

Safe Working Practices:

SWP- 32 Personal Protective Equipment (PPE)

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

GENERAL

- 1.0 The PPE provided by TMHUK is ordered as a part of the Team Member Alert (TMA) process. The new starter is requested to completed the 'Technician Onboarding Form' and return to their leader prior to their start date
- 1.1 Training and instruction on the use of PPE is given to all technicians. It is included as part of the scheduled training modules including New Team Member Induction and Safety Course.
- 1.2 Team members should address any queries they may have to their respective leader.
- 1.3 Failure to wear the relevant PPE equipment in an "at risk" area is considered to be a serious disciplinary matter.
- 1.4 It is recognised that some site operators may provide special or alternative PPE. Where the PPE provided by the company does not give adequate protection against unusual or unrecognised risks then the site operators PPE should be used.
- 1.5 The site operator has the responsibility to ensure the safety of all persons on his/her premises.
 - a) They must therefore advise the company or the TMHUK team member on site of any risks to health that visitors may be exposed to.
 - b) If the requirement for PPE in respect of recognised risks cannot be met the TMHUK team member may not proceed with any repair until the risk is removed or suitable PPE is provided.
- 1.6 The use and care of PPE is in accordance with the training given by TMHUK and the manufacturers recommendations which accompany the product when supplied to the user.
- 1.7 The question of additional risks involved or brought about by the wearing of PPE, singularly or in combination, has been addressed and as far as may be reasonably foreseen, there is thought to be no situation where the wearing of PPE would create additional hazard or add risk.
- 1.8 Children and Young Persons (see SM procedure "Employment of Young Persons") will not be exposed intentionally to areas of danger. Children should not be involved in any task requiring PPE. Young Persons will be issued with and obliged to wear appropriate PPE where risk assessments have determined that it is necessary.

HIGH VISIBILITY JACKET

- 2.0 A yellow high visibility jacket is provided under the description of "Safety Vest" and is available using item number HI-VIS L BT (for large), HI-VIS M BT (for medium) etc. This jacket should be worn whenever the technician is obliged to work in areas where there is the slightest risk of collision from vehicles or machinery being operated in the same area.

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- 2.1 Company supplied high visibility jackets will be CE marked, display highly reflective braces and two horizontal bands and will be to a minimum standard of BS EN 20471 class 2.

HEAD PROTECTION

- 3.0 A safety helmet (hard hat) is provided.
- 3.1 This helmet is to be worn whenever there is a danger of objects falling from above and as a consequence likely to cause injury. It must also be worn when working at height.
- 3.2 Typical examples of the need to wear a safety helmet would be:-
- a) When a technician is required to work in a warehouse aisle where there is a danger of objects falling from pallets stacked directly above.
 - b) working in a team where one member of that team is working at a higher level than the other member(s), e.g. working on the upper section of a mast and there is a risk of falling tools or components.
- 3.3 Company supplied safety helmets will be CE marked and to a minimum standard of BS EN 397.
- 3.4 Safety helmets should be a good comfortable fit with the chin strap correctly positioned.
- 3.5 Bump caps are available to be worn when there is a risk of bumping your head. These do not offer falling object protection and should be used specifically for what they are designed for. Consideration should be given to wearing a bump cap if working on trucks in which forks or attachments have been raised to a height in which contact with the head can be made.

EYE PROTECTION

- 4.0 Safety Goggles and glasses are provided. A full-Face Screen is available if required.
- 4.1 Safety Goggles are to be worn whenever any action undertaken is likely to present a risk of injury to the eyes.
- 4.2 Typical examples of such activities would be:-
- a) Any grinding operation with a bench or angle grinder.
 - b) Any powered drilling task.
 - c) The use of drifts, punches and chisels etc that expose the user to the risk of flying slivers of metal.
 - d) Working with batteries, particularly when involved with the electrolyte.
 - e) Soldering.
 - f) Dusty atmospheres
- 4.3 Safety glasses are available for general eye protection and must not be used for any of the specified activities list at 4.2 or in any situation where foreign object ingress to the eye is likely. Wearing safety glasses for general service and repair work is recommended.
- 4.4 Battery Maintenance Specialists will be equipped with PPE offering adequate protection to the face and eyes against acid splashing.
- 4.5 Welding team members will be issued with Masks/goggles specific to the particular process involved.

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- 4.6 Company supplied safety goggles will be CE marked and to a minimum standard of BS EN 166.

HEARING PROTECTION

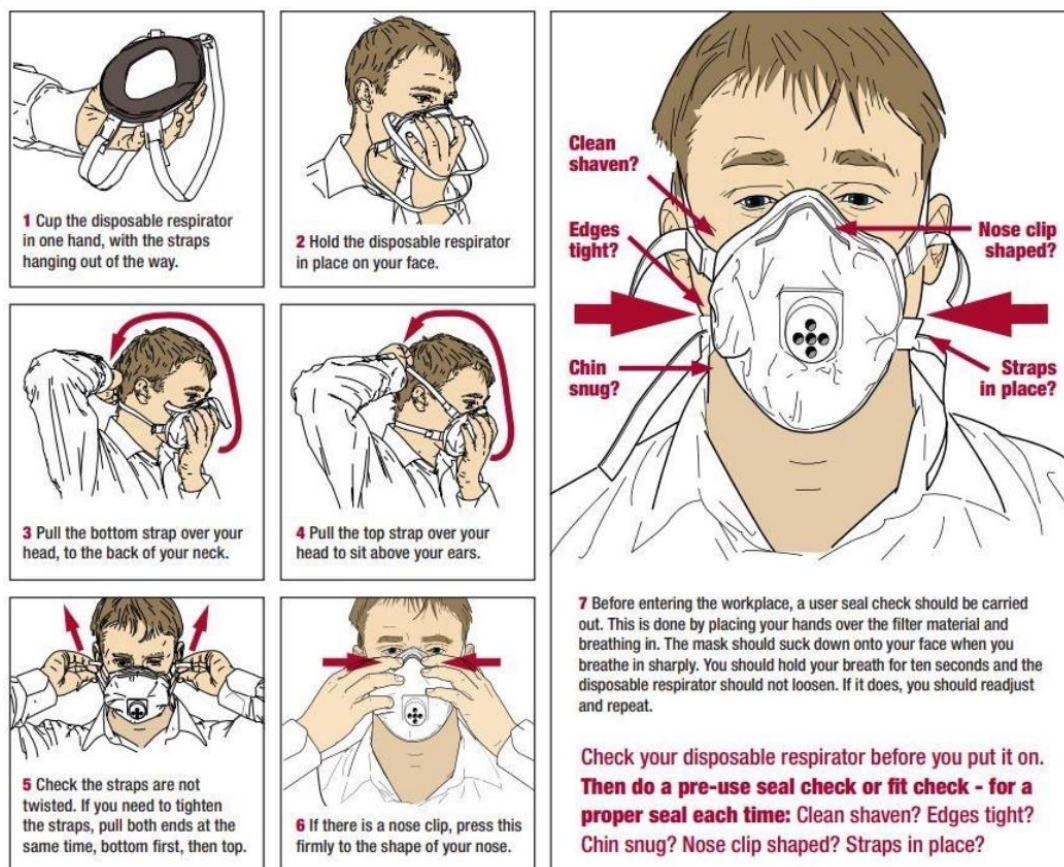
- 5.0 Ear Defenders are provided.
- 5.1 Ear defenders should be worn in any circumstance where the noise level exceeds 80dB(A). See SWP "Noise".
- 5.2 Team members should consider the use of hearing protection when long exposure is likely to noise less than 80dB(A) but is constant or repetitive.
- 5.3 Notwithstanding the Site Operators (SO) obligation to ensure the safety of visitors to his site and because the company (TMHUK) cannot influence the noise levels on customers sites, the responsibility for identifying the need for and the wearing of ear defenders rests with the individual team member, unless the SO operates "Ear protection zones", when the SO rules/provisions will apply.
- 5.4 Company supplied hearing protection will be CE marked and to a minimum standard of BS EN 352.

BREATHING (RESPIRATORY) PROTECTION

- 6.0 Breathing masks are provided.
- 6.1 It is recommended that the masks provided be worn whenever the work undertaken creates breathing hazards. As routine servicing and many repairs involve cleaning which will create dust this probably means most of the time. Refer to SM-32 Dust.
- 6.2 Typical instances of the need to wear breathing protection would be:-
- a) The cleaning of motors particularly the brush area.
 - b) When brushing out the foot well area of trucks, this will contain dust from the motors and brakes of the machine as well as debris from the floor on which the truck works.
 - c) When cleaning or servicing brakes. Although the company have not used asbestos in their brake shoes since the early 1980's we cannot guarantee that other suppliers have done likewise.
- 6.3 As with all PPE, it is important that facemasks are worn and maintained properly. The following is guidance on the face fit testing for half face disposable masks. Always wash your hands before fitting and on removal of masks and follow the manufacturer's instructions:

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6.4 Company supplied masks will be FFP2/N95/KN95 and CE marked and to a minimum standard of BS EN 149:2001

6.5 **Pandemic Temporary Measures** – Respiratory face coverings for protection in pandemic situations may be provided when guidance from the UK Government indicates this is a requirement for general use in public areas. Face coverings provided by TMHUK at this time may be of the 'surgical' or other type and not meet the standards as noted in 6.4 above. This type of face covering **MUST NOT** be used for normal technician activity during the maintenance of MHE.

Paint Sprayers

6.6 Where workshop based paint sprayers are using breathing protection, it is recommended that the fit of the mask is suitable for prolonged every day usage. Refer to SWP-25 Paint Shop – Spray Booths and Preparation Areas.

6.7 Note: A tight fitting face piece is a full-face mask, a half facemask, or a filtering face piece (commonly referred to as a disposable mask). The performance of these types of face pieces relies heavily on the quality of fit of the face piece to the wearer's face. An inadequate fit will significantly reduce the protection provided to the wearer.

6.8 Qualitative Fit Testing is the recommended method for performing the test, which consists of using a hood and Bitrex test solution (either bitter or sweet) is sprayed into the hood while wearing the respirator. If the wearer detects the taste of the aerosol during the test, then the fit test is failed.

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BODY PROTECTION

- 7.0 Overalls are supplied on commencement of employment and replaced on an "as needed" basis.
- 7.1 Requests for initial supply and replacements are routed through the local service manager.
- 7.2 The company provides "cleaning vouchers" which are accepted by the major dry cleaners.
- 7.3 The overalls provided are primarily designed to protect the wearer against dirt, and prevent the skin coming into contact with oils and greases. Battery Specialists are provided with aprons that provide a greater measure of protection against acid spills.
- 7.4 Dirty or oily overalls are a health hazard (see SWP Hydraulics) and should be cleaned as often as is necessary, certainly not less than weekly.
- 7.5 The wearing of overalls by service technicians whilst working is mandatory. Work is considered to be anything else other than driving from site to site or office duties.
- 7.6 Welding Team Members will be provided with welders flame-retardant overalls and aprons.

HAND PROTECTION

- 8.0 The company provides barrier cream and hand cleaner.
- 8.1 The use of barrier cream is important as it provides a measure of protection against dermatitis and other similar reactions to the skins contact with oil, as does regular washing.
- 8.2 Disposable single use nitrile gloves are available. IF YOU SUFFER A REACTION OF ANY KIND CONTACT YOUR LEADER.
- 8.3 Company supplied disposable gloves will be CE marked and to a minimum standard of BS EN 420.
- 8.4 DO NOT USE BARRIER CREAM AND DISPOSABLE GLOVES AT THE SAME TIME.
- 8.5 General purpose work gloves are provided as part of the standard tool kit. Nitrile fabric glove are also available. Both of these gloves provide increased cut protection and should be used in preference to the single use glove.
- 8.6 Gloves for special needs should be requested through the local service manager e.g.
 - a. A medical condition.
 - b. Unusual work conditions.
 - c. Acid resistant gloves for battery work.
 - d. Gloves for work in cold stores.
- 8.7 Welding Team Members are provided with appropriate gloves/gauntlets.

FOOT PROTECTION

- 9.0 The company provides Industrial Safety boots or shoes to all its technicians and warehouse team members and others as appropriate.
- 9.1 Safety shoes are supplied on commencement of employment and replaced on an "as needed" basis.

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- 9.2 Requests for initial supply and replacements are routed through the team leader.
- 9.3 They will be oil and acid resistant with anti-slip properties.
- 9.4 The wearing of safety shoes by technicians and warehouse team members whilst working is mandatory.
- 9.5 Work is considered to be anything else other than driving from site to site or office duties.
- 9.6 Welders will be issued with boots/shoes specifically designed to prevent sparks/molten metal from entering the footwear.
- 9.7 Company provided protective footwear will be CE marked and to a minimum standard of BS EN 345.

SAFETY HARNESS

- 10.0 A safety harness kit comprises a harness, lanyard, work position belt and bag. It is available to all technicians who work at height in the course of their work. Refer to SWP-04 Work at Height
- 10.1 The kit should be inspected by the user before each occasion of use.
- 10.2 In the event of the kit being used to arrest a fall it should be returned to the team leader who will arrange inspection/testing by the manufacturer.
- 10.3 Not less than biannually a competent person, appointed by the company, will examine each harness/lanyard, recording the results of this inspection on the Special Tool Examination Planner (STEP).
- 10.4 Company supplied safety harness will be to a minimum standard of BS EN 361. The lanyard will be to a minimum standard of BS EN 355.
- 10.5 The harness, lanyard and work position belt will be replaced as a minimum 10 years from the date of manufacture regardless of the condition.

MISCELLANEOUS

- 11.0 The supply of special PPE will be considered on request to the local leader.
- 11.1 Typical examples of the need for additional PPE would be:-
 - a) Waterproof/Winter Clothing e.g. exposed loading bays during winter.
 - b) Cold Store work.
 - c) Hot Work e.g. welding, cutting or grinding.

RECORDS

- 12.0 STEP records along with the appropriate Product Record/Certificate of Conformity will be retained for not less than the life time of the equipment.