

Provision and use of Personal Protective Equipment in the County Council

Appropriate Personal Protective Equipment (PPE) will be provided where required to adequately control health and safety risks, solely or as part of a hierarchy of control measures.

A risk assessment approach will be taken to assess what control measures are required to reduce risk to an acceptable level. These measures, will include educating, informing, instructing, and where necessary, training staff in safe working practices and the correct use of PPE.

Key points

- This Policy has been introduced to ensure that PPE is correctly identified, selected and used where risks cannot be adequately controlled other than by the use of personal protective equipment, either solely or in conjunction with other control measures.
- Managers, Supervisors and staff must ensure that the appropriate PPE is always used where required as a risk control measure (safe system of working.)
- Responsibilities fall on Chief Officers, Managers, Supervisors and employees
- General information and guidance on the provision and use of PPE is given in this document.
- Examples of processes which may require the provision of PPE are set out at Appendix 1.
- Copies of all the Health and Safety Policies can be found via the following link to the Intranet:

[Corporate Health and Safety Policies](#)

1 Introduction

- 1.1 It is recognised that there may be areas of work within the County Council where risk cannot be adequately controlled other than by the use of personal protective equipment (PPE), either solely or in conjunction with other control measures.
- 1.2 This Policy provides guidance for compliance with the Personal Protective Equipment at

Work Regulations 1992.

- 1.3 It was drawn up in consultation with Chief Officers and Trade Unions, and has been updated to reflect current practices, in particular civil claims documentation (see 3.2 below).

2 General

- 2.1 PPE includes all equipment and clothing, which affords personal protection against risks to health or safety (including adverse weather conditions).
- 2.2 It is the policy of the County Council to take all necessary steps to identify and assess risks to health and safety so as to reduce the risks to an acceptable level, taking into account the hierarchy of controls, i.e.:
 - 2.2.1 Eliminate the hazard, or
 - 2.2.2 Substitute with a less hazardous work activity, product, service etc, or
 - 2.2.3 Institute engineering and/or ergonomic controls, and/or
 - 2.2.4 Initiate a safe system of work, and/or
 - 2.2.5 Use PPE (as a last resort).
- 2.2 PPE should be considered as a last resort, or in conjunction with other control measures, or as an interim measure. Examples of processes which may require the provision of PPE are given in Appendix 1.
- 2.3 PPE must be supplied to British and European Standards, and carry the CE mark where appropriate.

3 Responsibilities

3.1 Chief Officers will ensure that:

- 3.1.1 risk assessments requiring the provision and use of PPE are documented and reviewed;
- 3.1.2 there is a system for recording the purpose and provision of PPE, an inspection and maintenance schedule, and records of dates of repair and/or replacement, and circumstances of any damage;
- 3.1.3 adequate and comprehensible information, instruction and training in the proper use of PPE is provided.

3.2 Chief Officers should be aware that in the event of a civil claim, some or all of the following documents, material to this Policy, may be subject to disclosure:

- 3.2.1 records of relevant risk assessments (paragraph 3.1.1 refers).
- 3.2.2 records relating to the inspection, maintenance and replacement of PPE (paragraph 3.1.2 refers).
- 3.2.3 records of any relevant tests and examinations of PPE.
- 3.2.4 records of information, instruction and training in the use of PPE (paragraph 3.1.3

and 3.3.3 refers).

3.3 LMG and other Line Managers and Supervisors must:

- 3.3.1 implement the outcome of all risk assessments incorporating the provision and use of PPE;
- 3.3.2 provide PPE (free of charge) if risks cannot be adequately controlled by other means;
- 3.3.3 ensure that their staff are issued with suitable PPE, and provided with information (including the display of appropriate safety signs), instruction and training in its purpose, correct usage and maintenance;
- 3.3.4 ensure by means of supervision, instruction and training that their staff understand the need for, and use, appropriate PPE and,
- 3.3.5 that good standards of hygiene are maintained in the use of PPE, and that where appropriate, PPE is not shared.

3.4 Employees must:

- 3.4.1 use PPE at all times when it is required;
- 3.4.2 use only PPE issued personally to them, and not share this with any other person unless appropriate to do so;
- 3.4.3 use PPE in accordance with the instructions, information and training provided to them;
- 3.4.4 keep PPE in a safe place, in good repair and in efficient use;
- 3.4.5 report any loss of, or defect in PPE;
- 3.4.6 return any non-disposable PPE on leaving the County Council's employment.

4 Review and Advice

- 4.1 The PAT Safety Advisers will monitor this Policy and after consultation make any necessary revisions; and can assist departmental managers with the specification for appropriate PPE.
- 4.2 The provision of prescription safety glasses may be appropriate for certain individual employees in particular situations. Advice should be sought from a PAT Safety Adviser both on their appropriateness, and on the procedure for obtaining prescription safety glasses.

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Reformatted (with minor amendments)	October 2005

Appendix 1

Examples of Processes which may require the Provision of PPE

Examples of processes that may require the provision of PPE, subject to a risk assessment, include the following.

- 1 Head protection, e.g. safety helmets, bump caps.
 - to prevent injury from falling objects
 - construction and building work, particularly in the vicinity of scaffolding.
 - underground work including work in pits, trenches and tunnels
 - tree felling/cutting.
 - work near construction hoists, lifting equipment and cranes.

- 2 Eye protection, e.g. eye shields, goggles, masks, prescription safety glasses (if appropriate).
 - handling chemical substances which may be harmful, corrosive, irritant or toxic, e.g. acids, alkalis, cleaning substances.
 - drilling or cutting.
 - working with abrasive wheels or any drilling or cutting machine e.g. drills, compressors, likely to eject particles.

- 3 Hand protection, e.g. industrial gloves, rubber gloves.
 - handling cleaning substances or contaminated materials, where there is a risk of dermatitis, damage to skin tissue, or infection.
 - during construction and outdoor work.
 - where there is a risk of cuts or abrasions.
 - where articles may be hot, cold or slippery.
 - when using vibratory tools.

4. Foot protection, e.g. safety shoes, Wellington boots.
 - to prevent injury from falling or over turning objects or equipment.
 - where special slip-resistance is required.
 - were there is a risk of sharp objects piercing the sole, e.g. nails on construction sites.

5. Body protection, e.g. protective aprons, high visibility waist coats.
 - warm clothing when working outdoors in low temperatures.
 - high visibility clothing when working in the vicinity of moving traffic.
 - cut-resistance clothing when using chain saws.
 - life jackets when working near deep water.

6. Respiratory protection, e.g. half mask respirators
 - dusts emitted during drilling, cutting, abrading, cleaning.
 - fumes, vapours emitted by processes or during cleaning.