

INSTRUCTION 16

PERSONAL PROTECTIVE EQUIPMENT (PPE)

References:

- A. Health and Safety at Work Act 1974
- B. The Personal Protective Equipment at Work Regulations (as amended)
- C. Management of Health and Safety at Work Regulations (as amended)
- D. Annex F to this policy – Guidance on PPE (Issue/Use/Storage)

Introduction

16.1 This instruction lays down guidance and direction to those persons whose responsibility it is to provide personal protective equipment (PPE) as part of their job requirement. It also provides general guidance and instruction to all employees in what to expect from the Council regarding the provision of PPE. It is by no means a definitive document that covers every aspect of PPE. Where there is doubt or uncertainty as to what equipment is required, then managers and staff should seek advice from the health and safety manager.

16.2 PPE is the last line of defence and should only be provided when all engineering controls and safe systems of work have been exhausted. When issued, it is to be stored separately from the hazard for which it has been provided.

16.3 All PPE that is provided by the Council must comply with UK legislation (British Standards) and or the PPE (EC Directive) Regulations and must display the CE mark.

Responsibilities

Managers/Supervisors

16.4 Before any PPE is provided, the manager/supervisor must carry out a suitable risk assessment to see if the PPE they are providing is suitable for the risks involved, and for the circumstances of its use. Consideration must be given to the physical effort required to do the job, the methods of work, length of time PPE is worn, and the requirements of visibility and communication must be taken into account.

16.5 Managers/supervisors must provide suitable protective storage for PPE situated in static locations, which should prevent the equipment from becoming damaged or dirty.

Inspection/Records

16.6 Managers and supervisors are to ensure all PPE is inspected at regular intervals as laid down by manufacturer's instructions. PPE is to be maintained in a clean and serviceable condition to ensure its efficiency and an acceptable standard of hygiene. It is recommended that departments maintain a register for accountability purposes. Where necessary inspections are required by legislation, the findings must be recorded and records kept.

Training

16.7 Managers/supervisors must ensure all employees and non-employees who are issued PPE to wear, receive information, instruction and training on how to make effective use of the equipment. Information must include how to correctly fit and wear it, and what its limitations are. The extent of instruction and training will vary with the complexity and performance of the equipment.

Employees

16.8 Employees have a legal duty to use/wear the PPE provided; PPE must be maintained in a good condition and stored in a safe place when not in use. Equipment, such as items that come into contact with the skin, i.e. coveralls, ear protectors and the sweatband of safety helmets, should be washed regularly to prevent skin disease or infection.

Guidance on the Issue, Use and Storage of PPE

16.9 Managers, supervisors and employees are responsible for ensuring PPE is used correctly (Skyguard lone working devices and body cameras are classed as PPE) when undertaking any work requiring its use. Guidance can be found at Annex F and should be displayed at a prominent place within the workplace.