

Use of PPE Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
Last review	January 2025

1 Introduction

- 1.1 We will provide and maintain suitable personal protective equipment (PPE) when there are risks to the health or safety that cannot be controlled by other means.
- 1.2 The policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

2 Scope

- 2.1 This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

3 Suitability of PPE

- 3.1 The suitability of the PPE to be provided will be established by an assessment and the equipment will be provided free of charge.
- 3.2 Where more than one item of PPE is required to be worn, we will ensure that the items are compatible.

4 Proper use of PPE

- 4.1 We will provide adequate information, instruction, training and supervision to ensure that the workforce understand the purpose of the PPE, the risks that it protects against, the manner in which it should be used and the action to be taken to ensure that the equipment is maintained.
- 4.2 You must make proper use of the PPE provided.

5 Employer's responsibilities

We will:

- 5.1 Ensure that PPE is considered as a last resort for controlling workplace risks;
- 5.2 Ensure that an assessment has been completed to determine the suitability of the PPE;
- 5.3 Consult with employees/employee representatives prior to implementing this policy;
- 5.4 Ensure that employees are involved in the selection and type and style of PPE;
- 5.5 Ensure that, where more than one item of PPE is to be used simultaneously, the items are compatible;
- 5.6 Ensure that, when it is necessary for the PPE to be hygienic, it is provided to a person for their sole use;
- 5.7 Issue PPE and ensure that its issue is recorded in the PPE issue record;
- 5.8 Ensure staff are trained in the correct use of PPE, the risks it protects against, the purpose of equipment and actions to be taken to ensure it remains in an efficient state, properly working and in good repair;
- 5.9 Provide adequate storage facilities so that PPE can be kept in an efficient state and will not contaminate employees' personal items;
- 5.10 Ensure that PPE is adequately maintained so that it is at all times efficient and in good working order;
- 5.11 Replace any damaged or worn PPE where necessary and update the PPE issue record accordingly;
- 5.12 Take all reasonable steps to ensure that issued PPE is properly used;
- 5.13 Ensure that PPE assessments are reviewed for their confirmed application at least once every 12 months and when there is significant change; and
- 5.14 Ensure that users' personal data, including information about their health, collected during PPE assessments is handled in accordance with our Data Protection Policy.

6 Employees' responsibilities

You will:

- 6.1 Wear and use the provided PPE in the circumstances where a need for it has been identified by us and in accordance with the manufacturer's instructions;
- 6.2 Inspect their issued PPE daily before use;
- 6.3 Immediately report any damage or defects to the equipment to the issuer for maintenance or replacement;
- 6.4 Not misuse or damage any PPE provided;
- 6.5 Inform the issuer of any problems in the use of the PPE.

7 Review

- 7.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

8 Definitions

- 8.1 The Foundry ("we", "us", "our")
- 8.2 The Employee ("you", "your")

Document control box

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