

**SSOW 04 - Safe System Of Work: Personal Protective Equipment**

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<b>PREVIOUS REVIEWS:</b>	November 2002, April 2010, June 2011, December 2015, January 2017
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**1. Activity**

This Safe System of Work covers Personal Protective Equipment (PPE) issued to operatives for use when at work in a depot, on the highway or at a Transfer Station. Contractors are required to provide their own PPE and are required to wear steel toe capped boots and hi-viz clothing in the depot and transfer station.

**2. Persons at Risk**

Management, technical and administrative staff  
Drivers  
Loaders  
Contractors

**3. Hazards**

Contact with moving vehicles  
Inclement weather, ice, snow, rain, fog  
Darkness during winter months  
Jet wash (SSOW 05)

**4. Procedures**

**a) Minimum Provision**

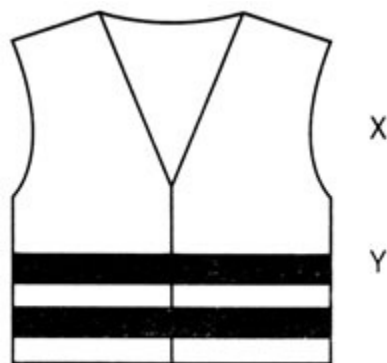
- Some clothing is issued as uniform however the following is PPE and must be worn when collecting waste:
  - Protective footwear with steel cap toes and steel midsole
  - Ballistic trousers
  - Hi-Viz top
  - Gloves

Additional clothing is provided for protection in adverse weather.

- In addition to mandatory PPE, eye protection must be used when washing vehicles.
- Eye and hearing protection must be worn whilst carrying out glass collections.

**b) Purchasing**

- Protective footwear: Footwear selection has to take account of a number of factors in addition to slip resistance, such as comfort, durability and any other safety features required, such as toe and midsole protection. The final choice may have to be a compromise.
- It must comply with the minimum requirements set out in annex A of EN ISO 20345/6/7: 2004 (A1:2007) - the standards for safety, protective and occupational footwear.
- Ballistic trousers: Trousers, providing protection to the upper leg must be worn by Drivers and Loaders as there is a risk of cuts from materials within bags. Some trousers provide a high degree of cut resistance – others incorporate cut-resistant panels along the outer leg.
- Hi-Viz Top: A high visibility top will be provided and worn by Drivers and Loaders at all times. Managerial, Technical and Supervisory Staff must also wear a Hi-Viz top when in depots or when visiting a crew that is working on the highway.
- Hi-Viz clothing should be manufactured to a recognised standard. The British Standard for high visibility warning clothing is BS EN 471. Clothing must be 'CE' marked to show it meets the new European rules on the manufacture of PPE.
- Clothing which conforms to the standard is marked with a pictogram like this:



- Gloves: Three types of glove are issued to cater for different weather conditions and employee preference. All comply with BSEN388 (which relates to puncture resistance of gloves).
- Eye Protection: Eye protection including safety spectacles, face shields and safety goggles must be approved to BSEN166:2002 and bear the 'CE' symbol.

**c) Issue**

- PPE will be issued in accordance with Document P18 'Issue of PPE' and Document P07 'Agency Staff PPE Issue'.
- Employees should report worn, damaged or faulty PPE to their Supervisor, so that it can be replaced.

**d) Storage**

- Rest room and locker areas are heated to assist the drying of wet clothes and to provide proper storage for PPE.

**5. General Guidance**

- Employees and contractors are required to wear hi-viz clothing in the depot - the only exceptions being when leaving the office to cross the pavement area to enter a parked vehicle, or when employees have finished work and are leaving the depot using a designated walkway.
- Drivers and Loaders are required to wear the minimum provision of PPE (see Section 4a above) from the start of the working day until the end of the working day. PPE can be removed during break times and gloves may be removed when not loading waste.
- Safety signs as reminders to wear PPE are displayed where appropriate e.g. vehicle wash facilities, fuel pumps.

**6. Medical Requirements**

- Occasionally an employee may find that an item of PPE causes health problems. In such cases alternative styles / materials will be obtained and tried but if the problem persists then the employee will be referred to the Council's Occupational Health Adviser. In the meantime the employee will not be permitted to do waste collection work unless they are wearing the minimum provision of PPE.

**7. Training**

- The Management Team will ensure that employees are provided with adequate information, instruction and training to enable employees to use PPE correctly. This will include an explanation of the risks, why the clothing is needed, how and when it should be worn. This will be conveyed to employees by induction training, staff handbooks and Toolbox talks.
- Supervisors regularly visit crews as they collect waste to check that employees are wearing PPE. Details of crew inspections are recorded on hand held devices.
- Disciplinary action will be taken if an employee fails to wear the minimum provision of PPE.

Related Documents	
	<b>Reference:</b>
<b>Risk Assessments</b>	

COSHH Assessment: Fleetsafe	22.11.2012
<b>Procedures</b>	
Issue of PPE	P18
Agency Staff: PPE issue	P07
Staff Induction – Waste Collections	P08
Agency Induction	P09
Staff handbook	Being reviewed for re-print August 2017.
<b>HSE</b>	<a href="http://www.hse.gov.uk/">www.hse.gov.uk/</a>
Health Hazards in the Waste Industry	<a href="http://www.hse.gov.uk/pubns/waste15.pdf">www.hse.gov.uk/pubns/waste15.pdf</a>
High Visibility Clothing	<a href="http://www.hse.gov.uk/workplacetransport/factsheets/clothing.htm">www.hse.gov.uk/workplacetransport/factsheets/clothing.htm</a>