

1. Introduction

- 1.1 This procedure details the Bath & North East Somerset Councils, Waste Operation Services approach to the issue and management of Personal Protective Equipment (PPE)

2. First PPE Issue

- 2.1 All employees will be issued the following items of PPE before being allowed to commence duties;

- Two pairs of safety footwear
- Two pairs of ballistic trousers
- Three hi-visibility t-shirts or polo shirts
- Two hi-visibility sweatshirts
- One pair of hi-visibility wet weather over trousers
- One hi-visibility bomber jacket or winter coat

Other items of PPE or work wear will be provided as required and may include

- Protective glasses or face mask
- Winter or summer hats
- Hard hats
- Ear defenders

Gloves are issued to employees, as required, appropriate to the tasks being undertaken.

- 2.2 A signature of receipt is required and the issue is provided on the agreement that all items of B&NES clothing will be returned when the employee ceases to work for the Waste Collection service.

3. Replacement PPE Issue

- 3.1 Replacement PPE is issued to employees as required. Waste Operations operate a '**New for Old**' policy and as such the employee must demonstrate that their old item of PPE needs replacing and that they surrender it in lieu of the new item.
- 3.2 The 'Replacement Issue Flow Chart' at Appendix 1 details the issue process that must be followed.

4. Responsibilities

- 4.1 The Waste Operations managerial and supervisory team have the responsibility to ensure that all staff are wearing the appropriate PPE before they are permitted to commence their daily duty.
- 4.2 Random compliance checks must be made by the supervisory team during the working day to ensure that PPE appropriate to the task (as identified in the Safe Systems of Work) is being worn and used correctly.
- 4.3 Employees have a duty to wear and use correctly items of PPE issued, in accordance with the Safe Systems of Work, training and instruction.
- 4.4 Employees have a duty to report any loss or obvious defect in the PPE.

Appendix 1. Replacement Issue Flow Chart

