



Health and Safety

Personal Protective Equipment (PPE)

Minimum Standard

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1 Aims and Principles

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken to ensure proper management of the use of personal protective equipment (PPE) in the workplace.

All Departments should develop their own arrangements for ensuring that PPE is assessed, selected, used, stored and maintained as required and that suitable training, instruction and information is provided to employees.

The procedures must include the standards set out in this document or be of an equivalent or higher standard.

2 Legislation and Guidance

a) Applicable Legislation

[Health and Safety at Work \(Jersey\) Law, 1989](#)

[Construction \(Personal Protective Equipment\)\(Jersey\) Regulations, 2002](#)

b) Guidance

[Health and Safety in the Workplace: A General Guide](#)

[Guidance on the Construction \(Personal Protective Equipment\)\(Jersey\) Regulations, 2002](#)

[Risk at Work – Personal Protective Equipment \(UK HSE\)](#)

[Personal Protective Equipment at Work – A Short Guide \(UK HSE\)](#)

[Person Protective Equipment at Work – Guidance to the Regulations \(UK HSE\)](#)

[Respiratory Protective Equipment – Index \(UK HSE\)](#)

3 Definitions

Personal Protective Equipment

Equipment (including clothing affording protection against weather) which is intended to

be worn or held by a person to provide protection against one or more risks to their health or safety.

4 Who this Minimum Standard Applies to

Applies to:-

- Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

~~Who~~ Where they have responsibility for the provision and safe use of PPE in the workplace.

5 Links to other GoJ Policies, Minimum Standards and Guidance

a) Policies

Government of Jersey - Health and Safety Policy

b) GoJ Minimum Standards

Risk Assessment

Control of Contractors

Confined Spaces

Asbestos

COSHH

Vibration

Ionising Radiation

Machinery

Noise

Slips and Trips

Prevention and Management of Violence and Aggression

Working at Height

6 Roles and Responsibilities

The department's arrangements must clearly set out the roles and responsibilities of those required to ensure that suitable personal protective equipment is identified, provided and used in the workplace. The arrangements for maintenance, storage and provision of training should also be included.

~~first aid~~

Reference should be made to the Government of Jersey Health and Safety Policy for general responsibilities.

7 Purpose of Personal Protective Equipment (PPE)

Personal protective equipment must only be used where all other reasonably practicable means of the controlling the risks identified have been implemented.

It is considered to be the last resort in methods used to protect persons against hazards which could affect their health or safety and must only be used where it can be shown to provide added benefit.

PPE is considered to be the last resort because: -

- It only protects the person wearing it, whereas controlling the risk at source can protect everyone in the workplace
- Maximum levels of protection are seldom achieved with PPE in practice and the actual level of protection achieved is difficult to assess
- Effective protection is only achieved if the PPE is suitable, correctly fitted, properly maintained and properly used.
- PPE may restrict the wearer to some extent by limiting movement or visibility.
- PPE can affect the user's awareness of surroundings exposing them to other hazards e.g. emergency alarms or verbal warnings may not be heard if wearing a high level of hearing protection

It should be recognised that most PPE will not provide complete protection against a hazard; care must be taken to ensure that the hazard which the PPE is designed to protect the user from does not reach a level which exceeds the degree of protection provided.

8 Risk Assessment

The requirement for PPE should be identified during the risk assessment process.

Before introducing PPE, other more effective means of controlling the risks must be considered to determine whether it is reasonably practicable to use them or not.

These controls fall into the following broad categories:

Elimination	Physically remove the hazard
Substitution	Replace the hazard with something less harmful
Engineering	Isolate the workers from the hazard e.g. guarding on equipment, local exhaust ventilation
Administration	e.g. safe systems of work, reduction of exposure time, rules, training, instruction, information and supervision or doing the task in a different way

As with all controls, care must be taken to ensure that the use of the PPE will not increase the overall level of risk, i.e. PPE must not be worn if the risk caused by wearing it is greater than the risk against which it is meant to protect.

In addition to risk assessment, the “Checklist for considering the use of PPE” in Appendix B can help in determining whether PPE is appropriate.

9 Types of PPE

There are many different types of PPE available for protecting body parts from hazards and the style chosen will depend on many factors which should be considered during the assessment.

Appendix A contains further details of the types of PPE available.

10 Selection and Use of PPE

When selecting PPE, the following factors should be taken into account:

- The job itself and the hazards for which protection is needed. It is important to identify the exact nature of the hazard to ensure the protection chosen is suitable e.g. when choosing respiratory protection, the hazard can vary considerably such

as vapour or dust and different masks/filters are needed depending on the hazard type.

- The level of protection provided by the PPE as whilst the design may be similar, such as when selecting safety glasses or ear defenders, the level of protection provided by particular ones is different depending on their specification.
- The environment the PPE is being worn in e.g. temperature, wet conditions etc.
- The physical effort needed to do the job
- How long the PPE has to be worn
- Requirements for visibility and communication
- The individual wearer i.e. consider the health of the person wearing the PPE and its ergonomic effects. PPE made of certain materials should not be issued to workers if they are known to cause allergies, for example latex gloves. Heavy or bulky suits can cause or make worse existing musculoskeletal problems and cause thermal comfort problems
- Any special requirements e.g. compatibility with glasses or other PPE

The aim should be to choose PPE which gives maximum protection while ensuring minimum discomfort to the wearer, as uncomfortable equipment is unlikely to be worn properly.

The persons doing the job should be consulted and involved in the selection and specification of the equipment. This will increase the chances of the PPE being used.

There will be considerable differences in the physical dimensions of different workers and therefore more than one type or size of PPE may be needed and on occasion, the required range may not be available from a single supplier.

11 Specification of PPE

The letters 'CE' appear on many products and show that the manufacturer has checked that these products meet EU safety, health or environmental requirements.

From 1 January 2023, the UK Conformity Assessed (UKCA) marking must be used by manufacturers but until then, CE marking on new products is still accepted. After 1 January 2023, existing CE-marked PPE products can continue to be used but should not be purchased.

The CE or UKCA mark on a PPE product is the confirmation that it has been independently assessed by a Notified Body. Accompanied by a four-digit number, this

signifies that the PPE product has met the minimum performance requirements.

An internal review of certification should be conducted prior to purchase to validate its authenticity. This can be achieved by accessing the official website of the issuing body where details of the certification should be available.

12 Storage of PPE

Proper storage of PPE is required to:

- Prevent damage or deterioration from chemicals, sunlight, high humidity, heat and accidental knocks
- Prevent contamination from dirt and harmful substances
- Reduce the possibility of losing the PPE
- Enable the sufficient drying of PPE to ensure its effectiveness is maintained, for example retaining its insulating capabilities if used in damp, hot or cold environments.

Accommodation/storage can be simple and does not need to be in a fixed place e.g. some PPE such as safety spectacles can be kept in a storage case and be retained by the user.

PPE should be stored properly when not in use and be kept clean if it is reusable.

13 Maintenance of PPE

An effective maintenance system should be put in place and the actions required will depend on the type of PPE. Further information on the types of testing and maintenance required will be available from the manufacturer/supplier of the equipment.

The system should include (where applicable) arrangements for:

Examination

A visual examination checking for faults, damage, wear and tear, dirt etc

Testing

Carried out at suitable intervals by competent persons to ensure the PPE is operating as intended e.g. harnesses and lanyards etc.

Ready for use checks	Carried out by the user and can include checking that PPE is charged, such as power fed respirators, that harnesses are not damaged etc.
Cleaning	<p>Employees can be responsible for keeping their PPE clean and instructions and cleaning materials should be provided to ensure damage is prevented</p> <p>Disinfection may also be appropriate including where multiple persons use the same PPE</p>
Repair	<p>Simple repairs can be carried out by the user, such as replacing broken laces. More complex repairs should be carried out by competent persons and correct replacement parts used.</p> <p>Some items of PPE may need to be returned to the manufacturer or supplier for repair</p>
Replacement	<p>Some PPE will have a useable 'shelf life' and will need to be replaced when this is exceeded or if it is damaged, worn out or lost</p> <p>Where disposable PPE is provided, users should be aware of when it should be discarded and replaced and how to dispose of it safely</p>

14 Information, Instruction and Training

Employees must be provided with suitable information, instruction and training to enable them to make effective use of the PPE provided to them to protect their health and safety.

A systematic approach to training is needed to ensure that everyone involved with the selection, use and maintenance of PPE is trained appropriately.

Users of PPE must be trained in its proper use, how to correctly fit and wear it, and what its limitations are. Persons supervising those required to use PPE must be made aware of why PPE is being used and how it should be used properly.

Any person involved in selecting, maintaining, repairing and testing PPE should also receive training.

Training should include elements of theory as well as practice in using the equipment, and should be carried out in accordance with any recommendations and instructions supplied by the PPE manufacturer.

The extent of the instruction and training will depend on the type of equipment, how frequently it is used and the needs of the people being trained

Training may be in-house e.g. for PPE which is simple to use and maintain, such as hard hats, some basic instructions to the users will be all that is required. For more complex equipment such as harnesses and lanyards, training is available from external training organisation. For some PPE, the manufacturer may provide training.

As well as initial training, users of PPE and others involved with the equipment may need refresher training from time to time. Records of training details should be kept to help with the efficient administration of the training programme.

The instruction and training provided should include both theory and practical training.

Theoretical Training

Theoretical training should include:

- An explanation of the risks present and why PPE is needed
- The risks to health if PPE is not worn or used properly
- The operation, performance and limitations of the equipment
- Any user maintenance that should be carried out (e.g. cleaning procedures, filter changes)
- Instructions on the selection, use and storage of PPE
- Any testing/inspection requirements before use (e.g. pre-user checks, testing, fit-testing)
- Factors which can affect the protection provided by the PPE such as other protective equipment, personal factors, working conditions, inadequate fitting, and defects, damage and wear
- Recognising defects in PPE and arrangements for reporting loss or defects.
- Where to obtain replacement PPE

Practical Training

Practical training should include:

- Practice in putting on, wearing and removing the equipment safely
- Practice in inspection and, where appropriate, testing of the PPE before use
- Practice in how to maintain the PPE, to the extent this should be done by the user, such as cleaning and the replacement of certain components
- Instruction in the safe storage of equipment

In addition to providing training, the requirement to wear PPE should be clearly set out in the risk assessment and method statement prepared for the tasks being carried out.

It may also be appropriate to place pictorial signage in prominent positions e.g. at points of entry or adjacent to machinery.

Records of formal training should be kept.

15 Use of PPE

Users of PPE must ensure that they only use the PPE provided to them by their employer, which will be the correct specification for the work they are undertaking.

They must also ensure it is properly adjusted and fitted as per the information, training and instruction they are given on its use.

When using respiratory protective equipment, users must ensure that they do not have any facial hair and that they have been face-fit tested as required.

16 Reporting Loss or Defects

Employees must take reasonable care of PPE provided and report any loss or obvious defect or damage as soon as possible.

Arrangements should be in place to ensure that employees can easily report defective or lost PPE and that it is either repaired or replaced before the employee resumes the task.

Employees should also be encouraged to report any concerns regarding PPE such as fit or protection afforded although this is less likely to be an issue if the employees have been consulted when selecting PPE.

17 Exemptions

Where PPE has been identified during the risk assessment process as being required, it means that there are residual risks which persons must be protected against to ensure compliance with health and safety legislation.

No matter how short the task is, exempting an individual from wearing PPE would expose them to the hazard and would not be acceptable unless the wearing of that PPE would expose them to additional risks e.g. clothing or gloves catching in moving parts.

In the event of an employee seeking an exemption from wearing PPE for medical reasons, this should be referred to the Occupation Health Service Provider.

18 Supervision, Monitoring and Audits

Compliance with the wearing of PPE in the workplace should be regularly monitored by supervisors and should also be included as part of formal health and safety inspections/audits.

Whilst active monitoring is preferred as this should identify any issues before they could give rise to a risk to safety or health, the use of PPE should also be monitored on a reactive basis.

Examples of proactive monitoring include:

- Workplace inspections
- Risk assessments and the PPE controls in place
- Review and audit of risk assessments and safety procedures

Examples of reactive monitoring include:

- Incident investigations
- Review of risk assessments, controls and safety procedures following an incident
- Investigation of concerns and/or complaints from employees or others
- Responding to safety alerts

Appendix A

Types of PPE

Body Part	Hazards	Types	Further information
Eyes	Chemical or metal splash, dust, projectiles, gas and vapour, radiation	Safety spectacles, goggles, face screens, face shields, visors, sunglasses	Make sure the eye protection chosen has the right combination of impact/dust/splash/molten metal eye protection for the task and fits the user properly
Head and neck	Impact from falling or flying objects, risk of head bumping, hair getting tangled in machinery, chemical drips or splash, climate or temperature	Industrial safety helmets, bump caps, baseball caps, hairnets and firefighters' helmets	Some safety helmets incorporate or can be fitted with specially-designed eye or hearing protection Don't forget neck protection, e.g. scarves for use during welding
Ears	Noise – a combination of sound level and duration of exposure, very high-level sounds are a hazard even with short duration	Earplugs, earmuffs, semi-insert/canal caps	Provide the right hearing protectors for the type of work, and make sure workers know how to fit them Choose protectors that reduce noise to an acceptable level, while allowing for safety and communication
Hands and arms	Abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, biological agents and prolonged immersion in water	Gloves, gloves with a cuff, gauntlets and sleeving that covers part or all of the arm	Avoid gloves when operating machines such as bench drills where the gloves might get caught Some materials are quickly penetrated by chemicals – take care in selection, see HSE's skin at work website Barrier creams are unreliable and are no substitute for proper PPE Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems. Using separate cotton inner gloves can help prevent this

Feet and legs	Wet, hot and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash, vehicles	Safety boots and shoes with protective toecaps and penetration-resistant, mid-sole wellington boots and specific footwear, e.g. foundry boots and chainsaw boots	Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil - or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating Appropriate footwear should be selected for the risks identified
Lungs	Oxygen-deficient atmospheres, dusts, gases and vapours	<p>Respiratory protective equipment (RPE)</p> <p>Some respirators rely on filtering contaminants from workplace air. These include simple filtering face pieces and respirators and power-assisted respirators</p> <p>Make sure it fits properly, e.g. for tight-fitting respirators (filtering face pieces, half and full masks). Face fit testing should be carried out.</p> <p>There are also types of breathing apparatus which give an independent supply of breathable air, e.g. fresh-air hose, compressed airline and self-contained breathing apparatus</p>	<p>The right type of respirator filter must be used as each is effective for only a limited range of substances</p> <p>Filters have only a limited life. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus – never use a filtering cartridge</p> <p>If you are using respiratory protective equipment, look at HSE guidance <u>Respiratory protective equipment at work: A practical guide</u> and the <u>Respiratory Protective Equipment – Index</u>.</p>
Whole body	Heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing	Conventional or disposable overalls, boiler suits, aprons, chemical suits	<p>The choice of materials includes flame-retardant, anti-static, chain mail, chemically impermeable, and high-visibility</p> <p>Don't forget other protection, like safety harnesses or life jackets</p>

Appendix B

Checklist for considering the use of PPE

These points are provided to **assist** in the completion of a suitable and sufficient risk assessment and **not** as an alternative.

Is it appropriate for the task?	Yes	No
Is it the right type(s)?	Yes	No
Does it protect against the particular hazard identified? e.g. dust, vapour	Yes	No
Does it fit – is the size right?	Yes	No
Is it comfortable enough for the user?	Yes	No
Does it impair visibility or communication?	Yes	No
Does it interfere with the wearing of other PPE?	Yes	No
Has adequate training been given on its use?	Yes	No
Is it inspected for wear and tear?	Yes	No
Is it properly maintained?	Yes	No
Is there suitable storage when not in use?	Yes	No
Are there procedures for reporting losses or defects?	Yes	No
Have the employees been involved in the selection of the PPE?	Yes	No
Is the user required to be face-fit tested? e.g. For RPE	Yes	No
Is PPE required under any specific risk assessment? e.g. COSHH, noise	Yes	No