

Elliott Nash Limited Personal Protective Equipment Procedure (SHE 6)

Elliott Nash Ltd is fully committed to meeting its responsibilities under the Health and Safety at Work etc Act 1974. The following describes our procedures for compliance with the Personal Protective Equipment at Work Regulations 1992.

Provision of personal protective equipment

We shall ensure that suitable personal protective equipment is provided to all employees who may be exposed to a risk to their health or safety while at work except where such risk has been adequately controlled by other means which are equally or more effective.

Personal protective equipment shall:

- Be appropriate for the risk or risks involved.
- Take account of ergonomic requirements and the state of health of the person or persons who may wear it.
- Be capable of fitting the wearer correctly.
- Be effective to prevent or adequately control the risk or risks involved.
- Comply with any provision on design or manufacture standard and be appropriately CE Marked.
- Personal Protective Equipment shall be provided free of charge to employees

Compatibility of personal protective equipment

Elliott Nash Ltd shall ensure that where the presence of more than one risk to health or safety makes it necessary for their employee to wear or use simultaneously more than one item of personal protective equipment, such equipment is compatible and continues to be effective against the risk or risks.

Assessment of personal protective equipment

Before choosing any personal protective equipment Line Managers shall ensure that an assessment is made to determine whether the personal protective equipment he/she intends to provide is suitable.

The assessment shall include:

- An assessment of any risk or risks to health or safety, which have not been avoided by other means.
- The suitability of the personal protective equipment to protect the employee against the risk.

Section	Revision No	Issue Date	Review Date	Approved
SHE 6		July 11	July 12	Yes/BMP

Managers will ensure that any assessment is reviewed if:

- There is reason to suspect that it is no longer valid.
- There has been a significant change in the matters to which it relates.
- Any item of personal protective equipment is alleged not to have provided the necessary Protection.

When determining the type of personal protective equipment to use and the type of protection required, reference will be made to the following list of activities that may require the provision of Personal Protective Equipment.

- Construction/Installation
- Site Visits.
- Surveying Unoccupied Premises.
- Pre Site Surveys.

Minimum requirement of personal protective equipment to be used when visiting the above:

- Head Protection (Hard Hat).
- Safety Boots.
- High Viz Jacket and Vest.
- Skin Protection (Suncream).

As required for certain installation sites, i.e. Construction, working near water, though this list is not exhaustive:

- Respiratory Protection.
- Eye and Face Protection.
- Gloves.
- Safety Harness.
- Life Jackets.
- Hearing Protection

Section	Revision No	Issue Date	Review Date	Approved
SHE 6		July 11	July 12	Yes/BMP

Maintenance and replacement of personal protective equipment

Managers shall ensure that any personal protective equipment provided to employees is maintained (including replaced or cleaned as appropriate) in an efficient state, in efficient working order and in good repair. This will be via period inspection of issued equipment.

Accommodation for personal protective equipment

ENL shall ensure that appropriate accommodation is provided for employees' personal protective equipment when it is not being used.

Information, instruction and training

Managers shall also ensure that the employee is provided with such information, instruction and training as is adequate and appropriate to enable the employee to know and understand:

- The risk or risks, which the personal protective equipment will avoid or limit.
- The purpose for which and the manner in which personal protective equipment is to be used.
- Any action to be taken by the employee to ensure that the personal protective equipment remains in an efficient state, in efficient working order and in good repair.

Use of personal protective equipment

Managers shall ensure that any personal protective equipment provided to employees is properly used.

Every employee shall use any personal protective equipment provided in accordance both with any training and/or instructions that have been provided to him or her.

All employees shall ensure that any personal protective equipment provided is maintained at all times, in good working order and in a satisfactory hygienic condition.

Every employee shall ensure that the use of an item of personal protective equipment is not shared with another employee.

Personal protective equipment shall be used only for the purposes specified.

The failure of any employee to use PPE provided will be deemed to be a serious offence and employees will be subject to disciplinary action.

Reporting loss or defect

Every employee who has been provided with personal protective equipment shall report any loss of or obvious defect in that personal protective equipment.

Issuing and recording of personal protective equipment

On induction to ENL the employee, once assessed, will be issued with the required PPE, this is to be recorded on the record of equipment issued and forwarded to the Office Manager.

Section	Revision No	Issue Date	Review Date	Approved
SHE 6		July 11	July 12	Yes/BMP

Section	Revision No	Issue Date	Review Date	Approved
SHE 6		July 11	July 12	Yes/BMP