


PPE

The following types of PPE is available:

- Skin protection (e.g. protective clothing)
 - Respiratory protective equipment (e.g. masks)
 - Eye protection (e.g. goggles)
 - Head protection (e.g. safety helmets)
 - Ear protection (e.g. earplugs)
 - Foot protection (e.g. steel toecap boots)
 - Hand and arm protection (e.g. gloves)
 - Body protection (e.g. high-visibility clothing)
 - Fall protection (e.g. safety harnesses).
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- Check condition of PPE before use.
 - Ensure there are no holes, defects or damage to the PPE. Do not use if there is any sign of damage and throw the PPE away.
 - Tell your manager and replace with new PPE before carrying out a job.
 - PPE must be properly looked after and stored when not in use, eg in a dry, clean cupboard.
 - If the PPE becomes damaged whilst in use, throw away and replace with new PPE.
 - If the PPE is reusable it must be cleaned and kept in good condition.

Hand tools



- Ensure that employees are properly trained in the safe use of hand tools.
- Always provide training on how to choose the right tool for the job, how to correctly use each tool, and how to identify when tools need repair.
- Select the right tool for the job.
- Use tools designed to allow wrist to stay straight. Avoid using hand tools with your wrist bent.
- Use good quality tools.
- Keep tools in good condition at all times.
- Inspect tools for defects before use. Replace or repair defective tools.
- Keep cutting tools sharp and cover sharp edges with a suitable covering to protect the tool and to prevent injuries from unintended contact.
- Replace cracked, splintered, or broken handles on files, hammers, screwdrivers, or sledges.
- Ensure that the handles of tools like hammers and axes fit tightly into the head of the tool.
- Replace worn jaws on wrenches, pipe tools and pliers.
- Redress burred or mushroomed heads of striking tools.
- Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
- Point sharp tools (e.g., saws, chisels, knives) laying on benches away from aisles and handles should not extend over the edge of the bench top.
- Maintain tools carefully. Keep them clean and dry, and store them properly after each use.
- Carry tools in a sturdy tool box to and from the worksite.
- Wear safety glasses or goggles, or a faceshield (with safety glasses or goggles) and well-fitting gloves appropriate for the hazards to which you may be exposed when doing various tasks.

Powered Equipment

You should make sure that electrical equipment used for work is safe. Here are a list of actions that should be taken to ensure this is so:

- Perform a risk assessment to identify the hazards, the risks arising from those hazards, and the control measures you should use.
- Check that the electrical equipment is suitable for the work and way in which it is going to be used.
- Check that the electrical equipment is in good condition.
- Check that the equipment is suitable for the electrical supply with which it is going to be used, and the electrical supply is safe.
- Make sure that the user of the equipment is trained to use it safely and can keep others safe.
- Make sure the user knows which personal protective equipment to wear, how to use it, and make sure they do.
- Check that the electrical equipment is suitable
- Check that the electrical equipment is in good condition
- Keep the work environment clean and tidy to avoid clutter which may cause accidents.
- Keep the work space tidy. Store tools properly when not in use.
- Report any damage of the tools to the manager immediately and stop using.



Manual Handling Equipment



When pushing or pulling a load, the Health and Safety Executive provides the following guidance:

- Use an aid with a handle height that is between shoulder and waist height.
 - Ensure that pushing or pulling equipment is well maintained.
 - As a guide, the amount of force that needs to be applied to move a load over a flat surface is at least 2% of the load weight. For example, if the load is 400kg, then the force needs to be 8kg.
 - The force for pushing or pulling will be greater over imperfect conditions.
- Always try to push rather than pull where possible.
 - When negotiating a slope or ramp, get help from another worker.
 - On an uneven surface, increase the pushing/pulling force to 10% of the load weight.
 - To make it easier to push or pull, keep your feet well away from the load and move no faster than walking speed.
 - Store manual handling equipment in a suitable place where no one can be harmed.
 - Report any damages to the equipment to the manager and stop using.
 - Maintain the equipment through regular service and inspection.
 - Keep equipment clean and in good working order.

<https://www.hse.gov.uk/toolbox/ppe.htm>