

## PERSONAL PROTECTIVE EQUIPMENT

### **Background**

PPE is all equipment (including clothing) that protects against one or more risks to our health and/or safety.

The PPE at Work Regulations requires employers to provide PPE (Personal Protective Equipment) wherever there are risks to health and safety that cannot be adequately controlled in other ways

The regulations require that PPE is:

- Used as a last resort i.e. all steps have been taken to eliminate or reduce the severity of the risk
- Properly assessed before use to ensure it is suitable, protects from the hazards, fits the wearer and works with other PPE being used
- Maintained and stored properly
- Provided with instructions on how to use it safely
- Used correctly by employees
- Provided free of charge to employees
- CE marked



### **Toolbox Talk**

The **minimum** PPE to be worn for all Afan Landscapes site or yard based activities is.



#### **High visibility clothing**

- The main purpose is to make you more visible and thick coats can provide protection against the weather
- High visibility work wear shall be worn for all site and yard work activities and the type shall be dependant upon risk assessment:
- Note for Highway Projects - long sleeved vests / jackets must be worn in addition to reflective trousers.



#### **Foot protection**

- The selection of foot protection will depend primarily on the assessed risk and local requirement and must have good ankle support, steel toe cap and midsole protection.
- Note for Civils and Highways Rigger boots are not permitted.



#### **Head Protection**

- Head protection is used to prevent injury when there is a risk of falling or flying objects, where there is a risk of bumping your head or where there is a risk of hair entanglement.
- Should conform to BS EN 397 (with chin strap if likely to be dislodged)

Signed:

Andrew Williams

Managing Director

Date: January 2026





### Hand protection

- Suitable gloves to be worn at all times. The type of glove may vary depending upon the task being done – check with your risk / COSHH assessment.



### Eye protection

- Protects your eyes from the risk of abrasion, cuts and punctures, impact and chemicals
- Safety glasses (grade F as a minimum) or goggles, (grade B).

### Additional PPE that must be worn if identified by risk assessment / COSHH Assessment

- **Eye protection** – Task specific to reduce the risk of injury eg Impact goggles/ visor when cutting or grinding, mesh visor when using chain saws, etc.
- **Flame Retardant Clothing** – must be considered if you are likely to dig, or disturb ground to a depth of 100mm or more.
- **Hearing Protection** – must be worn where it is not practicable to reduce noise below an exposure level of 85 decibels (85 dB(A)). For prolonged exposure over 80 dB(A) hearing protection is recommended.
- **Safety nets, harnesses, lanyards, lines** – must be used to prevent falls where it is not practicable to provide working platforms.
- **Respirators or breathing apparatus** – must be worn as protection against dust or fumes or lack of oxygen.
- **Suitable protective clothing** – must be worn for persons working with materials such as cement or concrete.

### Dos & Don'ts

- **Do wear your PPE** – Employees who wear PPE are less likely to suffer an injury at work, ensure it has a CE mark, if it hasn't do not use it
- **Do make sure the PPE is suitable for the task** – If its not exchange it for some that is
- **Do make sure you know how to use your PPE correctly** – If you don't ask your supervisor
- **Do ensure your PPE fits correctly** – If it doesn't exchange it for some that does
- **Do ensure PPE is compatible** – if you need to use more than 1 item of PPE make sure the use of one doesn't hinder the safe operation of the other

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- **Do maintain your PPE in accordance with the instructions** – eg examination, cleaning, disinfection, repair, testing etc
- **Do store your PPE correctly** – This will help keep it in good working order and is less likely to become damaged
- **Do follow local site rules with regards to PPE use**
- **Don't use damaged PPE** – report it to your supervisor and / or exchange the PPE

### Questions to Ask

**Q - What is the mandatory PPE for this project?**

*Answer: Foot protection, hand protection, high visibility clothing, hard hat and eye protection. (Discuss local arrangements)*

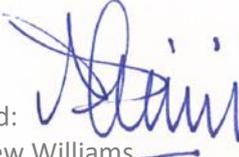
**Q - Who is responsible for issue of your PPE?**

*Answer: You are. Detail local arrangements for issue / storage and replacement*

**Q - Have you got any questions on the topic?**

**Q - What are you going to do differently as a result of this Toolbox Talk?**

If you believe you need more training then please discuss this with your line manager / supervisor.

Signed:   
Andrew Williams  
Managing Director  
Date: January 2026