

1. PURPOSE

- 1.1 To satisfy the legal and other requirements for the provision and use of personal protective equipment (PPE) at work including the provision of guidance to all employees on selection, care and use of PPE.

2. RELATED DOCUMENTS

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| 2.1 | Rail Compliance Manual | M001 | Section 15 |
| 2.2 | Procedure(s) No(s) | P107 | Site Monitoring & Audit |
| | | P108 | Risk Assessment |
| | | P114 | Control of Documents & Records. |
| 2.3 | Form(s) No(s) | F3006 | PPE Issue Form |
| 2.4 | Key Standards / Legislation
as specified in: | F3000 | Master Document List |

3. RESPONSIBILITY & SCOPE**3.1 Responsibility**

- 3.1.1 It is the responsibility of the Operations Manager to ensure that all staff both understand and comply with this Procedure and that it is maintained with up to date practices.
- 3.1.2 It is the responsibility of all staff to ensure that they are both familiar with this Procedure and that they are working to the current issue of documentation.
- 3.1.3 It is the responsibility of the Operations Manager to make any changes to this procedure in accordance with Procedure P114 Control of Documents & Records.

3.2 Scope

- 3.2.1 This Procedure applies to PPE issued to all employees (new, existing) involved in the operations of Logical Personnel Solutions and all individuals for whom Logical Personnel Solutions are the Primary Sponsor under Sentinel Scheme Rules.

4. PROCESS**4.1 Assessment**

4.1.1 The requirement and suitability of PPE shall be determined using the Risk Assessment process P108. PPE shall only be considered where risks cannot be reasonably controlled by other means.

4.1.2 PPE shall be issued at no cost to the employee. As a minimum, all employees are provided with the following PPE at induction.

- Safety Helmet
- Safety Footwear
- High visibility upper body clothing
- High visibility lower body clothing
- Gloves
- Safety Glasses

4.1.3 Additional PPE shall be provided on a project/task specific basis or as identified by Risk Assessment. Where applicable, the necessary inspection and test regime will be implemented for PPE that comes under LOLER or PUWER regulations or other applicable legal and other requirements.

4.1.4 Where staff are required to work on the rail Infrastructure, they shall be issued with PPE that complies with the specific requirements of Network Rail Company Standard NR/L2/OHS/021 and/or the requirements of TfL QUENSH.

4.1.5 Personnel shall be informed of information relevant to the care and use of PPE at the time of issue, including:

- Selection
- Fitting/Adjusting
- Cleaning/Maintenance
- Storing
- Replacing PPE

4.1.6 Information relating to care and use of PPE shall be identified via manufacturer's instructions.

4.1.7 The recipient will sign F3006 PPE Issue form as a record of the PPE issued to them and having been briefed as to the care and use of PPE. This will be held on their personnel file for future reference.

4.2 Replacement of PPE

4.2.1 Personnel shall pro-actively inform their manager of the need to replace any item of PPE. Supervisors/Management may also replace PPE of personnel under their control at their discretion.

4.3 Monitoring

4.3.1 PPE use, condition and compliance checks are undertaken on site, on an ad-hoc basis as part of the health and safety worksite monitoring process P107.

4.3.2 This will include monitoring of Logical Personnel Solutions employees or individuals for whom Logical Personnel Solutions are the Primary Sponsor under Sentinel Scheme Rules, or sub-contractors working on behalf of Logical Personnel Solutions.