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| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

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| Purpose |
| The purpose of this procedure is to define and monitor the health and safety controls associated with Personal Protective Equipment (PPE).  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)). |

**Procedural Requirements**

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|  | REGULATORY REQUIREMENTS |
|  | [Personal Protective Equipment at Work Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2966/contents/made) state that PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Regulations require PPE to be supplied. |
|  | The Regulations also require that PPE is: |
|  | * CE compliant / marked |
|  | * Properly assessed before use to ensure it is suitable |
|  | * Maintained and stored properly |
|  | * Provided to employees with instructions on how to use it safely |
|  | * Used correctly by employees |
|  | The use of PPE must be the last resort to protect the individual and a hierarchy of control will be used. |
|  | It is illegal to charge an employee, including directly employed agency operatives, for the provision of personal protective equipment, but if the Company supplies such equipment to employees of Subcontractors, then the cost can be charged to the Subcontractor Company ([HSF-SF-0048b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8027)). |
|  | Personal protective equipment must be replaced free of charge when worn-out, damaged or lost. |
|  | **PROCUREMENT** |
|  | All PPE must be CE marked, compliant with the relevant European Union Directives, and comply with the relevant European Normalised (EN) standards as a minimum. See table below for further details. |
|  | |  |  |  | | --- | --- | --- | | **Part of the body** | **Example PPE to use (as determined by risk/COSHH assessment)** | **Current EN standard** | | Head | Safety helmet (chin straps worn if working at height). | EN 397 | | Eyes | Safety glasses, safety goggles, visors, face shields. | EN 166 | | Ears | Ear defenders or plugs. | EN 352  Class 1 – Headband  Class 2 – Ear plugs  Class 3 – Helmet | | Respiratory | Respirators or breathing apparatus. | EN 136, EN 138  EN 140, EN 149 | | Body | High visibility jacket, coat, vest, overalls, boiler suits, disposable overalls, specialist protective clothing, wet weather coats, jackets / trousers. | EN 471 (Class 2, 3)  Hi-Vis  EN 343 – Protection against rain | | Hands / arms | Appropriate gloves | EN 388 EN 374 – Chemicals and Micro Organisms | | Feet / Ankle | Safety Boots – with midsole, protective toe caps and ankle protection, wellingtons – with midsole and protective toe caps.  **(Rigger type boots are not acceptable)** | EN 20345 (Type S3) | |
|  | In order to maintain a uniform approach across the Company, standardised Personal Protective Equipment (based on risk assessment) has been identified. All PPE must be purchased in accordance with the PPE Catalogues available [here.](https://home360.balfourbeatty.com/UKHealthandSafety/Pages/Order-PPE.aspx) |
|  | Should there be a requirement to order PPE other than the standard equipment detailed in the PPE Catalogue, the PPE steering group / HSES Enabling Function must be contacted and agreement to purchase obtained. |
|  | The standards of PPE provided are closely monitored; therefore employees are not permitted to purchase their own PPE and claim it back on expenses, unless approved by an HSES Advisor and the employees Line Manager. |
|  | **COMPANY MINIMUM STANDARDS** |
|  | The minimum PPE requirements on all Company sites are: |
|  | * Safety Helmet |
|  | * Eye Protection |
|  | * Safety Boots |
|  | * Gloves |
|  | * High visibility upper body PPE, Class 2 or above |
|  | * High Visibility Trousers, EN471 Class 1 (where mandated by SBU). Balfour Beatty Rail mandates Orange Trousers as a minimum on all projects. Balfour Beatty Living Places mandates Class 2 Trousers as a minimum on all projects. |
|  | Employees undertaking the role of Plant and Vehicle Marshall must be easily identified by means of unique PPE and wear, as a minimum, orange high visibility upper body PPE, Class 2 or above, as well as the hard hat requirements in section 8.0 below. |
|  | All employees, including subcontractors and agency personnel, and third parties must adhere to the above requirements along with any site-specific PPE requirements (as determined by risk assessment, regulation or client’s requirements). |
|  | Risk assessments/COSHH assessments will determine if any further PPE (in addition to the above minimum standards) is required. Examples may include: |
|  | * Medium or high impact eye protection: e.g. goggles, face-shields, visors |
|  | * Chin straps for safety helmets when working at height |
|  | * Body protection: e.g. conventional or disposable overalls, chain mail aprons, Kevlar impregnated clothing |
|  | * Wellington style boots |
|  | * Hand and arm protection: e.g. gauntlets, mitts, wrist-cuffs, armlets |
|  | * Foot and leg protection: e.g. gaiters, leggings, spats |
|  | * Hearing protection: e.g. disposable / reusable ear plugs, ear defenders |
|  | * Fall Protection: e.g. harnesses; lanyards; with inspection records ([HSF-SF-0048c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8028) and [HSF-RM-0048a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8024)). See Safety Harnesses/Lanyards/Inertia Reels section below |
|  | * Cold and wet weather protection: e.g. padded and/or waterproof jackets and leggings, thermally protected gloves and socks |
|  | * Respiratory Protective Equipment (RPE): e.g. disposable filtering face-piece or respirator, half- or full-face respirators, air-fed helmets, breathing apparatus, compressed-air escape breathing apparatus. See RPE section below. |
|  | * Intrinsically Flame Retardant (FR) upper and lower body PPE – Two piece PPE being trousers and long sleeve tops are acceptable, although one piece overalls are the preferred option |
|  | * Helmet lamps (for highways works) showing red to the rear and white to the front |
|  | All employees, including subcontractors and agency personnel, and third parties must keep their torsos covered at all times. |
|  | All areas in which PPE must be worn must be identified, demarcated and appropriately signed where possible. |
|  | **RECORD OF ISSUE** |
|  | All project/site issued PPE must be signed for by the recipient on the PPE Register ([HSF-SF-0048b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8027)). A record of the PPE issue must be kept in the project/site files. |
|  | **INFORMATION, INSTRUCTION AND TRAINING** |
|  | The Site Lead or an individual’s Line Manager is responsible for ensuring that suitable and sufficient information, instruction and training is provided to their employee(s) on the safe use, storage and maintenance of the PPE. They must also ensure their employees are instructed on when and how to wear it. |
|  | The level of training/instruction will be dependent on the task and type of PPE required which must be clearly defined in the safe system of work for the task. |
|  | **VISITORS** |
|  | Projects/Sites must maintain adequate PPE supplies for issuing to visitors who do not have their own – PPE issued on loan to visitors must be cleaned and be hygienic prior to issue and use. |
|  | If it is assessed that other forms of personal protective equipment need to be issued to visitors (e.g. medium/high impact eye protection, hearing protectors, coveralls etc.), they must be instructed how and when to use it. |
|  | **PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS** |
|  | PPE must be visually inspected prior to use, to ensure that it is clean and in good condition. |
|  | PPE must be corrected sized for the user and comfortable to wear. |
|  | Site Leads/Line Managers must ensure appropriate storage and drying facilities are provided for PPE, separate to non-work wear, so that it can be securely stored/dried when not in use – See Welfare Procedure ([HSES-PR-0006](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6442)). |
|  | Where required, arrangements are to be made for the cleaning of PPE, following manufacturer’s instructions. |
|  | Eye protection cleaning solutions and tissues will be made available to employees. |
|  | Periodic spot checks by Site Leads/Line Managers and HSES Advisors, are to be conducted to ensure PPE is worn and is in a good, clean condition. |
|  | PPE must not be used when it is: |
|  | * damaged |
|  | * no longer adequate to protect against the hazard; or |
|  | * contaminated and cannot be cleaned |
|  | In these circumstances it must be disposed of or returned for replacement |
|  | Any PPE contaminated with hazardous materials must be disposed of appropriately in accordance with Waste Management ([ENV-RM-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8609)) reference material. |
|  | Certain PPE has a useable ‘shelf life’; when the shelf life is exceeded the product must be disposed of immediately. |
|  | Helmets must be replaced periodically as per the manufacturers’ guidance or every five years as a minimum. Helmets must also be replaced after a significant impact.  NOTE: No headwear or clothing is to be worn beneath the hard hat which prevents the internal mesh from being in contact with the head of the wearer and impairing its function. Subject to a risk assessment, the Site Leader may authorise the issue of hard hat thermal liners which are available through the Balfour Beatty PPE catalogues. |
|  | Sikhs wearing turbans are exempt from the requirement to wear head protection on construction sites by virtue of Section 11(1) of the [Employment Act 1989](http://www.legislation.gov.uk/ukpga/1989/38/contents). Therefore, Sikh construction workers wearing turbans are not required to wear hard hats. |
|  | Sikhs who do not wear a turban are not exempt from the Regulations. They are required to wear hard hats on a construction site in the same circumstances that other workers would be required to wear head protection. |
|  | Clothing with hoods (e.g. ‘hoodies’) must not be worn with the hood on the head unless it has been obtained through the Balfour Beatty PPE catalogue. |
|  | **SAFETY HELMET COLOUR SCHEME** |
|  | The following colour scheme is applicable for Safety Helmets on all Company projects/sites/ facilities: |
|  | **BLACK** – Site Supervisors |
|  | **ORANGE** – Slinger/Signaller |
|  | **WHITE** – General Use (including sites where colour coding is impractical), Manager, Client, Competent Operative |
|  | **BLUE** – Inexperienced Person/Visitor |
|  | Reflective markings and the role specific helmet decals below are permitted: |
|  | cid:image017.png@01D2BFAB.71241A70   First Aider Fire Marshal Plant and Vehicle Marshal |
|  | Coloured high visibility vests are permitted to identify other roles. |
|  | Where these colour schemes do not match the Client’s requirements (such as Network Rail projects), then the Client’s requirements will take precedence. |
|  | Bump caps are acceptable only in factories, offices and depots, following a specific risk assessment and where this is no risk of falling objects. |
|  | **PRESCRIPTION SAFETY GLASSES** |
|  | Where an employee wears prescription glasses for carrying out everyday tasks, prescription safety glasses will be made available as required. |
|  | Bollé are the Company approved prescription safety glasses supplier. Boots, The Chemist are Bollé’s preferred supplier for eye tests. |
|  | The Balfour Beatty and Bollé Safety Spectacle process available [here](https://home360.balfourbeatty.com/UKHealthandSafety/Pages/Order-PPE.aspx) on 360 must be followed to procure prescription safety glasses. |
|  | **SAFETY HARNESSES, LANYARDS AND INERTIA REELS** |
|  | All works carried out at height must conform to the requirements of the Working at Height procedure ([HSF-PR-0063).](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8232) |
|  | A certificate of conformity with the relevant BS EN standard must be provided with all new safety harness/lanyard/inertia reel equipment and carry a relevant CE mark. |
|  | Safety harnesses/lanyards and inertia reel equipment must only be used for its intended purpose and in accordance with the manufacturer’s instructions. |
|  | Safety harness systems must not be used unless a suitably positioned and fully secure anchorage point is available. |
|  | Safety harness users must receive IRATA, NPORS(CSCS), NPORS\* (non cscs), IPAF or manufacturer’s Harness training which enables the user to conduct a pre-use visual inspection, adjust their harness and know how to connect themselves to the structure or suitable anchor point. |
|  | Pre-Use visual inspections of safety harnesses, lanyards and inertia reels must be undertaken by the user and a recorded inspection must be undertaken weekly ([HSF-SF-0048c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/Forms/AllItems.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence&View=%7b28cba4fc-3dea-4363-9df7-a3a966492241%7d&RootFolder=%2Fghoreferencecentre%2FGroup%20BMS%2FBMS%20Documents%2FHealth%20Safety%20Environment%20and%20Sustainability%2FHealth%20and%20Safety%2FForms&TreeField=Folders&TreeValue=Health%20Safety%20Environment%20and%20Sustainability%2FHealth%20and%20Safety%2FForms&ProcessQStringToCAML=1&SortField=Modified&SortDir=Desc)). |
|  | Visual Inspections must check all equipment for excessive wear, damage or defects. If the user is at any point unsure about a component, it must be immediately removed from service, quarantined in such a way that it cannot be used until it has been inspected by a competent person or destroyed. |
|  | Safety harnesses, lanyards and inertia reels must be thoroughly examined every 3 months. For low risk and infrequent harness use, extended examination periods may be requested via the derogation process ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)). |
|  | Safety harnesses/lanyards and inertia reel equipment must be maintained and stored in accordance with manufacturer’s instructions. Wet equipment must be dried thoroughly before storage, e.g. in a well-ventilated environment away from any direct heat source. |
|  | \* Please refer to Reference Material ‘Plant Competency Cards’ ([HSF-RM-0046b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7665)) regarding the acceptance of non cscs NPORS cards on site. |
|  | **RESPIRATORY PROTECTIVE EQUIPMENT (RPE) (INCLUDING BREATHING APPARATUS)** |
|  | Work activities may result in harmful substances contaminating the air in the form of dust, mist, gas or fume. For example: |
|  | * cutting a material such as stone, concrete or wood |
|  | * using a liquid containing volatile solvents |
|  | * handling a dusty powder |
|  | * welding activities |
|  | Employees may also need to work in areas where oxygen levels are low, for example: confined spaces, such as a chamber or tank. It is therefore important that the RPE chosen is adequate and suitable to ensure the wearer is protected. This means: |
|  | * **Adequate** – It is right for the hazard and reduces exposure to the level required to protect the wearer’s health |
|  | * **Suitable** – It is right for the wearer, task and environment, such that the wearer can work freely and without additional risks due to the RPE |
|  | When you are selecting RPE to protect the employee , the Site Lead must undertake a risk assessment and have fully considered the following ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)): |
|  | * the hazardous substance and the amount in the air (exposure) |
|  | * the form of the substance in the air (e. g gas, particle, vapour) |
|  | * the type of work being carried out |
|  | * any specific user requirements, such as other PPE or a need for spectacles |
|  | * users facial hair\* |
|  | \*If an employee has a beard for religious reasons, alternative forms of RPE, that do not rely on a tight fit to the face must be provided. |
|  | Some pre-existing medical conditions (examples include breathing disorders such as asthma, skin allergies, or even heart problems) may restrict or prevent some workers wearing any RPE, or certain types of RPE. Workers must be fit to wear the selected and required RPE. If unsure, an appropriate medical assessment must be arranged via the Occupational Health Team ([HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734)). |
|  | All RPE must be manufactured in accordance with the [Personal Protective Equipment Regulations](http://www.legislation.gov.uk/uksi/1992/2966/contents/made) (current edition) and equipment ‘CE’ marked – this appears with the letters ‘CE’ and a four-digit code that identifies the body responsible for checking manufacturing quality. |
|  | Before the user is provided with RPE, it is important that they are deemed medically fit to wear the RPE. See Health Surveillance procedure ([HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734)). |
|  | The employee must have been face fit tested by a competent person (Trained by an Accrediated Fit2Fit Fit test Provider) and a record kept of the results (qualitative tests will be recorded on [HSF-SF-0048a,](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8026) quantitative tests results are generated by the machine). Retesting of the face fit will be carried out at periods not exceeding two years unless there is a significant change to the shape or other characteristics of the face. Face fit testing is only valid for the equipment the user has been tested on. If equipment changes the user must receive a face fit test for that equipment. |
|  | In order for the RPE with tight-fitting face pieces to have an effective protective seal, the wearer must be clean shaven with no face hair or stubble. The employee must check the fit prior to use. The Site Lead must ensure this is monitored during routine site visits. |
|  | The Site Lead must ensure arrangements are made to maintain the face fit test records on site of employees and ensure a suitable system for re-testing is in place. Face fit test records must be archived by Line Managers centrally within the SBU in employee files. |
|  | Supply chain employees must be able to provide evidence of current face fit testing on site. The Site Lead is responsible for ensuring copies are kept. |
|  | RPE must be pre-use tested and available in a safe area close to the point of work if there is a risk of inadvertent exposure to a harmful gas. RPE must be worn at all times when present in the contaminated environment. |
|  | The wearer must immediately leave the contaminated area and notify the Supervisor/Foreman if they think their RPE is not working properly. |
|  | The filters on respirators must be checked and replaced regularly – the product supplier will advise on replacement periods. |
|  | The minimum standard disposable filtering face piece for particulates is FFP3 – unless identified by a risk assessment of the need for a higher standard. |
|  | The manufacturer’s maintenance schedule (including recommended replacement periods and shelf lives) must always be followed. |
|  | Thorough maintenance, examination and tests of RPE (except for disposable, single-use RPE) must be carried out at least once a month and recorded on the RPE (including BA) Monthly Inspection Sheet ([HSF-SF-0048d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8029)). However, if the RPE is used only occasionally, an examination and test must be carried out before use and, in any event, not exceed three months. Emergency escape-type RPE must be examined and tested in accordance with the manufacturer’s instructions as a minimum. |
|  | RPE must be kept clean and in good working order. The manufacturers’ instructions must be followed. This should include replacing valves, face seals and worn or damaged parts on respirators. Valves will need changing more frequently if substances, like spray paint lands on them or in heavily contaminated environments. A small stock of replaceable parts must be made available on site, expiry dates on RPE and filters must be checked and the correct filter must be fitted. |
|  | Records of examination and testing, and any repairs made, must be kept for at least five years. |
|  | When the RPE is not in use, it must be stored in a safe place, away from contamination. |
|  | Training must be provided to all wearers of RPE and must include information on how to check the RPE is working properly before using, how to put on and how to check face fit, how to replace worn or defective parts, and understand the limitations of RPE. This training can be provided by the RPE manufacturer or supplier, as long as record of the training is kept. |
|  | Respiratory health surveillance must be undertaken in accordance with the Health Surveillance procedure ([HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734)). |
|  | All employees exposed to harmful substances must be briefed on the Respiratory Health reference material ([HSF-RM-0048b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8025)). |
|  | **WORKING OVER OR ADJACENT TO WATER** |
|  | All personnel working over, or near to water, and at risk of falling in must, as a minimum, wear a retro reflective life jacket designed to keep the wearer afloat in the water face up. The following standards of life jackets must be worn at all times: |
|  | * Life jacket - BS EN ISO 12402-2, 12402-3, 12402-4 (designed to support an unconscious person in the water and turn them face upwards, either by built-in buoyancy, or by automatic inflation); or |
|  | * Life jacket - BS EN ISO 12402-5 (designed to support a conscious person in the water and should only be used by those who are competent swimmers and who are near to the bank or shore, or who have help and a means of rescue close at hand) |
|  | Refer to the Working Near Water ([HSF-PR-0065](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1116)) procedure for further relevant control measures. |

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|  | Reasonable Adjustments |
|  | If the specified PPE is not suitable for an individual due to disability this must be raised with the Line Manager or Supervisor in the first instance and reasonable adjustments agreed that do not jeopardise the health and safety of the individual. |
|  | If a resolution cannot be agreed which allows the individual to work in an agreed safe manner, then the issue shall be escalated by the Line Manager/Supervisor to the HSES Advisor. (See [HSF-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1118) Refusal to Work on the Grounds of Health and Safety). |
|  | **DISCIPLINARY PROCEDURES** |
|  | Any person who wilfully damages personal protective equipment, or refuses to wear personal protective equipment when instructed to do so, may be subject to disciplinary proceedings. |

| Abbreviations / Definitions | |
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| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **PPE** | Personal Protective Equipment |
| **RPE** | Respiratory Protective Equipment |
| **FLAME RESISTANT** | Fabrics made from fibres that are inherently non-flammable - The molecule structure of the fibres itself are not flammable. |
| **RED TEXT** | Not yet available, use current BMS for relevant document |

| INPUTS | | |
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| **Reference** | **Type** | **Title** |
| MSC-PR-0002 | Procedure | the Joint Venture/Alliance Business Management System (BMS) Assessment |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992) | Procedure | Control of HSES Derogation |
| [HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591) | Procedure | Setting People to Work Safely |
| [HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734) | Procedure | Occupational Health Surveillance-Assessment |
| [HSF-PR-0067](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6989) | Procedure | Biological Hazards |
| [HSF-PR-0065](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1116) | Procedure | Working Near Water |
| [HSES-PR-0006](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6442) | Procedure | Project Welfare Facilities |
| [HSF-PR-0063](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8232) | Procedure | Working at Height |
| [HRS-PL-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-562) | Procedure | Equality at Work |
| [ENV-RM-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8609) | Reference Material | Waste Management |
| [L25](http://www.hse.gov.uk/pubns/priced/l25.pdf) | UK Legislation | Personal Protective Equipment Regulations, 1992. Guidance 3rd edition, 2015. |
| [L5](http://www.hse.gov.uk/pubns/priced/l5.pdf) | UK Legislation | Control of Substances Hazardous to Health Regulations, 2002 |
| [HSG53](http://www.hse.gov.uk/pubns/priced/hsg53.pdf) | UK Legislation | Respiratory Protective Equipment at Work – a Practical Guide |
| [EN397](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Industrial Safety Helmets |
| [EN166](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Personal Eye Protection - Specifications |
| [EN352](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Hearing Protectors |
| [EN136](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Respiratory protective devices - Full face masks - Requirements, testing, marking |
| [EN138](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Respiratory protective devices. Fresh air hose breathing apparatus for use with full face mask, half mask or mouthpiece assembly. Requirements, testing, marking |
| [EN140](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Respiratory protective devices - Half masks and quarter masks - Requirements, testing, marking |
| [EN149](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Respiratory protective devices - Filtering half masks to protect against particles - Requirements, testing, marking |
| [EN471](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | High-visibility warning clothing for professional use - Test methods and requirements |
| [EN343](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Protective clothing - Protection against rain |
| [EN388](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Protective gloves against mechanical risks |
| [EN374](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Protective gloves against chemicals and micro-organisms |
| [EN20345](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | European Standard | Personal protective equipment - Safety footwear |
| [BS EN ISO 12402](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | International Standard | Personal flotation devices |
| [HSF-RM-0048a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8024) | Reference Material | Safety Harness and Lanyard Guidance |
| [HSF-RM-0048b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8025) | Reference Material | Respiratory Health |
| [HRS-PR-0034](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-336) | Procedure | Eye Examination |
| [HSF-TB-0048a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11645) | Toolbox Talk | Fitting of Hearing Protection (Ear Plugs) |
| [HSF-TB-0048b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11646) | Toolbox Talk | Fitting of Hearing Protection (Helmet Mounted) |
| [HSF-TB-0048c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11647) | Toolbox Talk | Eye Protection |
| [HSF-TB-0048d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11708) | Toolbox Talk | Skin Protection |

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| **Reference No.** | **Document Title** | **Retention Period** | **Responsibility** |
| [HSF-SF-0048a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8026) | RPE – Qualitative Face Piece Fit Test Record | 3 years | Site Lead |
| [HSF-SF-0048b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8027) | Issue of Personal Protective Equipment | 3 years | Site Lead |
| [HSF-SF-0048c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8028) | Inspection of Safety Harness/Lanyard/Inertia Reels (Weekly and Thorough) | 3 years | Site Lead |
| [HSF-SF-0048d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8029) | RPE (including BA) Monthly Inspection Sheet | 3 years | Site Lead |
| N/A | Records of RPE Examination and Repairs | 5 years | Site Lead |