



PPE Issue and Care

- PPE is provided free of charge for you to use and for your safety
- Logoed PPE provided by NCS must be worn when on an NCS assignment
- Look at the site access point to find out what is required
- PPE is of no use if it is at home, in the car or at the depot
- PPE must fit correctly
- PPE requires care and attention and it is your responsibility
- PPE must be put on prior to entering a worksite
- PPE is only to be used for the task it is designed and supplied for
- There is an equal legal responsibility to supply and wear PPE
- If there is any doubt about the condition, type, design, use or fitting of any PPE report it to your supervisor / manager
- Look after PPE on site it gets lost, stolen and damaged
- An assessment of needs and an assessment of what PPE is required should be made prior to commencing work
- There are some instances where standard PPE is not suitable e.g. Gloves and flame retardant overalls for staff who weld and burn ensure it is appropriate for the use
- PPE for some activities is specialist and must only be used for that activity e.g. Chain sawing and strimming equipment
- For all site work boots to the correct specification should be worn, they should provide ankle protection

If there is a reason that you cannot wear an item of PPE report to your supervisor / manager

High Visibility Clothing

- All high visibility clothing must be inspected before use to ensure it is clean, retained its reflective qualities, is in good condition, no rips or tears, zips and fasteners are in working order and elasticised section still function
- All clothing must be worn correctly and must be fastened when appropriate
- All clothing must be stored and transported in clean and dry manner
- Do not leave exposed to direct sunlight when not in use (in a car or van etc)
- Do not immerse or attempt to clean with degreasers
- Clean in accordance with manufacturers instructions and instructions on any labels
- There is no recommended service life for HV clothing and should be changed on condition
- Do not leave clothing folded up when it is wet, hang up to dry

Ear defenders

- Always examine ear protection equipment before use checking condition, cleanliness, and look for foreign bodies including insects etc
- Ear defenders are to be worn when site conditions deem it necessary. Site instructions and sometimes items of plant & machinery have stickers indicating ear protection areas.
- All ear protection equipment must be correctly fitted and must be correctly worn
- All hearing protection is designed to eliminate some of the noise and ensure that the correct equipment is used appropriate to the situation
- Disposable plugs must be correctly disposed of after use. All other types can be cleaned with soapy water and dried. Do not use solvents or any other products to clean equipment
- Check with cup type defenders that the markings (top & front) are clearly visible and fit / use accordingly
- Check cup type cushions for cracking, tearing and breaking away from main body

Safety Helmets

- Always examine before use, looking for cracking, distortion and the liner / harness is correctly fitted
- Do not paint or attach self adhesive labels to helmets
- Always ensure the liner /harness is correctly adjusted
- Any chin straps, etc. are in working order
- Do not add to or remove parts to helmets
- Do not store in direct sunlight
- Helmets must be cleaned using soapy water and dried with a cloth. Do not use solvent, etc. to clean
- Any helmet that has been struck or damaged must be disposed of correctly and not reused
- Helmets with ear defenders and visors must be examined to ensure all components are clean and functional
- Do not attempt to fit helmet mounted lighting / lamps unless the manufacturers instructions allow and ensure that any items used are approved
- Most helmets have a recommended 5 year life span from the date of manufacture unless otherwise specified by the manufacturer
- If in doubt replace the helmet.
- The colour of helmet you must wear is detailed in [NCS/DOC/253 Blue Helmet Policy](#).

Eye Protection

- Always examine eye protection before use
- Always ensure it fits correctly

- Always ensure that the correct type of eye protection is used and that it is appropriate to the task
- Always transport eye protection in the correct manner
- Clean with mild detergent and dry
- Do not attempt to clean with solvents etc
- Do not clean with abrasives etc

Gloves

- Where gloves are provided ensure they are in good condition
- Ensure they are appropriate to the task
- Store correctly and if they become wet dry before next use
- If gloves become contaminated with oils, grease, detergents, solvents etc dispose of them correctly and use new gloves
- Gloves must be worn in accordance with [NCS/DOC/254 Gloves Policy](#)

Respiratory Equipment

- Ensure that the equipment is correct type for the use
- Ensure it is in good condition and clean
- Ensure you are aware how the equipment fits and its use and limitations
- Dispose of all old face masks and filters appropriately
- Store the equipment correctly

Footwear

- Ensure that footwear is appropriate to the activity
- Ensure footwear is in good condition, with good tread pattern, no tears, metal or other approved toetector and steel midsole in place and the sole is firmly attached to the upper
- Ensure that any laces or buckles and straps are in good order
- Always ensure footwear fits correctly and can be laced or buckled up
- Always dry boots after use, not rapidly or in direct heat
- Always check that there is nothing in the boot prior to putting on

Helmet Lamp

- Some sites will require you to wear helmet lamps where fixed site lighting is not provided in accordance with [NCS/DOC/255 Helmet Lamp Briefing & Issue Receipt Form](#)

It is your responsibility to check your PPE before booking on for duty