Personal Protective Equipment (PPE) Standard

(SHEMS-STD-GR-046)

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1 Introduction

The purpose of this standard is to set out the requirements for the provision of Personal Protective Equipment (PPE). Unitas requires that, where personnel are required to wear PPE, they have also been provided with relevant instruction and guidance on the use and where necessary the storage and maintenance of personal protective equipment.

2 Scope

The scope of the SHEMS covers all persons, workplaces and Operations in the Unitas business.

Exceptions will be documented through a SHEMS Appendix B process (SHEMS-FOR-GR-999), authorised by the Operations Director responsible for coordinating SHE.

Unitas SHEMS manual (SHEMS-STD-GR-003) provides guidance and signposting for the compliance, implementation, monitoring, audit and review of our systems, and demonstrating continual improvement.

2.1 HSE Guidance

The following guidance has been considered and included within the Unitas Standard. Detailed information is available within the guidance as follows;.

- Respiratory Protective Equipment HSG53
- Personal Protective Equipment Regulations ACOP L25
- Personal Protective Equipment (PPE) at Work INDG174
- Selecting gloves for work with chemicals INDG330
- www.fit2fit.org

3 Unitas Requirements

Unitas require all jobs, tasks and operations to be completed safely and with environmental impacts reduced as low as reasonably practicable, as documented in the Risk & Impact Assessment Management Standard SHEMS-STD-GR-014. The Unitas Hierarchy of Risk Management is defined as;

Eliminate	Eliminate foreseeable risks (avoiding the hazard), or find an alternative
Reduce	Reduce the harmful to less harmful, reduce the time individuals are exposed to a risk, or reduce the number of people exposed or install enclosures to separate individuals form the risk
Inform	Provide appropriate information relative to the design, build, maintenance, workplace, key risks and residual risks. Provide relevant instruction, training, SSW/Method statements
Control	Design to address/minimise the risk, e.g. use of safe access system, consider opportunities to pre-fabricate, identify sequencing of work, use standing craneage or temporary works etc. Supervision
	Collective - Priority to collective measures over individual protection
PPE	Personal Protective Equipment (PPE) as a last resort
Discipline	Discipline - Mentor, retrain, understand why standards and controls are not followed

3.1 PPE Required

Where risks remain, in line with the above hierarchy, personal protective equipment may need to be issued and used. Personal Protective Equipment (PPE) is equipment and devices designed to protect individuals against potential harm i.e. head/eye/ear/respiratory protection, high visibility garments, fall arrest / restraint, cold/wet weather clothing, etc.

There are three categories of PPE:-

- Basic PPE Category 1
- Additional PPE Category 11
- Specialist PPE Category 111

The minimum EN standard for personal protective equipment (PPE) includes:

- Safety footwear to EN ISO 20345 S3
- High visibility clothing to EN471
- Safety helmets to EN397
- Protective eyewear to EN 166.1.F
- Hearing protection to EN 352 1/2

The minimum EN standard for respiratory protective equipment (RPE) includes:

- Particulate respirators to EN 143 & EN 149 Filter **Type FFP3 minimum**
- Half and full face mask respirators
- Powered air respirators
- Emergency Escape respirators

3.2 Selection and issuing of PPE

Line management are responsible for ensuring risk assessments are carried out for all works/activities involving significant risks. PPE is referred to as a last resort as shown in the hierarchy of controls and alternative measures which provide collective protection shall be the first consideration.

Where control measures include the provision of PPE this shall be;

- suitable and appropriate for the risks involved
- ensure compatibility where the user is required to wear more than one item of PPE
- effectively controlling the risks without increasing overall risk
- be suitable for the task and comfortable for the wearer
- complying with legislative standards of manufacture (EN and CE requirements)

Where more than one item of PPE is being worn the risk assessment shall consider their compatibility to ensure the performance of each item is not affected when worn together.

Line management are responsible for ensuring PPE issuing and replacement records are maintained via PPE issue SHEMS-FOR-GR-046 and retained within location/site/premises file.

Unitas as an Employer have a duty to supply, free of charge, suitable PPE as necessary to their employees to enable them to carry out their duties without risk to their safety and health.

Line management must ensure that suitable information, instruction and training is provided to employees to ensure the correct use, maintenance and storage of any PPE issued to them.

Line Managers shall refer to the current Unitas PPE catalogue to locate and place orders for such equipment. Specialist advice is available from the SHE Manager and Advisors. Risk assessments (RA), Safe Systems of Work (SSW) and Method Statements (MET) shall specify the type and grade of PPE required to undertake the task. I.e. gloves come in a variety of thicknesses and materials relative to the hazard and only the appropriate type will give effective protection.

Where deviation from the Unitas PPE catalogue is required this is to be authorised by the SHE Manager.

3.3 Mandatory Minimum PPE Requirements

This is the minimum that shall be enforced, based upon known hazards. Additional PPE shall be worn following a task specific risk assessment; The Minimum Standard is identified below;

- SHEMS-MST-DPS-H-0052 Housing Maintenance PPE

3.4 Head Protection

3.4.1 Construction Activities

All helmets used for construction activities must conform to EN397 as a minimum. The following list of coloured helmets will be used to denote the type of personnel on site for both Unitas and subcontractors.

Black:	Supervisor
Orange:	Slinger/Signaller
White:	Site Manager/Operative
Blue:	Anyone coming to site not in the above categories

In addition helmet stickers will be affixed to denote First Aiders & Fire Marshals.

3.5 Protective Eyewear

The individual BU Min Standard for PPE includes a risk based approach to define the need to wear minimum eye protection or

not based upon task risk assessments.

Where a requirement for the issue and wearing of prescription safety spectacles (for Unitas personnel) has been identified by a documented risk assessment, including any client specific requirements, the process should be followed.

3.6 Hearing Protection

For areas (location or task) identified within the risk assessment as requiring hearing protection. Suitable hearing protection will be selected and issued based upon the noise levels and working environment.

The area and task will be monitored through a Noise Survey to ensure that the noise levels are known and recorded with the Noise Survey results and issue of Noise map as appropriate.

Employees working in such noise areas and issued with the appropriate PPE will be subject to Exposure Monitoring checks and Occupational Health Surveillance. The Project Manager shall notify Unitas OH team of all employees requiring such Surveillance.

3.7 Respiratory Protective Equipment (RPE)

For activities where respiratory protective equipment has been identified by risk assessment mandatory fit tests will be required and certification made available, before the individual (including contractors/supply chain partners) may commence the task/works.

Unitas standard practice is to issue all masks with a PPF3 filter to ensure the best filter is used at all times, reduces the amount of PPE issued and ensures the individual cannot wear the wrong mask/filter.

Contracts/Depots are required to provide nominated trained individuals or training providers to conduct face fit testing.

Where Unitas are arranging testing, Records of face fit tests must be completed on the individual's Qualitative Face Fit Test Record SHEMS-FOR-GR-035.

Prior to conducting a face fit test individuals must complete the Qualitative Face Fit Testing – Pre-test Checklist SHEMS-FOR-GR-036 or similar if provided by Unitas approved External Tester.

Supply chain partners will be required to provide similar face fit testing as per Unitas employees, meeting the requirements of HSG53. Evidence of testing must be provided prior to supply chain partners commencing work on Unitas's behalf.

It is recommended to read Respiratory Protective Equipment HSG53 for further understanding, to ensure the correct type of RPE and filter is selected.

All RPE equipment is categorised by an assigned protection factor (APF). The APF is a number rating that indicates how much protection that RPE is capable of providing. Unitas have adopted a minimum APR protection of 20 for all RPE equipment used by workers and individuals on Unitas sites/locations and tasks, see guidance from HSG53 Table 2.

3.7.1 Face Fit Testing

All employees and individuals must comply with the requirement to face fit following the results of the risk assessment and risk minimisation controls, including the need for any PPE/RPE requirements. Failure to comply with this PPE/RPE requirement or any reasonable management instructions in that regard may result in disciplinary action up to and including dismissal.

An employee/individual completing a satisfactory face fit will receive evidence of such test (SHEMS-FOR-GR-035) **which will state the Manufacturer's name and type of mask.**

They are only permitted to wear this type of mask. Masks manufactured by others will need an additional face fit test. It is therefore important to ensure that when purchasing new disposable/half masks that the same type of mask is purchased as the standard.

The wearer needs to be clean-shaven around the face seal to achieve an effective fit when using tight-fitting disposable/half face masks. Training and communication is a good opportunity to make employees and individuals aware of this requirement and the impact to their health if a tight seal is not achieved.

If workers have beards, or are unable to be clean-shaven, a tight-fitting disposable mask will not be suitable, however a half mask may be and as such can be discussed with your face fit tester or SHE advisor. Designer stubble can be accommodated as with goatee beards, providing the stubble length remains stable and does not push the mask away from the face. The face fit test certificate will confirm the stubble/beard existed at test and that a sufficient seal was obtained.

The dangers to health are so severe, in excess of 500 deaths per year from the inhalation of dust, that a RPE where identified must be worn. It is important that this is understood by all individuals whose job requires them to wear a mask for their own good health.

The HSE have published a Tool Box Talk to support the awareness of individuals to the dangers of dust and need for RPE. http://www.hse.gov.uk/respiratory-protective-equipment/docs/stay-healthy-notes.pdf The HSE Tool Box Talk provides support to answer many individual questions including:

If a half mask is not suitable either for the task or for the individual then an appropriate loose-fitting device should be chosen, based upon an individual risk assessment. A "loose-fitting" type of respirator (e.g. powered hood, helmet or visor) shall be provided and shall be worn by employees/individuals who have facial hair/beards and are unable to obtain an adequate fit from the disposable or original half masks.

If the individual is unable to work due to the original face fit test no longer being suitable due to stubble growth, the individual shall not work until such a seal is achieved through either the individual shaving to achieve such a fit or the provision of alternative equipment and/or face fit test at a later date.
Line Managers may opt to provide shaving foam and disposable razors as an option to shave in order to allow works to continue, as opposed to preventing works and arranging for alternative RPE and face fitting requirements.

3.8 Fingerless Gloves

Fingerless gloves can only be specified in accordance with a task specific risk assessment.

3.9 Maintenance of PPE

PPE is maintained in good serviceable condition and replaced when no longer providing the protection required or not suitable for the wearer.

Spares, replacements and provisions for maintaining PPE (cleaning) should be established at each location. Safety helmets to EN397 are replaced when the date exceeds five years from the date of manufacture (marked in helmet) or the integrity of the helmet becomes compromised.

3.10 Personal Clothing

Unitas expects all personnel, working under Unitas control, to dress in a manner that does not put them at unnecessary risk e.g., loose garments/jewellery etc. that could catch machinery, footwear not robust enough for the ground conditions. The type and amount of clothing should be such as not to cause offence to others and suitable for the task and risks as identified within the risk assessment.