

HEALTH & SAFETY NOTICE



HSN-21 ISSUE 01 JANUARY 2002

PERSONAL PROTECTIVE EQUIPMENT

CONTENTS

Introduction	Page 20.3
Legal Responsibilities	Page 20.3
Management Responsibilities	Page 20.3
Care of Personal Protective Equipment (PPE)	Page 20.4
Record Keeping	Page 20.4
<u>Specific Guidance on Head Protection</u>	Page 20.5
Introduction	Page 22.5
General Guidance	Page 22.5
Management Responsibilities	Page 22.5
Head Protection Areas	Page 22.5
Care of Head Protectors	Page 22.6
<u>Specific Guidance on Eye Protection</u>	Page 22.6
Introduction	Page 22.6
General Guidance	Page 22.6

Management Responsibilities	Page 22.7
Eye Protection Areas	Page 22.7
Care of Eye Protectors	Page 22.8
<u>Specific Guidance on Hearing Protection</u>	Page 22.8
Introduction	Page 22.8
General Guidance	Page 22.8
Management Responsibilities	Page 22.8
Hearing Protection Zones	Page 22.9
Care of Personal Hearing Protection	Page 22.9
<u>Specific Guidance on Protective Clothing</u>	Page 22.9
Introduction	Page 22.9
General Guidance	Page 22.10
Management Responsibilities	Page 22.10
Care of Personal Protective Clothing	Page 22.10
<u>Specific Guidance on Protective Footwear</u>	Page 22.10
Introduction	Page 22.10
General Guidance	Page 22.10
Management Responsibilities	Page 22.11
Care of Personal Protective Footwear	Page 22.11

PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

1. This Health and Safety Notice must be read and understood by all employees and visitors of Vacman Cleaning Ltd sites who may be exposed to risks to their health and safety while engaged in work or projects for the company. Where appropriate, it must also be brought to the attention of contractor's staff working at Vacman premises.

In certain circumstances it may be necessary for some employees and visitors to be provided with Personal Protective Equipment (PPE) to ensure they are free from risks to their health and safety. Any PPE deemed necessary to meet these obligations must be provided free of charge to staff, visitors and in certain cases, as specified below to students.

LEGAL RESPONSIBILITIES

2. The Personal Protective Equipment Regulations (PPE) 1992 (Regulation 4) state that:

Every employer shall ensure that suitable personal protective equipment is provided to his employees who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by means which are equally or more effective

MANAGEMENT RESPONSIBILITIES

3. The Managing Director, through line management or Safety Advisors, is responsible for identifying risk of injury to staff or visitors arising from work in their areas and for ensuring that the most suitable precautions are taken to minimise these risks. Risk assessments of the tasks as detailed in HSN 36 will identify other methods of controlling the risks. The use of PPE must always be considered as the last method of controlling risks.
 - 3.1 It must be ensured, through proper use of such equipment, that any risks are reduced to a minimum. Some staff, students and visitors may have genuine reservations regarding the use of PPE. Management must ensure appropriate information and training are provided to enable a full understanding of these issues.
 - 3.2 There are many different styles of PPE and care must be taken to ensure the PPE is not only effective but also compatible with the individual who is to use it. Where two or more items of PPE are required to be used simultaneously they must be compatible and as effective used together as they are separately.

- 3.3 Adequate arrangements must be made for the correct storage, inspection, maintenance and cleaning of the PPE. All PPE has a natural life after which it will need to be replaced at no cost to the users.
- 3.4 Adequate records, (detailed in paragraph 5) of PPE must be kept.
- 3.5 Regular assessments of work processes and substances used must be carried out to determine whether or not the PPE being worn is still effective. These assessments may include both risk assessments and individual health surveillance.

CARE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

4. In order to ensure that all PPE is in a fully functional state the following advice on care and maintenance must be adopted:
 - 4.1 PPE will be stored in a safe and appropriate environment so as not to damage or reduce the working life of the equipment.
 - 4.2 The line manager and user will carry out inspections of the PPE at the time of issue and at regular intervals thereafter as determined by the frequency of its use, the associated risk assessment and the manufacturer's guidance.
 - 4.3 PPE will be regularly cleaned and maintained as appropriate to its use and the manufacturer's guidance.
 - 4.4 The manufacturer's guidance will determine the ultimate life of the PPE.

RECORD KEEPING

5. Records of PPE issue, etc. will be kept for the life of the equipment and for a minimum of 5 years thereafter. Such records must be kept on the following:
 - 5.1 All PPE must be date marked when purchased and a record made of its date of issue and to whom it has been issued.
 - 5.2 The routine inspections made of the PPE by the line manager and user.
 - 5.3 The cleaning and maintenance of the PPE.
 - 5.4 PPE kept for issue to staff and visitors will be the responsibility of the manager of the work or area and the same guidance will apply.
 - 5.5 Where appropriate, staff and visitors will need to receive training in the use and care of the PPE.

SPECIFIC GUIDANCE ON HEAD PROTECTION

INTRODUCTION

6. Staff and visitors must wear suitable head protection in order to safeguard against foreseeable risks of injury to the head from falling objects or from striking against fixed or stationary objects. Staff or visitors engaged in work in such locations as building sites etc., must wear head protection where the circumstances demand. Where a risk assessment identifies a need to wear head protection it is Vacman policy that its use is mandatory even if this requirement is not essential within the statutory regulations. The use of head protection is governed by The Construction (Head Protection) Regulations 1989 and Personal Protective Equipment at Work Regulations 1992 (PPE).

GENERAL GUIDANCE

7. There are many types of head protection available for different uses. It is important to ensure that the protection provided is suitable for the task being undertaken. Manufacturers' data should be used to determine the type of head protection required.
8. There must be no unauthorised modification or construction of protective helmets. Details of appropriate head protection are available from the Portree office.

MANAGEMENT RESPONSIBILITIES

9. The Managing Director, through line management or Safety Advisors will be responsible for identifying head injury hazards arising from work in their areas and for ensuring that the most suitable precautions are taken to minimise the risk of head injury. The wearing of suitable head protection is mandatory in all areas designated as head protection areas (paragraphs 10-12):

HEAD PROTECTION AREAS

10. The work being undertaken in some areas may create a significant risk of head injury to anyone within that area. In these circumstances the Supervisor or their nominee will designate the area as a HEAD PROTECTION AREA. Workplaces designated as Head Protection Areas must be marked by the use of the appropriate safety signs. Admission to the area must be restricted to those persons wearing approved head protection.
11. In Head Protection Areas, all personnel must wear the head protection provided or required. Appropriate safety signs must be posted at the entrance to those areas and a stock of head protectors must be kept by the member of staff in charge of the area for issue to visitors.

12. Where operations requiring head protection are being carried out on a temporary or intermittent basis, temporary head protection areas will be designated and appropriate signs displayed for the period of the work.

CARE OF HEAD PROTECTORS

13. The use of all PPE requires care, maintenance inspection and record keeping. For general guidance refer to paragraphs 4 and 5.
14. Protective headgear is likely to be damaged by contact with paint, solvents, adhesives, some aerosol sprays, direct impact and prolonged exposure to strong sunlight. Therefore, when not in use protective helmets should be kept in a clean location away from direct heat or strong sunlight.
15. Regardless of the care given to them safety helmets have a limited life. Their date of manufacture should be marked under the peak of each helmet. The maximum life for a helmet is five years but this depends on the care taken in use and storage. A helmet beyond its useful life or one that has been involved in an accident should immediately be destroyed and discarded to prevent its further use.

SPECIFIC GUIDANCE ON EYE PROTECTION

INTRODUCTION

16. Human eyes are irreplaceable and easily damaged by flying particles, corrosive substances and many other chemicals. It is, therefore, imperative that eye protection is worn whenever there is a risk of damage to the eyes. Staff or visitors must wear suitable eye protection in order to safeguard against foreseeable risks of injury to the eyes from flying particles, corrosive substances and many other chemicals. Where a risk assessment identifies a need to wear eye protection it is the policy of Vacman Cleaning Ltd that its use should be made mandatory even if this requirement is not essential within the statutory regulations. The use of Eye Protection is governed by the Personal Protective Equipment at Work Regulations 1992 (PPE).

GENERAL GUIDANCE

17. All staff who have monocular vision or other eye defects must wear safety spectacles at all times when working in areas where there is an inherent risk of damage to the eyes.
18. Wearers of contact lenses should seek advice from the on the advisability of wearing such lenses in eye protection areas, especially those involved in the use and handling of chemicals.
19. Spectacle wearers are in some measure protected by their own spectacles. If by the

nature of their work they are required to wear eye protection, suitable eye protection may be worn over the individual's own spectacles. If such eye protection proves inadequate, prescription lens safety spectacles with lateral shields will be provided. Where such safety spectacles are provided, they must not be altered or damaged in any way and remain the property of the Company. Guidance on eye care for Display Screen Equipment (DSE) users is outlined in HSN-32.

20. There are many types of eye protection available for different uses. It is important to ensure that the protection provided is suitable for the task being undertaken. Manufacturers' data should be used to determine the type of eye protection required.
21. There must be no unauthorised modification or construction of eye protection.

MANAGEMENT RESPONSIBILITIES

22. The Managing Director, through line management or Safety Advisors will be responsible for identifying eye hazards arising from work in their areas and for ensuring that the most suitable precautions are taken to minimise the risk of eye injury. The wearing of suitable eye protection is mandatory in all areas designated as eye protection areas (paragraphs 7-11 below).

EYE PROTECTION AREAS

23. The work being undertaken in some areas of the site may create a significant hazard to the eyes of anyone within that area. In these circumstances the Site Manager or their nominee will designate the area as an EYE PROTECTION AREA. Examples will include laboratories where acids or other dangerous substances are frequently handled, machine shops, grinding shops, battery rooms, and any area where liquid metal may be used.
24. In Eye Protection Areas, all personnel must wear the eye protection provided or required. Appropriate safety signs must be posted at the entrance to those areas and a stock of eye protectors must be kept by the member of staff in charge of the area for issue to students or visitors.
25. Where operations requiring eye protection are being carried out on a temporary or intermittent basis, temporary eye protection areas will be designated and appropriate signs displayed for the duration of the work.
26. Eye Protection for use with laser hazards must be appropriate to the hazards concerned with the specific equipment being used.

CARE OF EYE PROTECTORS

27. The use of all PPE requires care, maintenance inspection and record keeping. For general guidance refer to paragraphs 4 and 5.
28. Eye protectors are likely to be damaged by contact with paint, solvents, adhesives, some aerosol sprays or direct impact. Therefore, when not in use eye protectors should be kept in a clean storage area away from risk of damage.
29. Regardless of the care given to them eye protectors have a limited life. Their date of manufacture should be marked away from the visual field. Eye protection beyond its useful life or any that has been involved in an accident should immediately be discarded and destroyed to prevent its further use.

SPECIFIC GUIDANCE ON HEARING PROTECTION

INTRODUCTION

30. Staff and visitors must wear suitable hearing protection in order to safeguard against foreseeable risks of injury to the hearing from exposure to noisy environments. Where a noise risk assessment identifies a need to wear hearing protection it is Vacman's policy that its use should be made mandatory even if this requirement is not essential within the statutory regulations. The use of hearing protection is governed by The Noise at Work Regulations 1989 and Personal Protective Equipment at Work Regulations 1992 (PPE).

GENERAL GUIDANCE

31. There are many types of hearing defence available to provide effective levels of protection. It is important to ensure that the PPE provided is suitable for the level of noise exposure. Manufacturers' data should be used to determine the type of hearing defender required.
32. There must be no unauthorised modification or construction of hearing defenders.

MANAGEMENT RESPONSIBILITIES

33. The Managing Director, through line management will be responsible for identifying noise protection areas and for ensuring that the most suitable precautions are taken to minimise the risk of hearing loss. The wearing of suitable hearing defenders is mandatory in all areas designated as hearing protection areas.

EAR PROTECTION ZONES

34. The noise produced by cleaning or other work activities being undertaken in some areas may create a significant risk of hearing damage to anyone within that area. In these circumstances the Manager or their nominee will designate the area as an ear protection zone. Workplaces designated as ear protection zones must be marked by the use of the appropriate safety signs. Admission to the area must be restricted to those persons wearing approved hearing protection.
35. In ear protection zones, all personnel must wear the hearing protection provided or required. Appropriate safety signs must be posted at the entrance to those areas and a stock of hearing protectors must be kept by the member of staff in charge of the area for issue to visitors.
36. Where operations requiring hearing protection are being carried out on a temporary or intermittent basis, temporary ear protection zones will be designated and appropriate signs displayed for the period of the work.

CARE OF PERSONAL HEARING PROTECTION

37. The use of all PPE requires care, maintenance inspection and record keeping. For general guidance refer to paragraphs 4 and 5.
38. Hearing protection is likely to be damaged by contact with solvents, adhesives, direct impact and prolonged exposure to strong sunlight. Therefore, when not in use hearing protectors should be kept in a clean location away from direct heat or strong sunlight.
39. Regardless of the care given to them hearing defenders have a limited life. Their date of manufacture should be marked on the headband of each set of defenders. Earplugs are designed to be disposable and should never be reused or shared. Hearing defenders beyond their useful life or those that have been damaged should immediately be destroyed and discarded to prevent their further use.

SPECIFIC GUIDANCE ON PROTECTIVE CLOTHING

INTRODUCTION

40. Staff and visitors must be provided with and wear the appropriate protective clothing as identified by the task risk assessment. This must be provided to staff and visitors at no cost to those individuals. The use of protective clothing is governed by The Personal Protective Equipment at Work Regulations 1992 (PPE).

GENERAL GUIDANCE

41. There are many types of protective clothing available. Types of clothing used to protect the body include, overalls, aprons, clothing to protect from extremes of temperature and bad weather, high visibility clothing and outfits to protect against hazardous activities. It is important to ensure that the clothing provided is suitable for the level of protection required. Manufacturers' data should be used to determine the type of clothing required.
42. There must be no inappropriate modification of protective clothing.

MANAGEMENT RESPONSIBILITIES

43. The Managing Director, through line management or Safety Advisors will be responsible for undertaking risk assessments to identify tasks that require protective clothing to be provided.

CARE OF PERSONAL PROTECTIVE CLOTHING

44. The use of all PPE requires care, maintenance inspection and record keeping. For general guidance refer to paragraphs 4 and 5.
45. Protective clothing should only be used for the purpose intended. It should be maintained in good condition and checked regularly. It should be repaired in accordance with the manufacturer's instructions, or discarded if damaged.

SPECIFIC GUIDANCE ON PROTECTIVE FOOTWEAR

INTRODUCTION

46. Falling objects, corrosive substances or slips, trips and falls may damage the feet. It is, therefore, imperative that foot protection is worn whenever there is a risk of damage to the feet. Staff must wear suitable foot protection in order to safeguard against foreseeable risks of injury to the feet. Staff or visitors engaged in work in such locations as construction sites etc., must wear suitable foot protection where the circumstances demand. Where a risk assessment identifies a need to wear foot protection it is Company policy that its use should be made mandatory even if this requirement is not essential within the statutory regulations. The use of foot protection is governed by the Personal Protective Equipment at Work Regulations 1992 (PPE).

GENERAL GUIDANCE

47. There are many types of foot protection available for different uses such as in chemical, construction, thermal or wet environments. It is important to ensure that the protection provided is suitable for the task being undertaken. Manufacturers' data should be used to determine the type of foot protection required.
48. There must be no unauthorised modification or construction of protective footwear.

MANAGEMENT RESPONSIBILITIES

49. The Managing Director, through line management or Safety Advisors will be responsible for identifying risk of injury to the feet arising from work in their areas and for ensuring that the most suitable precautions are taken to minimise these risks.

CARE OF PERSONAL PROTECTIVE FOOTWEAR

50. The use of all PPE requires care, maintenance inspection and record keeping.
51. Protective footwear is likely to be damaged by contact with paint, solvents, adhesives, some aerosol sprays and direct impact. Therefore, when not in use protective footwear should be kept in a clean location away from direct heat.
52. Regardless of the care given to them safety footwear has a limited life. Their date of manufacture should be marked somewhere in the footwear and date of issue recorded. The maximum life for footwear will depend on the care taken in use and storage. Footwear beyond its useful life or those that have been involved in an accident should immediately be discarded and destroyed to prevent their further use.

Approved by:



.....
(Managing Director)

Date:...../...../.....