

# The Church of St. Patrick Drumbeg

## Personal Protective Equipment (PPE) Policy

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### 1. **INTRODUCTION**

We take all reasonable precautions to reduce exposure to any workplace hazards; however where risks remain that cannot otherwise be controlled, we will provide personal protective equipment (PPE) to our employees and workers.

Where the provision of PPE is necessary, it will be chosen in conjunction with our health and safety representatives. This will help us to ensure that we obtain the most suitable PPE for our employees' needs and avoid expenditure on equipment that is uncomfortable, unsuitable or a poor fit.

This policy is non-contractual but aims to set out how we manage the provision of PPE in our workplace.

### 2. **SCOPE OF THIS POLICY**

This policy applies to all employees and workers. Our PPE rules do not however apply to people walking purely on a defined safe walking route through a building or site.

### 3. **AIMS OF THIS POLICY**

This policy aims to ensure compliance with health and safety legislation and to reduce any risk to our employees and workers.

These require us to provide PPE to any employee or worker who is still exposed to risks to his/her health and safety, despite the introduction of other control measures. In some cases, the provision of PPE may be a set legal requirement, eg the provision of hard hats to construction workers.

#### **4. LEGAL CONSIDERATIONS**

The following piece of legislation applies to this policy:

- The Personal Protective Equipment at Work Regulations (Northern Ireland) 1993
- The Deregulation Act 2015 (concerning the wearing of safety helmets by turban wearing Sikhs).

#### **5. PROCEDURES**

Where PPE is required to be worn, employees and workers will be advised of this, and the requirement will be reinforced by [notices](#) at the entrance to designated areas".

When a need for PPE has been identified, e.g. through the introduction of a new working process, we will seek to initially obtain the required item(s) on a trial basis. This is to allow the end user(s) to assess suitability within our working environment and to ensure that the items can be maintained in an efficient state.

PPE is issued free of charge to the employee or worker.

Whilst cost is obviously a factor, we recognise that any PPE needs to be suitable, not only for its intended purpose, but for the individual user. For this reason, our purchasing decisions will balance both cost and suitability for the individuals concerned. Any issues with the selected items (such as health problems, discomfort etc) will be overcome wherever possible in our selection of items, eg by purchasing an alternative item.

Items such as, [footwear](#), [eye protection](#), [ear protection](#), [headwear and gloves](#) will be provided to employees on a personal basis. However certain other items, such as [disposable gloves](#), will be stored centrally. When these items are required, staff will be required to [make use of them](#).

#### **6. EMPLOYEE RESPONSIBILITIES**

Where a need to wear PPE, whilst working with a particular process or in a certain area, has been identified, all employees are required to comply. Where PPE is mandatory, non-compliance will be treated as a potential disciplinary matter.

Employees are also expected to use and maintain any PPE issued to them in accordance with the manufacturer's instructions. If any defects are found, they should be reported to the relevant supervisor/manager as soon as possible.

Whilst PPE will be issued free of charge to employees, we do ask that such equipment is kept in good condition. Employees will be required to pay for the replacement of any items of PPE that they lose or damage (other than through normal wear and tear) and will also be required to return their PPE on leaving our employment.

When working on client/customer or other premises on a contract for a client/customer that has a more stringent PPE policy, the client's/customer's rules must be adhered to.

**7. EMPLOYEE TRAINING**

Where necessary, we will provide instruction, information and training to staff on how to use and look after the PPE. This will include how to obtain it and the process for reporting any suspected defects.

**8. BREACH OF THIS POLICY**

Any breach of this policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure.

**9. RELATED POLICIES AND DOCUMENTS**

We also have the following related policies and documents: Health and Safety Policy; Health and Safety Rules; Record of Equipment Issued Form.

**10. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY**

This policy will take effect from [1<sup>st</sup> December 2016](#).

The [Health and Safety Officer](#) has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (**at least annually**) and additionally whenever there are relevant changes in legislation or to our working practices.

Employees will be consulted about any proposed changes, and adequate notice given of these.

Any queries or comments about this policy should be addressed to [The H&S Officer](#).

**POLICY REVIEW DATES**

<a href="#">9<sup>th</sup> February 2018</a>			