**Before adopting this policy or a version of it, companies should take appropriate professional advice to ensure that their legal and other obligations will be met.**

*(Company name and logo)*

**PPE Policy**

Personal Protective Equipment (‘PPE’) is equipment which protects the user against health or safety risks at work. However, it must only be used as a last resort when no other means of control are available. It includes eye and face protection, hearing protection, head protection, respiratory protection, safety boots and gloves and any protection required where employees have to work in adverse weather conditions.

**Company Responsibilities**

Managers are required to identify, assess and control the risks to which their employees or other persons are exposed to in the workplace. Where engineering controls and safe systems of work cannot be employed to remove, reduce or isolate risks to an acceptable level, PPE should be considered as a last resort as it only protects the person wearing it and theoretical levels of protection are difficult to achieve in practice.

To meet this requirement in order to adhere to the CCS Code of Practice, managers/ supervisors must carry out risk assessments to identify the PPE requirements of their staff, arrange for the appropriate PPE to be provided.

When selecting PPE products ensure they meet the CE standard in accordance with the Personal Protective Equipment Regulations 1992 (as amended 2002)/ The Personal Protective Equipmentat WorkRegulations(Northern Ireland) 1993 and choose equipment that suits the user.

*(Insert Company name)* will provide adequate information, instructions and training to enable personnel to use the PPE correctly. This will include an explanation of the risks, why PPE is needed, how it should be used and any limitations in its use. The monitor its correct use.

All PPE issued by *(Insert Company name)* will be checked before issue. Maintenance and issue records will be kept.

PPE will be provided free of charge to those who need it and suitable storage and cleaning facilities will also be provided.

Spare PPE is available on site and will be issued by *(Insert Name).* This PPE must be signed for and returned after use.

**Individual Responsibilities**

Individuals must co-operate with [*insert employer name*] by using the PPE provided in the correct and specified fashion, employees must not interfere with or compromise PPE provided for their safety or the safety of others.

Individuals should make their manager aware if their PPE needs replacement or changing.

It is the responsibility of the person to whom PPE is allocated, to ensure it is correctly stored and looked after.

Sub-contractors must use their own PPE but an assessment will be made of this PPE to ensure suitability.

**Construction Sites**

[*Insert company name*] has specified to its staff and sub-contractors that it requires the following five points of PPE on all construction projects;

1. Safety footwear,

2. Hard hat,

3. Hi-vis vest or coat

4. Safety glasses,

5. Gloves

Items 1 to 3 are to be worn as a mandatory requirement on all [*insert company name*] construction sites, with gloves and glasses worn during all site activities (subject to a risk assessment).

**How do I order PPE?**

[*Insert company procurement details*]

**What should I have?**

* Safety Footwear – to be worn at all times
* Safety Helmet – must have an integrated visor (NB: safety helmets have an expiry date which should be observed)
* Gloves - general purpose gloves for site visits and task specific gloves for activities such as cutting and manual handling are required
* Hi-Vis vest or jacket – to be worn at all times (company branded where possible)
* Clothing - to include wet weather clothing

Additional PPE may be required depending on construction activity and associated risk.

Failure to comply with this policy will be regarded as a serious breach of health and safety procedures and breach may result in exclusion from the sites, disciplinary action and ultimately could lead to dismissal.

**Monitoring and Review:**

The operation of this policy will be kept under periodic review and will revise and update whenever deemed appropriate and necessary to do so.

Signed: ………………………………..………………………

**Director**

Date: …………………………………………………………

PPE GUIDANCE

**EYE PROTECTION**

Protecting the eyes may require safety glasses, goggles, face screen, face shield or visors to safeguard against chemical or metal splash, dust, projectiles, gas and vapour or radiation.

**HEAD AND NECK PROTECTION**

Industrial safety helmets, bump caps and hairnets may be appropriate to protect against impacts from falling or flying objects, risk of head bumping, getting hair tangled in machinery, chemical drips or splash, climate or temperature.

**EAR PROTECTION**

The Control of Noise at Work Regulations 2005 / The Control of Noise at Work Regulations (NI) 2006 ensures that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

Where possible noise levels must be reduced at source to the lowest practical level by using silencers, mufflers or noise enclosures. When it is not possible to reduce noise levels further and exposure remains above 85 decibels (daily or weekly average exposure) hearing protection and/or a hearing protection zone must be used.

At 80 decibels the manager must assess the risk to workers' health and provide them with information.

The exposure limit is 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.

When considering the type of Hearing Protectors to use consider the type of noise, its frequency, the duration of exposure, and compatibility with other types of PPE being worn. Ear plugs or earmuffs may be appropriate.

**HANDS AND ARMS PROTECTION**

The use of safety gloves, gauntlets and sleeving can protect against abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, vibration, biological agents and prolonged immersion in water.

Special consideration should be given to using gloves when operating machines such as bench drills where the gloves might get caught.

Barrier creams are unreliable and are no substitute for proper PPE.

Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems. Using separate cotton inner gloves can help prevent this.

**FEET AND LEGS PROTECTION**

Safety boots and shoes with protective toecaps and penetration-resistant, mid-sole wellington boots and other site specific footwear, e.g. foundry boots and chainsaw boots may be appropriate to protect against wet, hot and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash and vehicles.

Footwear can have a variety of sole patterns and materials to guard against slips in different conditions, including oil or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating so appropriate footwear should be selected for the risks identified.

**RESPIRATORY PROTECTIVE EQUIPMENT (RPE)**

Whenever materials are being used which are liable to produce dust, toxic gases or vapours or where the atmosphere may be oxygen deficient there is a hazard to the respiratory system.

Every effort must be made to control the hazard at source. Where this is not possible it will be necessary to provide and use RPE. An assessment of the risk as required by the Control of Substances Hazardous to Health Regulations (COSHH) needs to consider the following:

1) Ensure the air is not oxygen deficient.

2) Nature and level of the contaminant.

If the air is deficient of oxygen, equipment which provides air is required i.e. breathing apparatus. If sufficient air for breathing is present, but the air is contaminated air filtering equipment is required, i.e. a respirator. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus – never use a filtering cartridge. Breathing Apparatus must be used in a confined space or if there is a chance of an oxygen deficiency in the work area.

All operatives required to wear respiratory protection will be trained in their use and be medically fit.

**WHOLE BODY PROTECTION**

Flame-retardant, anti-static, chain mail, chemically impermeable or high-visibility overalls, boiler suits, aprons or chemical suits should be used to guard against the risk of heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing as appropriate.

**SAFETY HARNESSES**

They should only be used when it is totally impractical to provide working platforms or safety nets.

Safety harnesses comprise of shoulder and crutch straps, should be easily adjustable and fitted with a lanyard which will limit the fall distance to a maximum of 2 metres.

Safety harnesses used as part of a rescue device will be directly attached to the rescue lifting device.

Harness must be inspected prior to use and inspected every 6 months as per LOLER Regs.