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Personal Protective Equipment Policy

Introduction

The purpose of the Personal Protective Equipment Policies is to protect the employees of The Structural Repairs from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning. The Magical Mushroom Company Personal Protective Equipment Policy includes:


- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Responsibilities

Site Lead

The site Lead is responsible for the development, implementation, and administration of The Structural Repairs PPE policy. This involves

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
 - a) a job changes

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- b) new equipment is used
- c) there has been an accident
- d) a supervisor or employee requests it
- e) or at least every year

- 4. Maintaining records on hazard assessments.
- 5. Maintaining records on PPE assignments and training.
- 6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
- 7. Periodically re-evaluating the suitability of previously selected PPE.

Managers / supervisors

The Manager / Supervisors/ Designated Responsible Person have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

- 1. Providing appropriate PPE and making it available to employees.
- 2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- 3. Ensuring that employees properly use and maintain their PPE and follow the PPE policies and rules.
- 4. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policy. This involves

- 1. Properly wearing PPE as required.
- 2. Attending required training sessions.
- 3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- 4. Following The Structural Repairs policies and rules.
- 5. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules risk the formal disciplinary procedure being instigated.


Procedures

Hazard Assessment for PPE

Managers, in conjunction with Supervisors, will conduct a walk-through visual survey of each work area to identify sources of work hazards. Appropriate PPE will be highlighted, and a Risk Assessment will detail the relevant PPE necessary. Managers will conduct, review, and update the hazard assessment for PPE whenever

- a job changes
- new equipment or process is installed

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- there has been an accident
- whenever a supervisor or employee requests it
- or at least every year

Selection of PPE

Once the hazards of a workplace have been identified, Managers will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behaviour, such as engineering controls. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE at no charge.

Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

Training

Any employee required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE


After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Retraining

The need for retraining will be indicated when

- an employee's work habits or knowledge indicates a lack of the necessary
- understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)

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- new equipment is installed
- changes in the work place make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use.

Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

Noted Amendment

As of 6th April 2022, the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022) came into force. They amend the 1992 Regulations (PPER 1992).

They extend employers' and employees' duties regarding personal protective equipment (PPE) to limb (b) workers. PPER 1992 places a duty on every employer in Great Britain to ensure that suitable PPE is provided to 'employees' who may be exposed to a risk to their health or safety while at work.


Structural Repairs acknowledges and complies in reference to this change whereas all casual labour (Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service) and shall regardless of employment relationships ensure suitable PPE is provided, when needed, to all people that fall under the definition of worker.

Neil Smuts - Director

Date: 25th May 2024

Name: Neil Smuts

Date of Review: 25.05.2025

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| Version | Date Released | Change Notice | Pages Affected | Remarks |
|---------|---------------|--|----------------|---------------|
| 1.0 | June 2021 | N/A | All | First Release |
| 1.1 | 15.05.2022 | Ref to UK Legislation – noted – PPER 2022 | 1 | N/A |
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