

Title: Safety Clothing and Equipment

CPoP: G:1

Date: April 2020

Author: Ellie Baker

Senior Street Works and Permit Officer (Events
Post: Management)

	Page
CONTENTS:-	
High Visibility Clothing - Policy	1
Introduction	2
Scope and Application	3
Body Protection	3
Head Protection	4
Hearing Protection	5
Eye / Face Protection	6
Respiratory Protection	7
Hand and Arm Protection	8
Foot Protection	9
Specialist Work	9
Appendix A	10
Appendix B – Minimum PPE requirements	11

First Issue Date:	July 1998
Re-issue Dates:	07/03, 05/06, 03/08, 07/12 02/14, 02/16, 7/18
Revision No:	9
Last Reviewed:	April 2020
Next Review Due:	April 2023
Reviewer:	E Baker

PLACE HEALTH AND SAFETY MANUAL

High Visibility Clothing, Directorate Policy

To clarify the above, the following information is to be brought to the attention of all personnel who work on or who may have cause to work on or adjacent to the highway: -

Note - PPE discussed in this document is Construction Bias only & does not protect against potential/actual biological hazards such as Covid 19.

Direct employees/contractors to the Covid19 guidance on the hSE website
https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=covid-landing&utm_content=home-page-popular

Employees can access <http://george/section.asp?docId=130882>

As a minimum, and augmented as required by any specific site rules, high visibility clothing to BSEN ISO 20471:2013 with retro-reflective strips will be worn as required in the following forms: -

- (a) High visibility long sleeved waistcoat (Class 3 reflective).
- (b) High Visibility weatherproof jacket (Class 3 reflective).
- (c) High Visibility Trousers (Class 1 reflective).

The issue of protective clothing and personal protective equipment places an obligation of employees to wear it whilst at work and to maintain it in good order.

For PPE rules applicable to Lincolnshire County Council (LCC) Highways Term Contract site work / visits and works / visits in Highway Depots, please see Appendix A.

LCC staff must also comply with PPE rules applicable to sites (including those on the highway) operated by other Principal Contractors,

Failure to observe the above will lead to disciplinary action.

Executive Director for Place

PLACE HEALTH AND SAFETY MANUAL

1. Introduction

This Code of Practice is applicable to LCC Highways staff (including those embedded from the Professional Services Partner and other consultants) and it's Highway Contractors.

- 1.1 In accordance with the Health and Safety at Work Act, 1974, Lincolnshire County Council Safety Policy and the Policy, Structure and Requirements for the Place Directorate, the following requirements will be observed.
- 1.2 Under the Health and Safety at Work Act 1974 an employer has a duty to provide appropriate instruction and training in health and safety. These Safety Requirements are intended to provide a means of meeting that duty.
- 1.3 The following information is a guide for the use of all employees, those responsible for purchasing as well as those using protective equipment. Remember PPE shall be the last resort after all other methods of protection have been considered. When PPE is used it shall be properly assessed to ensure it is suitable for its intended use.
- 1.4 The correct safety equipment and protective clothing must be used. Certain items of protective equipment must be worn or used in accordance with the law, e.g. Personal Protective Equipment Regulations. To ensure personal safety all personnel must be aware of and use the equipment most suitable for the work which they are undertaking.
- 1.5 Protective equipment falls into three main categories:
 - (a) Personal hygiene and comfort, e.g. overalls, waistcoats etc.
 - (b) Safety e.g. helmets, ear protection, safety boots, gloves and goggles.
 - (c) As a tool to allow certain operations to be performed, e.g. blasting helmet and air line for shot blasting.
- 1.6 All equipment issued is to be 'CE' marked and comply with the relevant British / European Standard. There is an agreed list of standard PPE items available, these can be ordered through Business Support . Additional items may be added to this list for different sections – for example Lincs Laboratory or Countryside with agreement from the Health and Safety Group
When ordering: -
 - (a) State item required
 - (b) Size wanted
 - (c) Cost code
- 1.7 Remember the following principles: -
 - (a) Cleaning, laundering – removes contamination and prolongs life and effectiveness.

PLACE HEALTH AND SAFETY MANUAL

- (b) Inspection – ensures protective clothing and equipment is in good condition and is repaired or replaced as necessary.
- (c) Storage and drying – to ensure that protective clothing is looked after systematically.
- (d) Always read and follow the manufacturer's instructions, where two types of PPE are being proposed always confirm compatibility.

1.8 Training

All staff using PPE shall have received sufficient training to be able to use the PPE correctly, be aware of the PPE limitations and when replacement / repair is required. This can be achieved in any of the following formats.

- Specific on the job training
- Tool box talks
- Reading the relevant instructions and guidance.

2 **Scope and Application**

- 2.1 This Code of Practice relates to the PPE required for supervisory and technical staff. Where requirements dictate additional standards may be required then a task specific risk assessment will be required.

3 **Body Protection**

3.1 **Overalls (General)**

As protection against materials being used, and to prevent contamination of personal clothing and the body.

To be worn by all personnel who may come into contact with dangerous or dirty materials.

Care

- (a) Regular washing.
- (b) Dry cleaning if contaminated by oil.
- (c) General: Frayed cuffs and loose buttons shall be repaired to prevent being caught in machinery.
- (d) Always read and follow the manufacturer's guidance.

3.2 **High Visibility Waistcoat / Jacket / Trousers (To BSEN ISO 20471:2013)**

To ensure fast recognition by road users when personnel are working on the highway, either

PLACE HEALTH AND SAFETY MANUAL

a class 3 high visibility jacket or a class 3 high visibility waistcoat shall be worn. Class 1 high visibility trousers shall also be worn.

High visibility waistcoats shall be long sleeved and will be worn by **all** personnel who have cause to work on or adjacent to the highway unless wearing alternate approved high visibility clothing.

Care

Keep out of sunlight when not in use. Refer to the manufacturer's guidance for cleaning details.

4 **Head Protection**

4.1 **Safety Helmets (BS EN 397: 2012 Heavy Duty Industrial)**

The principles behind the protection afforded by a safety helmet / hard hat are that it will neither itself fracture the skull nor transmit the force of the blow when impact takes place. This helmet can be used with attached earmuffs, visors/face shields and chinstraps.

Head protection should always be worn on Highways sites and in line with other contractor's site rules. It must also be worn where site operations involve, for example: -

- (a) Works adjacent to working plant – JCBs, cranes, tipping vehicles.
- (b) When working in excavations or in close proximity to scaffold;
- (c) Falling or swinging objects – materials, tools, crane hook; i.e. loading and unloading operation;

N.B. Where there is any doubt about foreseeable risk head protection shall be worn. All site operatives must therefore have their head protection available for use at all times.

Care

Keep out of sunlight and away from heat when not in use. Do not paint or fix attachments by drilling etc. If damaged, replace. Replacement inner harnesses and sweatbands are available. Hard hats should be replaced every five years from the date of issue however sooner if they have been exposed to sunlight or show other signs of wear. It is recommended that for regular use (Contractors), these should be replaced annually. Hard hats shall be subject to regular inspection. Always read and follow the manufacturer's guidance.

4.2 **Caps**

Bump Caps (BS EN 812 : 2012)
– LCC staff only

PLACE HEALTH AND SAFETY MANUAL

Where safety helmets are not considered practical for certain activities and where there is still a risk of impact between the head and stationary objects, a Bump Cap may be worn. These are only intended for minor risks and must not be construed as being an Industrial Safety Helmet.

Some examples of such activities include inspecting/working under vehicles or other restricted work areas.

Care

Keep out of sunlight and away from heat when not in use. Do not paint or fix attachments by drilling etc. If damaged, replace. Replacement inner harnesses and sweatbands are available. Always read and follow the manufacturer's guidance.

5 Hearing Protection

- 5.1 Subjection to high levels of noise for long periods of time will in due course cause incurable damage to hearing; e.g. working with or adjacent to road breakers or compressors.
- 5.2 Hearing protection shall be worn by all persons where they are subjected to high noise levels, e.g. shot blasting, strimming, chain saws, disc cutters, floor and circular saws etc. The Noise at Work Regulations state that when noise levels reach 80dB(A) hearing protection shall be made available to those at risk and when noise levels reach 85dB(A) hearing protection becomes mandatory. Single Number Ratings for hearing protection should be considered depending on the tasks to be carried out so that the person wearing them is not over-protected and can still hear other noise, eg a vehicle horn.
- 5.3 Earmuffs (BS EN 352-2 : 2002)

If required to fit safety helmet please state when ordering

Care

Keep clean, provide new seals as necessary. To be replaced using hygiene kit if damaged or contaminated by oil/dirt etc. Always read and follow the manufacturer's guidance.

- 5.4 Earplugs

Care

Only to be inserted when hands are clean. Disposable, not for re-use.

PLACE HEALTH AND SAFETY MANUAL

6 Eye / Face Protection

6.1 Under the Personal Protective Equipment at Work Regulations employers are required by law to provide employees with suitable PPE when risk assessment has shown there is a need.

6.2 Examples of hazards that may require eye / face protection.

- (i) Liquid or chemical splash, coming into contact with dangerous substances.
- (ii) Working with power driven tools when debris or abrasive materials may be projected.
- (iii) Dust, gas or liquid mist from machines, high pressure cleaning or gas or vapour under pressure.
- (iv) Radiant heat, molten metals, hot solids, sparks or hot liquid splash.
- (v) Intense light or other radiation emitted at levels to cause risk of injury.

6.3 Eye Protection Categories

- (i) Safety Goggles (BS EN ISO 4007:2018 Grade A high energy impact) Wide vision goggles different types of manufacturers for dust, chemicals, gas and molten metal splash hazards.
- (ii) Safety Spectacles (BS EN ISO 4007:2018 Grade F low energy impact). The lenses are provided in toughened glass and side shields are fitted for extra protection.
- (iii) Face Shields, (BS EN ISO 4007:2018 Grade A high energy impact). Lightweight face shields are manufactured for total face protection. Different types are available. Some are attached to helmets with constant flow of ventilation others are self -supporting.

Suitable eye protection should be chosen and worn for the specific task being carried out and be fit for purpose. Once supplied with eye / face protection the employee is legally responsible to ensure that the protection is worn and maintained in good condition.

6.4 Light eye protection by wearing suitable sunglasses shall be considered during periods of sunlight and as protection from dust.

Care

Replace if damaged. Rinse in clean water, wipe with lint free material or soft tissues. Always read and follow the manufacturer's guidance.

Note

If shields are required to fit safety helmet please state when ordering.

PLACE HEALTH AND SAFETY MANUAL

It should be noted that contact lenses afford no protection to the eyes and such wearers must wear eye protection if there exists a risk of eye contamination.

7 **Respiratory Protection**

7.1 Although the majority of work is undertaken outside, dust and fumes can still affect personnel in certain areas.

7.2 A wide variety of respiratory protective equipment is available. It can be broadly broken down into two groups, those which filter impure air such as dust and gas respirators and those which provide clean air such as airlines and self contained breathing apparatus.

7.3 Filters such as cartridge and canisters can only be used in condition where oxygen is of a level which is high enough to sustain life, also the amount of dust or gas which is excluded is never 100%.

7.4 Clean air respirators such as self contained breathing apparatus and air lines must only be used by specifically trained personnel and are used when a lack of oxygen is suspected.

7.5 Disposable Respirators / Dust Masks

These are available in different styles with the cup shaped respirator tending to be the most popular. They comply with BS EN 149 : 2001+A1:2009 and have an optional valve to aid breathing.

Half and full face rubber respirator masks to BS EN 140 with disposable filters are also available for dust and oil / water based mists.

The above respirators come in three different protection factors.

(a) FFP1 respirator for low level protection against dust and oil / water based mists, should reduce exposure to particulates by a factor of 4.

(b) FFP2 respirator for moderate level protection against dust and oil / water based mists, should reduce exposure to particulates by a factor of 10.

(c) FFP3 respirator for higher level protection against dust and oil / water based mists, should reduce exposure to particulates by a factor of 20. For the purpose of protection against inhalation of silica quartz, FFP3 must be worn as a minimum protection.

7.6 Powered respirators, airline hoods and self contained breathing apparatus are also available. These should be considered for use when a particular hazard is being evaluated as part of a task specific risk assessment.

PLACE HEALTH AND SAFETY MANUAL

- 7.7 The Safety advisor must be consulted before using any form of respiratory protection.
- 7.8 It is extremely important that the protection is fitted correctly.

Care

Always read and follow the manufacturer's guidance.

8 Hand and Arm Protection

- 8.1 Hands and arms have to be protected against a wide range of hazards including mechanical, chemical and thermal. With such a mixture of hazards and the amount of sensitivity required by different types of activity the range of protection is large.

8.2 Gloves and Gauntlets

The following types of protection are given as guidance however always refer to the manufacturer's guidance for further information:

- (i) General purpose (wet work) PVC knitted wrist.
- (ii) General purpose (dry work)
High grip gloves 100% spun nylon with PVC criss-cross coating.
- (iii) Abrasive resistant
Rubber palmed spun nylon for kerb laying and other work requiring abrasive resistance.
- (iv) Heat resistant
Man made yarn glove for use when using/handling hot materials.
- (v) Chemical (Herbicides, Solvents and Oils).
"NITRILE" for use when handling oils and their by-products also when undertaking weed spraying operations. Lightweight disposable Nitrile gloves are also available.
- (vi) Rubber Gloves and gauntlets (Lightweight and heavy duty).
When extra sensitivity is required for laboratory work.
- (vii) Leather Gloves
Hardwearing gauntlet for general use, not suitable for prolonged wet work.

- 8.3 Appropriate levels of protection from gloves used for physical and mechanical tasks (EN388) should be risk assessed based upon the activity and the risks of Abrasion, Blade Cut, Tear and Puncture, each having varying levels of protection between 1 (low protection) and 5 (High Protection)

PLACE HEALTH AND SAFETY MANUAL

Always confirm that the gloves are suitable for the activity they are being used for. When handling chemicals / hazardous substances always refer to the materials safety data sheet / COSHH assessment for guidance on the correct type of gloves to be worn.

Care

Always read and follow the manufacturer's guidance.

9 Foot Protection

9.1 The major causes of accidents are falling objects, stepping on sharp objects or slipping. Heat, water, oil and chemical resistance shall also be considered. Therefore the correct foot protection is most important. Safety boots with toecap protection to 200 joule, mid sole protection and good gripping soles will help prevent incidents. Both leather and rubber boots are available. Rigger style safety boots are prohibited. Lace up safety boots must be worn.

9.2 Ankle Boots, Chukka Boots (BS EN ISO 20345: 2011).

Key features of safety boots include heat resistant sole, oil resistant sole, acid, alkalis and solvent resistance, anti-static sole, water resistant, steel or composite mid sole and steel or composite toecap.

Care

Always read and follow the manufacturer's guidance.

9.3 Socks

To be used in conjunction with rubber boots thus improving comfort and hygiene standards.

Care

Regularly washed.

10 Specialist Work

10.1 At the planning stage of any specialist work, consideration shall always be made as to correct protective equipment required for the activity to be undertaken. Orders should be placed in good time prior to the work commencing. A task specific risk assessment shall be completed for all specialist works outlining which protective equipment is required. Specialist works may include e.g. chain saws, shot blasting and welding. Specific Codes of Practice exist for Working on or over water – CPC3, Bridge Inspecting – CPC 2 and Confined Spaces – CPA10.

10.2 Be aware that certain substances have their own regulations these include Asbestos, Lead, Radiation and Radon.

PLACE HEALTH AND SAFETY MANUAL

APPENDIX A

Personal Protective Equipment (PPE) rules for Lincolnshire County Council (LCC) Highways

staff (including those embedded from the Professional Services Partner) and LCC Highway Contractors

When visiting / working at an LCC Highways site, staff will be required to wear full PPE. That is hard hat, reflective jacket/long sleeved waistcoat (class 3), reflective trousers (class 1), lace up safety boots, gloves and safety glasses. Jacket/long sleeved waistcoat (class 3) and reflective trousers must be contrasted colours – eg orange trousers/ yellow top or yellow trousers/orange top.

A 'Site' is defined as the area inside the site signage – excluding diversion route signage. The site is a 'live' site when you pass the first Men at Work sign. For full road closures, there will be signs out on the approach to the closure and an area set aside for parking for visiting the site. Once parked, staff should wear full PPE.

For Laboratory testing operations PPE shall be worn in line with local arrangements subject to risk assessment.

When not visiting or working on LCC Highway sites, but working on or adjacent to a live site or carriageway, eg marking out defects for areas of carriageway patching, LCC staff should wear as above, with the exception of a hard hat (subject to a dynamic risk assessment)

For all other works within the highway that can be carried out from the footway or verge in pedestrian areas, LCC staff should dynamically risk assess tasks they undertake as a representative of the Highways Authority and wear an appropriate level of PPE. For example a dynamic risk assessment of a meeting with an elected member, Parish Council or private citizen within a town centre may well negate the use of high visibility PPE altogether.

For any visits / working on third party sites, or LCC sites under the control of a Principal Contractor who is not a LCC Highways Term Contractor their PPE rules must be adhered to, even when those sites occupy the highway.

Depots

For visits / working in LCC Highways depots, full PPE must be worn within Red PPE Zones. For other zones / locations please refer to each individual depot PPE plan which is located at depots.

Please also see Appendix B for PPE requirements

PLACE HEALTH AND SAFETY MANUAL

APPENDIX B Lincolnshire County Council Highways and Highway Contractors Minimum PPE requirements



	Hard hat	Safety boots	High-vis jacket	High- vis trousers	Gloves	Eye protection
Live Highways site	√	√	√	√	√	√
Working areas of depots	√	√	√	√	√	√
Escorted depot visitors	By risk assessment	By risk assessment	√	By risk assessment	By risk assessment	By risk assessment
Designated pedestrian routes in depots	By risk assessment	By risk assessment	√	By risk assessment	By risk assessment	By risk assessment
Surveys/inspections on or adjacent to the highway	By risk assessment	√	√	√	√	√
Surveys/inspections in public areas (see note below)	By risk assessment	√	√	√	By risk assessment	By risk assessment
Staff visiting Plant workshops	By risk assessment	√	√	√	By risk assessment	By risk assessment
Delivery drivers	√	√	√	By risk assessment	√	√

Notes: –

- There may be instances where LCC staff may make a dynamic risk assessment to determine which PPE would be most appropriate as a representative of the Highways Authority, this may also negate the use of PPE altogether, for example a meeting in a town centre with members of the public or a Councillor or works on the footway or verge.
- Contrasting colours of yellow trousers / orange jackets may also be worn by staff
- These PPE rules apply to LCC term contract sites, for other contractor sites, their specific PPE rules must be adhered to.