



Personal Protective Equipment Policy (PPE)

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General Statement

The organisation provides personal protective equipment (PPE) to all relevant workers when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The organisation's policy is to provide suitable PPE as appropriate, to ensure that it is properly maintained and that workers are provided with adequate information, instruction and training.

In doing so, the organisation will take into account the needs of all individuals required to wear PPE.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with workers or their employee representatives through existing channels of communication.

The person responsible for implementing this policy is L Duffy.

Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with workers and/or their representatives:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE as a last resort
- carry out an assessment to identify suitable PPE
- ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- ensure that the most appropriate PPE is available to all relevant workers who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks that their work involves and why PPE is required
- train staff in the safe use and maintenance of PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.



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Duties of Managers and Supervisors

Managers or supervisors must ensure that:

- PPE requirements are considered when risks are assessed
- suitable PPE is provided and is always easily available to all relevant workers that need to use it
- PPE is properly stored, maintained, cleaned, repaired and replaced when necessary
- adequate information and training is provided to all relevant workers who need to use, maintain or select PPE
- any injuries, ill health or incidents relating to the use of PPE are investigated, with remedial action taken
- relevant workers use the PPE provided properly
- the use and maintenance of PPE is regularly monitored and reviewed
- special arrangements are made, where necessary, for individuals with health conditions that could affect the use of PPE.

Duties of Workers

Workers must ensure that they:

- use all PPE provided properly whenever it is required
- attend training sessions and comply with the training, instruction and information provided
- check the condition of their PPE, each time before they use it
- store, clean and maintain their PPE correctly
- report any losses, defects or other problems with PPE to their manager or another responsible person immediately
- report to management (in confidence) any personal conditions that may affect their ability to use PPE correctly.

Information and Training

The organisation provides sufficient information, instruction and training, including demonstrations in the wearing of PPE, to ensure the health and safety of workers using PPE.

Managers and supervisors who are responsible for users of PPE will also receive appropriate training, as will those responsible for selecting and maintaining it.