

# PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

## Business Scope

Provision of Civil, Electrical and Mechanical Services to the Commercial, Industrial and Public Sectors, within the UK. These services are coordinated through a head office complex and delivered in the field via skilled and trained operators. The laying of Asphalt Mixes by hand and machine in accordance with National Highways Sector Scheme 16.

## Purpose of the policy

The purpose of this policy is to outline the procedures for assessment, procurement, and issue of Personal Protective Equipment (PPE) at work to employees. This policy applies to all employees.

## Northavon will follow the procedure set out below:

The requirement for the provision of Personal Protective Equipment (PPE) is usually determined by risk assessment. PPE is only used as a last resort where risks to health and safety cannot be controlled adequately by other means. It is our policy to:

- Provide personal protective equipment (PPE) at no cost to the individual where a risk assessment concludes that personal protective equipment is required.
- Ensure all personal protective equipment will adequately protect the individual from the hazard, fits properly, and is as comfortable as possible.
- Provide personal protective equipment that conforms to relevant British and European standards.
- Provide employees using PPE with relevant information and training.
- Supervise and monitor work activities to ensure the personal protective equipment is being used, stored, and maintained correctly; made available and re-issued as required.
- Keep a record of all personal protective equipment issued.

## Personal Protective Equipment (PPE) Procedure

1. Review risk assessments to identify where PPE is required
2. Consult PPE suppliers to ensure PPE is suitable and conforms to British Standards
3. Provide instruction, information, and training for employees on the use and maintenance of PPE
4. Where appropriate provide training in the correct fitting of PPE
5. Issue PPE to individuals and complete PPE Issue Record
6. Supervise and monitor use, storage, maintenance, availability, and re-issue of PPE
7. Ensure that non-disposable respiratory protective
8. Equipment is inspected at appropriate intervals and suitable records kept

Signed:



**Mike Clancy**

**Group Managing Director**

**9 January 2023**