



<b>Document name:</b>	Personal Protective Equipment (PPE) Policy
<b>Document type:</b>	Policy & guidance
<b>What does this policy replace?</b>	New policy
<b>Staff group to whom it applies:</b>	All staff
<b>Distribution:</b>	To all staff
<b>How to access:</b>	Intranet, internet and line managers
<b>Issue date:</b>	September 2015
<b>Next review:</b>	September 2017
<b>Approved by:</b>	Operations Director
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# **Personal Protective Equipment (PPE) POLICY**

## **1. GENERAL STATEMENT**

The Health & Safety of all our staff, employees, customers, contractors, visitors and members of the public is of paramount importance to Locker Group Ltd. Senior Management has reviewed the Health, Safety and Environmental Legislation when considering their responsibilities and setting the Company's Health and Safety Policy objectives.

## **2. ABOUT THIS POLICY**

This policy document explains the requirements for use of Personal Protective Equipment (PPE) by all employees, contractors and visitors whilst working within the company's premises and at customer sites.

## **3. PROCEDURE**

### **3.1 Definition: What is PPE?**

PPE means all equipment that is required to be worn or held by a person at work, which protects them against one or more risks to their health and safety.

### **3.2 PPE to be worn both within Locker Group premises and at customer sites includes;**

**Footwear** - All employees, contractors and visitors working within the factory environment shall wear suitable protective footwear whilst undertaking their duties. Visitors may be excluded from wearing safety footwear provided that they remain within the designated walkways.

**Gloves / Hand Protection** - All employees are to wear suitable protective gloves whilst undertaking manual handling activities and whilst handling harmful substances where there is a risk of injury to the hands.

**Eye Protection** - Employees are only required to wear suitable eye protection whilst undertaking any activities where there is a specific risk of injury to eyesight from foreign bodies i.e. grinding and drilling. Whilst working offsite employees are required to wear eye protection in areas designated by the customer's site procedure

**Face Masks / Respirators** - Where there is a risk from hazardous substances or dust, suitable face masks and respiratory equipment must be used.

**Hearing Protection** - All employees are required to wear suitable ear plugs / defenders whilst undertaking activities where excessive noise is generated.

**Hard Hats and reflective outer clothing** - Where personnel are required to work offsite, they must comply with the visiting company's procedure in its entirety. Suitable equipment including Hard Hats and High Visibility clothing will be provided.

**Waterproof clothing** - to be worn during inclement weather whilst working offsite and will be provided by the company.

**3. INFORMATION, INSTRUCTION AND TRAINING**

All personnel should be provided with information, instruction and training to enable the user to know:

The risk(s) that the PPE will avoid or limit;

The purpose for which the equipment is to be used and the maintenance requirements to ensure it is in good working order.

**4. RESPONSIBILTiy**

It is the company's responsibility to ensure that PPE is provided, maintained and regularly inspected. This includes cleaning and replacement of the equipment as necessary. Employees must keep their PPE clean and in good working order and should report any defects to their line manager.

**APPENDIX 1**

**Version Control Sheet**

Version	Date	Author	Status	Comment/Changes
1	July 2015	Andrew Hatcher	Draft	
1.1	May 2016	Andrew Hatcher		Minor review in advance of planned full review in Sept 2016 (references to Estates & Facilities Trust Management Structures & CDM 2015 included)