



<b>Policy:</b>	<b>Personal Protective Equipment (PPE)</b>	<b>Reference:</b>	<b>PPES0056</b>
		<b>Review Date:</b>	<b>05/2023</b>

#### **Purpose.**

To ensure the issue of Personal Protective Equipment (PE) to employees and sub-contractors is properly recorded and monitored.

#### **Scope.**

The procedure applies to all SES Engineering (Newark) Ltd company premises and sites under its control. Applies to the issue of PPE to employees and non-employees, e.g., Sub-contractors.

#### **Statement Within Employment Contracts.**

*"The Company will supply the Employee with relevant and appropriate PPE (Personal Protective Equipment) at the Company's expense. It is a condition of Employment that the Employee utilises any PPE, whenever required by law or by site specific rules, whilst working. Breach of these rules may result in Disciplinary action up to and including the termination of Employment without notice for Gross Misconduct.*

*Attendance at the workplace without the necessary PPE will require that the Employee rectifies the situation immediately and, in these circumstances, will not be paid for the duration of any absence from work.*

*The Employee is expected to maintain all items of PPE in reasonable condition. The Employee will be required to return all PPE at the termination of employment and the Company reserves the right to deduct from final Compensation the cost of any PPE that is not returned or is returned damaged beyond normal wear and tear. "*

#### **References.**

- Health & Safety at Work Act 1974.
- Management of Health & Safety at Work Regulations 1992.
- The Personal Protective Equipment at Work regulations 1992.
- The Control of Noise at Work Regulations 2005.
- The Construction (Head Protection) Regulations 1989.
- The Control of Substances Hazardous to Health Regulations 2002 as amended.
- SES Engineering (Newark) Ltd Health, Safety & Welfare Policy.

#### **Definitions.**

**Personal Protective Equipment (PPE).** All equipment (including weather protective clothing) which is intended to be worn or held by persons at work to protect them against one or more risks to Health & Safety, or any addition & accessory designed to meet that objective.

**Competent Risk Assessor** Is a person who has sufficient knowledge, experience, and training to make a valid judgement as to the suitability of an item of PPE based upon an assessment of risks arising out of an operation, process, or activity.

#### **Supporting Documentation.**

1. Employee PPE Record Sheet. (Ref: PPERSES0057)
2. Safety Harness and Lanyard Inspection Guidance. (See below).
3. Safety Harness and Lanyard Inspection Record Sheet. (Ref: SHLRSES0058)

#### **Procedure.**

The issue of PPE to all employees.

- The competent Risk Assessor will base their assessment upon the risks presented, select the appropriate items of PPE, and will record the type of PPE required on the written risk assessment. Advice from the individual



employee is considered should they prefer a specific item of PPE or an alternative to ensure their safety and the safety of others during their assigned task.

- The nominee will issue the required items of PPE and instruct personnel of its correct use and maintenance.
- The nominee will record on the appropriate record sheet (Ref: PPERSES0057) details of the issue, including employees name and signature of acceptance.
- In the case of disposable items such as earplugs and latex free gloves etc. It may not be required to record items individually, but rather state that a regular supply is available to help yourself as and when required within certain locations.
- Upon completion the nominee will file accordingly.

#### **Issue of PPE to non-employees.**

When items of PPE are issued to non-employees, e.g., sub-contractors, the nominee will record on the appropriate record sheet details of the issue, including the persons name, details of his employer, type of PPE and date of issue.

Upon completion of the records will be audited by the nominee and will make any necessary contract charge against the sub-contractor where appropriate.

#### **Protection from Ultraviolet rays in sunlight.**

**Note:** There are 40,000 new cases of skin cancer diagnosed each year.

- Whilst working outside during the ¾ hours either side of midday, whilst the sun is most intense, always ensure that the most vulnerable parts of your body are covered up i.e., legs, torso, arms, and head including back of your neck.
- Use a high factor sunscreen of at least 30+ on any exposed skin and apply it as directed.
- Drink plenty of water to avoid dehydration.
- Check your skin regularly for unusual spots or moles that change size, shape, or colour. Consult your doctor if there is anything that gives you concern and report it to management.

#### **Safety Harness and Lanyard Inspection Guidance.**

The use of safety harnesses and lanyards within industry has become an everyday operation. Harnesses and lanyards can become damaged and worn, just through normal day to day working. This damage can seriously affect the performance of the equipment, should it be needed to arrest a fall.

The requirement to check and inspect safety harnesses and lanyards is both vital to our personal safety and a legal requirement. The regime for carrying out inspections of both harnesses and lanyards differs slightly from each individual manufacturer.

#### *Pre-Use Check.*

This is to be carried out normally by the user each time the safety harness and lanyard is used. This check should be both tactile and visual. Any defects found at this stage should be brought to the attention of management / competent nominated person, who will after examination satisfy themselves if the equipment is safe to use or if it should be withdrawn from service.

#### *Detailed/Thorough Examination.*

These are more formal in-depth examinations looking at the equipment for underlying defects that may not be easily identified during the pre-use check, this examination must be carried out by a competent person every 6 months. Details of this examination including defects must be recorded.



*Obsolescence.*

A conservative estimate of the potential life span of safety harnesses and lanyards that are used under 'normal working conditions' is 3-5 years. This is providing they are used, inspected, maintained, and stored in accordance with the manufacturer's guidelines.

However, the actual life span will vary considerably with frequency of use and the conditions with which the safety harness and lanyard are both used and stored.

**BS/EN –**

All harnesses and lanyards must conform to and have indicated clearly on them the following codes:

Full body harness – BS EN 361

Lanyards – BS EN 354/355

Further guidance on checks and examination criteria, usage, storage, and relevant markings can be found in BS/EN 365.