



## PERSONAL PROTECTIVE EQUIPMENT POLICY

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This policy is applicable to all personnel. The company will issue PPE free of charge to all operatives at induction and on a-as –and- when basis due to loss and wear and tear. A record of issue will be maintained on the company PPE Issue Record Form FOR/14, with the operative signing for the equipment issued.

### CARE & STORAGE OF PPE

#### Safety Helmet

When not in use your helmet should be stored out of direct sunlight. NOT on the backshelf of your car. A replacement should be sought from the company if your helmet comes into contact with a falling object. The safety helmet as a 2 – 3 year life span, detailed on the internal section of the helmet, which will be checked at inspection and be replaced as required.

#### Hi Visibility Waste Coats

Waistcoats must be discarded if the orange background material is marked or discoloured in any way. If the waistcoat requires washing, was in pure soap flakes, in lukewarm water. They should NOT be put on a spin or boil wash. The garment and Velcro condition should be checked before wearing at all times. If tape starts to come away you must replace it straight away. Waist coats with the company logo on should be worn for all work.

#### PPE Usage

It is the responsibility of all personnel to wear appropriate company branded PPE when carrying out assignments on behalf of the company. In addition, where you consider that PPE in your possession is not fit for its purpose it must be reported to the company immediately.

All PPE issued will conform to current standards. The operative will wear PPE as applicable to each site adhere to the client policy for PPE usage. This may vary for different site; however the site specific rules MUST be followed at all times.

### TRAINING IN PPE USAGE

Training in the correct usage of PPE will be given to operatives at induction to the company. The company will also provide specific safety bulletins on PPE usage as part of the company on-going process for providing safety related information to our operatives. Please ensure that labels and instructions provided with the PPE are observed. Operatives who refuse to comply with company or client instructions for PPE usage will be subject to the company disciplinary procedure.

#### **This policy is to be read in conjunction with Network Rail standard NR/L2/OHS/021**

This policy will be reviewed annually, or sooner following experience or because of operational or organisational changes.

Signed on behalf of the Company:

Managing Director - January 2020