

Personal Protective Equipment Policy

Company Name: G & B Finch Ltd

Location: Batefarm Gt Leighs

Tel No: 01245 361240

Date: Jan 2024

Signed:



1. General Statement

G & B Finch Ltd is a responsible employer that takes its duties to provide all the necessary personal protective equipment (PPE) seriously. For this reason, we have formulated this guidance to help the company comply with the Personal Protective Equipment at Work Regulations 1992 should the need arise for any employee to be issued with personal protective equipment.

PPE will be used as a last means of protection to reduce exposure to workplace hazards that cannot be controlled by any other means (residual risks). PPE will be provided at a cost to the service and provided for the benefit of our workers and should be maintained in a condition fit for use at all times.

Legal Duties

The Personal Protective Equipment at Work Regulations 1992 cover the issuing of PPE. These Regulations require the service to provide PPE to any employee where there is a residual risk to their health and safety which despite the introduction of other, more suitable control measures cannot be removed.

Procedure

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with the company in complying with any procedures that may be introduced as a measure to protect the safety and well being of our staff and visitors.

All PPE issued will be recorded and dated to the individual so that records can be maintained as to what equipment was issued, the reason for issue and the frequency of replacement. PPE should be issued through supervisory staff who will ensure that records are maintained for their own staff.

So far as is reasonably practicable, the company will ensure that our workforce is involved in the selection process of the equipment to ensure maximum personal comfort. PPE will be selected on its suitability for its intended use, effectiveness, comfort level and durability. When required, training will be given, including demonstration of the equipment in use if appropriate to ensure it is fitted and worn as the manufacturer intends it. When training is given, it will be recorded.

The issue of PPE should be recorded using the PPE Issue Record Sheet (attached). An individual sheet should be created for every person in the service who requires it. Each time an additional piece of equipment is issued it should be signed for and dated by the person receiving the PPE.

In the event of equipment becoming damaged, it should be reported by the user, to the line manager and a replacement arranged. Faulty PPE is sometimes worse than no PPE because it can give a false sense of protection.

See next page for a PPE Issue Record Document

PPE Issue Record

Name:	Date of First Issue:
Signed:	Department:
Issued By:	

PPE Item	Dates of Issue:					
	Date	Signed	Date	Signed	Date	Signed
Protective Footwear						
Hi-Visibility Coat						
Hi-Visibility Vest						
Waterproofs						
Gloves						
Safety Glasses						
Ear Defenders						
Respiratory Protection						
Head Protection						
Other						
Other						

Comments: