



Aquatic Control Engineering

PPE Policy and Guidance

Date Reviewed: 12/07/2022

Next Scheduled Review: 12/07/2024

General Policy Statement

Aquatic Control Engineering Limited will take all reasonable steps to ensure that hazards are controlled at source by methods and systems of work. Where this is not practicable, the company shall provide suitable and sufficient PPE free of charge to staff, sub-contractors and visitors to sites who may be exposed to any risk while at work.

Aquatic Control Engineering Limited shall comply with the Personal Protective Equipment (PPE) at Work Regulations 2022 (PPER2022) and any other relevant legislation. PPE is designed to be worn, or held, by a person at work to protect them against hazards likely to endanger their health or safety at work.

Personal Protective Equipment Includes:

Protective clothing, i.e. Hard Hats, Hi Vis Clothing, waterproof clothes, gloves, safety footwear, helmets, etc. Protective equipment i.e. eye protectors, respirators, breathing apparatus and safety harness, etc.

This list is not exhaustive.

Aquatic Control Engineering provide Face Fit Testing for Respiratory Protective Equipment. Alternatively, the use of the Power Cap Infinity is available, which does not require face fit testing.

Personal Protective Equipment Process:

PPE will be discussed and issued on induction to the company. PPE is given to any employee and on an individual requirement basis who may be exposed to any risk whilst at work.

A PPE Personnel Issue record is issued and kept by the Health and Safety representatives within the Health and Safety folder on controlled documents.

Some items may be disposable, such as gloves and inner ear defenders, there is a central location within the warehouse for these items; PPE disposable cupboard.

Periodic checks will be carried out by the Health and Safety representatives and kept in the Warehouse. On an annual basis PPE records will be reviewed and updated depending on issue throughout that year. This will consist of ensuring personnel have the relevant PPE issued, it is in good condition and in their possession. See the PPE personnel issue spreadsheet for all employees.

If you wish to obtain new PPE, you should ask HR or the H&S Manager.

Training

All employees will receive basic in-house training on the use of PPE on their induction. The company also provides information training on Personal Protective Equipment through the iHasco training portal. It is important that all users of any PPE complete this training.

Where further training is required, external specialist training will be given to relevant staff.

Assessments

Assessments will be carried out by persons completing the Risk Assessments and Method Statements and who are fully aware of the hazards associated with the task, usually the Project Manager or Supervisor, and the assessment recorded in the Personal Protective Equipment Section.

Dynamic Risk Assessments will be carried out on site by those present. If additional PPE requirements are identified, this must be fulfilled prior to works starting.

Assessments should be reviewed whenever there is a significant change in an individual's work or physical status.

A Permit to Work which requests any PPE can be regarded as an assessment in addition to any previous assessments for that type of work.

Supervisors' Responsibilities:

Before ACE Employees or Sub Contractors carry out any work requiring PPE, they should be informed by their supervisor where PPE may be obtained and be briefed on the risks involved and how the PPE is to be used.

All PPE which has direct contact with any body parts must be issued on an individual basis. Examples of PPE which fall into this category include gloves, respirators, helmets, ear protection etc.

Supervisors must ensure that all PPE issued is worn as appropriate to the task and assessment and that individual records of assessments/issue are recorded on an Aquatic Control Engineering Limited record, with individuals signing to acknowledge receipt of the equipment.

Supervisors must ensure that all required maintenance and replacement systems are in place before degradation of performance or expiry date.

Duties of Staff and Sub Contractors:

It is the duty of ACE Employees and subcontractors to use all equipment required by an assessment or site-specific rules and report any loss or defect to their supervisor. It is the duty of ACE Employees and subcontractors to stop and report the failure of use of PPE by other workers to the site supervisor/manager. Failure to use such equipment shall be regarded as a disciplinary offence. It is the responsibility of all ACE Employees to look after their PPE issued to them.

Minimum PPE issued:

Operations Team:

- 7 in 1 hi vis coat
- Hi vis warm, padded coat
- Boots
- Wellies
- Trousers

- Helmets, gloves, eye protection
- Life Jackets

Projects Team:

- Warm, Waterproof hi vis coat
- Helmet, gloves any other items depending on job that is being completed

All other ACE Employees / sub-contractors:

- Where required the correct PPE will be provided free of charge for anyone working under the control of Aquatic Control Engineering.
- All staff are advised to request PPE where needed

Signed:



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Managing Director



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