

# Personal Protective Equipment (PPE) Procedure

Procedure Title		PPE Procedure	
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Written By	Rob Tyson	Authorised By	Mervyn Lambert
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## 1 Introduction

Mervyn Lambert Plant Ltd cares about the health and safety of its people and accepts its responsibility to do all that is reasonably practicable to ensure that Personal Protective Equipment (PPE) is both safe and operates within current legislative requirements. For related legislation, documents and guidance see Section 9. PPE should be considered to include high visibility garments provided by the company for your protection and includes protective equipment such as filtered masks, half masks etc (RPE)

## 2 Scope

This document applies to employees who require Personal Protective Equipment whilst carrying out their respective duties and tasks. Similar standards should be expected of Contractors.

## 3 Policy

Mervyn Lambert Plant Ltd will provide where necessary, or where it has been identified by a relevant Risk Assessment (RA) and at no cost to the employee, all relevant Personal Protective Equipment (PPE).

## 4 Responsibilities

**The Managing Director** is responsible for making the necessary arrangements to provide financial support to provisions of PPE required for various activities

**The Health and Safety Manager** is responsible to ensure that Policy and Procedure is appropriately communicated, understood and implemented. This will be confirmed by regular audits and inspections.

**Managers or their delegates** will have a responsibility to ensure that where identified, all suitable and sufficient PPE is available. They will ensure that employees are competent to use PPE and that where used is fit for purpose and well maintained. This should include monitoring of PPE & uniform compliance at local manager level.

**Operatives** are responsible for using the suitable and sufficient PPE correctly and reporting any loss or defects to supervisors or managers immediately. Substitution of company supplied uniform and PPE is prohibited unless authorised by the HSEQ Manager.

Failure to use PPE can result in disciplinary proceedings.

## 5 Policy Objectives

Before considering any work activity and selecting any item of personal protective equipment, a task specific risk assessment must demonstrate that the hierarchy of risk control has been considered and there is no practical alternative to the PPE selected. All PPE must be:

- Considered as a last solution, after all other controls have been considered and found to be unsuitable.
- Fit for purpose so far as is reasonably practicable.
- Approved to Community European (CE) standards and legal requirements.

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- Considered by design to interact with all other safety devices and selected PPE
- Stored and maintained so as to ensure that when next used the equipment is fit for purpose
- Selected to ensure that no greater harm results from the use of PPE

## 6 Risk Assessment

The risk assessment for the use of PPE shall be carried out by a competent person and recorded in a task risk assessment conforming to **MLP-HSP-000**

## 7 Arrangements

### 7.1 Records

The issue of PPE will be recorded by the issuing PPE representative in order to assist with the efficient use of its resources and to monitor employee's fair use of PPE provided.

It is mandatory for the PPE representative to keep records of the issue of any PPE (form PER004).

Records of issue, inspection, maintenance and training of the following classes of PPE are mandatory:

- Harnesses, fall prevention (inspected at 6 monthly intervals or according to manufacturer's instructions.)
- Any specialist PPE as required by particular standards or manufacturer's instructions

### 7.2 Inspection

PPE should be inspected prior to use, equipment no longer fit for use should be reported to a manager for replacement.

The Department Manager will inspect PPE and uniform on a regular basis.

### 7.3 PPE Suppliers

All PPE should be obtained from the company PPE representative.

### 7.4 PPE Assessment

The minimum standards of PPE are listed in **Appendix B**

### 7.5 PPE Selection

The safe system of work will identify PPE required to carry out a particular task. Where the company has made provision for the supply of PPE from particular sources, these should be used in preference to local arrangements.

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## 7.6 Temporary/Contract Workers

Temporary or contract workers shall be provided with PPE that conforms with this document either by Mervyn Lambert Plant Ltd or by their employers where so agreed.

## 7.7 Maintenance and Storage.

PPE shall be stored safely and maintained in accordance with manufacturer's instructions to ensure that the equipment complies with its original specification. Suitable receptacles/lockers for safe storage will be provided where required.

## 8 Training

There is a requirement to provide training in the correct use and maintenance of PPE. The Health and Safety Manager should be consulted on suitable training for specialist PPE e.g. harnesses etc.

## 9 References

PPE at Work Regulations 1992  
The Management of Health and Safety at Work Regulations 1999  
The Construction (Head Protection) Regulations 1989 as amended 2007  
The Control of Lead at Work Regulations 2002  
The Ionising Radiation Regulations 1999 (IRR)  
The Control of Asbestos at Work Regulations 2006 (CAR)  
The Control of Substances Hazardous to Health Regulations As amended 2004 (COSHH)  
Physical Agents Directive  
Mervyn Lambert Plant Ltd COSHH Procedures  
Mervyn Lambert Plant Ltd Risk Assessment Procedures  
Mervyn Lambert Plant Ltd Working at Heights Procedures

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