

# Cumbria O&M Services Ltd.

Professional Operations & Maintenance Support Services





















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## **Personal Protective Equipment (PPE) Management Process**

Hard copy document for reference only, please refer to master copy on SharePoint

Title	Document Number	Document Number		Date
PPE Management Process	COMS S015	COMS S015		19/04/2024
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Template

Date

### **Revision History**

Revision	Issue Date	Alterations/Additions	Initials
1	14/06/2022	First Issue	MG
2	18/05/2023	No changes identified	MG
3	19/04/2024	No changes identified	MG

### **Associated Documents**

Document Type	Number	Title
Process Flow	PFC27	Task Risk Assessment – Process Flow
Template	T094	PPE Issue Acknowledgement Form
Regulation		Personal Protective Equipment (PPE) at Work Regulations 2022
Communication Briefing		PPE Awareness Brief

### **Personal Protective Equipment**

The purpose of this procedure is to clearly articulate the steps required for the provision and use of Personal Protective Equipment for use whilst operating on COMS managed projects and other related work tasks.

PPE is defined in the Regulations as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person's health or safety, and any addition or accessory designed to meet that objective'.

Where an employer finds PPE to be necessary after a risk assessment, using the hierarchy of controls, they have a duty to provide it free of charge.

There are two main regulations that apply:

## 1. Personal Protective Equipment (PPE) at Work Regulations from 6 April 2022:

PPER 1992 places a duty on every employer in Great Britain to ensure that suitable PPE is provided to 'employees' who may be exposed to a risk to their health or safety while at work.

PPER 2022 extends this duty to limb (b) workers and comes into force on 6 April 2022. Employers need to carefully consider whether the change to UK law apply to them and their workforce and make the necessary preparations to comply.

#### 2. The Management of Health and Safety at Work Regulations 1999

Regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. The provision of PPE whilst not the first line of defense, does form part of the essential health and safety provisions of a business.

## Definitions, Roles and Responsibilities

COMS Directors are responsible for:

- For ensuring risk assessments are carried out.
- Allocating sufficient funding for the provision, maintenance, testing, and storage of PPE.
- Ensuring suitable training as appropriate in the use of PPE and recording of this training is carried out.

Supervisors and Line Managers are responsible for:

- For carrying out, or ensuring the carrying out and monitoring/review, of all risk assessments, including for PPE.
- Ensuring the provision of appropriate PPE based on the risk assessment(s).
- Ensuring that those provided with PPE are using the PPE appropriately and in line with the risk assessment(s).

Individual Users are responsible for:

- Using PPE in accordance with the findings of relevant risk assessments.
- Wearing and using PPE provided in accordance with the training and instruction given.
- Attending any training given in the use of PPE issued to them.
- Checking PPE for defects prior to each use and reporting any loss or defects in the equipment to line manager or relevant supervisor.
- Taking all reasonable steps to ensure that, after use, all PPE is clean and undamaged.
- Informing their Supervisor or Line Manager if additional PPE is required.

#### **Contractors**

It is required that contractors working for COMS will match the standard of care required by this procedure, when managing safety for their own employees. Contractors will need to be supplied with adequate information regarding local site hazards for them to carry out a suitable and sufficient risk assessment, including for PPE. This information must be supplied to COMS before work starts to ensure in complies with their standards and expectations.

PPE Co-ordinator – The person from within COMS who is responsible for issuing PPE to the relevant personnel.

## What is Required?

A risk assessment must be carried out in line with COMS procedures that identifies hazards and the requisite control measures required to mitigate those risks.

Once identified, COMS need to ensure the PPE is:-

- provided
- compatible
- maintained
- correctly stored
- · used properly

All PPE issued will be recorded by the PPE co-ordinator on the COMS PPE Issue Acknowledgement Form – Template T094.