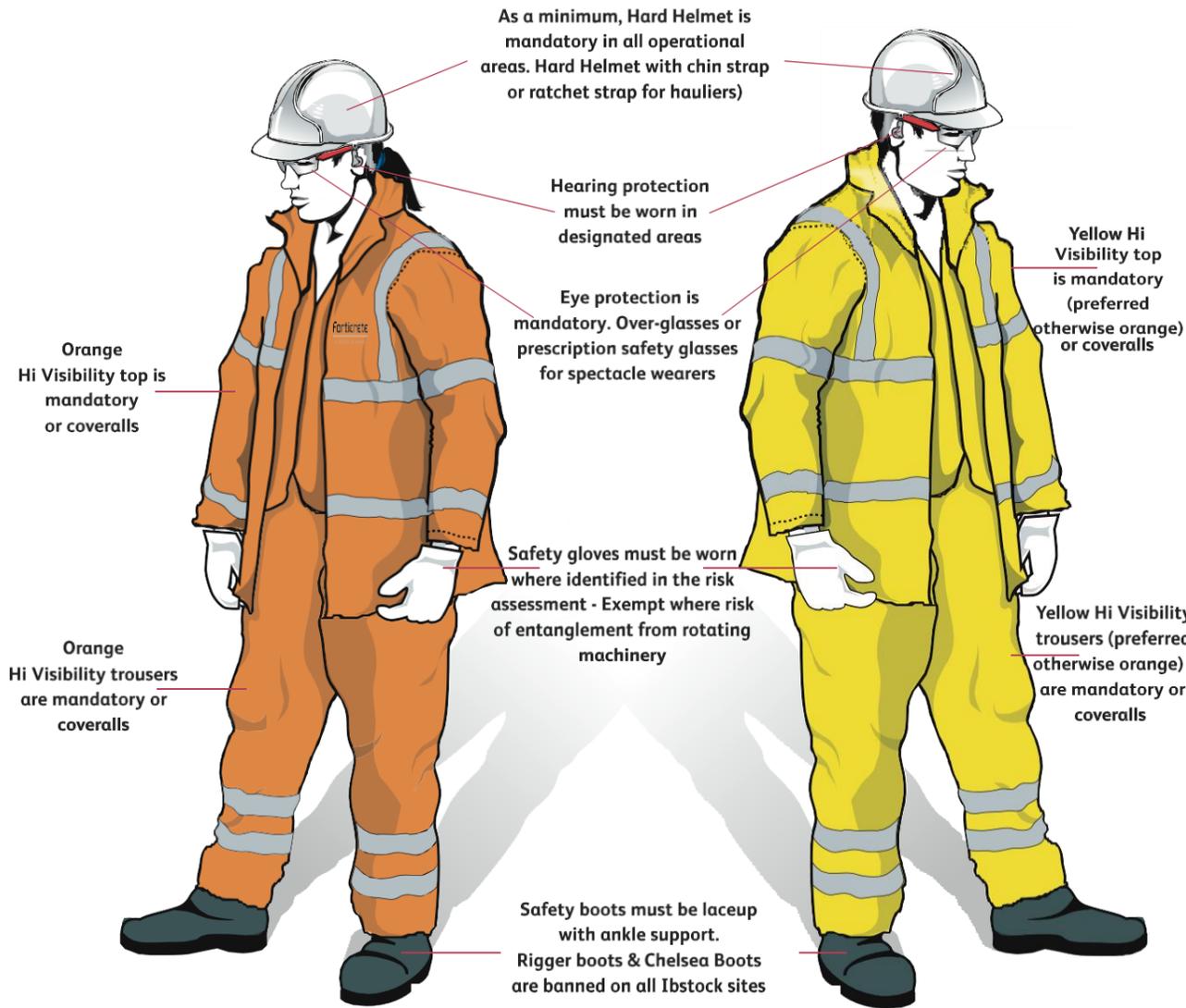


IBG-HS-016-G1 Personal Protective Equipment Specification

Employee

Contractor / Haulier



Notes

Items not conforming currently to the above standards should be changed ON REPLACEMENT (i.e. not currently displaying the correct Logo, incorrect colour or VISITOR not printed on rear of garment etc)

Fleeces and Hooded Tops should not be issued as PPE. Hooded Tops should not be worn at any time in operational areas. The use of fleeces as an outer layer is also prohibited.

In all cases suitable storage areas are required for all PPE.

Each site must clearly define their operational area on site. Operational areas would NOT include parts of the workplace as listed below:

- Pedestrian routes from car parks to locker rooms or offices that are clearly defined and marked including physical segregation from moving vehicles
- Offices
- Canteens
- Inside mobile plant (with doors / windscreen)
- Control rooms - fully enclosed from operational area

ITEM	SPECIFICATION	APPLICABLE	EXEMPTION	ADDITIONAL GUIDANCE
1. Hard Helmet	Colour: White Hard Helmet Standard: BSEN 397 Additional information: Company Logo on front	As a minimum, Hard hat is mandatory in all operational areas. Hard Helmet with chin strap or ratchet strap for hauliers)	Any exemptions from wearing of Hard Helmet must be approved by SHE Advisor and Operations Senior Team. Exemption will be allowed following a risk assessment where there is no identified risk of head injuries.	Colour of Hard Helmet can be changed to meet relevant standards i.e. Green for First Aiders, Yellow for Visitors; Red Fire Marshals Hard Hat Liners to be provided here required to protect against cold weather
2. Overalls	Colour: Orange Standard: Reflective strips to BSEN20471, Class 1 as a minimum. Additional information: Logo on front left, full name and site name. PROBAN flame resistant overalls or equivalent standard are required when undertaking hot work.	In all operational areas by all employees and contractors	Contractors overall colours are not restricted but must have reflective strips to BSEN20471 as a minimum. Visitors entering operational areas are exempt as long as they are complying with POINT 3 and accompanied by a Istock Personnel.	Applicable for all staff working in operational areas. If overalls are not worn then a combination of point 3 and 4 are required for employees and contractors working in operational areas. Collect customers arriving to site must be requested to comply with point 2 or 3 and 4 combined. If arrived without the attire must be issued with point 3 and remain in the vehicle whilst loading takes place. All load securing must be conducted under direct supervision.
3. Top Coats, Waistcoats, Waterproofs Polo T-Shirt	Colour: Orange Standard: Reflective strips to BSEN20471, Class 1 as a minimum. Additional information: Logo on front left, first name and site name. MUST be worn if not wearing overalls (point 2). PROBAN flame resistant overalls or equivalent standard are required when undertaking hot work.	In operational areas by all employees and contractors including visitors to the site. Employees and contractors working in operational areas must wear with point 4.	Contractors overall colours are not restricted but must have reflective strips to BSEN20471 as a minimum. Employees and contractors do not have to wear if complying with point 2.	Polo shirts could be long or short sleeve unless risk assessment identifies exposure to hazardous substances (long sleeve is mandatory). Hi Visibility coat or waist coat provided by the company to visitors must have 'VISITOR' printed on the rear and Istock logo on the front left. Purchase on replacement of any existing stocks. No hooded tops at anytime - no fleeces as outer work wear
4. Hi Visibility Trousers	Colour: Orange Standard: Reflective strips to BSEN20471, Class 1 as a minimum. Additional information: MUST be worn if not wearing overalls. PROBAN flame resistant overalls or equivalent standard are required when undertaking hot work.	Compulsory for employees and contractors working in operational areas unless covered by point 2 (e.g. if not wearing overalls)	Employees and contractors do not have to wear if complying with point 2. Visitors are not expected to wear but MUST comply with point 3 and be accompanied by a Istock Personnel.	Employees and contractors working in operational areas must wear with point 3. Hi Visibility shorts are not approved work wear. Delivery drivers may be exempt if loading / unloading takes place in a fixed or temporary designated area with supervision.
5. Boots & Safety footwear	Colour: As per group standard. Standard: Steel toe capped, steel midsole and anti-slip. (EN 20345) Additional information: Must be lace up with ankle support. Metatarsal protection on safety boots is mandatory for manual stacking of walling stone products or where risk assessment identifies the need.	In all operational area by Employees, visitors and contractors.	Employees and contractors may be exempt from wearing ankle support boots only if highlighted as an additional hazard by an occupational health advisor.	Rigger and Chelsea Boots are banned from all Istock sites. Wellington Boots could be worn for tasks where the risk assessment identifies the need to do so. This must be restricted to the specific task. Wellington Boots must not be worn where the task requires access via the use of a ladder or other work at height equipment.
6. Eye Protection	Eye protection should adhere to BS EN 166 Additional requirements – Heat / Impact to be identified through local risk assessment Additional information: Prescription glasses are to be made available to employees by the company.	Mandatory in all operational areas (including Laboratories) by all employees, visitors and contractors.	Where a risk assessment clearly identifies there is an increased risk of injury due to restricted vision, e.g. heavy rain, inside enclosed vehicles. Must be agreed by Factory Manager.	Tinted glasses may be worn but only outside buildings. Indoor and Outdoor lens is acceptable. Safety glasses are mandatory in Laboratories. Type of eye protection may vary depending on risk i.e. Safety glasses, visor, goggles, welding mask etc.
7. Hand Protection	Standard: Identified by local risk assessment i.e. cut resistance Additional information: Gloves sizes vary	In designated areas determined by a risk assessment and by all employees, visitors and contractors.	For specialist activities (special dexterity or grip) exceptions are allowed. Where there is a risk of entanglement from rotating machinery. Exemption for medical conditions to be approved by Factory Manager, SHE Advisor, and supported by occupational health advisor.	Gloves must be suitable for their task; where there is risk of cuts the resistance should be at the correct level. Other hazards such as handling hot objects will require heat resistance gloves or gauntlets.
8. Hearing	Standard: Hearing protection is compulsory in designated areas to the correct BSEN standard for the nature of the hazard. Additional information: Hearing protection required must be determined by the sites noise survey.	Mandatory in designated areas clearly stated by risk assessment and signage. Must be worn by all employees, visitors and contractors.	When the source of noise is not operational and the exemption identified in the risk assessment. In non-designated areas.	Consider traffic movements and communication method when selecting the type of hearing protection.
9. Respiratory Protection	Standard: Respiratory protection is compulsory in designated areas to the correct BSEN standard for the nature of the hazard. i.e. RCS, Dust and welding fumes. Additional information: The minimum standard for respiratory mask is FFP3.	Mandatory in designated areas clearly stated by risk assessment and signage where applicable. Must be worn by all employees, visitors and contractors.	In non-designated areas.	Ensure face fit testing is undertaken; the only exemption for a face fit test is if the respiratory system provides positive air pressure. If users have a facial hair then a powered air respirator will need to be issued. Powered air respirator with FFP3 filter is mandatory when exposed to welding fumes. Records must be kept on inspection and maintenance of equipment.

When visiting premises external to Istock (i.e. another factory, construction sites including visits by Sales Reps) points 2 (or combination of 3 and 4), 5 and 6 must be worn as a minimum addition to any local rules on the visiting premises.