PPE with the expired guaranteed storage and service life shall be written off.

5.3.5. Employees who combine occupations or constantly perform combined work, including in multiple-skill crews, shall be provided, in addition to PPE issued to them according to their primary occupation, with other types of PPE according to the applicable allowances for the secondary occupation depending on the nature and conditions of the work performed.

5.3.6. All PPE planning shall be separate for male and female PPE by size and height in accordance with the requirements of ST RK ISO 10652-2010 Clothing. Standard Size System, ST RK ISO 3636-2008 Designation of Clothing Sizes. Outerwear for Men and Boys, ST RK ISO 3637-2008 Designation of Clothing Sizes. Outerwear for Women and Girls, GOST 17521-72 Standard Male Figures. Measurements for Clothing Design, GOST 17522-72 Standard Female Figures. Measurements for Clothing Design, and separate for safety devices (safety helmets, belts, respirators, etc.).

5.3.7. It is not recommended to reduce the budget for required workwear, footwear and other PPE.

# 5.4 Procurement and Acceptance of PPE

5.4.1. The heads of BUs shall send a request to the Logistics Department in due time to be included in the goods, works and services procurement plan of the company for the planned period.

5.4.2. Based on the approved GWS procurement plan of the company, the person in charge of goods, works and services procurement shall procure PPE according to the Rules for Procurement of Goods, Works and Services by Sovereign Wealth Fund Samruk-Kazyna JSC and Companies with More Than Fifty Percent of Voting Shares (Participatory Interest) Directly or Indirectly Owned or Trust Managed by Samruk-Kazyna JSC approved by Resolution No. 126 of the Board of Directors of Samruk-Kazyna JSC dated 28 January 2016.

5.4.3. PPE received from the supplier shall not be inferior in performance to the requirements specified in this Standard.

5.4.4. The company’s commission comprising specialists from the Logistics, HSE Departments and BUs that use PPE shall conduct quality control of purchased PPE for compliance with technical specifications.

**Subjects of Assessment**

* Workwear
* Footwear
* Hand protection equipment
* Ear protection equipment
* Eye and face protection equipment
* Respiratory protection equipment
* Head protection equipment

5.4.5. The company’s commission shall assess submitted PPE samples for compliance with the corporate requirements and fill out a relevant acceptance certificate following such assessment. Based on the quality control of purchased PPE, the company’s commission shall make a decision to accept or reject the delivered PPE.

5.4.6. PPE recognised as non-compliant shall not be cleared to in-process tests.

5.4.7. The company shall include specific terms of the Standard in the contracts with PPE suppliers that correspond to the subject of the contract being concluded and the obligations of the PPE supplier.

# Storage, Issuance, Use, Care and Disposal of PPE

**5.5.1. Storage of PPE**

5.5.1.1. PPE shall be stored in accordance with the conditions specified by their manufacturers, sorted by type, height, size, protective properties, in separate dry rooms, isolated from any toxic, poisonous and other objects and materials that may have an adverse effect on workers when such PPE is used.

5.5.1.2. PPE to be stored shall be disinfected, thoroughly cleaned of dirt and dust, dried, repaired and subjected to periodic inspection during storage.

5.5.1.3 PPE of workers handling substances harmful to health (lead, its alloys and compounds, mercury, and so on) shall be stored in accordance with the instructions of sanitary and epidemiological authorities.

5.5.1.4 Workwear may be stored in the warehouses of suppliers subject to the required storage conditions. In this case, workwear shall be issued in the required amount according the contract.

**5.5.2. Issuance of PPE**

5.5.2.1. PPE shall be issued when an employee is hired, transferred to another job, or due to the expiration of the wear life of previously issued PPE.

5.5.2.2. When PPE is issued for use, it shall be included in the employee report and shall be recorded in the employee’s personal card in accordance with Appendix 3 hereof. PPE accounting cards shall be kept in BUs (departments) to monitor the wear life with an option of maintaining an electronic PPE card and, if necessary, issuing it by order in the workshops with the maintenance of a PPE log.

5.5.2.3. After the season (winter or summer) ends, workwear and footwear issued to employees shall be retained by employees.

5.5.2.4. The PPE wear life shall be set in calendar terms and shall start from the date of actual issuance to employees.

The wear life of winter workwear and footwear shall be set in accordance with the PPE allowances, in calendar months, depending on climatic zones.

**Climatic Zones of the Republic of Kazakhstan**

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| Climatic Zone | Regions |
| Zone 1 | Almaty Region; Zhambyl Region; Kyzylorda Region; Turkestan Region |
| Zone 2 | Aktobe Region; East Kazakhstan Region (south of 50°N); Atyrau Region; Mangistau Region; Kostanai Region (south of 50°N); West Kazakhstan Region |
| Zone 3 | East Kazakhstan Region (north of 50°N); Karaganda Region; North Kazakhstan Region; Pavlodar Region; Kostanai Region (north of 50°N); Akmola Region. |

* Climatic Zone I — cold-protective clothing with a wear life of no more than 36 months.
* Cold-protective footwear with a wear life of no more than 36 months.
* Climatic Zone II — cold-protective clothing with a wear life of no more than 30 months.
* Cold-protective footwear with a wear life of no more than 30 months.
* Climatic Zone III — cold-protective clothing with a wear life of no more than 24 months.
* Cold-protective footwear with a wear life of no more than 24 months.

5.5.2.5. PPE issued to employees shall be safe, fit their gender, height and size, specific nature and conditions of work.

5.5.2.6. In some cases, where required for specific work, certain type of PPE required by this Standard can be replaced by another one similar in protective and hygienic properties, with the wear life provided by the PPE allowances.

5.5.2.7. Depending on the working conditions, employees shall be issued collective PPE with the appropriate wear life set by the PPE allowances.

5.5.2.8. Duty PPE and collective PPE shall be identified depending on the nature of work and working conditions in the company.

Duty PPE and collective PPE shall be issued to employees only for the duration of work for which such PPE is intended, or it can be assigned to certain workplaces (e.g. sheepskin coats for outdoor posts, dielectric gloves for electrical installations) and handed over from one shift to another.

The wear life of duty PPE and collective PPE shall not be less than the wear life of the same types of PPE issued for individual use in accordance with the PPE allowances.

5.5.2.9. The company shall provide new PPE in case of loss or damage of PPE in designated storage areas for reasons beyond the employee’s control. PPE, which does not meet the requirements or has become unusable before the wear life expiration for reasons beyond employees’ control, shall be replaced on the basis of the company’s act of the approved form.

In case of loss or damage of PPE due to the fault of employees, the company shall replace it requiring the guilty persons to compensate for the PPE that have been lost (rendered unusable).

5.5.2.10. When issuing PPE to employees, the company shall make employees aware of the rules of use, storage and methods of testing of such equipment, and train employees in using it.

**5.5.3. Use and Care for PPE**

5.5.3.1. PPE issued to employees shall be used only during work. PPE shall be clean, serviceable and suitable for use.

Employees may not work without PPE appropriate to the nature of work or with faulty PPE.

5.5.3.2. Requirements for the use, care and storage of PPE shall be specified in the internal labour regulations or in collective labour agreements, and in the company’s health and safety manuals. The refresher briefing shall incorporate the rules for the use, care and storage of PPE.

5.5.3.3. For the storage of PPE issued to employees, the company shall provide specially equipped rooms (dressing rooms) or individual cabinets in compliance with the building codes and regulations.

**5.5.4. Care and Disposal of PPE**

5.5.4.1. The company shall arrange proper care for and storage of PPE, timely perform dry cleaning, washing, repair and decontamination of PPE.

Where required by the working conditions, workwear and footwear dryers, workwear dedusting and PPE decontamination chambers shall be installed in process rooms.

5.5.4.2. Preventive treatment against contamination (washing, dry cleaning, disinfection, dust removal) shall be ensured to preserve the protective properties of PPE in accordance with the manufacturer’s requirements.

5.5.4.3. The company shall regularly and timely (per datasheets, operating manuals and regulatory documents) test and inspect RPE and PPE (respirators, gas masks, self-rescuers, lifelines, etc.), and timely replace filters, glasses and other parts of RPE and PPE that have become unusable. After RPE and PPE testing, a note (record) of the test date shall be made in the datasheet.

5.5.4.4. Before storage, PPE shall be disinfected, thoroughly cleaned of dirt and dust, dried and repaired.

5.5.4.5. Preventive treatment and repair of PPE shall be performed during the time when employees are not busy at work (on weekends), or during shift breaks.

5.5.4.6. If the PPE allowances require the issuance of two or three sets of workwear and footwear to employees, preventive treatment and repair of PPE can be performed at other times, with replacement sets issued to employees for this time.

5.5.4.7. The frequency of cleaning, preventive treatment and repair of PPE shall depend on the conditions of use and the specifics of work performed.

5.5.4.8. Preventive treatment of PPE of employees engaged in harmful and/or hazardous work with substances harmful to health (lead, its alloys and compounds, mercury, and so on) shall be performed in accordance with the instructions of sanitary and epidemiological authorities.

5.5.4.9. If an employee has an infectious disease, the PPE that he/she used and the rooms where the PPE was stored shall be properly disinfected.

5.5.4.10. A PPE write-off report shall be issued to write off PPE unsuitable for further operation and receive other PPE.

# Performance Criteria

Performance criteria include:

* 1. 100% employees are provided with PPE in accordance with the requirements of this Standard for the protection from exposure to hazardous and/or harmful occupational factors.

# References

This Standard refers to the following documents:

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| TR CU 019/2011 | TR CU 019/2011 Declaration of Conformity to Technical Regulations of the Customs Union. On Safety of Personal Protective Equipment |
| ST RK ISO 10652-2010 | ST RK ISO 10652-2010 Clothing. Standard Size System |
| ST RK ISO  3636-2008 | ST RK ISO 3636-2008 Designation of Clothing Sizes. Outerwear for Men and Boys |
| ST RK ISO  3637-2008 | ST RK ISO 3637-2008 Designation of Clothing Sizes. Outerwear for Women and Girls |
| GOST 17521-72 | GOST 17521-72 Standard Male Figures. Measurements for Clothing Design |
| GOST 17522-72 | GOST 17522-72 Standard Female Figures. Measurements for Clothing Design |
| MoM of the Board of Directors No. 126 | Rules for Procurement of Goods, Works and Services by Sovereign Wealth Fund Samruk-Kazyna Joint-Stock Company and Companies with More Than Fifty Percent of Voting Shares (Participatory Interests) Directly or Indirectly Owned or Trust Managed by Samruk-Kazyna JSC |

# Record Forms

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| KMG-F-3411.1-13/ ST-3407.1-13 | Requirements for the Logo and Colour of PPE |
| KMG-F-3412.1-13/ ST-3407.1-13 | General Requirements for PPE |
| KMG-F-3415.1-13/ ST-3407.1-13 | PPE Accounting Card Form |