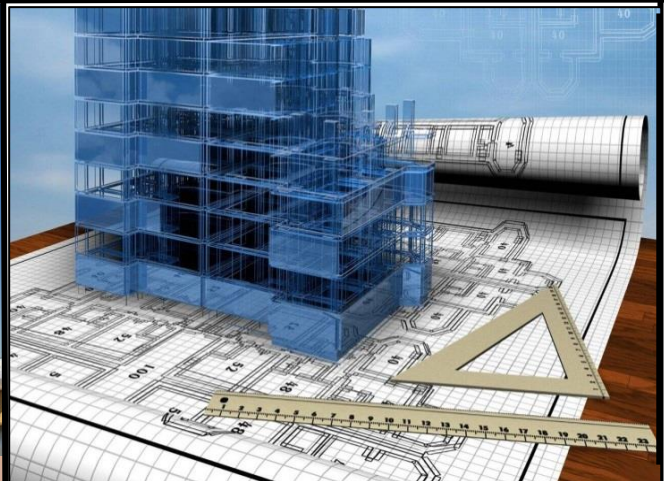


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TWC Consulting (Property Services) Limited PPE Policy



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Personal Protective Equipment (PPE) and Clothing

1.0 Introduction

The duty to provide personal protective equipment rests with the employer. Personal Protective Equipment (PPE) is the last resort to protect operatives and must only be recommended when all other methods of undertaking the work have been exhausted. PPE includes protective clothing and equipment to protect the head, eyes, hearing, hands, feet, and also includes Respiratory Protective Equipment (RPE). Thus it includes all equipment and clothing worn by a surveyor/s to protect against one or more hazards likely to endanger safety or health at work.

There is a considerable requirement within the construction industry for the use of protective equipment, even as a last resort, in view of the fact that even on the safest of sites hazards are not totally eliminated. PPE is available from TWC Consulting at all times. Surveyors will be provided with lists of PPE items necessary to conduct survey work. Should any doubt exist as to the correct PPE to be worn the Company Director should be consulted.

2.0 Selection

Personal protective equipment should only be selected when the risks have been assessed by a competent person. For many typical situations the assessment will be contained in this policy document i.e. requirements for head protection, foot protection, eye protection etc. Alternatively, information is contained in the manual relating to assessments made under the Control of Substances Hazardous to Health Regulations (COSHH Manual) or in sub-contractors' Method Statements and/or Risk Assessments.

When the assessment has been completed and it is considered necessary to issue PPE the equipment must be selected which:

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- Gives adequate protection to the worker;
 - Complies with the relevant British or European standard;
 - Is suitable to the worker, including fitting correctly;
 - Is compatible with the work.

All PPE is provided free of charge by TWC Consulting and supplied in a clean, hygienic and good working order. The Practice will provide all surveyor with any PPE which has been assessed as being required free of charge. It is important that employees that need to be issued with PPE are provided with adequate information, instruction and training in its use and care.

3.0 Head Protection

It is Practice Policy that all sites are deemed "Hard Hat" areas, however there may be times when this rule may be relaxed, any relaxation must only be permitted after a suitable assessment has been completed. The assessment must be written and all employees informed. Head protection of other standards, e.g. Bump Caps to BS EN 812 is not permitted unless:

- Work is being carried out in such confined conditions that a helmet conforming to BS EN 397 cannot be worn;
- There is no risk of injury to the head other than by striking it against fixed objects i.e. no risk of being struck by falling materials.

When determining the style of helmet consideration must be given to other items of PPE which may be required to be worn, i.e. ear defenders, goggles, face shields, etc. Helmets that show any signs of damage such as cracks, bad scratches, loose or broken straps, etc. must be immediately replaced. Any helmet subjected to severe impact should be replaced even if damage is not immediately apparent. Helmets which are used daily and exposed to sunlight have a realistic life span of about three years from date of issue and should be replaced after this period irrespective of any signs of wear or damage.

4.0 Eye Protection

Eye protection must comply with BS EN 166. Where the risk is from flying particles the protection must be to impact Grade 1 (marked BS EN 166B"). Where they are to protect against chemicals they must be of Chemical Grade (marked "BS EN 166-3"). For protection against hot metal they are marked "BS EN 166-9". Some eye protection is suitable for all types and will be marked with all the symbols on the frame housing and it is strongly recommended that this type is used as it does away with the need to ensure the right type is used for each particular job. Surveyors must be made aware of the high risk involved in not wearing eye protection when undertaking hazardous tasks.

5.0 Hearing Protection

Many operations in the construction industry can result in personal noise exposure which can cause hearing loss. If a noise assessment shows that hearing protection is required an assessment should be made of the type of hearing protection required. The main consideration is whether it will adequately reduce personal noise exposure. All hearing protection is supplied with information on the amount by which it will reduce noise exposure. If in doubt contact the manufacturer or the Safety Consultants unless disposable hearing is provided, i.e. ear plugs, arrangements must be made to ensure that it is kept in good condition and is replaced when necessary. Hearing protection should conform to BS EN 352.

6.0 Hand Protection

The first consideration in the selection of protective gloves is to identify the hazard to be overcome i.e. abrasion, cutting, tearing, temperature, water, chemical, etc. and the requirement of the glove in respect of flexibility, dexterity, comfort, liquid proof, dry grip, wet grip, temperature protection and cost. The main considerations which will apply in the construction industry are: abrasions - gloves which are to be used to protect against abrasion will usually be of leather or those having leather palms. Where gloves are to be worn in the wet polyvinyl chloride (PVC) will give a high standard of water (and oil and chemical) resistance, in addition to preventing abrasions. Grip - Where grip is important, e.g. for scaffolding, gloves made of a base material such as knitted nylon or cloth with a latex coating are suitable. Chemical - Air impermeable (plastics or rubber) gloves will be necessary for operations such as de-greasing or paint spraying. It is important that the COSHH Assessment for the substance to be handled is strictly adhered to. Heat - Leather gauntlets will be appropriate.

7.0 Respiratory Protection Equipment (RPE)

Respiratory Protective Equipment (RPE) must be provided for anyone who is exposed to a contaminated atmosphere where the contaminant cannot be removed prior to persons entering the area affected. It is important to realise that RPE cannot be used in oxygen deficient atmospheres where breathing apparatus (BA) must be used to supply air. If sufficient oxygen for breathing is present but the air is contaminated, respirators which purify air can be used. Selection of RPE should be based upon:

- The extent of the airborne hazard;
- The nature of the hazard;
- The standard of protection offered by different types of respiratory equipment approved by or conforming to standards approved by the HSE;
- Work requirements and conditions;
- Face-piece fit for the wearer.

The COSHH assessments must be referred to in order to ascertain the type of RPE required. It is essential that every person required to wear RPE is trained in its selection, use and application and the procedures to be adopted in case of emergency.

8.0 Foot Protection

As previously stated, an assessment should be carried out to ascertain the most effective personal protective equipment and this will include footwear. Having assessed the risks in accordance with HSE guidance on the Personal Protective Equipment Regulations it is Practice Policy that all persons who visit site/s must be provided with safety boots which give protection to the toes in the event of materials falling on the foot, i.e. steel toe caps that provide protection from penetration of sharp objects such as nails, i.e. steel midsoles. Persons who require Wellington boots to provide protection against ingress of water, e.g., when persons have to work in the rain, sleet or snow or when working in wet substances such as concrete or mud or in sewers should be provided with boots which have steel toe caps and steel midsoles.

Surveyors must wear the safety footwear provided. Trainers and soft shoes will not under normal circumstances be permitted but where this is required the agreement of the Site Manager must be obtained.

9.0 Protective Clothing

Surveyors who are required to work adjacent to moving traffic, vehicles or plant, should be provided with and wear High-Visibility waistcoats, tabards or jackets. This applies in particular to persons on or next to a road. Jackets, including sleeves, should be provided in preference to waistcoats or tabards on high speed roads, i.e. speed limit more than 30 mph. Surveyors whose duties require them to work in the open air during inclement weather conditions should be provided with suitable clothing to protect them against the wet and/or cold.

Foot Wear Safety Footwear BS EN 345

Protective Footwear BS EN 346

Occupational Footwear BS EN 347


Hands Industrial BS 1651

Rubber: Electrical BS 697

High Vis Clothing BS EN 471

Company Director

Thomas Claffey BSc (Hons) MSc MRICS



On behalf of TWC Consulting (Property Services) Ltd

Dated: 01-09-2021

