



Plastica Ltd

Personal Protective Equipment (PPE) Policy

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HS&E 04

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1.0 General Statement of Policy

The purpose of the Personal Protective Equipment Policy is to protect our employees from exposure to work place 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 exists.

Personal protective equipment will be provided, used and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

Health & Safety Director – Ian Warne (NEBOSH)

2.0 Responsibilities

Finance and Operations Director with special responsibilities for Health, Safety, Fire and Environmental Issues (FOD HSFE)

The FOD HSFE is responsible for the development, implementation and administration of our PPE policies. This involves:

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Ensure the selection and purchase of PPE is appropriate and from a recognised, registered suppliers in consultation with supervisors and staff.
3. Reviewing, updating and conducting Risk Assessments. Risk Assessments will be reviewed annually or in the event of a significant incident, a significant change to the business or processes or change of legislation.
4. Ensure records on Risk Assessments are maintained.
5. Ensure records on PPE assignments and training are maintained.
6. Ensure training, guidance and assistance is provided to employees (if appropriate) on the proper use, care and cleaning of approved PPE
7. Ensure that the suitability of previously selected PPE is periodically re-evaluated.
8. Ensure that the overall effectiveness of PPE use, training and policies is reviewed, updated and evaluated.

HR Officer with special responsibilities for Health, Safety, Fire and Environmental Issues (HR HSFE)

1. Assisting the FOD HSFE with workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Assisting the FOD HSFE to ensure the selection and purchase of PPE is appropriate and from a recognised, registered suppliers in consultation with supervisors and staff.
3. Assisting the FOD HSFE with reviewing, updating and conducting Risk Assessments. Risk Assessments will be reviewed annually or in the event of a significant incident, a significant change to the business or processes or change of legislation.
4. Assisting the FOD HSFE to ensure records on Risk Assessments are maintained.
5. Assisting the FOD HSFE to ensure records on PPE assignments and training are maintained.
6. Assisting the FOD HSFE to ensure training, guidance and assistance is provided to employees (if appropriate) on the proper use, care and cleaning of approved PPE

7. Assisting the FOD HSFE to ensure that the suitability of previously selected PPE is periodically re-evaluated.
8. Assisting the FOD HSFE to ensure that the overall effectiveness of PPE use, training and policies is reviewed, updated and evaluated.

Managers, Supervisors, Assistant Supervisors and Team Leaders

Managers, Supervisors, Assistant Supervisors and Team Leaders have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to employees
2. Ensuring that employees are trained on the proper use, care and cleaning of PPE
3. Ensuring that PPE training forms are signed and given to the HR Officer
4. Ensuring that employees properly use and maintain their PPE and follow our PPE policies and rules
5. Notifying the FOD HSFE or HR HSFE or their Supervisor/Manager when new hazards are introduced or when processes are changed or added.
6. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required
2. Attending required training sessions
3. Properly caring for, cleaning, maintaining and inspecting PPE as required
4. Following our PPE policies and rules
5. Informing your Manager, Supervisor, Assistant Supervisor or Team Leader of the need to repair or replace PPE

Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to our disciplinary procedures.

3.0 Procedures

The FOD HSFE and/or designated person, in conjunction with the Supervisor/Manager, will conduct a walk-through survey of each work area to identify sources of work hazards twice a year, in addition Monthly General H&S Checklists, Three Monthly General H&S Checklists, Six Monthly General Checklists and Annual General H&S Checklists are undertaken. All are documented.

The FOD HSFE and/or designated person will conduct, review and update the Risk Assessment for PPE. Risk Assessments will be reviewed annually or in the event of a significant incident, a significant change to the business or processes or change of legislation.

4.0 Selection of PPE

Once the hazards of a workplace have been identified the FOD HSFE and/or designated person will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e. methods that do not rely on employee behaviour.

If such methods are not adequate or feasible, then the FOD HSFE and/or designated person will determine the suitability of the PPE presently available; and as necessary will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognise the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition.

Affected employees whose job require the use of PPE will be informed of the PPE selection and will be provided with PPE at no charge. Careful consideration will be given to the comfort and proper fit in order to ensure that the right size is selected and that it will be used.

5.0 Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. 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
- What PPE is necessary
- How to properly wear and adjust PPE
- The limitations of PPE
- The proper care, maintenance, useful life and disposal of PPE

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

Retraining

The need for retraining will be indicated when:

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation and skills required to use the PPE (i.e. uses the PPE improperly)
- new equipment is installed
- changes in the work place make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

6.0 Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or foggy lenses could impair vision. Employees must inspect, clean and maintain their PPE according to the manufacturer's instructions before and after each use. Supervisors/managers are responsible for ensuring that users properly maintain their PPE in good condition.

PPE must not be shared between employees until it has been properly cleaned and sanitised. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE the Supervisor/Manager must make sure that it is suitable and adequate for the work place hazards and ensure that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

PLEASE NOTE: Defective equipment can be worse than no PPE at all. Employees would avoid hazardous situations if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at a greater risk.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees, contractors, the general public and the environment from exposure to hazards.