

## **S&H Std 30 – PPE - PERSONAL PROTECTIVE EQUIPMENT**

### **OBJECTIVES OF THE STANDARD:**

Establish a common and systematic approach to identifying, issuing, training, using, storing and maintaining Personal Protective Equipment (PPE).

### **APPLICABILITY:**

This Standard applies to all Tarmac employees\* & contractors carrying out work on our sites.

Where employees or contractors carry out work on third party sites on behalf of Tarmac the minimum standard of PPE required will be the same if the work were to take place on a Tarmac site. Site rules will of course be followed including where a higher standard of PPE is specified.

Contractors shall carry out their own risk assessments to identify control measures for their activities, including task related PPE. They are responsible for the sourcing, issue & control of PPE for their employees & subcontractors.

\*Sea-going ships are subject to merchant shipping legislation; however, whilst the PPE Regs don't apply to normal shipboard activities of the crew under the direction of the master, they do apply to other work activities. eg shore-based contractor carrying out work aboard.

### **KEY POINTS FOR MANAGEMENT:**

Tarmac operates a mandatory specification for PPE for general operations – detailed in local induction.

Other items of PPE may be determined by the Hazard Identification & Risk Assessment (HIRA) process for the specific task / working environment (see also S&H Std 01). A matrix of required PPE shall be drawn up by site management for all routine tasks.

PPE must always be seen as the final resort in risk control. PPE shall only be considered / provided when all reasonable and practicable measures have been taken to eliminate or reduce risk.

Records shall be kept of issue of PPE to individuals.

PPE must be selected considering:

- The wearer's comfort, ability to adjust the PPE to fit well, and the suitability for the individual wearing it.
- The risks involved, the environmental conditions / issues in the workplace & the duration it is worn.
- The ability to reduce the risks it is provided for without increasing overall risk, including requirements for visibility and communication.
- It must be compatible with any other PPE required to be worn at the same time, and be CE marked.

All items of PPE identified in the HIRA shall be readily available at all times, and shall be worn in accordance with the requirements in this Standard and the task HIRA.

Respiratory protective equipment shall be face-fit-tested to ensure it is suitable for the user & effective.

Workwear is not PPE where it is only provided for a corporate image, but is PPE if provided for a specific risk eg increased visibility or protection against other hazards (eg cold, wet weather, intense heat etc).

Specific regulations covering Asbestos, Noise, Head Protection, Hazardous Substances (COSHH), Lead and Ionising Radiation all have their own requirements for PPE.

Changes to the task / working environment / method of work must be identified and the risks be re-assessed to identify if any changes to PPE are required before work continues.

### **MANDATORY PPE FOR OPERATIONAL SITES:**

Employees: (except for Contracting sites): mandatory PPE for 'operational' areas of sites (ie except car parks and designated 'safe' areas including offices and welfare facilities will include the following unless local rules stipulate something in excess of these requirements:

Safety helmet (usually white, green first aider, red banksman / fire marshall).

Class 3 hi-visibility clothing: overalls or jacket & trousers.

Lace up safety boots (not rigger boots).

Safety glasses

Suitable gloves for the activity.

Additional items to be carried ready for use:

Hearing protection.

Respiratory protection.

Wellington safety boots and wet weather gear to be available.

Contractors: as above, but may wear standard overalls but must wear hi-vis jacket or waist-coat (hi-vis overalls advised).

Drivers delivering Tarmac product: as for employees, but will require access to both orange & yellow Class 3 hi-vis depending on customer site requirements.

Employees / contractors: are not permitted to wear safety shoes in operational areas for as they offer no ankle support.

Visitors & Collect Customers to operational areas of site (ie outside the car park and designated walkway to the offices) must wear safety helmet, hi-vis jacket / waistcoat, safety boots (any style) and safety glasses. Gloves, hi-vis overalls and lace up safety boots are recommended.

Contracting employees and contractors are required to wear the above but with metatarsal protection fitted to the safety boots and yellow Class 3 hi-vis (except for Banksman who will wear orange Class 3 hi-vis with red safety helmets and the word 'Banksman' on their back).

Maintenance workers / fitters must wear flame retardant overalls or other safety clothing particularly if doing hot work.

People carrying out work on or adjacent to Railway tracks must wear orange hi-vis clothing.

Traffic Management operatives installing / removing traffic management systems and turban wearing Sikhs are exempt from wearing safety helmets.

Cement bulk delivery drivers additional specific PPE required during collection and delivery activities: non-vented goggles during loading and discharging, P3 respiratory protection required when loading or discharging inside. Waterproof gauntlets with Hi-vis clothing to be long sleeved and trousers (over the top of boots) to prevent skin contact with cement dust.

Bitumen delivery drivers and those working directly on hot bitumen storage tanks or pipework are permitted to replace the lace-up safety boots with quick-release / foundry / rigger boots.

Where parties such as school children or local community visits take place, strong footwear is recommended. Open toe sandals or high heeled shoes are not permitted. The route for any visit must take into account the footwear worn. Other PPE will be loaned by the site for the duration of the visit.

### **TASK SPECIFIC PPE / PPE AREAS:**

Additional requirements will be specified according to the findings in the HIRA for that task. Business units may choose to specify additional mandatory additional PPE whenever workers are carrying out specific tasks, or following an incident investigation that identifies an additional risk. Specific tasks / situations may still require additional PPE or specify the type of PPE for a particular set of circumstances eg anti-fog goggles for prolonged work or when the air temperature is low to ensure visibility can be maintained.

Workplace assessments for noise, dust and vibration shall be carried out by competent people to determine the effectiveness of workplace controls & the level of protection required from PPE where workplace controls can't eliminate or reduce risk of exposure to acceptable levels.

Blue mandatory signs shall be posted around an area where specific additional PPE is required (eg due to high noise levels, dust or to protect eyes etc), and workers shall be informed during their induction to the site that these requirements exist. Anyone working in, or passing through, these areas MUST wear the PPE specified.

#### **ISSUE, STORAGE, CLEANING & MAINTENANCE OF PPE:**

PPE is normally issued to an individual both for hygiene reasons, and as the equipment must be suitable for that individual. What has been issued, to whom and when shall be recorded. No charge shall be made to any employee for any PPE.

Adequate arrangements shall be made for employees to clean and store PPE to prevent it from becoming contaminated or damaged when not in use and to ensure it is available for use when req.

PPE wearers shall be instructed in the required pre-use inspections for PPE, the correct way to put it on and adjust it to suit the user, and the process for obtaining replacements when PPE is defective.

Some PPE must be periodically maintained, or have a thorough examination, by a competent person to ensure it's safe and effective functionality and to comply with statutory requirements. Manufacturer's recommendations shall be used as the basis for the frequency of examination where these are more frequent than that required by legislation. Conditions of use, including risk of damage or contamination, may also have a bearing on the frequency of thorough examinations. Arrangements must be put in place by line management for this to happen at the required intervals.

Safety harnesses and fall arrest lanyards shall have a regime for the inspection of lanyards and harnesses drawn up by a competent person to include:

- The unique serial numbers of the devices covered.
- The frequency and type of inspection – pre-use, detailed inspection and thorough examination.
- The designated competent persons to carry out the inspections.
- Means of recording the inspections.
- Training of users.
- Means of monitoring the inspection regime to ensure they are carried out as required.

Non-disposable respiratory protective equipment shall be thoroughly examined at periodic intervals in addition to pre-use checks by the user. (Monthly thorough examinations or 3 monthly if infrequently used). Filters shall be changed as required according to the nature and amount of air-borne contaminant being filtered out.

#### **EXEMPTIONS FROM THE REQUIREMENT TO WEAR PPE:**

Exemptions from the need to wear PPE will only be granted if:

An employee has a medical condition (confirmed in writing by his Doctor) which precludes them from wearing an item of PPE; and the HIRA identifies no increased risk to the individual by not wearing the specified item of PPE. OR:

The HIRA demonstrates an increased risk from the wearing of PPE.

Such exemptions shall only be permitted after a formal deviation request is authorised by the Regional or Business Unit Managing Director.

#### **RECORDS AND RETENTION:**

The PPE matrix shall be reviewed annually or when something changes. Copies shall be kept for 40 years together with PPE issue records due to the long latency period for some occupational health issues.

When a site is sold (or closed) a copy of these records shall be transferred to the new owner and the originals shall be kept in the Company archive.

Records of examination, test and maintenance of non-disposable respiratory protective equipment shall be maintained for at least 5 years.

