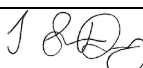




Issue	Date	Details
Issue 1A	09/07/15	New policy
Issue 2A	27/01/17	Policy re-written to incorporate MS 020 and to document the arrangements for obtaining, storing and using PPE. Procedure now incorporates former policy as mandatory use PPE.
Issue 3A	01/08/18	Changes to mandatory PPE requirements
Issue 3B	14/10/20	Periodic reviewed, with minor changes throughout

Personal Protective Equipment Policy

This policy details the arrangements which are in place to ensure Personal Protective Equipment (PPE) is appropriately managed throughout Loram UK Ltd

	Name	Signature	Job Title	Date
Prepared by:	James Smedley		HSE Manager	01/10/20
Reviewed by:	Austin Williams		Quality Manager	04/10/20
Accepted by:	Health and Safety Committee	N/A	Health and Safety Committee	02/09/20
Authorised by:	Ross White		Assurance Director	14/10/20

1. Purpose

This policy describes how PPE shall be selected, provided, used and replaced by Loram UK employees and those conducting work under the control of Loram UK.

2. Scope of Application

The requirements of this policy apply to all employees, contractors and visitors to the Loram UK site and other locations where work is carried out on the behalf of Loram UK

3. References

A Brief Guide to Personal Protective Equipment at Work. INDG174 (Rev 2) Published 06/13

Personal Protective Equipment at Work (Third Edition) L25 Published 2015

EN ISO 20471:2013 High Visibility P.P.E Standard

HSE Publication PPE Appendix 3, European Standards and Markings for Eye and Face Protection (January 2013) HSE Publication PPE Appendix 6, European Standards and Markings for Foot and Leg Protection (January 2013)

LUKL-OCC-201 Risk Assessment

LUKL-POL-013 Safety and Environmental Enforcement Policy

LUKL-OCC-101 Safety and Environmental Monitoring and Inspection

LUKL-OCC-202 Health Surveillance and Individual Health Risk Assessment

4. Procedure

4.1 Introduction

Personal Protective Equipment (PPE) generally covers a wide range of equipment and clothing to be worn by a person at work to protect them from one or more hazards to their health and safety.

Risk should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. Below is the hierarchy of control which must be considered in order, with PPE being the last resort, the last option to reduce risk when all other options have been exhausted.

4.2 Selecting and Procuring PPE

Any PPE selected for use must be 'CE' marked. The CE marking signifies that PPE satisfies certain basic requirements and, in some cases, testing and certification to an independent body.

Any PPE required must be authorised by the Assurance Team who will ensure that minimum standards are met including specification (EN and/or ISO), CE marking and adherence to the requirements of Personal Track Safety (PTS) for those who hold this qualification and are required to access Network Rail controlled infrastructure and other railway environments.

Once the Assurance team have authorised PPE, the logistics and procurement team shall be instructed that the specific PPE is authorised, and the PPE will be made available to order. Line Managers must not attempt to purchase any new items of PPE without authorisation.

4.4 Storage and Maintenance

Any personally issued PPE must be maintained by the individual to which it is issued. Prior to use staff must carry out a pre-use check to ensure PPE is:

- **Free from defects** – e.g. Lenses are clear, not excessively scratched and do not obstruct visibility. Boots have good tread and are water resistant.
- **Adequately fits** – e.g. Face fitting RPE seals around the breathing zone and leaks are not detected. Coveralls can be worn comfortably and fit without excessive material in the arms and legs.
- **Free from contamination** – e.g. Filters changed regularly on air fed respirators. Disposable ear plugs are disposed of and replaced after single use.
- **Is effective** – e.g. Tested before being used to protect against a hazard, e.g. Airfed respirators turned on and fault tested in a 'clean' environment.

When any maintenance needs are identified, or damage during pre-use checks which cannot be addressed by the user, the user will remove the PPE from service, place in quarantine and inform their Line Manager, who will arrange for exchange and/or repair.

PPE when held in stores must be located to prevent damage from chemicals, sunlight, high temperatures and accidental knocks. All staff will be assigned a personal locker for the storage of their personally issued PPE and other belongings.

4.5 Initial Issue, Replacement and Availability of PPE

4.5.1 Consumable PPE

Certain low cost, single use items such as ear plugs and latex gloves are considered as consumables and Line Managers shall ensure these will be readily available in sufficient quantities throughout the workshops for visitors, Loram UK employees and others conducting work on their behalf. Should staff require consumables, they must dispose of the contaminated, degraded or damaged PPE in the correct waste stream and help themselves to replacements with no further authorisation.

4.5.2 Initial Issue and Replacement

New employees will be issued the minimum PPE required for their specific role from the main site stores or from local storage facilities throughout the workshops which are controlled by local Managers. When PPE has become damaged or no longer offers the intended level of protection, exchanges will be arranged through Line Managers.

For both initial issue and replacement PPE items, form F/POL/008/01 Personal PPE Record must be completed.

Line Managers must ensure that the form is completed correctly with all the relevant information and that the need to exchange PPE is verified. Once satisfied, Line Managers shall authorise issue/exchange by signing the form.

Completed forms shall be presented to stores personnel and the items indicated on the form shall be issued. Upon receipt of the items, the person requesting PPE must sign F/POL/008/01 confirming issue and then return the form to stores personnel for retention.

4.6 Mandatory PPE Requirements

There are mandatory PPE requirements for all Loram UK workshops and associated apron areas inside depot protection limits and in the yard, beyond the limits of depot protection. The exceptions to this are offices, mess and washrooms and the EDU stores. Failure to comply with these mandatory requirements may be recorded as a breach of health and safety policy.

The following mandatory requirements apply

Safety Footwear – The minimum requirements for any safety footwear (shoes or boots) are to meet the standard EN ISO 20345:2011 (provides minimum 200J toe protection). Additionally, any boot provided must achieve S3 classification (Closed seat region (fully enclosed heel). Antistatic properties. Energy absorption of seat region. Water penetration and water absorption resistance. Plus, penetration resistance. Cleated outsole).

Safety footwear must always be worn in workshops. In the yard and when attending other sites or working on the mainline, S3 classification boots must be worn. Should footwear become worn on the toe leading to exposure of the steel cap, it will be deemed no longer fit for purpose and exchanged at the earliest opportunity.

Visitors to workshops will always be escorted and required to wear stout footwear. Training shoes (Canvas and leather), high heels, flats and any other open toe footwear will not be worn in Loram UK workshops under any conditions.

Overalls and High Visibility Clothing – The minimum requirements for high visibility clothing (jackets, vests and overalls) are to meet the standards EN ISO 20471:2013, class 3 (Highest level of protection and must incorporate a minimum of 0.80m² of background material and 0.20m² of retro-reflective materials).

Overalls must be worn in all workshops when engaged in work activities. Overalls must be worn correctly, covering the body, legs and arms and fastened up at the front. High visibility clothing (overalls, jacket or vest) must always be worn when in the yard.

Other members of staff not engaged in physical work within workshops (e.g. not working on rail vehicles or carrying out associated tasks) are required to comply with all elements of this policy except for overalls. Standard workwear including skirts and trousers are acceptable. High visibility over garments must be worn e.g. vest or jacket.

Eye Protection - The minimum requirements for eyewear provided for general use are to meet the standard EN 166:2001 F Classification, offering protection from high speed particles, low energy impact. Eye protection which meets this standard must always be worn by any person entering Loram UK controlled

facilities, including aprons. This requirement ends at the limits of depot protection. Eye protection includes safety glasses, goggles, welding helmets and prescription safety glasses.

It is permitted to remove safety eyewear when carrying out some types of work wholly within the inside of vehicles, but safety eyewear must be worn if the work being carried out involves working above shoulder level, working with any liquids, or carrying out any work which specifically requires the use of eye protection, such as grinding or welding.

Bump Caps – Bump caps are mandatory when working below sole bar level. Bump caps must meet the standard EN812:2012.

This policy is not intended to specify every type of PPE for every possible activity undertaken by Loram UK employees or their contractors at work. Specific task and role-based risk assessments are available on the intranet for staff which detail what shall be worn and when. Line Managers shall ensure that where specified by risk assessment PPE is available, in good condition and its use enforced. PPE Matrices shall be displayed for routine and known tasks within the workshops.

Where it is necessary that PPE is hygienic or otherwise free from health risks, Line Managers will ensure PPE is personally issued e.g. air-fed or ori-nasal RPE.

4.7 Working on Railway Infrastructure

Holders of Personal Track Safety (PTS) Competence may access for work, Network Rail controlled infrastructure. Specific PPE is required to be worn and is mandatory when lineside or on/near the line:

- White helmet. The only exception is newly qualified persons under a period of gaining experience who wear a blue helmet
- High visibility upper body clothing which complies with EN ISO 20471 Class 2 and GO/RT 3279
- High visibility lower body clothing with EN ISO 20471 Class 1
- Safety Footwear which complies with EN ISO 20345
- Safety glasses which complies with EN 166:2001 F Classification

4.8 Contractors

Contractors who attend Loram UK controlled facilities to conduct work, must ensure they adhere to the mandatory requirements for wearing P.P.E and that any P.P.E worn meets the specification detailed in section 4.6 of this policy. Loram UK Employees responsible for mobilising and managing contractors must ensure those under their control are aware of this policy and have received an induction for the area in which they will be working prior to beginning work.

Additional PPE identified through risk assessment by the contractor shall remain their responsibility, however, should Loram UK personnel believe that risk is not adequately controlled the HSE Manager shall be informed for early intervention and corrective action.

4.9 Charging for PPE

Regardless of the employment status or nature of visit to a Loram UK controlled facility or work area, where PPE has been determined to be a necessary control measure, this will be provided free of charge to those required to wear/use it.

Upon termination of employment, PPE must be returned to stores. Should this condition not be met, Loram UK may deduct the cost of replacement from any wages owed.

4.10 Training

Any user of PPE must be trained in how to correctly fit and wear it and what its limitations are. Delivery of this training is the responsibility of Line Managers at the time of issue or before the item is used for the first time. Should there be any specific maintenance requirements for individually issued PPE/RPE, those required to conduct it must receive specific training from a Line Manager competent to do so.

Training shall be supported by periodic reminder briefs and toolbox talks delivered internally Line Management and/or the Assurance Team.

5. Records

Form F/POL/008/01 Personnel PPE Issue Form must be retained by stores personnel on file for the duration of employment

6. Monitoring

The effectiveness of this policy will be monitored through the internal audit regime and the internal inspection and monitoring regime in accordance with LUKL-OCC-101 Safety and Environmental Monitoring and Inspection. The Initial Reporting system shall be used by staff wishing to raise concerns with the effectiveness of PPE. The HSE Manager shall review all Initial Reports and take the appropriate action relating to PPE.

7. Appendices

Appendix A: B/POL/008/01

Uncontrolled when printed