THE UNIVERSITY OF SUSSEX
SAFETY PROCEDURES AND GUIDANCE
SPG-16-09
PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

1. These Procedures and guidance have been prepared to provide managers, supervisors, employees, students and visitors with sufficient knowledge to comply with:

(a) **Those parts of the Management of Health and Safety at Work Regulations 1992 (MOHASAW)** which are relevant to the provision and use of personal protectiv-sioo -sient. The principal requirement of the MOHASAW Regulations 1992 is to ensure that a hazard and risk assessment is made of every work activity, including fieldwork activities, and, where required, the assessment must indicate the preventive and protective measures required to either reduce or eliminate the risks to health.

(b) **The Personal Protective Equipment at Work Regulations 1992**. These regulations, like the MOHASAW Regulations above, came into force on 1st January 1993. Detailed guidance is given in Health and Safety Executive Publication 'Personal Protective Equipment at Work Regulations 1992, Guidance on Regulations ISBN 0-7176-6139-8, copies of which are held in the Safety Office and can be obtained via the relevant School Safety Coordinator.

APPLICATION TO STAFF AND STUDENTS

have therefore been drafted to enable the University to comply with the above Regulations as they apply to employees.

Students

4 Under section 3 of the Health and Safety at Work Act 1974 the University has a clear duty to ensure, so far as is reasonably practicable, that non employed persons (ie. including students) are not exposed to risks to their health or safety.

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6. Regulation 3 of the MOHASAWR requires the University to make a suitable and sufficient assessment of the risks to the health and safety of persons not employed by the University arising out of or in connection with the conduct of the University. The Health and Safety Executive have advised the use of relevant legislation in deciding upon the preventive and protective measures required to minimise the risks to health to all.

7. It therefore follows that those who have the managerial/supervisory responsibility, including academic supervisors, for compliance with the MOHASAWR 92 must:

(a) ensure students are aware of the possible risks to their health which may arise from their academic work, e.g. work in teaching laboratories, fieldwork, and

(b)

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in specific areas. The PPE 92 Regulations will require high visibility jackets in all other areas in the Docks where there is a risk from vehicle movements. This requirement will now also apply to the University staff whenever they are engaged in road works or whenever they may be at risk from moving vehicles, e.g. grounds work on or near traffic. PPE therefore includes:

- protective aprons,
- protective clothing for adverse weather conditions,
- gloves,
- safety footwear, e.g. construction work, use of Flymos,
- safety helmets,
- high visibility waistcoats, jackets,
- eye protection, e.g. laser goggles, chainsaw visors,
- life jackets ,
- respirators,
- safety harnesses,
- underwater breathing apparatus.

POLICY - STUDENTS AND VISITORS

19. Although the PPE 92 Regulations do not specifically mention students, it is the policy of the University that whenever a hazard/risk assessment indicates that PPE is required, that equipment must be used whether the persons at risk are staff, students, or visitors,

e.g. geography field trip examining rock formations at the base of steep cliffs. PPE 92 would require employees (faculty, technicians) present to wear helmets to protect against rock falls, and perhaps to carry life jackets in case of someone being injured and the proposed journey taking much longer than expected, and hence be at risk from an incoming tide. The University would expect all students present on this excursion to be provided with and, if required, to use the same PPE as that issued to staff.

POLICY - HEAD PROTECTION

20. Although PPE 92 specifically excludes the Construction (Head Protection) Regulations 1989, the University has decided to include the requirement to wear head protection within the Safety Procedures and Guidance dealing with Personal Protective Equipment. This will simplify hazard and risk assessments and will avoid the need for a separate safety Procedures and Guidance documenst dealing with head protection.

21. The University Safety Procedures and Guidance therefore require managers/supervisors of any activity to assess two specific risks of head injury:

(a) the risk of a person striking their head on a hard or sharp object, e.g. when walking or crawling in low service ducts, or on scaffolding, etc.

(b) the risk of head injury from falling objects, e.g. materials from above head height construction work or the head being hit by moving objects such as

overhead digger buckets, material suspended from cranes, crane hooks or other moving components.

22. If an assessment indicates a risk of injury, then suitable head protection must be provided. (This will in most cases mean provision of an industrial safety helmet to British Standard 5240 or equivalent. For work in confined spaces 'bump caps' to BS 4033 may be appropriate.) The persons involved must be instructed in the use of the head protection and must be effectively supervised to ensure that the head protection is worn when required. Persons required to wear head protection must be informed in writing, e.g. by use of a permit to work/safety assessment form or by the use of 'wear head protection' signs.

23. Detailed advice on head protection is given in the Construction (Head Protection) Regulations 1989, Guidance on Regulations, ISBN 0-7176-1478-3. Copies are held by the University Safety Office.

PROVISION OF PPE MUST BE A 'LAST RESORT'

24. Following each hazard/risk assessment, the MOHASAW Regulations 1992 establish a clear procedure in determining the protective and preventive measures. First try to control the risk by engineering controls, e.g. enclosing the process, then, if that is not possible, by establishing a safe system of work. If this cannot be achieved without some risk to the persons undertaking the task, then, and only then, should the use of PPE be considered.

PROVIDING PPE - REQUIREMENTS TO BE MET

25. If PPE is specified, it must:

(a) be appropriate for the particular risks involved and for the conditions at the place where the exposure to risk may occur;

(b) take account of the ergonomic requirements of the task, e.g. the physical effort

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COMPATIBILITY OF EQUIPMENT

26. If more than one item of PPE is to be worn, the different items of PPE must be compatible with each other, e.g. some ear defenders will not fit properly if a helmet has to be worn.

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- whole body.

30. In considering suitability of PPE care must be taken in selecting the appropriate equipment:

e.g. - Some face shields only give protection against chemical splashes; they will not protect against flying glass or metal projectiles if chemicals explode!

- Most dust masks give no useful protection against fine dusts - only respirators approved for particular purposes by the Health and Safety Executive dusts

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STORAGE OF PPE

38. Managers/supervisors must provide 'safe' storage for PPE when it is not in use. Storage must be adequate to protect the PPE from any contamination and from loss or damage, including possible effects of damp, temperature, sunlight, or harmful substances.

INFORMATION, INSTRUCTION AND TRAINING

39. All potential users of PPE must, before using the equipment, receive sufficient information, instruction and training to enable them to make effective use of the PPE provided.

40. The users of PPE must be made aware of the risks to health the PPE is designed to minimise, the reasons for issuing PPE, and the manner in which it is to be used, including how to correctly fit and wear the equipment. The users may also need to practise using the equipment. Training should be carried out in accordance with the recommendations and instructions supplied by the PPE manufacturer. Users must also be trained how to clean and maintain their equipment and to recognise defects. Users must also be made aware of the limitations of the PPE, e.g. goggles and full face visors may give different standards of impact resistance. Some dust respirators are not effective against airborne asbestos fibres.

USE OF PPE - SUPERVISION AND USERS' DUTIES

41. The use of PPE must be effectively supervised by managers and supervisors, who should be aware of their personal vulnerability to prosecution under Section 37 of the Health and Safety at Work Act 1974 if they connive at the failure to obey safety regulations. Managers/supervisors must ensure that PPE is properly used.

42. The users who have been supplied with STg (en-GB0TmN V(g (25(r)-16(ied)-96(e)4(quipn

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APPENDIX 1

Hazard and Risk Assessments
A guide to tasks where a requirement to provide PPE is likely to arise

Head protection:

- construction/building work, especially near or underneath scaffolding and elevated workplaces, including erection or removal of form work or scaffolding and demolition work;
- work in deep pits, trenches or tunnels;
- work with bolt driving tools;
- work near cranes, hoists, lifts;
- work near mechanical diggers;
- tree felling, tree surgery;
- work from suspended access systems.

Eye protection:

- work with corrosive chemicals;
- work with reactive (potentially explosive) chemicals;
- distillations;
- working with power tools and machine tools where chips are likely to fly or abrasives be propelled;
- work with molten metals;
- welding operations;
- use of lasers (Class 3 and above);
- using gases or vapours under pressuree17r pr( )]TJETBT/F1 1217( )-99(li)-3(koe9)]T.BT/F3 12 T

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