

PERSONAL PROTECTIVE EQUIPMENT POLICY AND PROCEDURE

- 1 The Council will provide and maintain suitable personal protective equipment when there are risks to the health or safety of employees that cannot be controlled by other means.

The suitability of the personal protective equipment to be provided shall be established by an assessment and the equipment will be provided to employees free of charge. Where more than one item of personal protective equipment is required to be worn by employees the Council will ensure that the items are compatible.

The Council will provide adequate information, instruction, training and supervision to ensure that employees understand the purpose of the personal protective equipment, the risks that it protects against, the manner in which it should be used and the action to be taken to ensure that the equipment is maintained. Employees will make proper use of personal protective equipment provided.

This policy applies to employees, trainee staff, children on work experience and others who may be exposed to the risks that the personal protective equipment is in place to protect against. The Council will consult with employees/employee representatives prior to implementing this policy.

2 Heads of Service will:

- ensure that personal protective equipment is considered as a last resort for controlling workplace risks;
- ensure that an assessment has been completed to determine the suitability of the personal protective equipment;
- consult with employees/employee representatives prior to implementing this policy;
- ensure that employees are involved in the selection and type and style of personal protective equipment;
- ensure that, where more than one item of personal protective equipment is to be used simultaneously, the items are compatible;
- ensure that, when it is necessary for the personal protective equipment to be hygienic, it is provided to a person for his/her sole use;
- issue personal protective equipment and ensure that its issue is recorded in the personal protective equipment issue record;
- ensure that staff are trained in the correct use of personal protective equipment, the risks that it protects against, the purpose of the equipment and actions to be taken to ensure that it remains in an efficient state, properly working and in good repair;
- provide adequate storage facilities so that personal protective equipment can be kept in an efficient state and will not contaminate employees' personal items;

- ensure that personal protective equipment is adequately maintained so that it is at all times efficient and in good working order;
- replace any damaged or worn personal protective equipment where necessary and update the personal protective equipment issue record accordingly;
- take all reasonable steps to ensure that issued personal protective equipment is properly used;
- ensure that personal protective equipment assessments are reviewed for their confirmed application at least once every 12 months and when there is significant change.

3 **Employees will:**

- wear and use the provided personal protective equipment in the circumstances where a need for it has been identified by the Council and in accordance with the manufacturer's instructions;
- inspect their issued personal protective equipment daily before use;
- immediately report any damage or defects to the equipment to the issuer for maintenance or replacement;
- not misuse or damage any personal protective equipment provided;
- inform the issuer of any problems in the use of the personal protective equipment.

4 **Notes**

Personal protective equipment means all equipment that is intended to be worn or held by a person at work and that protects the person against one or more risks to his or her safety, and any addition or accessory designed to meet that objective. It includes clothing to protect against the weather.

To be suitable personal protective equipment must:

- be appropriate to the risks involved and the conditions at the place where the exposure may occur;
- take ergonomic considerations into account and be capable of being fitted to and worn by the person who may wear it;
- take account of the state of health of the person who may wear it and the characteristics of his or her workstation;
- so far as is practicable, prevent or adequately control the risk of exposure without creating further risk;
- be capable of fitting the wearer correctly, if necessary after adjustments within a permitted range;
- be designed and manufactured to an approved standard.

Employers should consider personal protective equipment only as a last resort as it protects the individual wearing it rather than everyone in the workplace, is effective only if it is worn and maintained correctly, is seldom fully effective, may give a false sense of security and may restrict the wearer in terms of visibility or mobility.