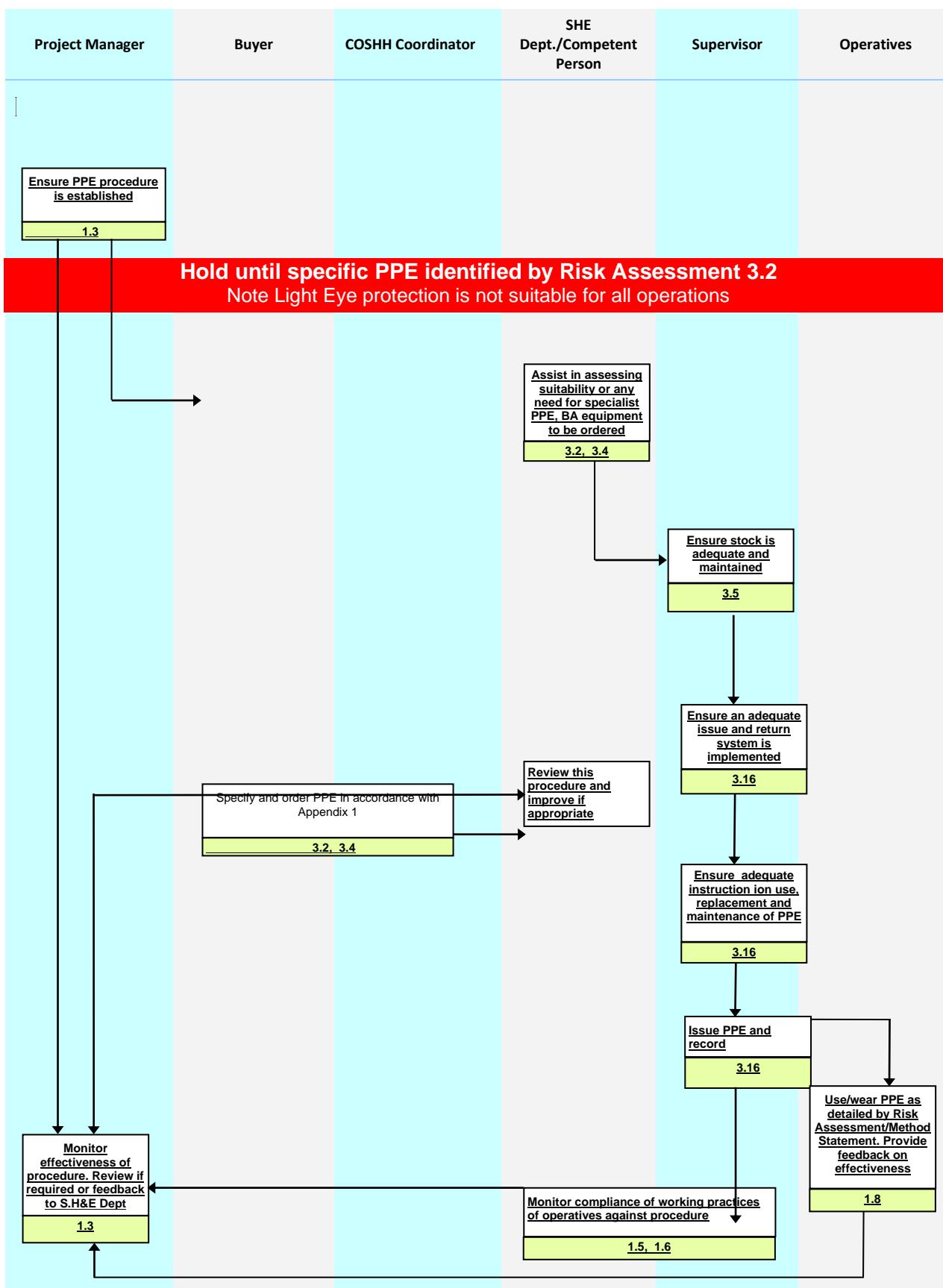


2 SAFETY AND ACCIDENT PREVENTION MANAGEMENT / ADMINISTRATION SYSTEM (SAMAS).....	1
2.3 SAFETY, HEALTH AND ENVIRONMENT PROCEDURES.....	1
2.3.9 PERSONAL PROTECTIVE EQUIPMENT (PPE).....	1
2.3.9.1 Responsibilities.....	4
2.3.9.2 Definitions.....	4
2.3.9.3 Actions Required to Implement This Procedure	5
2.3.9.4 Author.....	12
2.3.9.5 Approvals.....	12

PROCESS MAP – COMPANY DIRECT WORK



PURPOSE

1 The purpose of this procedure is to assign responsibilities and establish an adequate system is in place for the selection, storage, issue and maintenance of Personal Protective Equipment (PPE).

SCOPE

1 This procedure covers all **COMPANY** projects and locations under the control of **COMPANY**. A **COMPANY** is defined as the organization with responsibility for management of safety at a construction site.

REFERENCE DOCUMENTS

- 1 The following standards are referred to in this part of specification.
- 2 EN 397..... Industrial safety helmets
- 3 ISO 472..... Plastics. Vocabulary.
- 4 Qatar Regulatory Document (Construction) RD1.3 and RD 1.4
- 5 Safety, Health and Environmental Risk Management and Written Safe Systems of Work – (SHE-PRO-001)
- 6 COSHH - (SHE-PRO-002)

2.3.9.1 Responsibilities

SHE DIRECTOR

- 1 Authorises this procedure.

MANAGING DIRECTOR

- 2 Agrees and communicates PPE requirements for their area of responsibility and sets the appropriate delegated authority to allow sign off of 'exceptional' risk assessments for any deviation of the mandatory PPE requirements set out in this procedure. Provides the necessary resources in order to obtain the required PPE.

PROJECT/SITE MANAGER

- 3 Ensures that works are carried out in accordance with this procedure and arrangements are monitored.

BUYER

- 4 Ensures that PPE is ordered in accordance with the specifications set out in this procedure.

SUPERVISOR

- 5 Either supervises the work activities or the sub/work package contractor undertaking those work activities and ensures through active monitoring that the controls are in place that are required by this procedure.

SHE ADVISER

- 6 Provides advice and support in the application of this procedure and monitors others' effectiveness to manage the activities.

COMPETENT PERSON

- 7 Person identified as being competent to undertake a risk assessment in relation to the activity being undertaken.

OPERATIVE/CONTRACTORS EMPLOYEES

- 8 To comply and co-operate with **COMPANY**/Employer in respect of this and any associated procedure and requirements therein.

2.3.9.2 Definitions

PERSONAL PROTECTIVE EQUIPMENT

- 1 "Personal Protective equipment" (PPE) means all equipment which is intended to be worn or held by a person at work and which protects them against one or more risks to their health and safety, and any addition or accessory designed to meet that objective. Items such as fluorescent yellow waistcoats, safety harnesses, seatbelts, etc. are PPE as defined. Ordinary working clothes and uniform not specifically provided to protect the wearer's health and safety are not PPE.

SUITABLE

2 “Suitable” means it is appropriate for the risk, user friendly, correctly fitted, effective and complies with design, international and manufacturing standards.

OVERLAPPING REQUIREMENTS

3 N/A

RESUME OF THE REQUIREMENTS

4 The required employers are to ensure that:

- (a) PPE is provided for employees exposed to a risk of health or safety whilst at work, but only as a “LAST RESORT” in accordance with the hierarchy of risk control.
- (b) The PPE is suitable, fit for purpose and comfortable to the user. This shall also take into account the local environmental conditions (e.g. hot weather conditions).
- (c) If two different types of PPE are worn, they do not adversely affect each other’s performance against the risk (i.e. they are compatible).
- (d) PPE is maintained (including replaced or cleaned), in efficient working order and in good repair.
- (e) Appropriate storage and accommodation is provided for PPE when not in use.
- (f) Employees are provided with adequate information, instruction and training about the use of the PPE, its limitations, the risk(s) it guards against and how to maintain it in efficient working order. Such information should be easily understood.
- (g) That PPE is properly used and is effective in its control of the hazard.

5 The required employees are to:-

- (a) Use the PPE provided to them in accordance with any training and instruction given
- (b) Return the PPE to any accommodation provided for it after use

6 Report any issues, loss of or obvious defect in the PPE to their employer.

2.3.9.3 Actions Required to Implement This Procedure

PERSONAL PROTECTIVE EQUIPMENT

1 Places responsibilities on employers to provide suitable personal protective equipment to their employees whilst at work. There is a similar duty for the self-employed.

RISK ASSESSMENT

2 Prior to the selection of any Personal Protective Equipment (PPE) a risk assessment shall be carried out to identify the relevant PPE, proportionate to the risk involved. Any assessment should also take into consideration any overlapping requirements.

3 Refer to **SHE-PRO-001** to assist with this process. The risk assessment shall also consider the requirements for specialist PPE, such as Breathing Apparatus. The local SHE Dept. shall be involved in the risk assessment process and shall provide further advice in this area

4 A guide to the standards required for common PPE is in Appendix 1.

5 The List at Appendix 1 covers: -

- (a) Type of protection
- (b) Potential Health and Safety effects if not worn
- (c) Typical hazards
- (d) Relevant BS/EN

CONTINUOUS ASSESSMENT

6 **COMPANY** promotes the continual assessment of PPE in terms of fit for purpose and suitability and the users' feedback on its effectiveness, comfort and compatibility should be encouraged by the relevant project management.

7 Any feedback on its effectiveness should then be reported to the SHE Department. This could then allow for items/types of PPE to be added to the approved list. Purchase of such unlisted PPE should initially not take place until there has been consultation with the SHE Department.

CONSIDERING TYPE OF PPE

8 When considering the type of PPE, i.e. gloves, respirators, foot protection etc. further information the MSDS sheets of any hazardous materials should be consulted as detailed in **SHE-PRO-02**.

STOCK OF PPE

9 An adequate stock of the appropriate PPE shall always be available on site. This will be dependent on the contractual requirements (i.e. stipulated by clients) or as a result of risk assessment.

TYPES OF PPE

10 The main types of protection that are in regular use with **COMPANY** are:

- (a) Eye protection
- (b) Head protection
- (c) Hearing protection
- (d) Respiratory protection
- (e) Foot protection
- (f) Hand protection

MANDATORY PPE

11 **COMPANY** has a requirement in place for the mandatory wearing of the following items of PPE on all its projects:

- (a) Head protection
- (b) Foot protection
- (c) Hand protection
- (d) Eye Protection

12 In addition, where there are plant movements, Hi-Vis clothing must be worn in areas designated by the Project/Site Manager.

13 Mandatory requirements will be included in the Site Rules and communicated at Induction.

14 In exceptional circumstances an approved risk assessment may be undertaken to allow for deviation from the mandated PPE requirements. This would be at Director level.

EYE PROTECTION (SEE ALSO VII – MANDATORY REQUIREMENTS)

15 Particular operations may require the use of either glasses, goggles or full face masks etc. This will depend upon the risk exposure and the SHE Department shall be contacted and will advise on the type required.

16 It is also critical that suitable and sufficient risk assessments identify the correct type of eye protection to ensure that Light Eye Protection (LEP) is not used instead of the eye protection that may be required for potential high impact scenarios, e.g. grinding or cutting operations where goggles would be required and not LEP.

17 It is COMPANY policy to issue prescription safety glasses to COMPANY employees when applicable. Anyone who considers they need prescription safety glasses should contact the local SHE Manager/Advisor who will advise on the process to be followed.

HEAD PROTECTION (SEE ALSO 3.7 – MANDATORY REQUIREMENTS)

18 Safety helmets have a limited lifespan and this may reduce dependent on the use, environment, storage arrangements etc., for example helmets must not be stored in direct sunlight as the sun rays degrade the plastic (e.g. if stored on the rear shelf of a car). Safety Helmets should be subject to regular inspection by the user, to determine their suitability for use up to the 3-year maximum.

19 To identify the “age” of a helmet there is identification on the underside of a helmet (usually under the peak), it is usually a stamped circular disc containing a number surrounded by 4 or 12 segments. The number represents the year of the helmet shell moulding and each segment containing a dot defines the month of the year. A shell marked with six dots surrounding a number 98 would represent a shell that was moulded in June of 1998. Some manufactures use different methods, reference should be made to the manufacturer’s guidance

20 Markings on the Helmet

21 Every helmet claimed to comply with the requirements of European Standard EN 397 or equivalent, shall carry a moulded or impressed marking giving the following information:

- (a) number of European Standard EN 397 (or equivalent)
- (b) name or identification mark of the manufacturer
- (c) year and quarter of manufacture
- (d) type of helmet (manufacturer’s designation). This shall be marked on both the shell and the harness.
- (e) size or size range (in centimeters). This shall be marked on both the shell and the harness
- (f) abbreviation for the material of the shell in accordance with ISO 472 (e.g. ABS, PC, HDPE etc.)

HEARING PROTECTION

22 There are two basic types of ear defender used in construction; they are ear plugs and ear muffs. It is also possible to purchase more specialist type such as ear muffs within built communication systems.

23 Both plugs and muffs give good attenuation and comfort, although ear muffs give better protection at frequency ranges HZ 1000-8000 e.g. high impact noise, Hilti, piling hammers.

Part 2.3.09: Personal Protective Equipment (PPE)

24 In some extreme cases it may be required to give double protection, i.e. muffs and plugs. In all cases the requirement is for assessment of noise and the selection of the most suitable type of defender. Consultation with the SHE Department will help you choose the most suitable type.

25 There may also be operational constraints on the type of protection, for example plugs should not be the automatic choice if working with contaminated land and should definitely not be used when working with compressed air.

26 If there are medical reasons why a person cannot use certain types of protection then this should only be agreed to after a letter has been received from a doctor, and the person's work schedule shall be altered in order to remove him/her from the exposure areas.

RESPIRATORY PROTECTION

27 Respiratory Protective Equipment (RPE), as with any other form of PPE, should be considered as a method of last resort in preventing or reducing exposure.

28 Before ordering RPE there must be prior consultation with the SHE Department who will assist you in assessing the risks and advise on the type of RPE to purchase/use.

29 RPE includes a very wide range of devices, from disposable filtration masks to self-contained Breathing Apparatus (BA). Therefore, choosing the right type of RPE is essential. Please refer to Coshh procedure for information on face fitting or RPE.

30 In the case of Breathing Apparatus (BA) selection and suitability, the please refer to your local SHE Department shall advice.

FOOT PROTECTION (SEE ALSO VII – MANDATORY REQUIREMENTS)

31 The type of foot protection will depend on the particular circumstances and the identified types produced by means of assessing the risk. This includes the frequency of exposure and the likely severity of the injury.

32 The type and style is detailed in Appendix 1 and it should be recognised that in some circumstances personnel may be eligible for more than one type, e.g. when working in both dry and wet conditions.

33 As a minimum the protection afforded should be steel toe cap and mid sole protection.

HAND PROTECTION (SEE ALSO VII – MANDATORY REQUIREMENTS)

34 Gloves must be carefully selected so as to be fit for purpose for the hazard, taking into account use, comfort, dexterity, temperature protection and grip.

35 The general requirements of any glove must include:

- (a) Fit for purposes
- (b) Construction
- (c) Sizing
- (d) Storage requirements
- (e) Breakthrough properties

36 For whatever glove is being used on site, both product and technical information should be available for all types of glove in use.

37 Consultation with the SHE Department will provide further advice on type/selection. Where gloves are required to prevent a health risk, they will be selected as part of the Coshh assessment.

38 NB: *For further details on all the above protection see Appendix 1.*

FALL PROTECTION (WORKING AT HEIGHTS)

39 Where work at heights cannot be avoided, suitable access shall be provided with fall protection measures in place. This will include the need to use specialist working at height PPE as determined by the risk assessment.

40 When determining the type of PPE, it should be noted that the level of control decreases when descending the following list:

- a) Fall Restraint System – (I.e. Fixed lanyard (no shock absorber) which prevents the fall)
- b) Fall Restriction System – (I.e. Inertia reel or positioning system which limits the fall to less than 0.6m)
- c) Fall Arrest System – (I.e. Lanyard with shock absorber which arrests the fall)

41 In some circumstances in order to aid mobility the wearer of a full body harness maybe required to wear a double lanyard so that they are always clipped onto an anchor point.

42 All persons shall receive adequate training in the use of fall protection PPE, including how to wear it, how to inspect it and how to store it. This training shall also include the selection of suitable anchor points and details as to the consequences of not wearing the equipment correctly.

43 All fall arrest and fall restraint PPE equipment shall be checked before use and six monthly by a competent person.

44 Damaged equipment shall be removed from service and replaced immediately

MINIMUM DRESS STANDARDS

45 The minimum acceptable dress on site when working is:

- (a) Long Trousers (Waist to ankle. Shorts & $\frac{3}{4}$ length are not permitted)
- (b) Shirt, T Shirt, Polo Shirt, wearing of short sleeves may also have restrictions in terms of COSHH assessment requirements such as protection against irritants etc. – Long sleeves preferred (Vest, singlets are not permitted)
- (c) Safety helmet
- (d) Safety footwear

CE MARKING

46 All PPE manufactured and imported from the European Union should have CE marking indicating its conformity with the PPE directive. Items referred to within this document conform to the CE standard marking and site management will check compliance.

47 NB: NUISANCE DUST MASKS (mask or gauze pad) do not conform to the European Standard EN149 and are not CE marked. Therefore, they are not classified as protective equipment and SHALL NOT be used on site.

ISSUE AND USE

48 The **COMPANY** Personal Record/Issue Card logs shall be completed for the issue of protective equipment/clothing to confirm receipt by employees.

49 All PPE issued to **COMPANY** employees shall be issued/replaced free of charge.

50 Abuse or non-use of PPE supplied is a disciplinary offence.

51 In addition to the issue of equipment the project manager shall ensure that there are procedures in place for the replacement, maintenance, means of reporting defects, storage and, if appropriate, return of PPE when not in use.

52 Where relevant adequate information, instruction and training proportionate to the risk shall be provided. This may range from instruction on how to fit and fit test RPE through to the mandatory legal requirement for training in the use of BA.

SUPPLIERS

53 Suppliers quoted within these procedures have no prior arrangements or contractual agreements and all purchases shall be made in accordance with COMPANY Procurement Procedures.

CONTRACTORS, VISITORS AND LABOUR AGENCY PERSONNEL

CONTRACTORS

54 It is a condition of contract that all contractors provide PPE to the appropriate BS/EN or equivalent standards as required, and also be of the type identified by the Project or the contractors' risk assessment.

55 The type identified for the Project will, where appropriate, be discussed at the initial safety meeting.

56 If the contractors do not supply the relevant PPE then COMPANY will supply the PPE and charge the contractor at cost, plus handling fee.

LABOUR AGENCY PERSONNEL

57 Labour agencies are required by COMPANY contract conditions to ensure the personnel they supply to COMPANY possess the relevant PPE. Visitors shall comply with the directions of the Project Manager.

APPENDIX 1 - PPE PURCHASE LIST

Type of Protection	Typical Hazards	Relevant BS/EN
Eye Protection Potential Health & Safety effects if protection not worn: - <ul style="list-style-type: none">• Blindness• Eye injuries (various)• Cataracts• Headaches• Restricted vision• Eye strain• Arc eye	<ul style="list-style-type: none">• Chemicals• Liquids• Gases• Molten metal• Hot solids• Short circuit electrical• Direct sunlight• Laser beams• Airbourne dust (large and small particles)• Flying particles (high and low velocities)	BS 2092 (ISO 18526-1) EN 166 (ISO 16321-1; ISO 16321-3) 349B (ISO 13854)
Head Protection Potential Health & Safety effects if protection not worn: - <ul style="list-style-type: none">• Head injuries• Sunburn• Cuts, bruises• Fractures• Concussion• Unconsciousness	<ul style="list-style-type: none">• Falling objects• Striking objects• Sunlight UVA & B• Restricted view	EN 397
Hearing Protection Potential Health & Safety effects if protection not worn. <ul style="list-style-type: none">• Hearing damage• Noise induced hearing loss• Tinnitus• Increased stress levels• Communication problems	<ul style="list-style-type: none">• High noise levels• Low frequency noise levels• Mid frequency noise levels• High frequency noise levels• High impact noise levels	EN 352-1 EN 352-2 EN 352-3
Respiratory Protection Potential Health & Safety effects if protection not worn: - <ul style="list-style-type: none">• Upper tract respiratory problems i.e. rhinitis• Lower tract respiratory problems i.e. asthma, bronchitis• Toxic poisoning (various health effects)• Viral infections• Asphyxiation	<ul style="list-style-type: none">• Harmful dusts• Inhalable dusts• Respirable dusts• Toxic dusts• Gases• Liquids or solids• Micro biological• Vapours• Fumes• Mists• Oxygen deficiency	EN149 EN 140 EN 405
Foot Protection Potential Health & Safety effects if protection not worn: - <ul style="list-style-type: none">• Foot injuries/amputation• Burns• Dermatitis• Biological infection• Blood poisoning• Sprains & strains• Fractures• Bruising• Cuts	<ul style="list-style-type: none">• Falling objects• Sharp objects• Piercing objects• Cements• Oils• Contaminated land• Chemicals• Water/mud• Uneven ground	EN 345 (ISO 20345) and 346 (ISO 20346)
Hand Protection Potential Health & Safety effects if protection not worn: - <ul style="list-style-type: none">• Hand injuries general• Cuts/lacerations• Dermatitis• Burns• Poor dexterity and grip (i.e. due to cold weather)	<ul style="list-style-type: none">• Sharp objects• Abrasives• Chemicals• Oils• Cement• Wood• Lack of dexterity• Cold/ Heat• Weather• Water	EN 420 (ISO 21420)
High Visibility Clothing Potential Health & Safety effects if protection not worn: - <ul style="list-style-type: none">• Bruising• Fractures• Concussion• Unconsciousness• Death	<ul style="list-style-type: none">• Cars• Mobile Equipment• Heavy Equipment	EN 471 Class 3 (ISO 20471)
Working at Height (Fall Protection) • Falls from height	<ul style="list-style-type: none">• Unprotected edges• Basket ejection (MEWP)• Scaffold collapse	EN 354 EN 355 EN 361 EN 362

Notes: 1) This list must be read in conjunction with any relevant company procedure.
2) When in doubt the SHE Department must be consulted to assist in any assessment or alternative PPE.

2.3.9.4 Author

SECTION	NAME	POSITION IN COMPANY	CONTACT DETAILS
		SHE Manager	

2.3.9.5 Approvals

	NAME	POSITION IN COMPANY	SIGNATURE & DATE
Approved by:		SHEQ Director	