



COMPANY POLICY

Document ref: **OJD-POL-06**Issue date: **14 November 2022**Review cycle: **Annual**

PPE Policy

1. Policy statement

OJD Services Limited provides personal protective equipment to protect employees where risks cannot be adequately controlled by other means. PPE is always the last line of defence — we first reduce risk through safe machines, safe systems of work and competent people — but where PPE is needed it is provided **free of charge**, in accordance with the Personal Protective Equipment at Work Regulations 1992 (as amended 2022).

2. Minimum standards

The following minimum PPE applies to all yard operations, deliveries, collections and attendance on customer sites:

- Safety helmet (EN 397), replaced following any impact or at the manufacturer's expiry.
- High-visibility clothing (EN ISO 20471), Class 2 as a minimum, Class 3 for roadside and transport activities.
- Protective footwear with midsole protection (EN ISO 20345, S3 or better).
- Cut-resistant gloves suitable for the task.
- Eye and hearing protection where indicated by the risk assessment — including during shredder operation, grinding and pressure washing.

Task-specific PPE — such as respiratory protection for dusty environments and face-fit tested masks where required — is specified by risk assessment.

3. Use, care and replacement

- PPE is issued on induction and recorded; damaged or worn PPE is replaced without question and without charge.
- Employees must wear the PPE specified for the task, store it properly, and report loss, damage or discomfort promptly.
- PPE must not be modified. Where PPE items are worn together (for example helmet, ear defenders and eye protection) they must be compatible.
- Visitors to our premises are provided with appropriate PPE for the areas they enter.

4. Compliance

Wearing specified PPE is a condition of employment and of site attendance. Managers lead by example; repeated refusal to wear specified PPE is a disciplinary matter. This policy is reviewed annually alongside our risk assessments.



Oleta O'Grady

Director, OJD Services Limited

Signed: **14 November 2022**

Reviewed: **Annually**