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1. Purpose

The use of PPE on site, is recognised to provide a last line of protection to individuals and provides a highly visible workforce which can enhance observable behaviours. Therefore, it is important to ensure requirements are clearly and effectively communicated. This document details the standard requirements for the procurement and use of PPE across the company.

In relation to Flame Retardant and Chemical Protective PPE, these are only to be selected following a risk assessment for the activity, approved by the HSEQ Advisor/Department Manager and signed off by the Operations / Managing Director.

2. Scope

The requirements of this Standard shall be mandatory on all sites and Depots.

Deviation from the standard shall only be allowed where a risk assessment has been undertaken, documented and authorised by the Operations / Managing Director.

3. Responsibilities

3.1. HSEQ Advisor

The HSEQ Advisor shall maintain this standard to ensure the requirements remain compliant with legislation.

3.2. Managers

Managers are required to:

- assess the risk and ensure the PPE they intend to issue is suitable.
- replace PPE when appropriate.
- provide storage for PPE when it is not in use.
- maintain a personnel record of PPE issued and replacements made which should include the renewal or shelf-life expiry date if appropriate to do so
- ensure employees are given training, information, and instruction on the use of PPE and how to look after it.

3.3. Employees

Every employee must:

- use PPE provided and follow the instructions regarding its use, storage, maintenance and disposal
- maintain and clean PPE to ensure that it is fit for use.
- inform their supervisor or manager of any loss or defects in the PPE provided.
- use the appropriate PPE for the task being undertaken and ensure that it is always worn/ used properly. If unsure ask your line manager.

3.4. PPE Providers

The PPE providers shall ensure that:

- all PPE procured complies with the relevant standards.
- the product procured is from a reputable source and meets appropriate certification criteria (e.g. CE)

4. PPE Requirements

4.1. Standards

The minimum PPE to be worn by all including any visitors to sites shall be the following:

- High Visibility vest with $\frac{3}{4}$ length sleeves or Jacket
- High visibility trousers
- Safety Helmet
- Safety footwear (not Rigger boots)
- Hand protection (gloves)
- Eye protection (can be integral part of Helmet)

The above shall meet or exceed the minimum requirements detailed in [Table 1](#).

Additionally, specific items of PPE must be used as required either by generic activity, task, or site-specific risk assessment / method statement these may include;

- Hearing protection
- Specific and specialist hand protection (gloves)
- Respiratory Protective Equipment (RPE)
- Fall arrest harness
- Eye protection
- Chainsaw specific clothing
- Other task specific PPE/RPE as required

Cases of non-issue, incorrect storage / use, or failure to use PPE shall be investigated by the line manager and appropriate action taken.

Under no circumstances should individuals purchase their own PPE.

Any deviation from the above shall be clearly documented in the associated works risk assessment.

4.2. Identification

PPE shall be visible to both stakeholders and members of the public. As such, appropriate PPE must clearly identify the wearers' employer and appropriate branding as agreed with the client without compromise to the reflectivity and conspicuousness of the PPE.

4.3. Prescription safety eyewear

Prescription safety eye wear can be ordered through Business support. You will be required to bring your prescription with you at the time of requesting Prescription Safety Eye Wear. Prescription safety eye wear can be renewed every two years if your prescription changes. Damaged prescription safety eye wear may be at wearers cost and will be reviewed on a 'case-by-case' basis.

4.4. Maintenance

All employees and contractors shall have arrangements in place to ensure that PPE is regularly inspected and maintained.

All damaged / non-compliant PPE will be replaced as required and disposed of appropriately.

Most PPE will have a suitable life span. This will be dictated by the amount of usage; type of work being carried out and exposure to elements such as UV. As part of the routine maintenance and inspection of PPE these aspects need to be taken into account.

Table 1: PPE Requirements and Standards

NOTE: Any deviation from the standards below must be formally agreed by the Managing Director.

PPE	Requirements/Standard
High-visibility body clothing	Reflective tape compliant with <i>BS EN 471: class 3</i> and bands of retro reflective material compliant with clause 4.2.3(b) of <i>BS EN 471</i> . Background colour must be fluorescent orange. When working on the highway, high visibility tops must have two horizontal reflective strips & have a minimum $\frac{3}{4}$ length sleeve
Safety helmet	Compliant with <i>BS EN 397</i> . Safety helmet should be white in colour, unless used to aid identification of roles on site, specific to individual risk assessment and method statements. Provision must be made to prevent safety helmets falling when in use, this might require the use of chin straps for some risk assessed activities.
Hearing protection	Complies with <i>EN 352</i> Provides hearing protection and must be worn when noise is over 85dB.
Safety footwear	Complies with <i>EN ISO 20345 (SB-P, S1-P, S3 or S5)</i> Provides support to the ankle. includes mid-sole and toe protection. Note: rigger boots are not allowed on any sites or depots
Hand protection	Hand protection must be provided and worn. As a minimum, this must be gloves that conform to <i>EN 388 Cat 2</i> intermediate design.
Eye protection	Eye protection must be provided and worn. As a minimum, this must be safety glasses compliant with <i>BS EN 166: 1.F</i> . Note: Prescription glasses must either be worn with over glasses/visor or meet the minimum requirements above. Prescription safety eye wear is available if required
Where foul weather equipment is required	Comply with <i>BS EN 343: Class 3, 3</i> .

5. References

Title	Reference
Personal Protective Equipment and Repealing Council Directive	89 / 686 / EEC
Personal Protective Equipment at Work Regulations 1992 (as amended)	PPER 1992
Personal Protective Equipment at Work Regulations 1992 Guidance (Fourth Edition)	ISBN: 9780717667468 SL25 (PPER 2022)