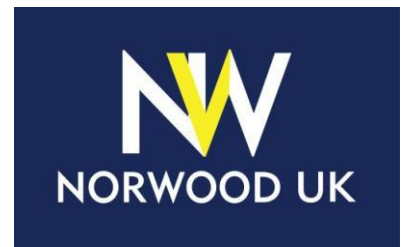




**NW**  
NORWOOD UK

**PPE Policy**



## **Personal Protective Equipment**

### **Introduction**

This section of the management system details the organisations procedures for identifying, accessing and the issuing of Personal Protective Equipment. Norwood UK recognise that working within our industry can be potentially hazardous. We cannot exclude people from the working environment and we cannot engineer out some of the hazards that we may encounter, we are left with no choice but to provide our employees with PPE.

### **Legislation and Related Documents**

The Personal Protective Equipment Regulations 2002

### **Procedure**

When and wherever the need to wear PPE is identified ALL employees regardless of “rank” or “Stature” in the organisation will comply with the requirements to wear PPE.

PPE will conform to an appropriate standard i.e. CE or BSEN and will provide the appropriate level of protection for employees. The PPE issued must be compatible to the individual, the PPE must be comfortable to wear and if applicable training given to the employee at the time of issue on how to wear the PPE correctly.

PPE will be replaced when it has been lost, it has been contaminated or it has become worn. The employee must report immediately any loss, contamination or wear to their line manager who will provide a replacement item of PPE free of charge.

### **Safety Footwear**

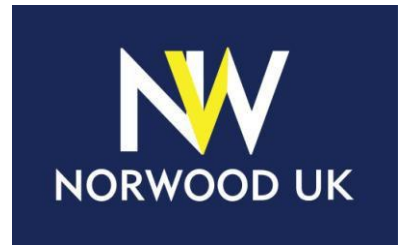
All employees will be provided with, and will wear, safety footwear when they are working or in any other areas where there may be a risk of foot injuries. In

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office areas and other areas where safety footwear is not mandatory, sensible footwear should be worn.

### **High Visibility Clothing**

All Employees will wear high visibility waistcoats or outer jackets whenever they are working on site locations

### **Eye Protection**

When there is a requirement to provide eye protection the appropriate standard should be provided, i.e. impact protection, chemical splash protection etc. Employees who wear prescription glasses to read etc should be provided with over glasses.

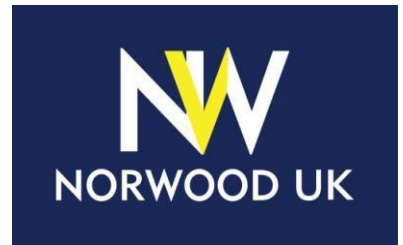
### **Other PPE**

Other types of PPE, other than those mentioned above, may have to be worn by employees, for example hard hats, hand protection, noise and breathing protection. When and wherever the requirement to wear other PPE is identified all employees will adhere to the requirements.

### **Other risk areas**

The wearing of some jewellery such as rings, neck chains, pendants, watches etc within the workplace can cause its own hazards. Employees working with machinery or other equipment where jewellery can become entangled and causes injury to the employee, they should either remove the jewellery or request suitable PPE to prevent entanglement.

Managers should review the request to provide additional PPE critically; best practice should involve the removal of jewellery rather than increasing the potential risks by adding more PPE.



## **Responsibility**

Management will be responsible for ensuring that the company holds sufficient stocks of PPE to be able to readily replace PPE

## **Records**

Divisional management will keep a documented record of the issuing and receipt of PPE to all staff.

Signed for and on behalf of the company

A handwritten signature in black ink, appearing to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director