

## PERSONAL PROTECTIVE EQUIPMENT

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### AIMS OF SECTION

- ▶ To reduce the number of injuries that are caused at work which were avoidable had the correct Personal Protective Equipment (eg. gloves, goggles, masks, hard hat, safety shoes) been worn.
- ▶ To provide the basis for compliance with local legislation.

### INSTRUCTIONS

- ▶ An assessment of risk is undertaken for those tasks, which are carried out, where a risk still exists as they could not be prohibited or substituted with a less dangerous method.

Commonly these may involve the following:

- knives and cutting equipment
  - hot equipment
  - chemicals
- ▶ For each department a copy of the index of assessments carried out should be completed, **FORM 1: INDEX OF PERSONAL PROTECTIVE EQUIPMENT ASSESSMENTS**. NB Templates are provided.
  - ▶ A copy of **FORM 2: PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT** should be completed.

This identifies:

- the task undertaken
  - the nature of the hazard
  - the part of body that is at risk
- ▶ Examples of suitable Personal Protective Equipment are provided in **FORM 3** along with suggested maintenance requirements. Details of the PPE selected should be recorded.
  - ▶ After having identified the equipment that is needed it must be provided free of charge by the hotel (as per Millennium & Copthorne policy) and training given to the wearer.
  - ▶ Any defective equipment must be replaced free of charge by the hotel.
  - ▶ Each employee must be provided with appropriate training and equipment. This should include:

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- explaining the dangers of the task
  - the precautions to be taken
  - the correct wearing of the Personal Protective Equipment
  - supervision of the task
- ▶ For each task the trained person should be asked to sign **FORM 4: PERSONAL PROTECTIVE EQUIPMENT TRAINING RECORDS**.



# PERSONAL PROTECTIVE EQUIPMENT

## FORM 2: PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT (TEMPLATE)

Department																						
Task																						
		RISKS																				
		Mechanical					Thermal															
		Falls from a height	Blows, cuts, impact, crushing	Stabs, cuts, grazes	Vibration	Slipping, falling over	Scalds, heat, fire	Cold	Immersion	Non-ionising radiation	Electrical	Noise	Ionising radiation	Dust fibre	Fume	Vapours	Splashes, spurts	Gases, vapours	Harmful bacteria	Harmful viruses	Fungi	Non-micro biological antigens
PARTS OF THE BODY	Head	Cranium	<b>B</b>																			
		Ears									<b>K</b>											
		Eyes			<b>E</b>												<b>N</b>	<b>P</b>				
		Respiratory tract												<b>L</b>	<b>M</b>							
		Face																				
		Whole head																				
	Upper Limbs	Hands			<b>F</b>			<b>H</b>														
		Arms (parts)						<b>I</b>														
	Lower Limbs	Foot			<b>C</b>			<b>G</b>														
		Legs (parts)																				
	Various	Skin																				
		Trunk/abdomen															<b>O</b>					
Whole body		<b>A</b>	<b>D</b>					<b>J</b>														

Assessor	Date	Review date

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**FORM 2: PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT**

Department																						
Task																						
		RISKS																				
		Mechanical					Thermal															
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### FORM 3: SELECTION AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

Code	Equipment	Details of PPE Selected	Maintenance
<b>A</b>	Safety harness/fall arrest system		<ul style="list-style-type: none"> <li>• In accordance with manufacturer's requirements</li> </ul>
<b>B</b>	Industrial safety helmets		<ul style="list-style-type: none"> <li>• Store away from hot/humid conditions or direct sunlight</li> <li>• Visually inspected regularly for signs of damage or deterioration</li> <li>• Clean sweat band regularly</li> <li>• Replace at intervals suggested by manufacturer</li> <li>• Users to report any defects</li> </ul>
<b>C</b>	Safety shoes or boots with steel toe-caps		<ul style="list-style-type: none"> <li>• Visually check regularly and discard if worn or deteriorated</li> <li>• Laces should be checked and replaced if necessary</li> <li>• Materials lodged in the tread should be removed</li> <li>• Stitching should be checked for loose, worn or cut seams</li> <li>• Users to report any defects</li> </ul>
<b>D</b>	High visibility coats		<ul style="list-style-type: none"> <li>• Checked regularly and discarded/repared if damaged</li> <li>• Users to report any defects</li> </ul>
<b>E, N</b>	Safety goggles* Safety glasses* Face visors*		<ul style="list-style-type: none"> <li>• To be kept in a clean condition</li> <li>• Users to report any defects</li> </ul>
<b>F</b>	Protective gloves including chain-mail, leather or Kevlar where appropriate		<ul style="list-style-type: none"> <li>• Visually check regularly and discard if worn or deteriorated</li> <li>• Cleaned according to manufacturer's instructions</li> <li>• Grossly contaminated gloves should be discarded</li> </ul>
<b>G</b>	Non-slip safety shoes		<ul style="list-style-type: none"> <li>• Visually check regularly and discard if worn or deteriorated</li> <li>• Users to report any defects</li> </ul>
<b>H</b>	Gloves eg. from rubber		<ul style="list-style-type: none"> <li>• Visually check regularly and discard if worn or deteriorated</li> <li>• Users to report any defects</li> </ul>
<b>I</b>	Gauntlet gloves Arm protectors		<ul style="list-style-type: none"> <li>• Visually check regularly and discard if worn or deteriorated</li> <li>• Users to report any defects</li> </ul>
<b>J</b>	Insulated jackets and coats (waterproof clothing where necessary)		<ul style="list-style-type: none"> <li>• Visually check regularly and discard if worn or deteriorated</li> <li>• Users to report any defects</li> </ul>

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Code	Equipment	Details of PPE Selected	Maintenance
<b>K</b>	Earmuffs Earplugs Canal caps (semi-inserts)		<ul style="list-style-type: none"> <li>• Visually check regularly and discard if worn or deteriorated</li> <li>• Keep clean</li> <li>• Ensure earmuff seals are in good condition</li> <li>• Tension of headbands should not be reduced</li> <li>• There should not be any unusual modifications</li> <li>• Earplugs should be soft, pliable and clean</li> <li>• Users to report any defects</li> </ul>
<b>L, M</b>	Filtering half-masks  Half-mask respirators  Full face respirators		<ul style="list-style-type: none"> <li>• Discard after use</li> <li>• Replace filter cartridge after expiry of shelf-life</li> <li>• Replace filter cartridge after expiry of shelf-life</li> </ul>
<b>O</b>	Overalls  Aprons		<ul style="list-style-type: none"> <li>• Visually check regularly and discard if worn or deteriorated</li> <li>• Keep clean</li> <li>• Users to report any defects</li> </ul>
<b>P</b>	*		•
<b>Q</b>	*		•
<b>R</b>	*		•

\*Additional PPE can be specified here

**Decision on provision of PPE must take into account specific requirements laid down within the Safety Data Sheets.**

**NB All PPE must comply with the European Safety Mark or national equivalent**



