

## POLICY DOCUMENT

Policy Title:	Personal Protective Equipment
Policy Group:	Maintenance
Policy Owner:	General Manager
Issue Date:	5 <sup>th</sup> December 2018
Review Period:	24 months
Next Review Due	5 <sup>th</sup> December 2020
Author:	J Speed
Cross References:	Infection control policy
Evidence:	Personal Protective equipment at work 1992 (amended 2005)
How implementation will be monitored:	Annual audit
Sanctions to apply for breach:	Formal or informal disciplinary action
Computer File Ref.	O:policy book
Policy Accepted by MT	05/12/2018

Sign-off by CEO

**Purpose of Policy:** To describe the arrangements made for the health and safety of persons at Holy Cross Hospital to provide personal protective equipment (such as helmets, safety footwear, gloves, goggles) for use when undertaking activities that would otherwise present a hazard to their health

### Policy Statement:

The Management recognises that it has a duty under the Personal Protective Equipment Regulations 1992 (amended 2005) to provide suitable personal protective equipment to employees who may be exposed to a risk to their health and safety while at work, except where that risk has been adequately controlled by other means which are equally or more effective.

Personal Protective equipment is provided as a last resort to protect the health and safety of employees. Engineering controls and safe systems of work are considered first and elimination of the hazard is always the first objective.

Whenever Personal Protective is necessary Management will provide it without charge being made to the employee.

### Selection of PPE

The General Manager will ensure that any personal protective equipment provided will bear a 'CE' mark and that the personal protective equipment will be suitable for the employee who will be wearing it, the environment in which it will be worn and the job for which protection is needed.

If more than one item of PPE is being worn all items shall be compatible with each other so that they all offer the necessary, level of protection.

### Types of personal protective equipment

- Hearing protection – ear defenders, ear plugs
- Eye protection – goggles
- Head protection –helmets
- Respiratory protection-masks, Organic vapour respirator
- Hand protection- gloves (vinyl, latex, nitrile rubber) gauntlets
- Foot protection- Steel toe cap safety shoes, Wellington boots,

- Protective clothing-High visibility jackets, aprons, overalls, wet weather gear
- Uniforms for nursing staff, housekeeping and catering staff are classed as *work wear* not protective clothing

### **Assessment of requirements**

An Assessment of the requirements of each individual member of the Support services team

As a result of this assessment the following PPE, disposable protective equipment and protective clothing is issued to members of the Support Services Team

All Staff

- 1) Apron BS EN 467. Resistance to acid, alkalis and other hazardous chemical
- 2) Protective Waterproof jacket
- 3) Safety shoes or boots to BSEN 345 - 1993 - 200 Joules
- 4) Goggles/Eye protection
- 5) Gloves - cloth, leather, Chemical resistant Nitrile gloves
- 6) Ear Protection
- 7) Disposable Dust Masks
- 8) Hard Hats
- 9) Winter clothing (fleece, beany hat, winter socks) and ski goggles

### **Responsibilities**

#### **Support Services Staff**

- Must ensure that PPE is checked prior to use to ensure the protection remains effective
- Must ensure that PPE is stored to prevent against damage from chemicals, sunlight, heat and accidental knocks and so that contamination from dirt and harmful substances does not occur
- Must ensure that a routine audit of PPE takes place on a six monthly basis
- Should contact the General Manager or Assistant General Manager to arrange for replacements when necessary

#### **General Manager**

The person designated as the Responsible Person for the care and issue of PPE is the General Manager.

These duties include:

- Assessing need for PPE where new instances are identified
- Selection of suitable PPE
- Maintaining stock levels of general equipment and spare parts.
- The ordering of replacement items as required.
- Carrying out a 6 monthly inspection of PPE issued.

### **Other protective equipment (not covered under the Personal Protective equipment Regulations)**

The hospital provides protective equipment that is either disposable or used by many employees. The purpose for this equipment is to reduce the instances of cross infection.

The equipment is as follows

- Vinyl Gloves (single use item, available in several sizes)

- Disposable aprons (single use item)
- Goggles for use when disposing of urine (kept in sluice rooms)
- Goggles for use when suctioning (stored with suction machines)
- Apron for use in Chemical Plant room

Uniforms are provided to Clinical, catering and housekeeping staff. These uniforms must not be worn off site and must be maintained in a clean condition.

### **Equality and Diversity**

This policy has been reviewed for adverse impact on people with protected characteristics within the meaning of the Equality Act 2010 and no such impact was found.

Caretakers PPE								
Pool								
Type of Equipment		Amount	Model	Make/Brand		Colour	S/N	Comment
Apron			N/A	Chemmaster		Green	N/A	BS EN 467. Resistance to acid, alkalis and other hazardous chemical.
Gloves			N/A	Polyco		Black	N/A	Chemical resistance EN 374-3, micro-organism resistance EN 374-2, mechanical hazard protection EN 388.Length 440mm.
Googles			PW22 CLR	Challenger goggles		Black		UV protective lens treated with anti scratch and anti fog coating. Impact resistant polycarbonate lenses. Certified to meet EN 166:2001, EN 170 (2C-1.2).
Respirators			PPE0113	JSP Force 8+P3 Filter		Black/grey		Respirator face mask conforms to EN 140.Adjustable 4 point suspension half mask.
Gloves			37-185	Ansell Solvex		Green		CE standard (tested to EN)EN 388 (4.1.0.2), EN 374-2, EN 374-3 (JKL). Chemical-Resistant Nitrile Gloves. Water resistant.
Workshop / Staff								
Type of Equipment		Amount	Model	Make/Brand		Colour	S / N	Comment
Gloves			460	Showa		Orange		Protect against oil, chemical, waterproof, supple down to -20. EN388:2003, EN 374: 2003, EN 511: 2006. CE Cat. 3
Polo Shirt			Alexandra	NM251				
Trousers			Alexandra	NM515R				
Coat			ST	Workwear				

Trousers			Pulsar				
Fleece			Alexandra	W 232			
Gloves			VV 750	Delta Plus Hercule	Black		knitted Acrylic / Polyamide gloves with Nitrile foam coating. Protection against cold and water down to - 30°C
Glasses			E10	Safety glasses	Clear		EN 166- Personal eye protection. Scratch resistant polycarbonate lenses.
Mask			Reform	Site Mask P2	White		EN 149, Filter code: P2, Safety code: FFP2V, disposable valved mask.
Hard Hat			EVO3	Vented safety helmet	Yellow		EN397. The EVO3® safety helmet meets the European EN397 industrial head protection standard as well as the US ANSI/ISEA Z89.1. Impact Resistance - 50 Joules. Temperature Resistance - -30°C to +50°C. Weight - 390g. Shell - 100% HDPE.
Safety boot			3100	Himalayan Safety boot			EN 20345:2011 SBP SRA. SRA Slip Resistance. Heat resistant to 300°C.
Combination Forestry safety helmet				Oregon Helmet	Orange		Helmet certified to EN397. High performance SNR22 ear defenders conform to EN352-3. Mesh visor to EN1731. High impact ABS plastic helmet designed for protection with comfort.
Spares							

Glasses		1	E10	Safety glasses		Clear		EN 166- Personal eye protection. Scratch resistant polycarbonate lenses.
Ski goggles		1				Black		
Glasses		4	10FZA001	Bollé Safety		Black		Anti-fog. Material: Polycarbonate. Lens colour 2C-1,2 Clear. Scratchproof.
Apron		7		Chemmaster		Green		BS EN 467. Resistance to acid, alkalis and other hazardous chemical.
Gloves		4	37-185	Ansell Solvex		Green		CE standard (tested to EN)EN 388 (4.1.0.2), EN 374-2, EN 374-3 (JKL). Chemical-Resistant Nitrile Gloves. Water resistant.
Respirators		4	PPE0113	JSP Force 8+P3 Filter		Black/grey		Respirator face mask conforms to EN 140.Adjustable 4 point suspension half mask.
Mask		5	Reform	Site Mask P2		White		EN 149, Filter code: P2, Safety code: FFP2V, disposable valved mask.

## **ISSUE OF PERSONAL PROTECTIVE EQUIPMENT**

### **HEALTH AND SAFETY AT WORK ACT 1974**

I have a duty to take reasonable care for the health and safety of myself and any other persons who may be affected by my acts or omissions

I have a duty to co-operate with my employer to enable him to fulfil his legal duties. I must not intentionally or recklessly interfere with or misuse anything provided for our health, safety and welfare.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1994**

I understand that when provided with any Personal Protective equipment, e.g. Respirators, Gloves, to reduce my exposure to a substance and act as a Control Measure, I have a duty to wear it/use it correctly and promptly report any defects.

### **THE NOISE AT WORK REGULATIONS 1989**

I understand that I have a duty to use fully and properly the ear protection provided for me by my employer when working on jobs with noise levels above 90 dB(A) and to report any defects back to him.

### **PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (amended 2005)**

I understand that when provided with any Personal Protective Equipment I have a duty to use it in accordance with any training and instructions, take all reasonable steps to ensure it is returned to accommodation provided for it after use, and report any loss or obvious defects to my employer.

### **PERSONAL UNDERTAKING**

I have read the above and understand my duties as regards the wearing of the equipment issued to me. I know where to obtain replacements if the equipment is lost or damaged.

**SIGNED.....DATE.....**