



TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarlthar Láir
Technological University of the Shannon:
Midlands Midwest

Personal Protective Equipment Policy & Guidance

Version 1.0

HEALTH AND SAFETY

CORPORATE POLICY DOCUMENT

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Introduction

The Technological University of the Shannon (TUS) is committed to providing its staff and students with a safe and healthy place of employment, education and research. This commitment extends to the provision and use of personal protective equipment (PPE). The aim of this policy is to provide guidance on the safe procedures that must be adopted for the use of personal protective equipment in TUS.

PPE means any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards.

PPE shall only be used as a last resort or as a short time emergency measure while other control measures are assessed. It should only be used for occasional work of short duration when there is no other alternative.

The fundamental requirement for safeguarding safety and health is achieved by eliminating risks at source through technical or organisational measures or by providing protection on a collective basis. Collective protective measures covering numbers of personnel must have priority over individual protection. If these measures are not sufficient PPE must be used to protect from the hazards that are unavoidable. In circumstances where the risks are sufficiently low and can be considered to be adequately controlled the provision of PPE is not necessary e.g. office workers would rarely have to handle heavy objects manually and would not normally be issued with safety footwear.

Applicability

This policy applies to all Faculties, Schools, Departments, Staff, Students, Researchers, Visitors and Contractors where PPE is required based on their duties, activities, potential exposure and work environment. It does not preclude the addition of more stringent PPE required for a particular activity or work environment.

Limitations of PPE

- It only protects the wearer
- Theoretical levels of protection are seldom reached in practice making actual levels more difficult to assess e.g. beards may lessen the effectiveness of face masks.
- It always restricts the wearer in some way e.g. movement, hearing, vision etc. It may be uncomfortable to wear and cause irritation at points of contact with the skin.
- It may give a false sense of security i.e. the individual wearing it feels more protected than is actually the case.

Assessment/Selection PPE

When assessing whether PPE is suitable managers/supervisors shall consider the following:

- Is it appropriate for the risks involved and the conditions at the place of work where exposure to the risk may occur? e.g. eye protection designed for use while chipping concrete will not provide protection to somebody welding.
- Does it prevent or adequately control the risks involved without introducing a new risk? e.g. if person is wearing hearing protection will he/she be protected if a vehicle is reversing.
- Can it be adjusted to fit the wearer correctly?
- Has any relevant medical condition of the wearer been taken into account?

- What are the needs of the job and the demands it places on the wearer? e.g. the duration it needs to be worn, the physical effort required by the activity and the requirements for visibility and communication.
- Does it cause discomfort?
- If more than one item is worn, are they compatible?
- PPE must have the appropriate CE mark.

Managers/Supervisors must ensure that employees sign an “acknowledgement of receipt” for PPE and must retain a record of all PPE issued.

Personal Use

PPE is normally provided for personal use only. However, it may be necessary for equipment to be used by more than one person, in such circumstances TUS shall ensure that the item(s) are cleaned and disinfected before use by another person.

Cost

PPE is ordinarily provided free of charge to employees.

PPE required by students during their studies must be provided by students themselves, in accordance with departmental requirements.

Maintenance & Replacement

PPE must be thoroughly examined at regular intervals, by properly trained and competent personnel, in compliance with suppliers and manufacturer’s instructions, to ensure it is in good working order before being issued for use to the wearer.

The wearer must check the PPE and shall not use it if it is defective in any way.

Some items of PPE, used in high-risk situations, must be tested and examined on a six-monthly basis e.g. safety harness. It is imperative that a record of all such tests is retained by the relevant TUS department/faculty.

Generally simple maintenance can be carried out by the user, provided that he/she is adequately instructed and trained e.g. cleaning lens on goggles.

In accordance with good maintenance practice TUS provides appropriate storage when the PPE is not in use.
Where there is a risk to persons handling contaminated PPE, it should, before being dispatched for disposal or cleaning, be packed in a suitable container, to prevent the escape of the hazardous material. The container must be appropriately labelled indicating the hazardous material.

Replacement

How often should PPE be replaced?

- There is no legislation or Code of Practice stating the life expectancy of any PPE. In general, it is recommended you follow the manufacturer’s instructions. The manufacturer must give the obsolescence deadline or period of obsolescence of PPE

or its components. The date of obsolescence is the date from which the PPE becomes useless for its intended use or is no longer fit for its purpose.

- The manufacturer must provide all information necessary so that the user can determine a reasonable period of obsolescence. However, the manufacturer is not obliged to affix the date of manufacture on the product or on the instructions for use, although some may do this.
- In general, manufacturers do give information on how to identify the “end of life”, a limiting date of use or a maximum service time.

Information, Instruction and Training

When providing PPE Heads of Faculty/Department, Managers and Supervisors shall ensure that employees and students are;

- Informed of the risks against which it protects them
- Provided with adequate information on the equipment provided
- Informed of the level of protection afforded by the equipment
- Provided with instructions on its use
- Trained and if appropriate demonstrations are organised.

Employee/Student Role

Employees/Students shall;

- Make full and proper use of PPE whenever it is required to be used.
- Report any defects or damage to the supervisor so that the equipment may be repaired or replaced.
- Participate in any training or instruction provided on PPE.
- Advise TUS of any medical condition they have that might be affected by the use of the PPE.
- Not recklessly interfere or misuse any item of PPE provided to ensure their safety and health.
- Sign “acknowledgement of receipt” form

Note

Exemptions are not allowed for those jobs of very short duration.

Supervision

Managers/Supervisors must ensure that personnel are using PPE properly by periodically checking that it is being used in accordance with instructions. Where PPE is being used inappropriately managers/supervisors must immediately take appropriate measures to ensure its proper use.

Appendix 1

Personal Protective Equipment

Health & Safety Authority's Guide to activities and sectors which may require PPE

Part A — Guide list of activities and sectors of activity which may require provision of personal protective equipment

1. Head Protection (Skull Protection)

Protection helmets

Building work, particularly work on, underneath or in the vicinity of scaffolding and elevated places of work, erection and stripping of formwork, assembly and installation work, work on scaffolding and demolition work.

Work on steel bridges, steel building construction, masts, towers, steel hydraulic structures, blast furnaces, steel works and rolling mills, large containers, large pipelines, boiler plants and power stations.

Work in pits, trenches, shafts and tunnels.

Earth and rock works.

Work in underground workings, quarries, open diggings, coal stock removal

Work with bolt-driving tools.

Blasting work.

Work in the vicinity of lifts, lifting gear, cranes and conveyors.

Work with blast furnaces, direct reduction plants, steelworks, rolling mills, metal works, forging, drop forging and casting.

Work with industrial furnaces, containers, machinery, silos, bunkers and pipelines.

Shipbuilding work.

Railway shunting work.

Work in slaughterhouses.

2. Foot Protection

Safety shoes with puncture-proof soles

Carcase work, foundation work and roadworks.

Carcase demolition work.

Scaffolding work.

Work with concrete and prefabricated parts involving formwork erection and stripping.

Work in contractors' yards and warehouses.

Roof work.

Safety shoes without pierce-proof soles

Work on steel bridges, steel building construction, masts, towers, lifts, steel hydraulic structures, blast furnaces, steelworks and rolling mills, large containers, large pipelines, cranes, boiler plants and power stations.

Furnace construction, heating and ventilation installation and metal assembly work.

Conversion and maintenance work.

Work with blast furnaces, direct reduction plants, steelworks, rolling mills, metal works, forging, drop forging, hot pressing and drawing plants.

Work in quarries and open diggings, coal stock removal.

Working and processing of rock.

Working and processing in relation to flat glass products and container glassware manufacture.

Work with moulds in the ceramics industry.

Lining of kilns in the ceramics industry.

Moulding work in the ceramic ware and building materials industry.

Transport and storage work.

Work with frozen meat blocks and preserved foods packaging.

Shipbuilding work.

Railway shunting work.

Safety shoes with heels or wedges and pierce-proof soles
Roof work.

Protective shoes with insulated soles

Work with and on very hot or very cold materials.

Safety shoes which can easily be removed

Any work where there is a risk of penetration by molten substances.

Safety shoes fitted with toecaps

Any work where there is a risk of impact on or crushing of the foot caused by falling or projecting objects or collision of the foot with an obstacle.

3. *or Face Protection*

Protection goggles, face shields or screens

Welding, grinding and separating work.

Caulking and chiselling work.

Rock working and processing work.

Work with bolt-driving tools.

Work on stock removing machines for small chippings.

Drop forging.

The removal and breaking up of fragments.

Spraying of abrasive substances.

Work with acids and caustic solutions, disinfectants and corrosive products.

Work with liquid sprays.

Work with and in the vicinity of molten substances.

Work with radiant heat.

Work with lasers.

4. Respiratory Protection

Respirators/breathing apparatus

Work in containers, restricted areas and gas-fired industrial furnaces where there may be gas or insufficient oxygen.

Work in the vicinity of the blast furnace charge.

Work in the vicinity of gas converters and blast furnace gas pipes

Work in the vicinity of blast furnace taps where there may be heavy metal fumes.

Work on the lining of furnaces and ladles where there may be dust.

Spray painting where dedusting is inadequate.

Work in shafts, sewers and other underground areas connected with sewage.

Work in refrigeration plants where there is a danger that the refrigerant may escape.

Work in processes where harmful dust or fumes are likely to be present.

5. Hearing Protection

Ear protectors

Work with metal presses.

Work with pneumatic drills.

Work with turbines.

The work of ground staff at airports.

Pile-driving work.

Wood and textile working.

6. Body, Arm and Hand Protection

Protective clothing

Work with acids and caustic solutions, disinfectants and corrosive cleaning substances.

Work with or in the vicinity of hot materials and where the effects of heat are felt.

Work on flat glass products.

Shot blasting.

Work in deep-freeze rooms.

Fire-resistant protective clothing

Welding in restricted areas.

Pierce-proof aprons

Boning and cutting work.

Work with hand knives involving drawing the knife towards the body.

Leather aprons

Welding

Forging

Casting

Gloves

Welding.

Handling of sharp-edged objects, other than machines where there is a danger of the glove being caught.

Unprotected work with acids and caustic solutions.

Metal mesh gloves

Boning and cutting.

Regular cutting using a hand knife for production and slaughtering.

Changing the knives of cutting machines.

7. Weatherproof Clothing

Work in the open air in rain and cold weather.

Waterproof clothing

Work in wet processes.

8. Reflective Clothing

Work where the employees must be clearly visible.

9 *Safety Harness*

*Work on scaffolding.
Assembly of prefabricated parts. Work on
masts.*

10 *Safety Ropes*

*Work in high crane cabs.
Work in high cabs of warehouse stacking and retrieval equipment.
Work in high section of drilling towers. Work in shafts
and sewers.*

11 *Skin Protection*

*Processing of coating materials.
Tanning.*

Appendix 2

Health & Safety Authority's Guide to items of PPE

Guide list of items of personal protective equipment

1. *Head Protection*

Protective helmets for use in industry, including mines, building sites, other industrial uses.

Scalp protection (caps, bonnets, hairnets with or without eye shade).

Protective headgear (bonnets, caps, sou'westers, etc. in fabric with proofing, etc.

2. *Hearing Protection*

Earplugs and similar devices.

Full acoustic helmets.

Earmuffs which can be fitted to industrial helmets.

Ear defenders with receiver for Low Frequency (LF) induction loop.

Ear protection with intercom equipment.

3. *Eye and Face Protection Spectacles.*

Goggles.

X-ray goggles, laser-beam goggles, ultra-violet, infra-red, visible radiation goggles.

Face shields.

Arc-welding masks and helmets (hand masks, headband masks, headband masks or masks which can be fitted to protective helmets)

4. *Respiratory Protection*

Dust filters, gas filters and radioactive dust filters.

Insulating appliances with an air supply.

Respiratory devices including a removable welding mask.

Diving equipment.

Diving suits.

5. *Hand and Arm Protection*

Gloves to provide protection:

from machinery (piercing, cuts, vibrations, etc.).

from chemicals.

for electricians and from heat.

Mittens.

Finger stalls.

Oversleeves.

Wrist protection for heavy work.

Fingerless gloves.

Protective gloves.

6. *Foot and Leg Protection*

Low shoes, ankle boots, calf-length boots, safety boots.

Shoes which can be unlaced or unhooked rapidly.

Heat-resistant shoes, boots and over boots.

Thermal shoes, boots and over boots.

Vibration-resistant shoes, boots and over boots.

Anti-static shoes, boots and over boots.

Insulating shoes, boots and over boots.

Protective boots for chain saw operators.

Clogs.

Kneepads.

Removable instep protectors.

Gaiters.

Removable soles (heat-proof, pierce-proof or sweat-proof).

Removable spikes for ice, snow or slippery flooring.

7. *Skin Protection*

Barrier creams/ointments.

8. *Trunk and Abdomen Protection*

Protective waistcoats, jackets and aprons to provide protection from machinery, piercing,

Cutting, molten metal splashes, etc.

Protective waistcoats, jackets and aprons to provide protection from chemicals.

Headed waistcoats.

Life jackets.

Protective X-ray aprons.

Body belts.

9. *Whole Body Protection*

Equipment designed to prevent falls

Fall-prevention equipment (full equipment with all necessary accessories).

Braking equipment to absorb kinetic energy (full equipment with all necessary accessories).

Body-holding devices (safety harness)

10. *Protective clothing*

“Safety” working clothing (two-piece and overalls).

Clothing to provide protection from machinery, piercing, cutting etc. Clothing to provide protection from chemicals.

Clothing to provide protection from molten metal splashes and infrared radiation.

Heat resistant clothing.

Thermal clothing.

Clothing to provide protection from radioactive contamination.

Dust-proof clothing.

Gas-proof clothing.

Fluorescent signalling, retro-reflecting clothing and accessories (armbands, gloves, etc.).

Protective coverings