

Health & Safety Management Arrangements for the Provision and Use of Personal Protective Equipment

Management & Employee Guidance

Introduction

Wirral Council recognises that some employees will be exposed to certain hazards which may require personal protective equipment. These arrangements have been produced in accordance with the Personal Protective Equipment Regulations 1992, accompanying approved codes of practice and INDG174.

Definition(s)

Personal protective equipment (PPE) is defined as all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health or safety', e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

The 'CE mark' is a mandatory conformity mark which certifies that a product has met EU consumer safety, health and environmental requirements.

Managers Guidance

Managers at all levels within the Council will ensure that these arrangements are applied consistently within their own area of responsibility ensuring that;

- A full risk assessment is carried out to identify specific hazards and the most appropriate risk controls (see H&S Management Arrangements for Risk Assessments)
- The assessment also identifies whether any PPE is required by employees to protect against residual risks.
- PPE is provided as a last resort, collective measures are preferable over individual measures (engineering controls, safe systems of work)
- Employees are not charged for PPE which they are issued with (*including replacement PPE*)
- Replacement PPE is readily available for those who require it and it is easily obtained
- A signed record is available for the issuing of PPE to employees (see appendix 1)
- A system is in place for the maintenance, testing and cleaning of PPE that follows the manufactures/suppliers instructions
- Suitable storage is made available to prevent against damage, sunlight, heat, loss and contamination
- All employees are provided with Information, instruction and training on the risk(s), which the PPE will protect, the correct application, use, maintenance and cleaning of PPE. (Manufacturers guidance is suitable)
- When issuing PPE you take account of the ergonomic factors of each individuals requirements e.g. beards, face size, hand size etc (*not a one size fits all approach*)
- The PPE does not create another hazard by wearing it (*limiting visibility, movement*)

- Any PPE which is provided to employees bears the CE mark
- Employees are supervised to ensure they wear PPE, if PPE has been identified as a risk control measure then it must be worn at all times

Selection of Personal Protective Equipment

When management are selecting PPE, they should consider and take account of the following factors;

- The job/task and the risks for which the protection is required
- The environment which the PPE is to be worn (noise, heat)
- The persons individual requirements (*allergies to latex, size*) to maximise protection and minimise discomfort
- Involving employees in the selection process of PPE; there is more chance of PPE being worn if it is accepted by the use

Employee Guidance

It is the responsibility of all employees provided with personal protective equipment to ensure that they:

- Use any item of PPE that is provided for their health or safety following the information, instruction and training they have received
- Maintain and clean any item of PPE that is issued to them (see appendix 2)
- Sign to confirm that they have been issued with any item of PPE
- Report any defect or loss of any item of PPE
- Do not interfere or misuse any item of PPE
- Use storage which is provided for PPE

Links to other policies & arrangements

These arrangements should be read in conjunction with;

- Health & Safety Management Arrangements for Risk Assessment
- Health & Safety Management Arrangements for Control of Substances Hazardous to Health
- Health & Safety Management Arrangements for the Control of Vibration
- Health & Safety Management Arrangements for Health Surveillance
- Health & Safety Management Arrangements for Controlling Noise at Work

Wirral Council Personal Protective Equipment Issue Record

Employee Name:	
Department:	
Team/Section:	

The personal protective equipment (PPE) listed below is issued to you in accordance with the Management of Health and Safety at Work Regulations 1999 and the Personal Protective Equipment at Work Regulations 1992.

It is your responsibility to:

- Wear and use each item of PPE in accordance with the manufacturer’s instructions and any training given
- To clean and store the PPE correctly
- Ensure the safe/correct disposal of PPE
- To report any defects when discovered and to obtain replacements
- Ensure you see the risk assessment appertaining to your work

All employees should sign to confirm receipt of any PPE and also to confirm they have received appropriate training and instruction on its correct use.

Disposable PPE, where provided, is not listed on this form however will be available for all staff that require it;

Type of PPE (boots, gloves, hard hat, face mask, safety glasses etc)	Date of issue or replacement	Training given where required	Employees Signature

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If you require any advice on personal protective equipment requirements then please contact the Health, Safety & Resilience Team on 606 2071 or your departmental health & safety advisors.

Appendix 2

An effective inspection and maintenance programme would include the following;

1. Examination of the PPE – checking for defects, faults, damage, wear and tear, dirt etc
2. Testing – to ensure the PPE operates as intended
3. Cleaning – including disinfection if appropriate
4. Repair – See manufacturers guidelines as you may not have the training to carry out repairs
5. Replacement – there should be a supply of replacement PPE if needed