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# INTRODUCTION

1. The purpose of this procedure is to define and monitor the health and safety controls associated with Personal Protective Equipment.

# DEFINITIONS

* PPE - Personal Protective Equipment
* RPE - Respiratory Protective Equipment

# COMPETENCIES

1. All persons who are provided with personal protective equipment must be trained in all aspects of its use, maintenance and instructed when and how to wear it.
2. Careful selection, maintenance and regular and realistic operator training is needed for equipment for use in emergencies, such as compressed-air escape breathing apparatus, respirators and safety ropes or harnesses.
3. Pre-Use/Weekly inspections of harnesses to be undertaken by an employee who is trained in harness use and holds a recognised harness qualification from IRATA or IPAF or similar.
4. Thorough Examinations of harnesses to be undertaken by a competent person who is trained in harness use, holds a recognised harness qualification from IRATA or IPAF and SMST or similar.

# PROHIBITIONS

1. The wearing of rigger boots is prohibited
2. The wearing of shorts, skirts or cut offs is prohibited

# REQUIREMENTS

## Cost

1. It is illegal to charge an employee including directly employed agency operatives for the provision of personal protective equipment, but if the Company supplies such equipment for employees of subcontractors, then the cost can be charged to the subcontractor.
2. Personal protective equipment must be replaced free of charge when worn-out, damaged or lost, but since an employee is required by regulations to take care of the equipment issued, disciplinary action can be instigated against those who fail to do so.

## Procurement

1. In order to maintain a uniform approach across the company, M2 Safety will assist in identifying CE approved standards of personal protective equipment, which must be purchased and provided via approved suppliers.

## Safety Harnesses, Lanyards and Inertia Reels

1. A certificate of conformity with the relevant BS EN standard must be provided with all new safety harness/lanyard/inertia reel equipment. Equipment must carry a relevant CE mark.
2. Safety harnesses/lanyards and inertia reel equipment must be used in accordance with the manufacturer’s instructions. The equipment must only be used for its intended purpose.
3. Users must check all equipment for excessive wear, damage or defects before each use. If the user is at any point unsure about a component, it must be immediately removed from service ,quarantined in such a way that it cannot be used by mistake until it has been inspected by a competent person.
4. A weekly inspection of all Safety Harnesses, Lanyards and Inertia Reels must be undertaken
5. Safety Harnesses, Lanyards and Inertia Reels must be thoroughly examined every 6 months.
6. Defective equipment must be immediately withdrawn from use and destroyed.
7. Safety harnesses/lanyards and inertia reel equipment must be maintained and stored in accordance with manufacturer’s instructions.

## Respiratory Protective Equipment (RPE)

1. Work activities may result in harmful substances contaminating the air in the form of dust, mist, gas or fume. For example:

* cutting a material such as stone, concrete or wood
* using a liquid containing volatile solvents
* handling a dusty powder
* welding activities

1. Employees may also need to work in areas where oxygen levels are low, for example: confined spaces, such as a chamber or tank. It is therefore important that the RPE chosen is adequate and suitable to ensure the wearer is protected. This means:

* Adequate – It is right for the hazard and reduces exposure to the level required to protect the wearer’s health.
* Suitable – It is right for the wearer, task and environment, such that the wearer can work freely and without additional risks due to the RPE.

1. When you are selecting RPE to protect the employee, you must undertake a risk assessment and have fully considered the following:

* the hazardous substance and the amount in the air (exposure);
* the form of the substance in the air (e. g gas, particle, vapour);
* the type of work being carried out;
* any specific wearer requirements, such as other PPE or a need for spectacles.

1. All RPE must be manufactured in accordance with the Personal Protective Equipment Regulations (current edition) and equipment ‘CE’ marked – this appears with the letters ‘CE’ and a four-digit code that identifies the body responsible for checking manufacturing quality.
2. Before the employee is provided with RPE, it is important that he/ she is medically fit to wear
3. the RPE and that the RPE fits the individual correctly.
4. The employee must have been face fit tested by a competent person. In order for the RPE to have a protective seal, the wearer must be clean shaven with no face hair or stubble.
5. The RPE must be worn at all times when present in the contaminated environment.
6. 4The wearer must notify the Supervisor/Foreman immediately and leave the contaminated area if they think their RPE is not working properly.
7. The filters on respirators must be checked and replaced regularly – the product supplier will advise on replacement periods.
8. The minimum standard disposable filtering face piece for particulates is FFP3 – unless identified by a risk assessment of the need for a higher standard.
9. RPE must be kept clean and in good working order. The manufacturers’ instructions must be followed and RPE maintained at least once every three months. This should include replacing valves, face seals and worn or damaged parts on respirators. Valves will need changing more frequently if substances, like spray paint lands on them or in heavily contaminated environments. A small stock of replaceable parts must be made available on site, expiry dates on RPE and filters must be checked and the correct filter must be fitted.
10. When the RPE is not in use, it must be stored in a safe place, away from contamination.
11. Training must be provided to all wearers of RPE and must include information on how to check the RPE is working properly before using, how to put on and how to check face fit, how to replace worn or defective parts, and understand the limitations of RPE.

# COMPANY MINIMUM STANDARDS

## General

1. The following minimum standards of PPE must be provided and worn at all times:

* Appropriate Safety helmet with, where applicable through risk assessment
* High visibility jacket or vest Class 2 (or Class 3 when required by a project specific risk assessment) in yellow unless noted otherwise below.
* Safety footwear (incorporating toe and mid-sole protection and provides support to the ankle);

1. Optional and task specific

* Gloves (specific to the work activities);
* Light eye protection incorporating prescription lenses where necessary

1. Site personnel must keep their torsos covered at all times. Arms must also be covered when required by risk assessment.
2. High visibility trousers must be worn when identified as a control measure following a specific risk assessment.

## Works on Public Highways:

1. The following minimum standards of PPE must be provided and worn at all times:

* Appropriate Safety helmet with, where applicable through risk assessment
* High visibility jacket or vest (Class 3);
* High visibility trousers;
* Safety footwear (incorporating toe and mid-sole protection and providing support to the ankle);
* Light eye protection incorporating prescription lenses where necessary;

1. Site personnel must keep their torsos covered at all times. Arms must also be covered when required by risk assessment.
2. In addition to compliance with General requirements above, the following PPE is mandatory when hot working and dependant on the risk assessment of the works:

* One piece full cover flame retardant coverall, including protection to arms, legs and hands.
* All high visibility clothing plus any clothing designed to protect personnel against the elements must also be flame retardant.
* Flame retardant gloves
* Any other member of the team that could be inspecting or supervising the work area must also wear flame retardant clothing and gloves.

## Working Over Or Adjacent To Water

1. All personnel working over, or near to water, and at risk of falling in must, as a minimum, wear a retro reflective life jacket designed to keep the wearer afloat in the water face up. The following standards of life jackets must be worn at all times:

* Life jacket - BS EN ISO 12402-2, 12402-3, 12402-4 (designed to support an unconscious person in the water and turn them face upwards, either by built-in buoyancy, or by automatic inflation); or
* Life jacket - BS EN ISO 12402-5 (designed to support a conscious person in the water and should only be used by those who are competent swimmers and who are near to the bank or shore, or who have help and a means of rescue close at hand).

## Respiratory equipment

1. The company will issue appropriate respiratory equipment e.g FFP3 face masks. We will consult with M2 Safety and purchase and issue to staff.
2. Face masks must be worn when stated in the RAMS and/or COSHH assessment if working with hazardous substances.
3. All respiratory equipment must be looked after, as per the manufacturer’s guidelines.
4. All respiratory equipment must be checked for defects before use by the wearer. If found report to management who will replace.
5. All respiratory equipment must be looked after and stored correctly when not in use.
6. All employees must be face fit tested for each different mask they will/ might wear during the course of their work.
7. Employees who wear masks must be clean shaven as per the manufacturers of the masks dictate as stubble/ beard will reduce the effectiveness f the mask and out the wear at respiratory risk.
8. Employees will be asked to shave when wearing masks. Failure to do so may result in carrying out other tasks while those who have shaved perform the required task wearing a mask. The company may purchase further specialist respiratory masks where a beard may be present and the mask (full head hood) is present.

# VISITORS

1. In addition to compliance with the General requirements above the minimum standards of PPE must be worn at all times.
2. If it is assessed that other forms of personal protective equipment need to be issued to accompanied visitors (e.g. RPE, medium/high impact eye protection, hearing protectors, coveralls etc.), they must be instructed how and when to use it.
3. It is good practice for site must maintain adequate PPE supplies for issuing to visitors who do not have their own – PPE issued on loan to visitors must be cleaned and be hygienic prior to issue and use.

# ADDITIONAL REQUIREMENTS

1. Other items of Personal Protective Equipment that may be required following a task specific risk/COSHH assessment are:

* Medium or high impact eye protection: e.g. goggles, face-shields, visors;
* Chin straps for safety helmets;
* Body protection: e.g. conventional or disposable overalls, chain mail aprons, Kevlar impregnated clothing;
* Wellington style boots
* Hand and arm protection: e.g. gauntlets, mitts, wrist-cuffs, armlets;
* Foot and leg protection: e.g. gaiters, leggings, spats;
* Hearing protection: e.g. disposable / reusable ear plugs, ear defenders;
* Fall Protection: e.g. harnesses; lanyards; with inspection
* Cold and wet weather protection: e.g. padded and/or waterproof jackets and leggings, thermally protected gloves and socks;
* Respiratory protection (RPE): e.g. disposable filtering face-piece or respirator, half- or full-face respirators, air-fed helmets, breathing apparatus, compressed air escape breathing apparatus. See RPE section above.

1. Where a person undertakes multiple duties on site with potentially differing PPE requirements, they must consider what their principle role is and ensure that this PPE is worn.

# TRAINING/INSTRUCTION

1. The level of training/instruction will depend on the task where personal protective equipment is required and must be clearly defined in the safe system of work.

# RECORD OF ISSUE

1. Individuals who receive PPE must acknowledge receipt of the equipment.

# DISCIPLINARY PROCEDURES

1. Any person who wilfully damages personal protective equipment, or refuses to wear personal protective equipment when instructed to do so, may be subject to disciplinary proceedings.

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