



Personal Protective Equipment at Work Policy 2024 – 2025

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Personal Protective Equipment at Work Policy Statement

The Directors of SG Civil Engineering Ltd ('the Company') fully recognises the duty placed upon themselves under The Personal Protective Equipment at Work Regulations 1992 (as amended) and the standards that will be adopted are those required by the regulations although the Company will seek always to exceed these where reasonably practicable.

The health and safety of our workforce and those affected by our activities is a fundamental to the success of the business.

Personal Protective Equipment (PPE) is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes Respiratory Protective Equipment (RPE).

Appropriate PPE / RPE will be issued to company workers as identified by risk assessment and when necessary for all work activities.

All workers shall in accordance with current safety standards use only PPE / RPE which is supplied and made available for their benefit to which they have a legal duty to wear as specified in relevant site rules, risk assessments and method statements and they have an additional duty to ensure the PPE / RPE is maintained correctly.

As a Company, we will bring this policy to the attention of all Workers and other interested parties and will be reviewed on a regular basis, no less frequently than annually.



S Gallagher
Operations Director
SG Civil Engineering Ltd

13th September 2024

1.0 Introduction

1.1 This policy and guidance document forms part of the Company Health, Safety and Wellbeing Policies and is one of the measures taken by the business to ensure compliance with the Personal Protective Equipment at Work Regulations 1992 (as amended) and requirements that deal with PPE in other legislation such as;

- The Control of Substances Hazardous to Health (CoSHH) Regulations 2002;
- The Control of Noise at Work Regulations 2005.
- Other relevant legislation where PPE / RPE is identified.

The aim of this policy is to provide guidelines on the safe procedures that must be adopted for the use of PPE / RPE whilst working with the Company.

2.0 General

2.1 PPE is at the lowest level in the hierarchy and therefore should only be used as a 'last resort' or as a short-term emergency measure while other control measures are assessed. It should only be used for occasional work of short duration when there is no other alternative.

2.2 Where Personal Protective Equipment is used it must:

- take into account the nature of the hazard and the task
- be provided free of charge to workers directly engaged by the company,
- carry a 'CE' 'UKCA' or 'BS' Kite mark
- be maintained in an efficient working order and in good repair
- be compatible with other PPE
- be stored in an assigned and suitable area
- be provided in conjunction with appropriate instruction and training for the wearer.

2.3 There is at all times a requirement to conform to the Principal Contractors Standards where they enforce a 'cover-up' clothing policy on their sites where an individual legs (bare skin) shall not be exposed (e.g. the wearing of shorts, skirts etc). This is as part of a control measure to protect individuals against health issues like skin burns, occupational contact dermatitis, non-melanoma skin cancer and lacerations.

2.4 The individual issue of PPE and RPE shall be undertaken as follows;

Hudson's Workers

- All required items will be provided and replaced (Through fair wear and tear) by the Company at no cost to the Operative.

Sub-Contractors

- Where sub-contractors are engaged to undertake works, they have the duty as employers to provide all PPE and RPE to their workforce and within the requirements of the specific sub-contract order.

Agency Workers

- Where the operative is engaged as above, they shall be provided with the correct PPE for the works to be undertaken by the Agency prior to the commencement of works. In addition to this it shall be the duty of the Agency to provide an additional replacement as required. Not with standing, this the Company will provide said workers with all other additional PPE as required by the specific task they are engaged on.

3.0 Definition

3.1 Personal Protective Equipment (PPE) is defined in the Personal Protective Equipment at Work Regulations 1992 (as amended) as meaning all equipment '*...which is intended to be worn or held by a person who is at work, and which protects him or her against one or more risks to his or her health and safety*'.

3.2 This policy does not apply to ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer.

3.3 This policy does not apply to the specific work with Lead or Asbestos. Personal Protective Equipment therefore (for the purposes of this policy) includes items such as the following when they are worn for purposes of health and safety.

Personal Protective Equipment

4.0 Head Protection

4.1 Head protection in the form of a 'hard hat / safety helmet' is to be worn at all times to protect both the head and neck suffering impact from falling or flying objects, risk of head bumping, hair getting tangled in machinery, chemical drips or splash, climate or temperature.

5.0 Hand / Arm Protection

5.1 Protective hand and arm wear shall be worn at all times to prevent injury from, abrasions, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, vibration, biological agents, and prolonged immersion in water.

5.2 Unless otherwise stated by the Principal Contractor (Site Specific Rules), the minimum protection (cut) level of the glove shall be a 'cut level' 3 (Level C) at all times. Where required by a specific type of work then the type and protection (cut) level of the glove shall be determined by a specific risk assessment prior to such works commencing.

5.3 Protection of the arms can be achieved by the use of gauntlets and / or sleeving that covers part or all of the arm, where the work requires such protection.

5.4 Where barrier creams are supplied by the Principal Contractor, they are not a substitute for gloves or similar.

6.0 Eye Protection

6.1 It is extremely important where there is a likelihood of a Chemical or metal splash, dust, projectiles, gas / vapour, and radiation that the hazard is risk assessed and the appropriate Safety spectacles, goggles, face screens, face shields, visors are identified.

6.2 Where there is a requirement for prescription safety eyewear this is to be brought to the attention of the Directors.

7.0 High Visibility Clothing

7.1 There is a requirement to wear high visibility clothing (High Vis) at all times, this will come in various forms be it a vest, jacket, trousers etc which are the norm. Where there is a specific requirement for a particular type of High Visibility (Orange etc) this will be identified with the work specific risk assessment.

7.2 Where work is to be conducted on the Highways (278), the requirements of the 'New Roads and Streetworks Act 1991' shall be adhered to at all times.

8.0 Protective Footwear

8.1 One of the minimum requirements is the wearing of protective footwear with toecaps due to the potential hazards of, Wet, hot, and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash, vehicles.

8.2 All Workers working for the Company shall wear 'Lace Up' style protective boots (not safety trainers or similar – Rigger Boots are not permitted).

8.3 Appropriate footwear shall be selected for the risks identified through the specific assessment, taking into account protective footwear can have a variety of sole patterns and materials to aid in the prevention of slips in different conditions, including oil - or chemical-resistant soles, they can also be anti-static, electrically conductive or thermally insulating.

8.4 Additional specialist boots may be permitted if there is a requirement under the following exceptional circumstances:

- Working with concrete or similar material which has been determined by a specific risk assessment and approved by the Directors.

8.5 For medical reasons, for which a General Practitioners 'note' has been supplied to the Directors.

9.0 Hearing Protection

9.1 By its very nature Construction activities generate noise which is a hazard to the Workers. Noise is a combination of sound level and duration of exposure; very high-level sounds are a hazard even with short duration.

9.2 Where the work generates excessive noise, there is a requirement for an assessment to be undertaken, this will identify the harmful noise levels and the type of Earplugs, earmuffs, semi-insert / canal caps required. (Also refer to 'SGCE' – Control of Noise at Work Policy).

10.0 Respiratory Protective Equipment (RPE)

10.1 Where there is a likelihood of any worker operating within areas of oxygen-deficient atmospheres, dusts, gases, and vapours (Spray's, Solvents etc), the lungs require being protected with Respiratory Protective Equipment (RPE).

10.2 The type of RPE requires being identified through the specific CoSHH Assessment as the right type of respirator filter must be used as each is effective for only a limited range of substances.

10.3 All workers require being 'Face Fit Tested' for the particular item of RPE identified for their use.

10.4 A Face Fit Test should be repeated whenever there is a change to the RPE type, size, model, material or whenever there is a change to the circumstances of the wearer that could alter the fit of the RPE, that aside the company will re-test each worker a minimum of every 2 years.

11.0 Full Body Harness & Associated Equipment

11.1 Safety harnesses, lanyards and their attachments shall only be used as a last resort, the working at height hierarchy shall be taken into account and wherever possible other fall prevention measures should be used.

11.2 Any worker using a harness and lanyard must undertake specific training in its use and have been issued it for **personal** use only.

11.3 All harnesses and lanyards shall be inspected prior to use on a daily basis with each item carefully check and its condition recorded in the harness register SMS - 20. (Also refer to 'SGCE' – Work at Height Policy).

12.0 Whole Body Protection

12.1 Where it has been identified that an operative may encounter, heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing, there is a requirement to provide conventional or disposable overalls, boiler suits, aprons, chemical suits.

12.2 Where a specific assessment has been conducted the choice of materials requires consideration which includes flame-retardant, anti-static, chain mail, chemically impermeable, and high-visibility requirements.

Responsibilities

13.0 Directors

13.1 The Directors are to ensure that suitable and appropriate PPE is provided at no cost to individuals within the Company (As per Para 2.3).

13.2 This means that the PPE should be appropriate for the risk or risks involved and the conditions where it will be used. The PPE should also take account of ergonomic requirements and the state of health of the person who is required to wear it.

13.3 The selection of PPE shall be established by the specific risk assessment to ascertain the suitability of the PPE prior to work commencing.

13.4 A record of PPE Issued to individuals should be kept.

13.5 Ensure PPE is maintained and replaced, as necessary. This should be done in accordance with the manufacturer's guidelines where appropriate records of this information should be kept.

13.6 To provide adequate and suitable storage for all PPE.

14.0 Contracts & Site Manager

14.1 Both the Contracts and Site Managers shall ensure that all workers / sub-contractors use and maintain all PPE in accordance with training and to report any loss or defect immediately. The PPE (where possible) shall be branded 'SGCE' and in line with the Principal Contractors expectations.

14.2 Ensure that all PPE requests shall go through the Accounts located at the Main Office.

14.3 Conduct random checks on the PPE to ensure it is correct for the task being undertaken and as identified by the risk assessment.

15.0 Supervisors

15.1 It is the responsibility of the Supervisors to support both the Contracts and Site Manager in ensuring the worker / sub-contractors under their charge wear their PPE / RPE at all times.

15.2 As required provide additional 'on the job' training on the correct use of PPE etc in the form of a toolbox talk. (See Section 16)

16.0 Workforce

16.1 It is the responsibility of the Workforce / Subcontractors to use PPE / RPE in accordance with training and to report any loss or defect immediately. The worker also has a responsibility to ensure they clean, maintain, and do not damage PPE / RPE. In the event the PPE / PPE becomes damaged they are required to report said damage to the Managers and / or Supervisors.

16.2 They are to ensure that the correct PPE / RPE is worn as per the requirement of the risk assessment and the Principal Contractors expectations (minimum standards).

16.3 After use, they are required to return the PPE / RPE to its place of storage correctly and as per the manufacturer's guidelines.

17.0 Training

17.1 The Company will provide the necessary information, training and instruction for workers therefore enabling them to make proper effective use of PPE / RPE.

17.2 Training for PPE / RPE users must include the following as a minimum:

- An explanation of the risks present and why the PPE is being used;
- How to operate the PPE and any limitations of the equipment which may affect the protection offered by the equipment;
- Instructions on the correct storage of the PPE;
- The arrangements for reporting loss, defects, or malfunctions of the PPE, in particular with regards agency worker.