




**EJ'S**

**EJ'S SOLUTIONS**

# **PERSONAL PROTECTIVE EQUIPMENT POLICY**

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Department:	PERSONAL PROTECTIVE EQUIPMENT POLICY	

## Personal Protective Equipment Policy (SP 003)

### Introduction

Personal Protective Equipment (PPE) is described as equipment that provides protection for health and safety risks. This includes protective clothing, hard hats, gloves, safety footwear and protective eyewear etc.

The Regulations do not apply to PPE worn by employees on the public highway (e.g. cycle or motor cycle helmets or protective clothing).

### Policy Objectives

The Personal Protective Equipment as in the Occupational Safety and Health act 2003 to be provided by employers to workers for their own protection. This policy aims to ensure any PPE used by EJ's Solutions Ltd conforms to the relevant requirements.

### Risk assessment

Where PPE is required, it will be identified via a risk assessment. The use of PPE is considered only as a last resort for the risk control, and is used only after all other practicable measures have been taken.

- The following will be taken into account in any assessment:
- The risks in the workplace;
- The parts of the body which may be affected;
- The nature of the task;
- The degree of physical effort involved;
- Methods of work;
- How long PPE must be worn;
- Any special requirements e.g. ease of use with prescription spectacles, or with other PPE.

### Selection of suitable PPE

EJ's Solutions Ltd will only use PPE that gives:

1. Adequate control and protection of any risks identified, without in itself adding to the risk;
2. Compatibility with other items of PPE
3. Minimum discomfort to the wearer.

EJ's Solutions Ltd will provide PPE free of charge to employees when risks to health and safety cannot be adequately controlled by other means. No charge will be made for its cleaning or maintenance.

### Standard of PPE provided

All PPE must be of high standard that ensures no harm to the user. The purchase of PPE will be from a reputable supplier.

## Maintenance of PPE

Written procedures for any necessary maintenance of PPE will describe the extent and frequency of maintenance and the names of individuals responsible; manufacturers' maintenance instructions and schedules must be followed. The wearer can usually carry out simple maintenance.

It is often preferable to use disposable PPE, thus avoiding having to devise and carry out these procedures. In this case, it is important that information provided by the manufacturer be passed to the users so they can recognise when to discard and replace the equipment.

## Storage of PPE

PPE should be stored when not in use to protect it from contamination, loss, or damage must be provided. In most cases this will be very simple, e.g. pegs or lockers for clothing. Contaminated PPE must be stored separately from clean PPE or ordinary clothing.

## Information, instruction and training

Users of PPE must be provided with sufficient information, instruction and training to use it effectively (why the PPE is being used; how to fit, wear or store it). With simple equipment such as safety helmets, only very basic user instructions are required. Training records will be kept wherever more than very simple instruction is required.

## Responsibilities

### *Managing Director*

Will ensure the implementation of the policy, and ensure training is provided where necessary.

### *Staff*

Will comply with all safe working practices, wear all PPE issued, report losses or damage, and store PPE safely. Will attend all training requirements and to report shortcomings by other employees, contractors and visitors.