

AIR DRYER TECHNOLOGY LTD.
PERSONAL PROTECTIVE EQUIPMENT POLICY

POLICY

The company shall provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by any other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE. The company acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the company to ensure, through the proper use of this equipment, that any risks are minimised. Whilst it is generally recognised that PPE can be used without undue risks to health, it is appreciated that some employees may have some genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this procedure requires the complete co-operation of all staff and contractors working for the company and with employees.

All employees are responsible for ensuring the health and safety of themselves, by meeting the requirements of this procedure, in adopting safe working practices while carrying out work involving PPE. All employees have a duty to report any problems relating to the use of PPE, in order that the company may resolve the problem.

METHODOLOGY

The company will in consultation with its employees:

- Carry out an assessment of the proposed PPE, to determine if it is fit for purpose, following a risk assessment of the activity.
- Determine the residual risks, if any, after the selection of the PPE and take any control measures found necessary, to further minimise the risk if necessary.
- Where there are two or more forms of PPE being used simultaneously, ensure that these are compatible and are as effective together as they would be separately.
- Arrange for adequate maintenance, checks and cleaning of the PPE to ensure its continuing serviceability.
- Arrange for adequate and suitable accommodation for the correct storage of PPE.
- Train staff in the use of PPE, for use in all risk situations identified by the company.
- Replace PPE which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.
- Inform every employee of the risks which exist.
- Re-assess as necessary if circumstances or working processes change.

DEALING WITH HEALTH AND SAFETY ISSUES

When a matter is raised relating to health and safety by an employee regarding the safe use etc. of PPE, the company will:

- Investigate the circumstances of the enquiry or complaint.
- Take the necessary corrective action where appropriate.
- Advise the employee of the action taken.

Where a problem arises regarding the use of PPE employees must adopt the following procedure:

- Inform a responsible person immediately.
- In the case of a health condition, advise the company and then their own GP.

SAFE SYSTEM OF WORK

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that the PPE is effective, it is necessary to follow the manufacturers and employers instructions on its correct use. The following procedures should be observed when using PPE:

- Ensure that the PPE fits properly, is correctly adjusted and comfortable when used.
- Make sure the PPE is functioning correctly, if not report the defect.
- When using more than one type of PPE ensure that the items are compatible when used together and that their combined use does not affect their effectiveness.
- Report symptoms of discomfort or ill health immediately.
- Inform a responsible person of any training needs which you may have.

Ongoing monitoring is to be carried out by the company to ensure that it continues to be workable, effective and safe and that it continues to meet the intended aim. The regularity of these checks is to be determined by their usage and if unused to be every 6 months.

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PERSONAL PROTECTIVE EQUIPMENT

NAME: (Print) _____

DESCRIPTION	QTY	DATE	ISSUED BY	COMMENTS
GLOVES				
GOGGLES/FACE SHIELD				
EAR PROTECTION				
HELMET				
SAFETY BOOTS				
WEATHERPROOF CLOTHING				

The above items of personal protective equipment remain the property of the company.

I agree to wear/use the above items in those areas designated and for specific operations as directed by my Supervisor and as designated by any Risk or COSHH assessment. I also agree to take all reasonable care of, and will report any defects or loss of the above items of personal protective equipment to my Supervisor.

I hereby acknowledge that I have read, understood and will comply with the above.

Signed: _____ Date: _____