

**1. PURPOSE**

The purpose of this procedure is to specify the management arrangements for specification, provision and use of Personal Protective Equipment and provide a basic understanding of the relevant legislation to ensure the company can demonstrate compliance.

In accordance with the regulations governing the issue of personal protective equipment, VolkerRail provides its employees with free issue PPE in accordance with their job role, activities and site specific risk assessments. Training is also provided where relevant as part of this issue process (eg RPE face fitting, harnesses etc)'.

**2. SCOPE**

This procedure is mandatory for all VolkerRail employees and their contractors.

**3. REFERENCES (INPUTS) / RELATED DOCUMENTS**

- Personnel Protective Equipment (PPE) at Work Regulations
- BS EN 166 Personal Eye Protection
- BS EN 297 Safety Helmets
- BS EN 343 Protective Clothing – Protection against Rain
- BS EN 352 Hearing Protectors
- BS EN 388 Hand Protection
- BS EN 20471 High Visibility Clothing
- BS EN ISO 20345 Safety Footwear
- RIS-3279-TOM High Visibility Clothing
- NR/L2/OHS/021 – Personal Protective Equipment & Workwear
- LUL S1552 QUENSH conditions and 1-483 High visibility clothing for going on or near the line.
- SAF44 – Management of Safety Representatives

**4. DEFINITIONS/ABBREVIATIONS**

Definition/Abbreviation	Meaning
'CE' Marking	The product has been manufactured to a specific standard (not necessarily a recognised UK or EU standard). The PPE (EC Directive) Regulations 1992 set the basic health and safety requirements for PPE, EC type examinations for all but simple PPE, and the EC quality control requirements for PPE of complex design. The regulations therefore set the design, manufacturing and quality control standards for PPE. PPE which conforms to the regulations will bear a 'CE' mark. However, it is important to note that the presence of a 'CE' mark does not signify fitness for purpose
PPE	Personal Protective Equipment - all equipment and products designed to be worn or held by a person at work to protect them against one or more risks to their health and safety.
RPE	Respiratory Protective Equipment
Standard PPE	Mandatory PPE which as a minimum must be worn at all times by all persons who are working on any VolkerRail site.

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**5. PROCESS**

**5.1 GENERAL**

The **HSQES Director** will, wherever possible, consult employees on the establishment of generic PPE requirements. This will be carried out in accordance with the requirements of VolkerRail procedure SAF44 – Management of Safety Representatives.

Prior to introducing a new item of PPE, the **Supplier Assurance Manager** will be contacted, who will arrange a sample item be obtained for evaluation. This will enable physical examination, simulated use, and confirmation of performance characteristics and scrutiny of user instructions supplied by the manufacturer that will direct care and maintenance regimes.

It is the responsibility of the **Supplier Assurance Manager** to establish qualified suppliers to provide all PPE which is compliant with the requirements of current Railway Group, Network Rail, London Underground and other specific client requirements set out in contract form. The following is to be used as a basis:

**5.2 GENERAL**

The following items of PPE are required as a mandatory standard issue for all VolkerRail employees, subcontractors and visitors to site, for which they are required to wear: VolkerRail provides all employees with free issue PPE

- Full high visibility clothing
- Head protection
- Eye protection
- Hand protection
- Foot and ankle protection

This minimum requirement will become mandatory for all worksites. Where a formal risk assessment has indicated that a specific item of PPE is required to be worn, or can be exempted, this requirement shall be confirmed by instruction during any method statement; CoSHH and/or task briefing process.

Guidance on how to order PPE can be found in Appendix A and Appendix C.

**5.2.1 Full High Visibility Warning Clothes (BS EN 20471 standard)**

- a) High visibility (HV) orange upper body clothing with reflective tape to comply with RIS-3279-TOM and BS EN 20471 class 2. The outer layer of the upper body high visibility clothing must be clearly marked on the back with the individual’s Sentinel sponsor’s logo or other logo agreed with the client.
- b) Full high visibility over trousers or leggings, with reflective strips, which meets the requirements of BS EN 20471 Class 1 and RIS-3279-TOM for colour and visibility and of BS EN 343 Class 3 for water vapour resistance and water penetration, must be worn at all times.

**NOTE: RIS-3279-TOM defines the ‘minimum requirements for high visibility clothing for being conspicuous on the lineside or on or near the line’.**

**It is based on BS EN 20471. It requires garments to meet at least class 2 (the mid-point of a 3-class scale) of BS EN 20471 for the minimum area of high visibility materials used within a garment.**

**Whereas BS EN 20471 permits several different colours of high visibility materials, RIS-3279-TOM specifies an orange colour. RIS-3279-TOM also defines the requirements for a high visibility mini-vest. These are required to conform to class 1 design requirements of BS EN 20471, except they need to exceed the requirements in BS EN 20471 for both the minimum area of the orange background material and retro-reflective tape used in the garment.**

- c) Full-length waistcoats, long sleeved jackets or similar garment that comply with the standard are suitable.
- d) The Sponsor/ Company should supply the garment marked with their logo.
- e) The only other logos that will be agreed to by the Client are those which denote a particular project or contract. The use of a project or contract logo will be at the discretion of the Client’s Project Manager. That agreement may require VolkerRail to supply any subcontractor with VolkerRail branded hi visibility clothing to ensure consistency of Sponsor logo.

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- f) The logo should be printed directly onto the background material between the vertical retro-reflective bands on the rear of the garment.
- g) High visibility clothing must be maintained e.g. kept clean and not damaged, to make sure that the wearer continues to be visible at a distance. If the condition of the high visibility clothing deteriorates, staff must request a replacement.

**5.2.2 Safety Helmet (BS EN 397 standard)**

- a) Safety helmets are designed to a European Standard to be strong enough to prevent most falling objects from causing serious injury.
- b) Safety Helmets worn to meet as a minimum BS EN 397 and worn at all times.
- c) Bump Caps to BS EN 812 may be appropriate in areas with limited space; Bump Caps will only be permitted if a site specific risk assessment is carried out and staff are authorised by the H&S team.
- d) The helmet must be fitted with a peak to protect against frontal impact.
- e) Woolly hats / caps / coat or sweat top hoods must not be worn under head protection unless specifically designed.
- f) Do not modify the shell or harness by cutting or drilling, as this weakens the overall protective qualities.
- g) Only approved stickers will be placed on helmets i.e. first aid / induction. The adhesive on other stickers may damage the helmet.
- h) Always check head protection for damage before use and replace damaged head protection immediately. Do not store in direct sunlight.
- i) Ensure your head protection is kept clean and sweat bands are replaced regularly to prevent infections.
- j) In situations where there is a risk of helmets falling off then they should be provided with chin-straps
- k) The name of the sponsors company should be applied to the front of the hard hat
- l) It is permissible for competent first aid persons to be identified by a suitable first aid sticker applied to their hard hat.
- m) On Network Rail Infrastructure, the safety helmet will be white in colour, except:
  - When the wearer is under the arrangements of a Track Visitor Permit (TVP) or has a Personal Track Safety (PTS) card with a green square symbol on it – then the colour will be blue.
  - When the wearer is a safe work leader / manager (SWL / SWM) then a blue / white cover can be worn.
- n) Plant operators working within an enclosed cab, are required to wear the minimum of high visibility clothing applicable to the infrastructure rules. Plant operators shall be required to wear the full basic minimum PPE requirements whilst en-route, walking to their plant (if not being on tracked) or at any time exiting the cab.
- o) Safety Helmets must have a CE marking to be compliant, e.g. under the rim. The life span of a hard hat depends on factors such as the type of hat and how much it is used. The manufacturer's instructions of the particular hat in use should be followed in order to determine when the hard hat should be replaced. Hard hats will need replacing when the harness is damaged or if it's likely that the shock absorption or penetration resistance has deteriorated. For example, when the shell has received a severe impact, or if deep scratches occur (i.e. to a depth greater than 25% of the shell thickness) or if the shell has any visible cracks. Good maintenance will also keep the hat in good working order and prolong its life.

**5.2.3 Safety Eyewear (BS EN 166 F standard)**

- a) Low energy impact Eye protection conforming to BS EN 166 grade F must be worn by all persons at site. That includes those persons who wear prescription spectacles.
- b) Eye protection may be provided by use of safety glasses or helmet mounted eye shields.
- c) Where a task specific risk assessment deems it necessary. Persons exposed to risk of eye injury from particular task activities (e.g. percussion or high speed tools, rail saw and grinding) which are likely to result in impact/flying particles, must wear a suitable grade of eye protection, i.e. safety goggles.

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- d) Safety glasses are available in clear or tint (not black), ordinary sunglasses should not be worn; they do not provide adequate side of face protection.

**NOTE: Train drivers will be required to meet the requirements of OHS04 - Employee Medical fitness and limitations.**

**The Safety Eyewear will not impede peripheral vision at all relevant times when on duty, will not create any impairment of colour perception when passing from high to low lighting conditions and distinguishing signal colours, therefore tinted Safety Eyewear will not be permitted.**

**Tinted Safety wear will not be permitted to any staff whose duties involve distinguishing signal colours.**

- e) Tinted lenses should be avoided where there is a requirement to distinguish colours accurately (i.e. location cabinet signalling works).
- f) Any person who has to wear prescriptive glasses will also need suitable eye protection. Permanent staff wishing to be provided with safety prescription glasses should refer to Occupational Health Procedure OHS04
- g) It is recommended that lens cleaning stations are provided at work sites to enable all persons to clean their eye protection. It should be placed in an accessible and prominent position on site.
- h) In situations where wearing light eye protection in inclement weather (where the risk of dust particles entering the eye is insignificant) may cause increased risk to the individual due to excessive misting, the supervisor in charge may authorise the removal of light eyewear ensuring VRCC are informed of the reasons for removal (dynamic risk assessment) and the authorisation must be entered in to the AIRSWeb system.

**NOTE: On Client worksites the above authorisation for Safety Eyewear removal must be carried out in consultation with the client representative. In cases of dispute the work safe procedure should be utilised through VRCC.**

5.2.4 Hand Protection (BS EN 388 standard)

- a) In addition to any other risk control measure identified during risk assessment gloves shall be worn for all work activities, which involve the handling of tools, machinery, plant or materials of any description. Gloves shall be appropriate for the task being undertaken whilst conforming to BS EN 388 and shall have a Blade cut resistance factor of '5' minimum.
- b) A good fit and suitability to the task is essential. It is essential that the glove fits the wearer, not only for comfort, but also to ensure they get the best performance and use out of the glove.
- c) A lightweight close fitting glove which gives reasonable dexterity when worn can be worn for general site work, supervisors & visitors
- d) A general purpose glove should offer all round grip and abrasion resistance, typical uses for manual handling operations.
- e) Where very sharp materials are encountered, a higher level of cut and abrasion resistance grade should be used.
- f) Rubberised gloves offer best hand protection when working with fuels and chemicals.
- g) All gloves are marked with a four digit code. Each digit is ranked between 1 (lowest performance in attribute) to 5 (highest):
  - First character = Abrasion resistance
  - Second character = Blade cut resistance
  - Third character = tear resistance
  - Fourth character = puncture resistance
- h) Damaged or worn gloves are to be returned to the point of issue for replacement as soon as is reasonably practicable

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5.2.5 Safety Footwear (BS EN ISO 20345 –S3 Classification)

- a) Safety footwear that provides support to the ankle has a covered steel/ composite toecap and steel/ composite mid-sole protection
- b) When working for Transport for London (TfL – LUL & DLR), any steel type toe cap / insole shall not be exposed through the covering.

**NOTE: Rigger boots / safety shoes do not meet the requirement for ankle support and should not be used.**

- c) If working on a Joint Venture civils construction site, a task specific risk assessment may determine that steel/ composite toe capped – steel/ composite mid soled, Wellington boots are more appropriate to undertake certain operations, including the preparation, pouring and finishing activities of concrete which may be associated with Platform construction or similar.

**5.3 FOUL /COLD WEATHER CLOTHING (BS EN 343 STANDARD)**

- High visibility jacket / coat which meets the requirements of BS EN 20471 Class 1 and RIS-3279-TOM for colour and visibility and of BS EN 343 Class 3 for water vapour resistance and water penetration.
- Hi visibility over trousers conforming to BS EN 343 Class 3 for water vapour resistance and water penetration must be worn at all times.
- In times of cold weather, either an approved balaclava with mesh aperture covering the ears or an approved thermal beanie hat can be worn. Both approved items must be a suitable fit beneath the hard hat and not distract from its purpose. Neither items should limit an individual’s hearing capacity.

**5.4 GENERAL WORKWEAR**

Full length trousers must be worn to mitigate the risks from lineside vegetation and the consequences of slips, trips and falls. Upper body clothing with long sleeves is preferable for the reasons stated above; in any event the shoulder and upper arms must be covered.

**NOTE: Sleeveless garments such as vests are prohibited as the upper arm must be covered. Hoodies are not permitted to be worn on any VolkerRail worksites.**

**5.5 PPE REQUIRED THROUGH RISK ASSESSMENT**

Requirements for PPE and workwear should be documented in work activity risk assessments and safe systems of work. Any PPE identified as necessary through work activity risk assessments shall be provided and used as required by the safe system of work and instructions.

Respiratory protection shall conform to the type of hazard to be encountered, documented through the CoSHH assessment. This hazard may take the form of fume, fibre, vapour, mist or dust and a level of protection shall ensure the exposure level is not exceeded. Respiratory equipment may include half mask respirators and simple dust mask which affords nuisance dust protection only.

Where RPE is used, it must be able to provide adequate protection for individual wearers. RPE fit testing should be conducted by a competent person who should ensure that the make, model, type and size of face piece that the individual wore when they had their successful fit test is recorded on the form HSE-111 Qualitative Face Fit Test Record.

Hearing protection (to BS EN 352) in the form of ear defenders shall be selected based on attenuation required to reduce the noise level dosage to a level below the statutory action level.

Helmet mounted ear defenders must be certified to BS EN 352, tested and properly accredited to the relevant helmet in use.

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Safety goggles (to BS EN 166 1B) are required to protect from higher impact potential. Tasks in which particles (sparks, grindings) may strike an individual and result in injury other than a simple foreign body contamination to the eye.

Disposable coverall for works which might include recoveries of cable or location cabinets.

Exceptions to the above requirements will only be acceptable where accompanied by a task specific risk assessment that identifies the risk to be of such an insignificant nature, or where PPE will actually hinder the process.

Examples of such tasks may include gloves for electrical works, particularly second fix where precise manual co-ordination on small areas is required.

**5.6 EXEMPTIONS**

A number of Clients have established additional mandatory PPE requirements which shall be complied with when working on the respective Client infrastructure.

Variations to the above may be granted following a task specific risk assessment

The following general exemptions to the policy will be allowed:

Person/group/activity	Exemption
Any person working in water/mud/snow.	Footwear with ankle support provided Wellington boots are worn with steel toecaps and mid-sole protection.
Driving/operating machines from within a covered cab.	Wearing of a safety helmet
Emergency Services when responding to an emergency	All requirements – Emergency Services own requirements will apply.
Male member of the Sikh religion.	A safety helmet provided that a turban is worn.
Telecoms/signal/E&P employees performing close work within switchgear /panels /enclosures.	Helmet while performing the actual close work.
Welders or others undertaking hot-work	Safety footwear with ankle support provided that welders boots are worn with steel/ composite toecaps and mid-sole protection. This will only be acceptable whilst the actual welding / hot work is carried out.

**5.6.1 Risk Based Exemptions**

Other exemptions to the policy may be granted to specific groups of people and also for specific tasks. These exemptions must be based on a risk assessment and may apply to one or more items of PPE but not to high visibility clothing. For an exemption to be granted the risk assessment will have to demonstrate that there is a significant increase in overall risk if the item is worn.

**5.7 RESPONSIBILITIES**

It is the responsibility of the **HR Director** to ensure that all generic PPE requirements are specified within each individual JD/SRS. This responsibility must be discharged by consultation with professional heads and/ or the **H&S Manager / Advisor**, and signed off at the safety validation of JD/SRS.

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5.7.1 Line Manager

The Line Manager assumes day-to-day control and responsibility for all his staff. With regard to PPE, the Line Manager has the following duties:

Where a requirement for PPE is specified as part of a risk assessment, ensure that a further assessment is made to determine in consultation with the H&S Manager / Advisor the most suitable PPE for a particular application; and if the circumstances demand the person who will use it. The guidance document that accompanies this procedure must be referred to.

Line Managers must ensure that:

- a) Personnel under their control wear PPE in line with the clients and this PPE Policy
- b) Ensure PPE provided is worn
- c) Maintenance and the records, testing, cleaning, storage and disposal procedures are in place and are followed
- d) Adequate information, instruction and training are provided. For PPE which is simple to use and maintain, such as safety helmets and gloves, the Line Manager must ensure that basic instructions are supplied, such as reference to manufacturer’s instructions and the delivery of Toolbox talks.
- e) All Method Statements (or equivalent, i.e. task briefings / work package plans etc) include the details of the PPE required for the work being undertaken and this is communicated to all relevant staff and sub-contractors.
- f) The guidance document that accompanies this procedure is referred to.

Where additional site specific PPE is required the H&S Manager / Advisor must be consulted by the Line Manager to enable an assessment to be carried out. The H&S Manager / Advisor must use the basic risk reduction principles when carrying out this assessment to ensure that additional PPE is only necessary where there is no other safe alternative.

5.7.2 Employees

All employees must:

- a) Wear PPE in line with the clients and this PPE Policy.
- b) Bring their full issue of PPE to site in case the work content changes.
- c) Where applicable, ensure that it is properly stored in the accommodation/vehicles provided when not in use.
- d) Report immediately to their LM any loss or defect in the PPE provided to them.
- e) Keep clean and check PPE serviceability immediately prior to use.
- f) Protective clothing and equipment is not provided for domestic/private purposes. Employees must make their own provisions for such equipment used in domestic or private circumstances. Any damage caused to company property through such use may incur costs to the employee.
- g) Working of night shifts requires the use of personalised illumination. Battery powered head lamps and/or hand held torches should be used by everyone at site particularly to access/egress a site location, it having to be illuminated by task lighting.

5.7.3 PPE Provided by or to Non-VolkerRail Employees

Where VolkerRail supplies PPE to non-VolkerRail employees, the responsibility for the equipment remains with VolkerRail. Line Managers therefore have a duty to ensure that procedures are in place to select, adequately maintain, and where necessary train non-VolkerRail employees in the use of the equipment.

Where PPE is provided by a contractor to VolkerRail employees, the Line Manager still has a duty to ensure that the PPE provided is adequate. They must also check that adequate arrangements are in place to ensure that requirements such as PPE maintenance are met.

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**5.8 MAINTENANCE / CLEANLINESS OF PPE AND DISPOSAL**

All PPE should be maintained in a clean and functional state by the user. Hi visibility clothing should not be worn if it is ripped and/or very dirty which can affect reflectivity and the breathability of its performance.

All new and replacement PPE shall be recorded on application Form (Intranet – Procurement – PPE). The user/receiver shall sign upon receipt and in so doing, agrees to wear the PPE at all times when required.

The fact that PPE is often required to protect against hazardous materials means that it may end up contaminated at the end of its life. The extent of any contamination will be assessed and precautions taken to either thoroughly clean the PPE or to dispose of it in accordance with waste management procedures via the appropriate waste stream. For example, a respirator filter used to protect against solvents may need to be disposed of as special waste.

**6. ASSOCIATED GUIDANCE & INFORMATION**

- Appendix A – Employee Guidance – How do I order PPE?
- Appendix B – Guidelines for Hearing Protection
- Appendix C – Site Administrator Guidance – How to order PPE
- VR Workwear and PPE Catalogues

**7. DOCUMENTATION (OUTPUTS)**

List any forms within the family and other documents that require completion following this procedure (records).

- H76-05 Face Fit Testing - Test Record
- SAF26F02 – PPE form - Bodyguard
- SAF26F07 – Request for prescription safety glasses
- SAF26F08 – PPE form – DCC – Men
- SAF26F09 – PPE form – DCC – Ladies

**8. ISSUE RECORD**

Issue	Date	Comments
1	08/05/2011	Full review. Formerly issued as SQE/26. New section 6.2.3 included to mandate the use of 'light eye wear'. Other minor amendments made throughout as part of formal review.
2	14/05/2012	Reviewed and reissued to incorporate minor wording changes to Section 6.2.5 Safety Footwear and Section 6.2.3 Light Eyewear.
3	01/12/2015	Reference to Face Fit Testing added in section 5.6 and addition of new form SAF/26/F01 – Face Fitting Record.  References to Safe Work Leader / Manager hard hat cover included to 6.2.2. Standard and appendix transferred into new template.  Reviewed and re-issued to incorporate Transport for London, London Underground Category 1 Standards, Occupational Health OHS/04 & requirements of UV eye wear in regards to train driving.
4	31/05/2016	State that VolkerRail provides its employees with free issue PPE added to section 5.2 General.  Include requirement for Line Managers to arrange training in the use of PPE which is simple to use and maintain, such as safety helmets and hard hats. Some basic instructions to the users will be all that is required, such as reference to manufacturer's instructions and toolbox talks. Added to section 5.8 Responsibilities
5	20/01/2017	Added the requirement for anyone holding PTS Certification- mandatory PPE requirements includes Face Fit testing and Hearing Protection training. Addition of Appendix B – Guidelines for Hearing Protection.

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Issue	Date	Comments
6	27/03/2017	Minor amendments throughout, withdrawal of SAF26F01 and addition of HSE-111
7	31/10/2017	Inclusion of PPE catalogue and order forms
8	07/11/2017	Minor amendment: BS EN 471 has been withdrawn and replaced with BS EN 20471
9	14/12/2017	Amendment to Appendix B – Guidelines for Hearing Protection.
10	01/02/2018	Minor amendment to section 5.2.4 (a) to include 'and shall have a Blade cut resistance factor of '5' minimum'.
11	14/08/2018	Inclusion of Form SAF26F07 – Request for prescription safety glasses.
12	24/05/2019	Minor amendment to section 5.5 PPE required through Risk Assessment.
13	11/06/2019	Amendment to section 5.3, point 3 VWUK form HSE111 withdrawn and new form H79-05 introduced.
14	03/09/2019	Withdrawal of forms SAF26F03, 04, 05, 06. Addition of forms SAF26F08, 09. Amend Appendix A and new Appendix C and amend SAF26F02.

**9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY**

Appendix A – PPE Guidance has been amended to Employee Guidance – How do I order PPE?

Addition of Appendix C – Site Administrator Guidance – How to order PPE

Amendment to form:

- SAF26F02 – PPE form – Bodyguard

Introduction of new forms:

- SAF26F08 – PPE form – DCC – Men
- SAF26F09 – PPE form – DCC – Ladies

Withdrawal of forms:

- SAF26F03 – PPE form – DCC – Metro
- SAF26F04 – PPE form – DCC – Plant
- SAF26F05 – PPE form – DCC – Projects
- SAF26F06 – PPE form – DCC – SP

**10. BRIEFING REQUIREMENTS**

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

Discipline	Role	RACI	Type of briefing
Senior Management	HR Director	Responsible	Detailed

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Discipline	Role	RACI	Type of briefing
Senior Management	HSQES Director	Accountable	Detailed
Procurement	Supplier Assurance Manager	Responsible	Detailed
HSQES	H&S Advisors / Managers	Responsible	Detailed
HSQES	Competent RPE face fit trainers	Responsible	Detailed
Delivery	Professional Head of Train Operations	Informed	Awareness
All	All employees and contractors	Responsible	Awareness

**11. IMS AUTHORISATION**
**Document owner approval:**

**Stuart Webster-Spriggs**, HSQES Director, 02/10/2019

**Document author:**

**Joanne Kent**, Supplier Assurance Manager, 02/10/2019

**Approval for IMS:**

**Paula Roberts**, IMS Coordinator, 02/10/2019

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**EMPLOYEE GUIDANCE: HOW DO I ORDER PERSONAL PROTECTIVE EQUIPMENT (PPE)?**

**This process applies to VolkerRail and VolkerRail Specialist Businesses**

1. On instruction of the VolkerRail Senior Management Team (SMT), only PPE from the VolkerRail Catalogues as it appears on the PPE forms are to be ordered and worn. PPE is not to be sourced from any other supplier.
2. Once the employee has identified a requirement for new or replacement PPE to carry out their existing or new duties, they should complete the relevant PPE order form supplied by the Site Administrator.
3. The order form must be fully completed. Please ensure the following compulsory information has been provided to minimise any delays:
  - Employee full name
  - Employee number
  - Phone number
  - Approver's full name and contact number
  - Contract number
  - Full delivery address (must be a Project Site address, not a home address)
4. You will need to sign the order form. This means you are accepting your legal duty to wear the PPE provided at all times when it is required. (Sometimes this is not possible i.e. if the order is for a new starter or and employee has ordered it over the telephone with you due to them being on site). The approver/ Site Administrator must also sign the order form agreeing that they have checked and authorise the order to be processed plus to ensure the PPE is signed for upon receipt.
5. You must not order PPE that you are not entitled to as part of your job description as this will be rejected. You must be able to justify the requirement for replacement PPE, where requested by presentation of items that are no longer deemed suitable.  
*NB: There is no limit on the amount of PPE an individual can order as long as the reasons are justified.*
6. Once the order form has been authorised it must be handed to your Site Administrator, who will then forward your PPE order form to [PPE@volkerrail.co.uk](mailto:PPE@volkerrail.co.uk) to be processed (this should only be carried out by your site administrator).
7. Correctly requested PPE should then be delivered to the nominated person within 5 working days of the order being received by the supplier, for your collection.
8. On receipt of PPE, the recipient should check that the quantity ordered is the correct quantity received. Please ensure you inform the site administrator within 10 working days of any discrepancies. Please send the site administrator a copy of the delivery note.  
*Please note: A copy of all notifications of shortages etc. must be forwarded to the Team Organiser / Site (Project) Administrator to help prevent invoice queries.*
9. Please ensure you sign the order form when collecting the goods to confirm you have received appropriate training. If a colleague is collecting the goods you ordered on your behalf, please ensure they gain a copy of the order form so you can sign this on site and then send a copy back to the site administrator to process.

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When individuals are exposed to high levels of noise in the workplace, it can lead to permanent hearing damage. Once the nerves of the inner ear are destroyed or damaged from exposure to excessive noise, the damage is permanent.

It should be noted the below protection listed is a guideline and a range of different aspects can affect the noise levels generated.

The operative of any tools/machine(s) or plant needs to take into consideration the best available hearing protection. Individuals who are within the area or close to any tool, machine or plant should take consideration for hearing protection relevant to the surrounding environment. This includes individuals on safety tours, operations, surveying and surrounding works.

Any individuals entering a noisy environment should take all relevant actions to protect themselves and others.

**Recommendations for selection of hearing protection:**

You are at risk if you are regularly exposed to noise above 85dB.

A-weighted noise level (dB)	Select a protector with an SNR of ...
85-90	20 or less
90-95	20-30
95-100	25-35
100-105	30 or more

**Definitions**

**dB** decibel – this is the unit that noise is measured in

**SNR** Single number rating (SNR) value - a rating system set up by EU for the amount of protection a hearing protection device will give e.g. when you see **SNR: 26dB** this is how much the noise level is reduced, by wearing that particular hearing protection e.g. reduced by 26dB

Another factor to consider is over protection. Ear defense that reduces the noise level at the ear to below 70dB should try to be avoided; this over-protection may cause difficulties with communication and hearing warning signals. Users may become isolated from their environment, leading to communication safety risks.

A noise calculator based on SNR can be found at: <http://www.hse.gov.uk/noise/calculator.htm/>





Always use the equipment that is fit for its intended purpose

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Hearing Protection	Activities or Tool or Machine – ( <i>Make or Model</i> )	Information
<p><b>InterEX Helmet mounted ear defenders.</b></p>  <p>(VolkerRail Standard Issue)</p>	<ul style="list-style-type: none"> <li>• Angle Grinder 4" 110V (<i>Hitachi</i>)</li> <li>• Angle Grinder 7" / 9" 110V (<i>Makita</i>)</li> <li>• Chopsaw 110V (<i>Makita</i>)</li> <li>• Circ Saw (7" / 9") 110V (<i>Hitachi</i>)</li> <li>• Die Grinder 110V (<i>Hitachi</i>)</li> <li>• Frog and Switch Grinder (<i>Geismar</i>)</li> <li>• Hydraulic Sleeper Drill (<i>Stanley</i>)</li> <li>• Jigsaw 110V (<i>Bosch</i>)</li> <li>• Makita Core Drill (<i>Makita</i>)</li> <li>• Metabo 4.5" 110V (<i>Metabo</i>)</li> <li>• Nutrunner</li> <li>• Rail Drill Petrol (<i>Cembre</i>)</li> <li>• Rail Profile Grinder (<i>Giesmar</i>)</li> <li>• Stihl TS410 (<i>STIHL</i>)</li> </ul> <p><b>Plant:</b></p> <ul style="list-style-type: none"> <li>• Beaver – (90 / 4ZW)</li> <li>• B45 Tamping Machines – (<i>DR75301, DR75302 &amp; DR75303</i>)</li> </ul>	<ul style="list-style-type: none"> <li>- <b>SNR: 28dB</b></li> <li>- 5 Years Use</li> <li>- Standard issue for VolkerRail</li> </ul>
<p><b>3M E-A-R E-A-RSoft Yellow Neon Earplugs</b></p> 	<ul style="list-style-type: none"> <li>• Angle Grinder 4" 110V (<i>Hitachi</i>)</li> <li>• Angle Grinder 7" / 9" 110V (<i>Makita</i>)</li> <li>• Chopsaw 110V (<i>Makita</i>)</li> <li>• Circ Saw (7" / 9") 110V (<i>Hitachi</i>)</li> <li>• Die Grinder 110V (<i>Hitachi</i>)</li> <li>• Frog and Switch Grinder (<i>Geismar</i>)</li> <li>• Hydraulic Sleeper Drill (<i>Stanley</i>)</li> <li>• Jigsaw 110V (<i>Bosch</i>)</li> <li>• Makita Core Drill (<i>Makita</i>)</li> <li>• Metabo 4.5" 110V (<i>Metabo</i>)</li> <li>• Nutrunner</li> <li>• Rail Drill Petrol (<i>Cembre</i>)</li> <li>• Rail Profile Grinder (<i>Giesmar</i>)</li> <li>• Stihl TS410 (<i>STIHL</i>)</li> <li>• Ballast Tool Petrol 1" (<i>Atlas Copco</i>)</li> <li>• Bosch 4.5" 110V (<i>Bosch</i>)</li> <li>• Bosch 9" 110V (<i>Bosch</i>)</li> <li>• Chain Saw 15" (<i>Stihl</i>)</li> <li>• Discsaw 14" (<i>Husqvarna</i>)</li> <li>• Drill 110V (<i>Hitachi/Bosch</i>)</li> <li>• Triple Wacker Set (<i>Wacker UK</i>)</li> </ul> <p><b>Plant:</b></p> <ul style="list-style-type: none"> <li>• Beaver – (90 / 4ZW)</li> <li>• B45 Tamping Machines – (<i>DR75301, DR75302 &amp; DR75303</i>)</li> </ul>	<ul style="list-style-type: none"> <li>- <b>SNR: 36dB</b></li> <li>- <b>Single Use</b> – (Check if they are reusable)</li> </ul>

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Hearing Protection	Activities or Tool or Machine – ( <i>Make or Model</i> )	Information
<p><b>3M E-A-R E-A-RSoft FX Earplugs</b></p> 	<ul style="list-style-type: none"> <li>• Angle Grinder 4" 110V (<i>Hitachi</i>)</li> <li>• Angle Grinder 7"/9" 110V (<i>Makita</i>)</li> <li>• Chopsaw 110V (<i>Makita</i>)</li> <li>• Circ Saw (7"/9") 110V (<i>Hitachi</i>)</li> <li>• Die Grinder 110V (<i>Hitachi</i>)</li> <li>• Frog and Switch Grinder (<i>Geismar</i>)</li> <li>• Hydraulic Sleeper Drill (<i>Stanley</i>)</li> <li>• Jigsaw 110V (<i>Bosch</i>)</li> <li>• Makita Core Drill (<i>Makita</i>)</li> <li>• Metabo 4.5" 110V (<i>Metabo</i>)</li> <li>• Nutrunner</li> <li>• Rail Drill Petrol (<i>Cembre</i>)</li> <li>• Rail Profile Grinder (<i>Giesmar</i>)</li> <li>• Stihl TS410 (<i>STIHL</i>)</li> <li>• Ballast Tool Petrol 1" (<i>Atlas Copco</i>)</li> <li>• Bosch 4.5" 110V (<i>Bosch</i>)</li> <li>• Bosch 9" 110V (<i>Bosch</i>)</li> <li>• Chain Saw 15" (<i>Stihl</i>)</li> <li>• Discsaw 14" (<i>Husqvarna</i>)</li> <li>• Drill 110V (<i>Hitachi/Bosch</i>)</li> <li>• Triple Wacker Set (<i>Wacker UK</i>)</li> </ul> <p><b>Plant:</b></p> <ul style="list-style-type: none"> <li>• Beaver – (90 / 4ZW)</li> <li>• B45 Tamping Machines – (<i>DR75301, DR75302 &amp; DR75303</i>)</li> </ul>	<ul style="list-style-type: none"> <li>- <b>SNR: 39dB</b></li> <li>- <b>Single Use</b> – (Check if they are reusable)</li> </ul>
<p><b>Muff Ear defenders</b></p>  <p>(Low attenuation)</p>	<ul style="list-style-type: none"> <li>• Angle Grinder 4" 110V (<i>Hitachi</i>)</li> <li>• Angle Grinder 7"/9" 110V (<i>Makita</i>)</li> <li>• Chopsaw 110V (<i>Makita</i>)</li> <li>• Circ Saw (7"/9") 110V (<i>Hitachi</i>)</li> <li>• Die Grinder 110V (<i>Hitachi</i>)</li> <li>• Frog and Switch Grinder (<i>Geismar</i>)</li> <li>• Hydraulic Sleeper Drill (<i>Stanley</i>)</li> <li>• Jigsaw 110V (<i>Bosch</i>)</li> <li>• Makita Core Drill (<i>Makita</i>)</li> <li>• Metabo 4.5" 110V (<i>Metabo</i>)</li> <li>• Nutrunner</li> <li>• Rail Drill Petrol (<i>Cembre</i>)</li> <li>• Rail Profile Grinder (<i>Giesmar</i>)</li> <li>• Stihl TS410 (<i>STIHL</i>)</li> </ul> <p><b>Plant:</b></p> <ul style="list-style-type: none"> <li>• Beaver – (90 / 4ZW)</li> <li>• B45 Tamping Machines – (<i>DR75301, DR75302 &amp; DR75303</i>)</li> </ul>	<ul style="list-style-type: none"> <li>- <b>SNR: 25dB</b></li> <li>- 5 Years Use</li> <li>- Low attenuation</li> <li>- These can be used for tasks such as Site Inspections, Walk-outs etc &amp; the list of activities at the side/above. Unless you as an individual or the environment deems the need for higher protection.</li> </ul>

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Hearing Protection	Activities or Tool or Machine – ( <i>Make or Model</i> )	Information
<p><b>Monaco Heavy Duty Ear Defenders</b></p> 	<ul style="list-style-type: none"> <li>• Ballast Tool Petrol 1" – (<i>Atlas Copco</i>)</li> <li>• Bosch 4.5" 110V – (<i>Bosch</i>)</li> <li>• Bosch 9" 110V – (<i>Bosch</i>)</li> <li>• Chain Saw 15" – (<i>STIHL</i>)</li> <li>• Discsaw 14" New – (<i>Husqvarna</i>)</li> <li>• Discsaw 14" Old – (<i>Husqvarna</i>)</li> <li>• Drill 110V – (<i>Hitachi</i>)</li> <li>• Drill 110V - (<i>Bosch</i>)</li> <li>• Dve Impact 1/2 110V – (<i>Makita</i>)</li> <li>• Dve Impact 3/4 110V – (<i>Makita</i>)</li> <li>• Hammer Drill 36V – (<i>Hitachi</i>)</li> <li>• Hilti Tiger Saw – (<i>Hilti</i>)</li> <li>• Hydraulic Impact Wrench – (<i>Stanley</i>)</li> <li>• Hydraulic Rail Saw – (<i>Stanley</i>)</li> <li>• Hydraulic Tie Tamper – (<i>Stanley</i>)</li> <li>• Impact Drill 110V – (<i>Hilti</i>)</li> <li>• Impact Wrench Petrol 1" - (<i>Maxim</i>)</li> <li>• Impact Wrench Petrol 1" - (<i>Cembre</i>)</li> <li>• Metabo 9" 110V – (<i>Metabo</i>)</li> <li>• Needle Gun 110V – (<i>Hilti</i>)</li> <li>• Scorpion Mag Drill – (<i>Rotabroach</i>)</li> <li>• Single Wacker Set – (<i>Wacker UK</i>)</li> <li>• Sleeper Drill – (<i>Cembre</i>)</li> <li>• Triple Wacker Set – (<i>Wacker UK</i>)</li> </ul> <p><b>Plant:</b></p> <ul style="list-style-type: none"> <li>• B41 Tamping Machine – (<i>CR75401</i>)</li> </ul>	<p>Head Band Ear Defenders:</p> <ul style="list-style-type: none"> <li>- <b>SNR: 36dB</b></li> <li>- 5 years use</li> <li>- High Attenuation</li> </ul>
<p><b>Athena Comms Blocked</b></p> 	<p>These headsets offer you <b><u>20dB noise suppression which is less than the disposable ear plugs listed above.</u></b></p> <p>These should be worn with caution and in relatively low noise working environments or add the plugs on top if/when needed.</p>	<ul style="list-style-type: none"> <li>- Offers <b>20dB</b> of localised noise suppression.</li> <li>- Provides 100 metres communication.</li> <li>- Yellow band rating.</li> </ul>

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Hearing Protection	Activities or Tool or Machine – ( <i>Make or Model</i> )	Information
<p><b>Athena Comms Standard &amp; Athena Comms Ultra-Light &amp; Lighter and The Hybrid</b></p> 	<p>It is important to note although, Athena models listed offer you 100 metres of communication and environmental awareness, these kits do not offer any noise suppression and in a noisy environment will offer you <b>ZERO</b> protection.</p>	<ul style="list-style-type: none"> <li>- <b>N/A – Zero protection</b></li> </ul>
<p><b>Scott Zone 1 Neck Band Ear Defender - PLANT</b></p> 	<p>These defenders have been issued to OTM operatives – the suitability of these defenders is based on noise readings in several areas of the machine(s), compatibility with PPE and correct SNR for the individuals in that environment (i.e. carrying out maintenance work or on a working site).</p>	<ul style="list-style-type: none"> <li>- <b>SNR – 28</b></li> <li>- 5 years use.</li> <li>- These should be used alongside instructions OTM PPE User Instructions.</li> </ul>
<p><b>Individual Moulded Ear Defenders</b></p> 	<p>Moulded ear defenders will defend your ears from most activities and as they are individual – your job title, your weekly tasks, site visits etc will determine the best SNR for your needs.</p>	<ul style="list-style-type: none"> <li>- These ear defenders can be arranged in an individual basis. They will have a SNR rating tailored to your needs, surroundings and the environment which you work. They allow communications in but do not allow loud surrounding noises in.</li> <li>- Need replacing every few years – this information will be given to you on completion of the order.</li> </ul>

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**SITE ADMINISTRATOR GUIDANCE: HOW TO ORDER PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**This process applies to VolkerRail and VolkerRail Specialist Businesses**

1. On instruction of the VolkerRail Senior Management Team (SMT), only PPE from the VolkerRail catalogues as it appears on the PPE forms are to be ordered and worn. PPE is not to be sourced from any other supplier
2. Once the employee has identified a requirement for new or replacement PPE to carry out their existing or new duties, they should complete the relevant PPE order form supplied by the Site Administrator.
3. The order form must be fully completed. Please ensure the following compulsory information has been provided to minimise any delays:
  - Employee full name
  - Employee ID
  - Approver's full name
  - Contract number (from one of the 4 option on the order form)
  - Full delivery address (must be a Project Site address, not a home address)
4. The employee must sign the order form. The employee is then accepting their legal duty to wear the PPE provided at all times when it is required. (Sometimes this is not possible i.e. if the order is for a new starter or and employee has ordered it over the telephone with you due to them being on site) The approver/ Site Administrator must also sign the order form agreeing that they have checked and authorise the order to be processed plus to ensure the PPE is signed for upon receipt.
5. As the site administrator, please ensure the employee only orders PPE they are entitled to as part of their job description, otherwise it will be rejected. The employee must be able to justify the requirement for replacement PPE, where requested by presentation of items that are no longer deemed suitable.  
*NB: There is no limit on the amount of PPE an individual can order as long as the reasons are justified.*
6. Once the order form has been authorised and signed, you as the site administrator are to email this form to [PPE@volkerrail.co.uk](mailto:PPE@volkerrail.co.uk) as indicated on the order form. (When scanning through documents, please scan 1 page per PDF). Please retain the order form and file in a secure manner as the employee will need to sign it at a later date confirming they have received the goods.
7. Correctly requested PPE should then be delivered to the nominated person within 5 working days of the order being received by the supplier, for the employee's collection.
8. On receipt of PPE, the recipient should check that the quantity ordered is the correct quantity received. The site administrator needs to notify the supplier within 10 working days of any discrepancies.
9. Receipting the goods
  - a) If all goods **have not** been received, please scan and send a signed copy of the delivery note to [PPE@volkerrail.co.uk](mailto:PPE@volkerrail.co.uk).  
 Could you please record in the box provided on the PPE form the date the part loads were delivered and ensure you retain the order form and file in a secure manner.
  - b) If all goods **have** been received, please ensure the employee signs and dates the order form in the box acknowledging receipt of all the goods before scanning and sending a copy of the form along with the final delivery note to [PPE@volkerrail.co.uk](mailto:PPE@volkerrail.co.uk).
    - If the employee is collecting their own goods, they can sign the order form and give straight back to you.

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**SITE ADMINISTRATOR GUIDANCE: HOW TO ORDER PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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- If a colleague is collecting the person's PPE on their behalf, please provide a copy of the PPE order form so they can take this to the employee along with their goods. The employee can then sign the order form confirming receipt and then return to you as the site administrator.
10. Once you have sent an email to the PPE inbox with a copy of the signed delivery note and the fully completed PPE order form, it is up to you whether you would like to retain this information on your project site. If not, please ensure this is disposed of in a confidential manner.

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