

## Company Policy Statement for Personal Protective Equipment.

The Personal Protective Equipment at Work Regulations 1992 apply to our working activities.

Personal Protective Equipment (PPE) will only be issued and used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk. This is because it protects only the wearer (when used properly), so others who may enter the zone of hazard without PPE will be at risk.

Specific assessments to comply with the Personal Protective Equipment at Work Regulations 1992 will be carried out by the Operations Director who is responsible for implementing the health & safety policy.

For all activities requiring the use of PPE, a record will be made of the protective equipment, the operation and the personnel involved.

All PPE required by the risk assessment for the activity will be provided without charge, as required by law.

In premises controlled by Pitkin and Ruddock, where PPE must be worn, suitable signs will be displayed.

All activities requiring PPE will be monitored and any item found unsuitable or damaged will be replaced as necessary.

The monitoring process will include records of PPE issued and feedback from the users of PPE to assist in the practical; development of PPE selection and use.

Only PPE that complies with the relevant British or European standard will be purchased.

Where appropriate, only CE marked PPE (and replacement components of PPE) will be purchased.

PPE will be selected which does not interfere with other items of equipment and is as user friendly as possible.

PPE will be maintained and replaced as necessary to ensure its effectiveness, including cleaning, disinfecting, testing and repair.

Employees must report loss or obvious damage in PPE to management as soon as practical and safe to do so, failure to do so may result in disciplinary procedures.

Where PPE is subject to statutory inspection and testing, records will be kept by the manager of the activity.

Where appropriate, storage will be provided for PPE.

Records will be created and maintained of the PPE issued to individual employees, these will be held by the service manager / administrator at each branch.

In view of the importance of PPE as the last resort of protection against hazards, employees are required by the company and the law to use PPE for the activities specified in our risk assessments.

The various types of PPE commonly issued / used include:

- Safety Footwear
- Eye and Face Protection
- Hearing Protection
- Respiratory Protection
- Gloves
- Hi Visibility, Thermal and General Work Wear / Clothing
- Fall Restraint / Fall Arrest Equipment

**Please remember even the best PPE is not effective if it is not worn !**

P I T K I N   A N D   R U D D O C K   L T D