

DOCUMENT NUMBER: QMS100217	TITLE: Provision and Use of PPE Procedure	
REVISION: 1	DOCUMENT CLASSIFICATION: 02 – Work Instruction	

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1 PURPOSE

The purpose of this procedure is to ensure that all employees, contractors, and visitors are adequately protected from workplace hazards that cannot be eliminated or sufficiently controlled by other means. This policy sets out the company's commitment to providing suitable and sufficient PPE, ensuring its correct use, maintenance, and storage, and promoting a safe working environment in line with relevant legal requirements and industry best practice.

2 SCOPE

This policy applies to all direct employees of KLG, and employees of other organisations engaged to undertake works on behalf of KLG.

3 REFERENCE DOCUMENTS, FORMS

External Document References (If applicable)	
Document Number	Document/Form Name
N/A	Health and Safety at Work etc. Act 1974
N/A	Management of Health and Safety at Work Regulations 1999
N/A	Personal Protective Equipment at Work Regulations 1992
HSG53	Respiratory protective equipment at work A practical guide

Internal Document References (If applicable)	
Document Number	Document/Form Name
QMS100200	Health & Safety Policy
QMS100201	Spill Response Procedure
QMS100210	CoSHH Assessment Template

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4 DEFINITIONS

List definitions of terms or abbreviations	
Term	Definition
Personal Protective Equipment (PPE)	Equipment worn or held by an individual to protect against one or more risks to their health or safety at work. This includes items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, and respiratory protective equipment.
Respiratory Protective Equipment (RPE)	A type of PPE designed to protect the wearer from inhaling hazardous substances, including dust, fumes, vapours, or gases.
Hazard	Anything with the potential to cause harm, such as machinery, chemicals, noise, or manual handling activities.
Risk	The likelihood that a hazard will cause harm, combined with the severity of that harm.
Risk Assessment	A systematic process of identifying hazards, evaluating risks, and determining appropriate control measures, including the need for PPE.
Control Measures	Actions taken to eliminate or reduce risks to an acceptable level. PPE is considered the last line of defence after other controls (e.g. engineering or administrative controls).
User	Any employee or individual required to use PPE as part of their work activities.
Hierarchy of Control	A system used to minimise or eliminate exposure to hazards, where PPE is used only after higher-level controls have been considered.

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5 RESPONSIBILITIES

List all the participating roles and summarize their responsibilities related to the procedure	
Role	Responsibility
Directors	Provide sufficient funds to ensure PPE selected for use to control risks identified within the business may be purchased.
HSEQ Manager	- Ensure risk assessments have been undertaken for all works and resultant risks have been assessed and controls have been recommended for implementation. - Using the hierarchy of controls principle for the reduction in the likelihood of a hazards occurrence, with PPE only being recommended as a last resort. - Outcomes of risk assessments and recommendations for PPE use shall be communicated to the Operations Manager. - Undertake Site Inspection and check PPE use is appropriate and in accordance with RAMS.
Operations Manager	- Liaise with the HSEQ Manager and review RAMS documentation. Where PPE has been stipulated for use, this information is to be translated onto Project Job Sheets so employees can ensure they have the relevant PPE prior to mobilising to their project site. - For long use PPE items, such as steel toe boots, jackets, weatherproof, insulated clothing and RPE, the Operations Manager shall ensure that the QMS100212 <i>PPE & Uniform Receipt</i> has been completed and signed by the employee, then submitted to the HSEQ Manager and HR Manager for logging against the employee's profile.
Contract Mangers	Undertake Safety Audits on site, checking PPE use in accordance with the project specific RAMS.
Site Supervisors	Undertake site checks, checking PPE use in accordance with the project specific RAMS. If employees require PPE to be replaced or replenished whilst on site the Supervisor shall hold a small stock of replacement items.

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6 OPERATIONAL PROCEDURE

Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 require PPE to be supplied to KLG employees. The Regulations also require that PPE is:

- Properly assessed before use to make sure it is fit for purpose
- Maintained and stored properly
- Provided with instructions on how to use it safely
- Used correctly by employees

6.1 Assessing Suitable PPE

To make sure the right type of PPE is chosen, the KLG HSEQ Manager shall consider the different hazards in the workplace and identify the PPE that will provide adequate protection against them, this may be different for each job.

Consider the following when assessing suitability:

- Does the PPE protect the wearer from the risks and take account of the environmental conditions where the task is taking place. For example eye protection designed to protect against agricultural pesticides may not offer adequate protection when using an angle grinder to cut steel or stone.
- Does using PPE increase the overall level of risk or add new risks, e.g. by making communication more difficult.
- Can it be adjusted to fit the wearer correctly.
- What are the needs of the job and the demands it places on the wearer. For example, the length of time the PPE needs to be worn, the physical effort required to do the job or the requirements for visibility and communication.
- If someone wears more than one item of PPE, are they compatible. For example does using a respirator make it difficult to fit eye protection properly.

7 PERMIT TO WORK PROCESS

7.1 Request

The permit holder must submit a request to the permit issuer prior to any work begins, the request must include details of the task, location, personnel involved, and duration to covered. Hot works permits will only be issued in 24hr blocks

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7.2 Risk Assessment and Planning

The permit holder is to ensure a suitable risk assessment and method statement (RAMS) is completed and identify required controls (e.g. isolation, PPE, barriers, ventilation)

7.3 Authorisation

The Permit Issuer will review the documentation and inspect the work area if required. The permit is issued only when all controls are confirmed

7.4 Briefing

The permit holder is to ensure all involved personnel understand:

- The scope of work
- Hazards and controls
- Emergency arrangements
- The permit is signed

7.5 Work Execution

Permit holder is to ensure work is carried out in accordance with the permit conditions. The permit must be displayed at the work location. Conditions are monitored throughout the task by managers and supervisors

7.6 Suspension of Work

Works **MUST** stop if:

- Conditions change
- Controls are no longer effective
- The permit expires
- The permit must be revalidated before work resumes

7.7 Completion & Close-Out

On completion of works the Permit holder will confirm the work is complete and the area is left safe. All tools, materials, and isolations are removed or reinstated, The Permit Issuer will then sign off and closes the permit

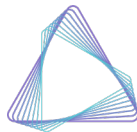
8 PERMIT DURATION

Permits are valid only for the specified time period. Permits must be reissued if work continues beyond expiry. Permits are invalid if conditions change

9 TRAINING AND COMPETANCE

All Permit Issuers are trained and authorised. Permit Holders must be competent in the task. Employees and contractors are made aware of the PTW system during induction

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10 MONITORING & REVIEW

Works are monitored for compliance through inspections and audits. All incidents and near misses involving permit work are subject to investigation as per QMS100202. This procedure is subject to updates as required

The following records are generated from this process.		
TYPE OF RECORD	ABBREVIATION	WHERE RETAINED
Permit To Work	PTW	Company Server
For Control and Retention of Quality Records, see QMS100302		

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