

RESPIRATORY PROTECTIVE EQUIPMENT POLICY

INTRODUCTION

The purpose of Respiratory Protective Equipment (RPE) is to protect individuals from exposure to substances such as dusts, mists, fumes, vapours and gases which may be damaging to health. Frequently this damage occurs by inhalation of harmful levels of these substances, for example, when working with materials which expose airborne particles such as silicates i.e. concrete dust.

SCOPE OF POLICY

This policy applies to all Tayside Contracts employees who are required to carry out tasks which may result in exposure to airborne contaminants and which require the employee to wear tight fitting RPE.

FACE FIT TESTING

An employee, who is required to wear tight fitting RPE as determined by Tayside Contracts COSHH risk assessments, must undertake a face fit test **before** using the equipment, to ensure that there is a good, efficient seal around the face.

Facial hair significantly reduces the effectiveness of tight fitting respiratory protection and therefore in accordance with HSE guidance, individuals must ensure that they are clean shaven, whenever they are required to wear and use RPE.

Re-tests will be carried out, when there has been a change in the RPE model Tayside Contracts' uses or when there has been a change in an individual's appearance, for example, weight loss/gain or a change in facial shape due to dental work, scars, moles etc or a change to the risk assessment.

Face fit testing will only be carried out by a competent and authorised person approved by the Safety & Training Team who has been trained in both the operation of the equipment and instruction and training of respirator wearers.

The results of all tests will be recorded and held on each individual's HR record.

EMPLOYEE RESPONSIBILITIES

Employees who are required to use RPE must carry out a pre-use check, immediately before using the equipment to ensure it is not damaged, has not deteriorated since last used and still functions correctly.

Employees must use the storage arrangements provided to protect the RPE when not in use from contamination.

Defective or damaged equipment must be replaced.

If an employee has a beard for religious reasons or an employee has a medical condition which might be affected by the use of the RPE provided or their ability to undertake a face fit test, then they should contact their line manager who will liaise with the HR Team and the Safety & Training Team.

MAINTENANCE AND REPLACEMENT

Managers and Supervisors are responsible for ensuring the manufacturer's maintenance schedule for RPE including provision of storage, cleaning, examination, recommended replacement periods, repair, testing and shelf life is followed.

MONITORING

Managers, supervisors and the Safety & Training Team are responsible for checking that tight fitting RPE is being correctly utilised by employees and will report any non compliance to the HR Manager.

POLICY VIOLATIONS

Failure to comply with this policy may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

RELATED POLICIES

The Respiratory Protective Equipment Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Disciplinary Policy
- Employee Code of Conduct
- Occupational Health and Safety Policy

The above list is not exhaustive.

POLICY REVIEW

The Respiratory Protective Equipment Policy will be reviewed at three yearly intervals, or as required by legislative changes.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk