



Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

12F Lawson Street, Kilmarnock, Ayrshire, Scotland, KA1 3JP - Tele: 01563 522236 - Fax: 01563 521304 - Web: www.airdwalker.co.uk

Personnel Protection Equipment Policy

Policy Statement of Intent

Aird Walker & Ralston Limited is committed to conducting its business undertakings safely, safeguarding the health, safety and wellbeing of employees whilst complying with statutory and regulatory requirements. It is the established policy of the Company to recognise that working within our industry can be potentially hazardous and although we cannot exclude people from the working environment or engineer out some of the hazards that may be encountered can provide the appropriate Personal Protective Equipment (PPE) to reduce such risks to a low level in accordance with The Personal Protective Equipment Regulations 2002.

Procedure

When and wherever the need to use and or wear PPE is identified ALL employees regardless of “rank” or “Stature” in the organisation will comply with the requirements to use and or wear the necessary PPE. PPE will conform to an appropriate standard i.e. CE or BSEN and will provide the appropriate level of protection for employees. The PPE issued must be compatible to the individual, be comfortable to wear and if applicable, training given to the employee at the time of issue on how to wear the PPE correctly. PPE will be replaced when it has been lost, it has been contaminated or it has become worn. The employee must report immediately any loss, contamination or wear to their supervisor who will arrange the replacement item of PPE free of charge.

Safety Footwear

Employees will be provided with, and will wear, safety footwear when they are working on site or in any other areas where there may be a risk of foot injuries. In office areas and areas where safety footwear is not mandatory, sensible footwear should be worn.

Overalls

Employees will be provided with and will wear overalls whenever they are working on the workshop or on site.

High Visibility Clothing

Employees will be provided with, and will wear, high visibility overalls, waistcoats and or jackets whenever they are working on site, with high visibility wet weather outer jackets and trousers provided when appropriate.

Eye Protection

When there is a requirement to provide eye protection the appropriate standard should be provided, i.e. impact protection, chemical splash protection etc. Employees who wear prescription glasses to read etc. should be provided with over glasses and or vouchers for prescription safety glasses.

Other PPE

Other types of corporate clothing and mandatory PPE, other than those mentioned above, will be worn by employees when instructed and as required, for example hard hats for head protection, gloves for hand protection, ear plugs or defenders for ear protection against noise and face masks for breathing protection. When and wherever the requirement to wear other PPE is identified all employees will adhere to requirements.

Other risk areas

The wearing of some jewellery such as rings, neck chains, pendants, watches etc within the workplace can cause its own hazards. Employees working with machinery or other equipment where jewellery can become entangled and causes injury to the employee, should either remove the jewellery or request suitable PPE to prevent entanglement. Supervisors should review the request to provide additional PPE critically; best practice should involve the removal of jewellery rather than increasing the potential risks by adding more PPE.



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

Aird Walker & Ralston Limited.

Responsibility

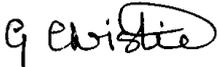
Employee's will be responsible for ensuring that the PPE provided is made available when required and used and or worn correctly and as instructed, keeping it clean and in an acceptable condition. Management will be responsible for ensuring that the company holds sufficient stocks of PPE to be able to readily replace PPE as and when required.

Records

Management will keep a documented record of the issuing and receipt of PPE to all employees. The appropriate action will be taken against anyone found to be in breach of this policy which may lead to disciplinary action and or termination of employment.

It is the ultimate responsibility of the directors for overseeing the implementation of this Policy, which is reviewed annually or sooner in the event of any change in legislation or procedure affecting the policy.

Signed



Gordon Christie
(Managing Director)
On behalf of Aird Walker & Ralston Limited

Date: 01-07-2021 Review Date: 01-07-2022



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA