

Personal Protective Equipment (PPE) Policy

Policy Statement

At NMT Crane Hire Limited, we are committed to ensuring the health, safety, and welfare of all our employees, contractors, visitors, and other stakeholders. This Personal Protective Equipment (PPE) Policy outlines our approach to ensuring that appropriate PPE is provided, used, and maintained to reduce the risk of injury in the workplace.

Purpose

The purpose of this policy is to define the requirements and responsibilities for the provision and use of PPE to ensure the safety of all personnel working at NMT Cranes. It is our goal to ensure that PPE is used where necessary to protect against health and safety risks and that employees are properly trained in its use.

1. Legal Requirements

Under the **Health and Safety at Work etc. Act 1974**, and the **Personal Protective Equipment at Work Regulations 1992** (as amended), NMT Cranes has a duty to ensure that PPE is provided and used when necessary to protect employees from health and safety risks.

PPE will be supplied free of charge to employees where risk assessments determine that it is necessary.

2. Responsibilities

a) Employer Responsibilities

- Conducting a risk assessment to identify potential hazards and the need for PPE.
- Ensuring PPE is provided, maintained, and replaced as necessary.
- Providing proper training and instructions on the correct use, maintenance, and storage of PPE.
- Ensuring that PPE is suitable for the identified risks and properly maintained to ensure its effectiveness.
- Reviewing the use of PPE periodically to ensure it continues to meet the health and safety requirements.

b) Employee Responsibilities

- Wearing the provided PPE when required by risk assessments or when instructed by management.
- Ensuring that PPE is maintained and kept in good working condition.
- Reporting any defects or issues with PPE to a supervisor or manager.
- Participating in training sessions regarding the correct use of PPE.

c) Manager/Supervisor Responsibilities

- Ensuring that employees are provided with suitable PPE.
- Monitoring the use of PPE in the workplace and addressing non-compliance.
- Reporting any incidents, accidents, or near-misses involving PPE to management.

3. Risk Assessment and PPE Requirements

A detailed risk assessment will be carried out for all roles within the company to identify hazards that may require PPE. Based on these assessments, PPE will be provided to protect employees from potential risks such as:

- **Physical hazards** (e.g., construction, machinery)
- **Chemical hazards** (e.g., exposure to harmful substances)
- **Biological hazards** (e.g., infectious materials)
- **Environmental hazards** (e.g., noise, temperature extremes)

PPE may include, but is not limited to:

- **Head protection** (e.g., helmets, hard hats)
- **Eye and face protection** (e.g., safety glasses, face shields)
- **Hearing protection** (e.g., earplugs, earmuffs)
- **Respiratory protection** (e.g., masks, respirators)
- **Hand protection** (e.g., gloves)
- **Foot protection** (e.g., safety boots, steel-toe caps)
- **High-visibility clothing**
- **Protective clothing** (e.g., aprons, coveralls)

4. Provision and Maintenance of PPE

- **PPE will be provided at no cost to employees.**
- **PPE will be appropriate for the risks identified and be comfortable to wear.**
- **PPE will be inspected, cleaned, and maintained regularly. Where PPE is damaged, worn, or no longer fit for purpose, it will be replaced immediately.**
- **The company will keep records of PPE issued, including size, type, and any maintenance or replacement records.**

5. PPE Training

All employees required to use PPE will receive training on:

- The reasons for using PPE and the risks it protects against.
- The correct use of PPE (how to wear, adjust, and remove it safely).
- How to maintain and store PPE properly.
- The limitations of PPE and when it is necessary to report any issues or defects.

Training will be provided during the induction process and refreshed periodically or when changes occur in PPE requirements or the work environment

6. Monitoring and Enforcement

- Supervisors and managers are responsible for ensuring that employees use PPE as required and comply with this policy.
- Regular inspections will be carried out to ensure that PPE is used correctly and maintained in good condition.
- Non-compliance with PPE requirements will be addressed through disciplinary procedures, which may include retraining or other corrective action.

7. Review of PPE Policy

This PPE Policy will be reviewed annually or whenever there are significant changes to the work environment, equipment, or legislation that might impact PPE requirements. Any changes to the policy will be communicated to employees promptly.

By adhering to this policy, we aim to ensure the health, safety, and well-being of all employees and to meet our legal responsibilities under health and safety regulations.

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:
09.12.2024

Next Review Date:
09.12.2025