Isle of Anglesey County Council

Personal Protective Equipment Policy

Version 1.0 August 2018

About this policy

This procedure describes the requirements in relation to the use of personal protective equipment, and to ensure all employees have the correct personal protective equipment (PPE) at work whilst ensuring it is used correctly.

The procedure describes the responsibilities of managers and employees in relation to staff who need to use personal protective equipment.

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0	September 2016	
	August 2017	No change
	August 2018	No change
	August 2019	No change
	January 2021	No change

Date of next review	
This policy will be reviewed in:	September 2021
The review will be undertaken by:	Health and Safety

Contact Details: 01248 752820

Health&Safety@ynysmon.gov.uk

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y Gymraeg.

This document is available in Welsh.

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1.0 Background

This procedure describes the requirements in relation to the use of personal protective equipment, and to ensure all employees have the correct personal protective equipment (PPE) at work whilst ensuring it is used correctly.

2.0 Definition

Personal protective equipment (PPE) means all equipment designed to be worn or held by a person at work to protect against one or more risks, and any addition or accessory designed to meet this objective. Ordinary working clothes or clothing provided which is not specifically designed to protect the health and safety of the wearer is not within the definition.

3.0 Duties Under the Regulations

Health and Safety at Work Act 1974: Employers owe a duty of care for the health, safety and welfare of all employees whilst they are at work and to other people who may be affected by their activities.

Management of Health and Safety at Work Regulations 2002 (as amended): Employers are required to tell all workers, including young workers, about the risks to their health and safety, identified by risk assessments, and the measures put in place to control them.

Personal Protective Equipment at Work Regulations 1992(as amended): Every employer must provide suitable PPE to each of their employees who may be exposed to any risk while at work, except where any such risk has been adequately controlled by other means which are equally or more effective.

4.0 Preventive Measures in the Workplace

Ynys Mon County Council's aim is to provide a safe and healthy working environment and safe practices for everyone at all times. The council is committed to reducing the risk to employees and other persons who, as a last resort, will be provided with Personal Protective Equipment (PPE) to use while working on Council business.

Provision of Personal Protective Equipment

Every manager must ensure that all employees are provided with suitable personal protective equipment to protect them against any risks that they may be exposed to whilst undertaking their job duties on behalf of the council. It must take into consideration the following:

- The ergonomic requirements of the person wearing the PPE.
- Ensure the PPE is appropriate for the risk involved.
- Ensure it fits the user correctly.
- Ensure the PPE is effective, suitable and practicable for the user whilst carrying out their job activity.
- **Comply with any other provision implementing any PPE EC Directive. (E.g. certified 'CE' marked as meeting basic safety requirements).**

Compatibility of Personal Protective Equipment

If more than one item of PPE is being worn, the different items of PPE must be compatible with each other. For example, certain types of respirators will not fit properly and give adequate protection if a safety helmet is worn.

In such cases, when selecting PPE it should be ensured that both items when used together will adequately control the risks against which they are provided to protect.

Assessment of Personal Protective Equipment

Employers are required by the Management of Health and Safety at Work Regulations 2002 as amended to tell all workers about the risks to their health and safety, identified by risk assessments, and the measures put in place to control them.

Managers must carry out a risk assessment as detailed below:

- Consider the task involved;
- Identify potential hazards;
- Quantify the risk of injury occurring;
- Eliminate the hazard at source where possible, or Introduce control measures to minimise the risk;
- Supply PPE as a last resort where it is the only viable protective measure or an added enhancement to the control measures;
- Monitor and review control measures regularly.

The risk assessment should include:

- The fitting-out and layout of the workplace;
- The nature, degree and duration of exposure to physical, biological and chemical agents;
- The form, range and use of work equipment and the way in which it is handled;
- The organisation of processes and activities;
- The extent of health and safety training provided, or found to be necessary;

If, as a result of the risk assessment conclusions, there is a significant risk to young or inexperienced workers carrying out a specific task or undertaking a workplace activity then they must be ***prohibited*** them from doing it.

Maintenance and Replacement of Personal Protective Equipment.

PPE should be maintained (including replaced or cleaned as appropriate) in an efficient state, in efficient working order and in good repair.

All PPE must be:

- Checked for defects on a regular basis, e.g. holes in gloves etc;
- Cleaned and/or decontaminated after use and maintained in a hygienic fashion – laundry facilities may be required for certain items;
- Stored in appropriate accommodation, e.g. safety goggles kept in a case, coats hung up in lockers;
- Replaced if lost or damaged, e.g. if Perspex lenses scratched etc.

Responsibilities, procedures (including frequencies) should be established and appropriate records kept.

Accommodation for Personal Protective Equipment

Suitable and appropriate accommodation for P.P.E. must be provided for safe storage when not in use. Accommodation may be simple e.g. pegs for weatherproof clothing or safety helmets.

The storage must be adequate to protect the P.P.E. from contamination, loss or damage where P.P.E. becomes contaminated during use the accommodation should be separate from any provided for ordinary clothing and where necessary suitably labelled

Information, Instruction and Training

Managers will make arrangements for suitable induction training for employees to include the use of any PPE involved in their job role. Any new PPE supplied to employees will need appropriate training provision to ensure a full understanding of use, adjustment and care of the equipment.

Managers will provide appropriate supervision where any workplace activity or task involving PPE has been identified as being in need of some specific on-the-job instruction and training. The person appointed must be competent in all aspects of that supervision.

Use of Personal Protective Equipment (PPE)

All employees who are issued with PPE must always wear it, and ensure it fits correctly. Wearing PPE can protect you health and safety if worn by the employee. Employees should ensure they know the following points, with these being:

- Exactly what type of PPE to use and why you need to wear it;
- Where to locate the PPE;
- How to use your PPE properly, including fitting and adjusting;
- How to check your PPE before use;
- How to clean and maintain it;
- How and where to store your PPE, when it is not in use.

Respiratory Protective Equipment (RPE)

If employees are using RPE, then HSG53 guidance booklet should be used by employers in accordance.

The RPE must be suitable for the purpose for which it is used. This means that it must provide effective protection to the wearer in the circumstances in which it is worn. It must be capable of providing a sufficient quantity of clean air for the wearer to breathe, it must fit the wearer and the wearer must use it properly in accordance with the manufacturer's instructions.

If the respirator is not a disposable 'one shift' type, it must also be cleaned daily and maintained in accordance with the manufacturer's instructions

Types of RPE:

- Respirators, these include filtering face pieces, respirators and power assisted respirators.
- Breathing apparatus.

Face Fit Tests

You should ensure that the wearers of tight fitting face pieces have undergone face piece fit testing. This is needed to ensure that the selected face piece can fit the wearer correctly. You could use face piece fit testing as a training tool to show the consequences to performance of poor fitting and misuse. It is also a good tool for screening out incompatible RPE.

Hearing Protection

Hearing protection should only be used when a nose risk stills remains, despite other control measures being implemented. The council will provide hearing protection to employees; this would be where earplugs and earmuffs will be provided.

Earplug(s): An earplug is a device that is meant to be inserted in the ear canal to protect the wearer's hearing from loud noises. The ear plug device is designed to keep noise out, thereby protecting the hearing of the individual.

Earmuff(s): Are objects designed to cover a person's ears for protection. They consist of a thermoplastic or metal head-band, which fits over the top of the head, and a pad at each end, to cover the external ears.

Problems with PPE: Employees should never carry out work if they do not have the correct PPE, or if there is something wrong with it. Employees must always report any problems with PPE, to suitable persons.

Health problems: Employees must report any health problems that could be linked to your job or could affect how you work to their line manager.

Reporting Loss or Defected Personal Protective Equipment.

Where an item of PPE becomes defective or lost, the employee must report the loss or obvious defects immediately to the employer.

5.0 Responsibilities

Health and Safety Level One Managers

The Chief Executive Officer is the person ultimately responsible for ensuring compliance with health and safety legislation. The Chief Executive Officer and Assistant Chief Executive Offices should ensure Heads of Service carry out their duties as contained within this procedure.

Health and Safety Level Two Managers

Heads of Services must ensure that their section or department, have appropriate resources in order to comply with this procedure. Resources would include staff, time and funding. All level two managers must ensure line managers and employees are

provided with adequate information instruction and training will be given to all personnel regarding the use of personnel protection equipment.

Health and Safety Level Three Managers

When a new employee(s) commences employment within the council, where necessary level three managers must ensure they undertake and review risk assessments whilst implementing the appropriate control measures. Managers must ensure where an assessment identifies the need for PPE, which suitable PPE is provided and is always easily available to all employees that need to use it.

Ensure that any injuries, ill health or incidents relating to the use of PPE are investigated, with remedial action(s) taken (if appropriate) and that employees use the PPE provided properly.

Line managers must ensure all employees have received relevant information instruction and training on the safe use of personnel protective equipment. Further information can be obtained from the health and safety team.

Health and Safety Advisor

Health and safety advisor(s) should provide advice on this procedure and supporting documentation.

Employees

Employees have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions.

All employees who are issued with PPE must always wear it, and ensure it fits correctly. Employees must attend relevant training; never carry out work if they do not have the correct PPE, or if there is something wrong with it. All employees must always report any problems with PPE, to suitable persons.

Employees must report any health problems that could be linked to there job or may affect how they work to their line manager.

All employees should co - operate with managers on matters concerning health and safety. Employee(s) should not tamper with or alter the PPE to inhibit its effectiveness and should follow recommended procedures designed for their safety. All accidents, incidents, dangerous occurrences must be reported in line with departmental procedures.

Further Information

For further information contact the Corporate Health and Safety Team on 01248 752820.