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## 1. Introduction

The Personal Protective Equipment Regulations 1992 (as amended) impose a duty on employers to provide their employees with personal protective equipment (PPE) and instruct their employees on the correct use and storage of it. PPE is defined as "all equipment (including clothing and protective creams) which is intended to be worn or otherwise used at work and which protects him against one or more risks to his health or safety."

## 2. Aims of the policy

This Personal Protective Equipment Policy is intended to implement the correct procedures required for ensuring that PPE is used in line with the Regulations.

## 3. The Policy

- 3.1 The <<Directors/Company Name>> ("the Company") affirm that the hierarchy of control is used as the last resort to reduce the risk of exposure to work-related hazards to which the staff are exposed.
- 3.2 PPE will be provided free of charge to all employees upon request or after a written request from the employee.
- 3.3 This policy applies to all employees, children on work experience and others who may be present in the workplace that the PPE is in place to protect against.
- 3.4 The Company shall ensure that all PPE is maintained in working order and in good repair. <<Company Name>> is responsible for ensuring that the correct PPE is in place and stock levels.
- 3.5 Items of PPE required by the Personal Protective Equipment Regulations are included in this Policy:
  - 3.5.1 Control of Noise and Vibration Regulations 2006;
  - 3.5.2 Control of Asbestos Regulations 2012;
  - 3.5.3 Control of Substances Hazardous to Health 2002;
  - 3.5.4 Control of Lead Regulations 2002.
- 3.6 This policy does not cover the use of safety helmets.

## 4. Employee duty

- 4.1 All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at health and safety risk.
- 4.2 All employees shall co-operate with the Company by observing any procedures that can be from time to time introduced with the aim of ensuring the safety of staff and visitors.
- 4.3 Employees will:

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**8. Training**

8.1 <<insert job role  
receive training of  
which it is req  
appropriate, to e  
instructions.

onsible for ensuring that all staff  
sued to them and the instances in  
include demonstrations, where  
ed according to the manufacturer's

8.2 <<insert job role  
training received

sible for keeping a record of PPE

8.3 <<insert job role  
are displayed in t

ible for ensuring that safety signs  
must be worn at all times.

**9. Data Protection**

The Company will ensure  
about their health, collecte  
the Company's Data Prote

sonal data, including information  
nts is handled in accordance with

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**This policy has been approved &**

**Name:** <<Insert

**Position:** <<Insert

urces Manager>>

**Date:** <<Date>>

**Signature:**

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