

Personal Protective Equipment Policy

Summary of the Legal requirements:

Personal Protective Equipment should only be used as a 'last resort' or as a short term emergency measure where other control measures are assessed. It should only be used for occasional work of short duration when there is no other alternative.

Where Personal Protective Equipment is used it must:

- Be selected taking into account the nature of the hazard and the task.
- Be provided free of charge to employees.
- Carry a CE or BS mark.
- Be maintained in an efficient working order and in good repair.
- Be compatible with other PPE.
- Be stored in an assigned and suitable area.
- Be provided in conjunction with appropriate instructions and training for the wearer.

This policy forms part of safety policies and is one of the measures taken by the company in compliance with the Personal Protective Equipment at work regulations 1992 and also the requirements that deal with personal protective equipment in other legislations such as the Control of Substances Hazardous to Health (COSHH) Regulations 1988 and the electricity at work Regulations 1989.

The aim of this policy is to provide guidelines on the safe procedures that must be adopted for the use of Personal Protective Equipment within the dairy.

Personal Protective Equipment is defined in the Personal protective Equipment at Work Regulations 1992 as meaning all equipment which is intended to be worn or held by a person who is at work and which protects him or her against one or more risks to his or her health and safety.

This policy does not apply to ordinary working clothes and uniforms which do not specifically protect the Health and Safety of the wearer.

Personal Protective Equipment therefore for the purpose of this policy includes items such as the following when they are worn for purposes of Health and Safety.

- Gloves
- Protective clothing for adverse conditions.
- Safety Shoes.
- High Visibility Waistcoats.
- Eye Protection.
- Dairy Coats.
- Face Masks.
- Hard Hats.
- Ear Protection.

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Responsibilities:

The Senior Managers and Line Managers have the following responsibilities:

1. **To ensure suitable and appropriate PPE is provided.** This means that the PPE should be appropriate for the risk or risks involved and the conditions where it will be used. The PPE should take account of ergonomic requirements and the state of health of the person who is required to wear it. Guidance of the selection of PPE is found in the SSOW and operating procedures within the dairy.
2. **To carry out the assessment on the suitability of the PPE** on all items of PPE prior to starting work. The issue of PPE is documented using the PPE register. This details the item of PPE issued and the condition prior to issuing. This register is for all reusable PPE. Disposable PPE is to be provided and staff, are to be briefed on the use prior to work commencing.
3. **To maintain and replace PPE as necessary.** This should be done in accordance with the manufacturer's advice where appropriate. A record shall be kept.
4. **To provide adequate and suitable storage** for all PPE.
5. **To provide information, training and instruction** for employees therefore enabling them to make proper effective use of PPE.

Training for PPE must include the following:

1. An explanation of the risks presents and why the PPE is being used.
2. How to operate the PPE and any limitations of the equipment which may affect the protection offered.
3. Instructions on storage of PPE.
4. The arrangements for reporting loss or defects of the PPE.

Responsibilities of the Employee:

It is the responsibility of an employee to use PPE in accordance with training and to report any loss or defect immediately. The employee has a responsibility to return PPE to its place of storage after use.

The dairy does not operate a blame culture. Staff should be encouraged to report defects with PPE. Health and Safety is every ones responsibility.

Selection Of Personal Protective Equipment:

Dairy Clothing:

In a dairy it is necessary to wear dairy coats. This is mainly for the purpose of cross contamination of the product. Dairy coats also offer protection from spillages on to personal wear. Staff should not wear the dairy coats in restrooms or in areas where food is being eaten.

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Gloves:

Gloves are worn to protect against a variety of hazards. These are detailed below:

- **Thermal Hazards:** contact with very hot or cold objects, including molten metal splash, sparks or flames when welding or cutting hot metal. This also applies to staff working in the dairy refrigerated areas.
- **Mechanical Hazards:** The skin can be torn or cut by rough or sharp surfaces.
- **Chemical Hazards:** Substances containing strong acids, alkalis, solvents or irritants may cause dermatitis, ulcers or similar problems.

It is important to select the correct type of gloves for the task. The type and degree of protection depends on the material of the glove and the way in which it is made. A compromise may need to be made between comfort, sensitivity of touch, grip and the degree of protection for the job. The following factors should be considered:

1. Gloves should be the right size, and fit comfortably-too loose a fit will impede work, while too tight a fit may increase the load on the hand.
2. Gloves should be chosen with the task in mind, for example long gauntlet gloves may be particularly suitable for handling chemicals but not for general use within the dairy whilst operating machinery.
3. Care should be taken when selecting gloves:
 - Loose fitting gloves should never be used when operating machinery where an entanglement risk exists.
 - Gloves (especially if worn with inner gloves) which may impair sensitivity, finger dexterity and grip strength could result in other hazards being created.
 - Gloves that are used with chemicals should be selected bearing in mind that chemicals may eventually penetrate the glove. Gloves highly resistant to one chemical, for example acid may give no protection against others, for example solvents, alkalis and so on.

Glove Classification:

The following table will help to ensure the correct gloves for the hazards present are chosen.

Glove Usage	Specification
Rubber gloves for electrical purposes	BS 697
Industrial Gloves	BS 1651
Chemical and Micro organisms	EN 374
Thermal Hazards	EN 407
Cold	EN 511

Eye Protection:

Many processes present a risk of injury to the eyes and face. For example protection will be required from flying particles when using a disc cutter, against arc eye and molten metal splash

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when welding or cutting hot metal and against corrosive or irritant chemical splashes when working with chemicals. Eye protection is also required where the risks dictate the need. This can include the charging of batteries for the fork lift trucks.

When selecting eye protection the following should be considered:

1. Does the work involve chemicals, dusts, welding, hot cutting or flying particles. Eye and face protection should be chosen with the particular risk in mind.
2. Is the protection comfortable and does it fit properly? It should not hinder movement or visibility.
3. Is it compatible with other forms of PPE for example spectacles or goggles may interfere with some forms of respiratory protective equipment or hearing protection.

Eye Protection Classification:

The following table will help to ensure the correct eye protection for the hazards present are chosen.

Eye Protection Usage	Specification
Welding	BS 1542
Industrial and Non industrial use	EN 166,167,168

Foot Protection:

Foot injuries may be caused by the following:

- Crushing caused by heavy objects falling onto part or all of the foot or trapped by vehicles.
- Foot penetration due to standing or walking onto a sharp object.
- Contact with irritant or corrosive chemicals.

Protective footwear should be strong enough to withstand the stresses placed upon it, have protected steel toecaps capable of resisting a heavy falling object. If there is any risk of a penetration injury then the footwear should incorporate a steel mid-sole or similar armoury. Footwear is to be inspected at the end of shift and replaced when required.

Footwear Classification:

The following table will help to ensure that the correct footwear for the hazards present is chosen.

Footwear Protection Usage	Specification
Footwear other than all rubber and plastic compounds.	BS1870 (Part 1)
Lined Rubber safety shoes.	BS1870 (Part 2)
PVC Moulded Safety Shoes	BS1870 (Part 3)
Womens Protective Footwear	BS 4972
Lightweight over shoes and boots	BS 7193
Safety Footwear for professionals	EN 345
Protective footwear for professionals	EN 346

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Ear Protection:

Excessive noise from plant and tools on site can cause, over a period of time, progressive and irreversible loss of hearing, before this permanent loss, rushing or ringing noises in the ear can be a constant source of annoyance. This is called Tinnitus.

If you work in areas where you need to shout to be heard, then you require hearing protection. This can be either ear plugs or ear muffs. These give protection if used correctly. An assessment of the noise levels are constantly monitored by the dairy. In areas where ear protection is required or advisory then signage will identify the requirement to wear.

Ear Protection Classification:

The following table will help to ensure that the correct ear protection for the hazards present is chosen.

Ear Protection Usage	Specification
Ear Muffs	EN 352-1
Ear Plugs	EN 352-2
Ear Muffs Attached To a Safety Helmet	EN 352-3
Active Noise Reduction Ear Muffs	EN 352-5
Ear Muffs wit Electrical Audio Input	EN 352-6
Level Dependent Ear Plugs	EN 352-7

Respiratory Protection:

Respirators do not supply oxygen so must not be used where oxygen levels may be significantly reduced. Remember beards and other facial hair may prevent a good seal between respirators and the face.

It is unlikely that respirators will be used within the dairy. Where respirators are required the suitability will be identified through the relevant risk assessment. Respirators are not kept on site but will be hired if required for the task.

Face masks are provided for work in dust areas.

Issuing Of PPE:

All reusable PPE is to be issued and signed for by the manager issuing and the staff who are required to use the PPE. This ensures that the PPE is checked prior to and after use. This ensures the effectiveness of the PPE and ensures the Safety of the staff. This is documented using the PPE issue List.