

Personal Protective Equipment (PPE) Policy and Procedure

Scope of Policy

The purpose of the Personal Protective Equipment (PPE) Policy and Procedure is to protect the employees of Platform Housing Group (the Group) from exposure to workplace 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.

PPE will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of the Group's employees and as such its use will lessen the likelihood of occupational injury and/or illness.

Applicability

The policy applies to those employees of the Group identified as being at risk.

1. Policy Statement

- 1.1 The Group acknowledges that some of its employees may potentially be exposed to workplace hazards as a consequence of their work activities.
- 1.2 The aim of this policy is to provide clear instructions and guidance with regard to general PPE requirements, including eye, ear and face, head, foot and leg, hand and arm, body (torso) protection.

2. Context

- 2.1 PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways the Personal Protective Equipment at Work Regulations 1992 require PPE to be supplied.

3. Aims and Objectives

- 3.1 The Regulations also require that PPE is:
 - Properly assessed before use to make sure it is fit for purpose.
 - Maintained and stored properly.
 - Provided with instructions on how to use it safely.
 - Used correctly by employees.

4. Responsibilities

4.1 Group Health, Safety & Environment Team

- Shall update this policy in line with current legislation and best practice.
- Shall give advice and guidance to managers and employees around selection, purchase, use and maintenance of PPE.
- Shall give advice and guidance to managers and employees around the completion of relevant suitable and sufficient risk assessments to enable the safe use of PPE.
- Liaise with relevant Group departments on initiatives and operational requirements to review/update or introduce new or existing PPE.
- Will review this policy every three years or after applicable significant changes to current legislation or following a learning incident. Any amendments required will be brought to the attention of the Group.

4.2 Managers/Supervisors and designated Responsible Persons

Primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

- Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE including Group Lone Worker Devices (LWDs).
- Selecting and purchasing PPE.
- Reviewing, updating, and conducting PPE hazard assessments whenever a job changes, new equipment is used or if there has been an accident, if an employee requests it, or at least every year.
- Maintaining records on hazard assessments.
- Providing guidance and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
- Periodically re-evaluating the suitability of previously selected PPE.
- Reviewing, updating and evaluating the overall effectiveness of PPE use, training, and policies.
- Providing appropriate PPE and making it available to employees.
- Management of PPE and LWDs issued to their employees, including the arrangements of the issuing and replacement of PPE and LWDs and escalation of operational issues with any associated safe working processes or procedures, appropriate PPE and LWDs.
- Ensuring that employees are trained on the proper use, care and cleaning of PPE.
- Implementing and enforcing safe working processes, procedures and the correct maintenance and use of any PPE issued to employees for their safety including LWDs, as required, in their work area.

- Notifying employees and the Safety Team when new hazards are introduced or when processes are added or changed or any other relevant operational issues with the use and performance of PPE including LWDs.
- Ensuring that defective or damaged PPE is immediately removed from the work environment and replaced.

4.3 **Employees**

Responsible for following the requirements of the Personal Protective Equipment (PPE) Policy. This involves:

- Correctly wearing and using PPE and LWDs as determined by risk assessment, line manager and when an employee has sufficient reason to believe their own health and safety is at risk wearing PPE as required.
- Attending required training sessions for the safe use of PPE and LWDs.
- Properly caring for, cleaning, maintaining and inspecting PPE and LWDs, as required.
- Following the Group's PPE and Lone Working Policy rules.
- Informing their manager/supervisor of any faulty operation, loss or the need to repair or replace PPE or a LWD.
- Informing their line manager on any changes to their personal circumstances to enable the line manager to make any necessary 'reasonable adjustments'.

4.4 **Learning & Development Team**

- Where applicable shall maintain electronic records of DSE training for all colleagues.

Failure of managers and colleagues to comply with this policy and associated procedures is recognised as a breach of Health and Safety law and may result in action being taken in line with the Group's Disciplinary Policy.

5. Risk Assessment

5.1 Managers, in conjunction with supervisors, must identify risks and carry out suitable and sufficient risk assessments. The risk assessment should identify significant hazards arising from work activities under their control. As part of the assessment, they will identify what appropriate equipment including PPE and LWDs, if necessary, would be required for safe working.

5.1.1 Managers will conduct, review and update (when required) the risk assessment whenever:

- a job changes
- new equipment or process is installed
- there has been an accident

- a supervisor or employee requests it, or at least every year

5.2 Selection of Appropriate PPE and LWDs

- 5.2.1 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 which do not rely on employee behaviour.
- 5.2.2 All PPE will be of safe design and construction and appropriate for the work and will be suitably maintained.
- 5.2.3 Employees who require PPE or a LWD for safe working will be informed of the selection and provided PPE or a LWD by the Group at no charge.

6. Health Surveillance

- 6.1 Health surveillance is a system of ongoing checks. These checks may be required by law for employees who are exposed to noise or vibration, fumes, dust, biological and other substances hazardous to health and should be used in conjunction of the selection and use of PPE.
- 6.2 The Group will arrange for affected employees to attend suitable periodic Health Surveillance clinics, with an appropriate service provider.
- 6.3 Outcomes from Health Surveillance clinics will be shared with the employee and, where necessary, with their manager and HR, for the purposes of identifying any further measures that may be required, as necessary.

7. Training

- 7.1 Any employee required to wear PPE or a LWD will receive training in the proper use and care before being allowed to perform work requiring its use. 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.
 - How to properly wear and use PPE and a LWD, to include the requirements and procedures for Face Fit Testing, where necessary.
 - The limitations of the issued PPE or LWD.
 - How to properly care and maintain any issued PPE or LWD, its useful lifespan and how to dispose or return any issued PPE or LWD.

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

8. Cleaning and Maintenance of PPE

- 8.1 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, or where the equipment has visual signals or elements designed to ensure its safe use.

Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors and managers are responsible for ensuring that users properly maintain their PPE and LWDs in good working condition.

- 8.2 Defective or damaged PPE or LWDs will not be used and where necessary the issue raised with their manager or supervisor, so it can be replaced or maintained.

9. Equality and Diversity

- 9.1 We are committed to fairness and equality for all regardless of their colour, race, ethnicity, nationality, gender, sexual orientation, marital status, disability, age, religion or belief, family circumstances or offending history, as referred to in our relevant Group policies. Our aim is to ensure that our policies and procedures do not create an unfair disadvantage for anyone, either directly or indirectly.

- 9.2 An equality impact assessment has been conducted in respect of this policy and which identified no negative impact on any person/group with a protected characteristic as a result of implementation of this policy.

10. Monitoring and Review

- 10.1 This policy will be reviewed by the Group every three years or in line with changes to legislation or best practice, whichever is earlier.

- 10.2 Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

11. Associated Documents

- 11.1 List of documents - associated policies, procedures and publications:

- Health and Safety Policy
- The Personal Protective Equipment (Enforcement) Regulations 2018
- Lone Working Policy and Procedure

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