

RISK MANAGEMENT GUIDELINES

Personal Protective Equipment

What is PPE?

PPE is all equipment (including clothing to protect against the weather) which is intended to be worn or by a person at work and which protects him against one or more risks to his health or safety. These typically include: safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

Since 1 July 1995, new PPE needs to have been "CE" marked. The CE mark signifies that the PPE satisfies certain basic safety requirements, and in most cases will have been type-tested and certified by an independent body. Non-CE-marked PPE supplied before 30 June 1995 can continue to be used after that date providing it still offers adequate protection.

Provision and use of PPE

Personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury.

However, where PPE is the only effective means of controlling the risks of injury or ill health, then employers must ensure that it is available for use at work - free of charge.

Employers have a legal duty under the to ensure that employees wear relevant PPE and employees also have a legal duty to co-operate with their employer and wear such equipment.

Where an employee refuses to wear PPE then you should consider the use of formal disciplinary action.

Whenever PPE has been issued you should require relevant employees to sign to acknowledge receipt of such equipment. A sample PPE Issue Record is attached.

In addition you should require employees to sign to acknowledge having been instructed and trained on when and how to wear or use such equipment.

The self-employed

The self-employed also have a duty to obtain and use the appropriate PPE wherever there is a risk to their health and safety that cannot be adequately controlled by alternative measures. The only exception to this is for those who are classified as self-employed for tax reasons, but who otherwise work in an employee-employer relationship. In this case it will be for the employer to provide suitable PPE.

Assessing suitable PPE

To allow the right type of PPE to be chosen the different hazards in the workplace need to be considered carefully. This will enable an assessment to be made of which types of PPE are suitable to protect against the hazard and for the job to be done. A sample PPE Risk Assessment Form is attached.

Your supplier should be able to advise you on the different types of PPE available and their suitability for different tasks. It may be necessary in a few particularly difficult cases to obtain advice from specialist sources - and of course from the PPE manufacturer.

The following factors should be considered when assessing the suitability of PPE:

- Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur? For example, eye protection designed for providing protection against agricultural pesticides will not offer adequate face protection for someone using an angle grinder to cut steel or stone.
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer? For example, the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements for visibility and communication.

- If more than one item of PPE is being worn, are they compatible? For example, does the use of a particular type of respirator make it difficult to get eye protection to fit properly?

Training

Make sure the user is aware of why PPE is needed, when it is to be used, repaired or replaced and its limitations. Instruct, train and supervise its use. A record should be maintained of any training carried out and a Training Record Form is attached.

Monitoring PPE Use

Because PPE is the last resort after other methods of protection have been considered, it is important that users wear it all the time they are exposed to the risk. Check regularly the use of PPE and investigate fully any reasons for non-use. Safety signs can be useful reminders to wear PPE. An example compliance monitoring log is attached.

Maintenance

Equipment needs to be well looked after and be properly accommodated when not in use, for example, stored in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case. It should be kept clean and in good repair - the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) should normally be followed.

Simple maintenance can be carried out by the trained wearer, but more intricate repairs should only be done by specialist personnel. A record should be kept of all maintenance carried out.

To avoid unnecessary loss of time, it is advisable that suitable replacement PPE should always be readily available.

For further assistance on this or any other risk management topic, please contact Risk Control via your Royal & SunAlliance Area Centre or via your insurance adviser.

Important Note

It is your responsibility as the user of the PPE to take reasonable care, undertake basic maintenance and report any loss or damage immediately for replacement purposes. Your signature acknowledges that you have been instructed on how, where and when, to wear or use the above equipment.

PPE Issue Record

Name

Employee No

Department

	1	2	3	4	5	6
Date of Issue						
Head & Hair						
Eye/Face						
Body						
Hand/Arm						
Foot/Legs						
Respiratory Protection						
Foul Weather Gear						
Hearing						
Safety Harness						
Other Misc. e.g. High Visibility						
Reason for return						
Issued by						
Employee Signature						

Record of Assessment

Department:							
Activity	Date of Assessment	Undertaken by	Nature of Hazard	Parts of Body at Risk	Severity of Risk High/Moderate/Low	Other Factors Affecting Choice of Equipment	Suitable PPE

Assessment Aide Memoire:

HAZARDS

- Falls from height
- Blows, cuts, impact, crushing
- Stabs, cuts, grazes
- Vibration
- Slipping, falling over
- Fall of objects, flying fragments
- Scalds, heat, fire/Cold
- Hazardous dust, fume, vapour, organisms
- Immersion
- Non-ionising/ionising radiations
- Electrical
- Ionising radiators

PARTS OF BODY

- Cranium
- Ears
- Eyes
- Respiratory tract
- Face
- Whole head
- Hands
- Arms
- Feet
- Legs
- Skin
- Whole body

OTHER FACTORS

- Other equipment to be used
- Personal factors
- Access to workplace
- Working conditions
- Physical effort
- Visibility/communication
- Period of use

PPE Training Record

Name:-	
Job Description:-	
PPE:-	
Training Check List	Comment
Nature of risk Areas/activities to be used Method of use Recognising defects Procedure to follow to report defects/loss Method of storage Cleaning/maintenance/inspection procedures	
Instructors Signature:	Date:
I have received and understand the above elements of training	
Employees Signature:	Date:

N.B. *The above is a check-list record only and may need to refer to more detailed training procedures.*

PPE Compliance Monitoring Log

Department:				
Date	Auditors Signature	PPE Type	Names of Persons Not Using Equipment	Verbal or Written Warning Issued