

PPE Policy

PL-GRP-012

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Reviewed Date:	May 2026	Next Review:	1 Year
Rev No	6	Document Classification	Internal

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1 Introduction

EPS Group shall ensure that all employees use personal protective equipment where required. It is the responsibility of management to ensure that hazards are engineered out where possible and PPE is used only when further risk reduction is not feasible. Risk assessments are available on SharePoint.

2 Control measures

All safety equipment purchased by the Company will be to approved standards. ALL PPE must be CE marked. EPS Group will ensure that adequate supplies of all the necessary protective clothing equipment is available for issue as required and that when issued to employees, a record is maintained on IFS or a signature is obtained. Such items may include safety gloves, footwear, high visibility jackets etc. Employees are responsible for monitoring and checking their PPE on a regular basis.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Company policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

Regular noise surveys are carried and where practicable all efforts have been made to eliminate noise producing activities and to further control excessive noise following the hierarchy of controls described in the General Principles of Prevention. In areas where the noise level exceeds 80dBA suitable hearing protection will be made available and employees advised to wear it. In areas where noise levels exceed 85dBA, hearing protection is mandatory.

Where employees have been provided with personal protective equipment for protection of their health and safety it is their duty to wear it. Any defects in the equipment should be reported to your supervisor and a replacement obtained. PPE will be provided free of charge to all employees.

Please refer to the EPS Group Legal Registers available on SharePoint.

3 Gloves

- › Gloves – hand only
- › Gloves with a cuff – hand and wrist
- › Gauntlets / sleeves / long gloves – hand, wrist and part of forearm

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- › Sleeves / arm protection – part or whole of forearm and / or upper arm

The key points to note for hand and arm protection are:

- › Make sure that users are not allergic to or sensitised by the material, for example latex gloves are made of rubber and the proteins present in the rubber are skin and respiratory sensitisers. If you have to use latex gloves, use a powder free type containing a minimum amount of free proteins. It may be better to select an alternative material, if practicable.
- › Ensure they fit the wearer properly and are worn correctly for the job being done. For example, there should be no gap between the glove and the wearer's sleeve when handling dangerous chemicals.
- › Ensure users can handle and remove the gloves carefully to avoid contamination of the hands and the inside of the glove. Contaminants that get inside the glove and sit permanently against the skin may cause greater exposure than if a glove had not been worn at all. Many wearers are not instructed on how to correctly put on and take off gloves, which means that the insides of the gloves become contaminated when worn for the second time or more. This contamination can cause damage to the skin.
- › Ensure users clean their hands thoroughly when they change gloves.
- › Check gloves regularly and throw them away if they are worn or have deteriorated. They should be free of holes or cuts and debris, and their shape should not be distorted.
- › **Do not** wear a glove for extended periods as this can lead to the development of excessive moisture (sweat) on the skin which in itself will act as an irritant.
- › **Do not** use pre-work creams, sometimes sold as barrier creams, as a replacement for carefully selected gloves. They are not PPE because:
 - › They do not provide protection against hazards;
 - › Workers may not apply them properly, leaving part of their skin uncovered;
 - › There is no information available on the rate of penetration of substances through pre-work creams; and
 - › Protection may be removed while working without workers noticing.

Select carefully for chemical resistance and protection, especially against mixtures, and do not use for longer than the recommended breakthrough times. Manufacturers will advise on breakthrough times for their products.

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Protective Gloves Against Mechanical Risk – EN388:2016

Protection against mechanical hazards is expressed by four numbers (EN388 numbering system), each representing test performance against a specific hazard, see table below.

Test	EN388 numbering system	Performance Level				
		1	2	3	4	5
Abrasion resistance (Number of cycles)	1	100	500	2000	8000	-
Blade cut resistance (Index)	2	1.2	2.5	5.0	10.0	20
Tear resistance (Newton)	3	10	25	50	75	-
Puncture resistance (Newton)	4	20	60	100	150	-

Table 1 – EN388 Performance Level

Protective Gloves For Welders - EN12477:2001



This European Standard, EN12477:2001 Protective Gloves for Welders, specifies requirements and test methods for protective gloves for use in manual metal welding, cutting and allied processes. According to their performance, protective gloves for welders are classified into two types;

- › Type A: Lower dexterity (with higher other performance); and
- › Type B: Higher dexterity (with lower other performance).

4 Hearing Protection

There are two main types of hearing protection:

- › **Earplugs** – These fit into or cover the ear canal, to form a seal. They sometimes have a cord or neckband to prevent them being lost. They can be permanent (indefinite use), reusable (use only a few times) or disposable (use once).
- › **Earmuffs** – These are normally hard plastic cups, which fit over and surround the ears. They are sealed to the head by cushion seals (filled with plastic foam or a viscous liquid). The inner surfaces of the cups are covered with a sound absorbing material, usually soft plastic foam. They can be headband or helmet mounted and some can have communication equipment built into them.

EN352:2002 Hearing Protectors

Ear muffs are tested to the relevant European standards and are CE marked. These are:

- › EN 352 Part 1 Ear Muffs

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- › EN 352 Part 2 Hearing Protectors Ear plugs
- › EN 352 Part 3 Helmet Mounted Ear Muffs
- › EN 352 Part 4 Hearing Protectors

The General Application Regulations 2017 stipulates that persons working in noise levels between 80dBA (Lower Action Level) and 85dBA (Upper Action Level) must be provided with suitable hearing protection on request. Where noise levels are at or above 85dBA, suitable hearing protection must be supplied and worn.

5 High Visibility Clothing

There are three classes of high visibility clothing. Each has minimum areas for the background and retroreflective bands:

- › **Class 1** – the least conspicuous (waistcoats and most trousers)
Minimum level of protection required for any persons working on a private road or to be used in conjunction with a higher classed garment.
- › **Class 2** - More conspicuous than Class 1 (waistcoats, jackets and some trousers)
Intermediate level required for any persons working on or near A and B class roads, also for delivery drivers.
- › **Class 3** – the most conspicuous (jackets and coveralls)
Highest level of protection - required for any persons working on or near motorways or dual-carriage ways or airports, also required for personnel erecting traffic management.

The key points to note for high visibility clothing are:

- › Select high visibility clothing suitable for the task. Clothing that protects from other hazards such as cold weather is often available with a high visibility option. Outdoor workers may need different clothing at different times of the year.
- › Inspect before use for wear and tear, or loose seams.
- › Ensure only correct cleaning materials are used. Lack of cleanliness is a significant factor in loss of visibility.

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6 Eye and Face Protection

The main types of eye and face protection are:

- › **Safety spectacles** – May be separate lenses in a metal or plastic frame (similar in appearance to prescription glasses) or have a single lens / frame moulding sometimes called eye shields. Most designs have side shields. Spectacles can incorporate corrective lenses, while eye shields may fit over prescription glasses.
- › **Goggles** – These are made with a flexible plastic frame and one or two lenses with a flexible elastic headband. They give the eyes protection from all angles as the complete rim is in contact with the face. Some goggles are ventilated and may be unsuitable for protection against gases and fine dusts.
- › **Face shields** – These have one large lens with a frame and adjustable head harness or are mounted on a helmet. Most can be worn with prescription glasses. They protect the face but do not fully enclose the eyes.

The key points to note for eye and face protection are:

- › Make sure the eye / face protection fits the user and does not fall off easily. It should be issued on a personal basis.
- › Consider misting / fogging. Anti-mist and ventilated eye protection is available.
- › Store eye protection in a protective case.
- › Follow the manufacturer's instructions on cleaning, not forgetting headbands and frames. Use only anti-mist, cleaning and antistatic fluids and cloths recommended by the manufacturer.
- › **Do not** use when visibility is noticeably reduced (e.g. the lenses are deeply scratched or worn) or the frame, headband or harness is deformed. Throw them away and replace them.
- › All face shields used by EPS Group must be fitted with brow and chin guards.

Eye and face protection are tested to the relevant European standards and are CE marked.

These are:

- › **EN166:2001 Personal Eye Protection**

All optical products carry the CE mark indicating compliance with the relevant European Standard EN 166. This standard tests for: impact, optical quality, chemical, dust and molten metal protection.

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- › **EN1731:2006 Personal Eye Protection, Mesh Eye and Face Protectors**
Specifies materials, design, performance requirements, test methods and marking requirements for mesh eye and face protectors. The following letters (F, B, A) represent the energy impact performance level:

- › F - high speed particles, low energy impact,
- › B - high speed particles, medium energy impact; and
- › A - high speed particles, high energy impact.

If the symbols F, B and A are not common to both the mesh, the additional or alternative ocular and the frame then it is the lower level which shall be assigned to the complete mesh eye and face protector.

- › **EN175:1997 Personal protection. Equipment for eye and face protection during welding and allied processes**

The additional lens specifications within this standard are:

- › AS - Anti-Scratch coating; and
- › AF - Anti-Fog coating.

7 Footwear

- › **Safety boots or shoes** – These are the most common type of safety footwear. They normally have protective toecaps and may also have other safety features including slip resistant soles, penetration resistant midsoles and insulation against extremes of heat and cold.
- › **Wellington boots** – These are usually made of rubber and used for working in wet conditions. They are also useful in jobs where the footwear needs to be washed and disinfected for hygiene reasons, e.g. in the food industry and the chemical industry.
- › **Clogs** – These may also be used as safety footwear. They are traditionally made from beech wood and may be fitted with steel toecaps and thin rubber soles for quieter tread.
- › **Footwear for specific tasks** – These protect against hazards in these areas, for example foundry boots and chainsaw boots.

Key points to note about protective footwear are:

- › Consider the comfort factors for the wearer. Generally footwear should be flexible, wet resistant and absorb perspiration. Cushioned soles make standing more comfortable.

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- › Inspect for wear and tear and loose seams before use. Replace broken laces and remove materials lodged in the tread of the sole.

Category Requirements

- › SB - The presence of a safety toecap providing protection against impact injury to the toes caused by falling objects. Level of protection provided is 200 joules.
- › SBP - Prevention of compression injury to the toes if trapped under a heavy object. Level of this protection is 15kN.
- › S1 - As SB standard plus penetration resistance. As SB standard plus closed seat region, anti-static properties, resistance to fuel oil and energy absorption of seat region.
- › S1P - As S1 standard plus penetration resistance.
- › S2 -As S1 standard plus water penetration and water absorption resistance.
- › S3 -As S2 standard plus cleated outsole and penetration resistance.
- › S4 - 200 joule toecap protection. All rubber or all polymeric footwear with anti-static properties. Resistance to fuel oil, energy absorption of seat region and closed seat region.

8 Protective Clothing

Protective clothing must offer some specific protection – if it does not, it is classified as ‘workwear’. There are three main types of protective clothing:

- › **Separates** – jackets, trousers etc. that only cover part of the body.
- › **Aprons** – that only cover part of the body.
- › **Overalls, coveralls and body suits** – which cover the whole body.
- › As well as trousers for leg protection there are also knee pads and gaiters. Hard fibre or metal guards will help protect against some impacts.

The key points to note about protective clothing are:

- › Store used / contaminated clothing separately from clean clothing.
- › Select protective clothing carefully for chemical resistance and protection, especially against mixtures, and do not use for longer than the recommended breakthrough times. Manufacturers will advise on breakthrough times for their products.

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- › Clean clothing according to the manufacturer's instructions. For chemical suits hygienic cleaning may be possible, but industry guidance is that this clothing cannot be effectively decontaminated.
- › Inspect for wear and tear, loose seams and surface damage before use.
- › **Do not** wear loose protective clothing near moving machinery in case it gets caught.

9 Respiratory Protective Equipment

The two main types of RPE are respirators and breathing apparatus:

- › **Respirators (filtering devices)** use filters to remove contaminants from the air being breathed in. They can be either: non-powered respirators – relying on the wearer's breathing to draw air through the filter; or powered respirators – using a motor to pass air through the filter to give a supply of clean air.
Warning: Respirators **must not** be used in oxygen-deficient atmospheres. You will require suitable breathing apparatus and should seek professional advice. The HSE publication L101 *Safe work in confined spaces* provides further information.
- › **Breathing apparatus (BA)** needs a supply of breathing-quality air from an independent source (e.g. air cylinder or air compressor).

Respirators and BA are available in a range of styles, dividing into two main groups:

- › **Tight-fitting face pieces (often referred to as masks)** rely on having a good seal with the wearer's face. These are available as both non-powered and powered respirators and BA. A face fit test should be carried out to ensure the RPE can protect the wearer.
- › **Loose-fitting face pieces** rely on enough clean air being provided to the wearer to prevent contaminant leaking in (only available as powered respirators or BA). Examples are hoods, helmets, visors, blouses and suits.

RPE Filters

A key component of any respirator is the filter. Filters are available for solid or liquid particles, vapours and gases. They can be an intrinsic part of the device or come separately so they can be changed on a reusable respirator. It is vital that you choose the correct filter, which will be effective against the hazard.

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Breathing Apparatus

There are different types but all will:

- › Supply air from an independent source such as a compressed air cylinder or air compressor; and
- › Can be used against a range of airborne hazards and in different atmospheres.

10 Harnesses

Only full body harnesses are to be used.

- › Its role is to hold the worker if a fall occurs, so that the worker will not be injured or slip out of the harness.
- › The only acceptable form of body wear for use in fall arrest is the full body harness.
- › It should be selected based on the work to be performed and the work environment.
- › Each anchorage point on the harness should have a static resistance >15kN held for 3 minutes (EN361 and EN358).

Fall Arrest

Work at Height Controls must be in place where there is a risk personnel can fall and suffer an injury. This system consists of:

- › Anchorage / anchorage connector,
- › Body wear (full-body harness); and
- › Connecting device (shock-absorbing lanyards, self-retracting lifelines).

Positioning / Restraint*

A positioning / restraint system is used to hold a worker in place while allowing a hands-free work environment at elevated heights and / or restrict the worker's movement to prevent reaching a location where a fall hazard exists. A typical positioning / restraint system consists of:

- › Anchorage / anchorage connector
- › Body wear (full-body harness or body belt)
- › Connecting device (positioning lanyard)

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*The positioning and suspension systems are not designed for fall arrest, and therefore a back-up fall arrest system must be used.

Suspension

Suspension systems are used widely in the window washing and painting industries and are designed to lower and support a worker while allowing a hands-free work environment. A typical suspension system would include:

- › Anchorage / anchorage connector (anchor bolt, trolley, carabiner, etc.),
- › Body wear (full-body harness),
- › Connecting device (work line); and
- › Suspension device (bos'n chair).

*The positioning and suspension systems are not designed for fall arrest, and therefore a back-up fall arrest system must be used.

Retrieval

The retrieval system is primarily used in confined space applications where workers must enter tanks, manholes, etc. and may require retrieval from above should an emergency occur. A retrieval system typically consists of:

- Anchorage/anchorage connector (tripod, davit),
- Body wear (full-body harness); and
- Connecting device (retractable lifeline/retrieval).

11 Helmets

The types of head protection are:

- › **Industrial safety helmets** – Protect against falling objects or impact with fixed objects and offer limited resistance to flame. Helmets are also available which give protection against impact at high or low temperatures, against electrical shock from brief contact up to 440 V ac and against molten metal splash.
- › **Bump caps** – Protect against bumping the head (e.g. walking into a fixed object) and scalping and can stop hair getting caught in machinery and moving parts. Bump caps **do not** offer adequate protection where there is a risk of falling objects or moving or suspended loads.

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The key points to note for head protection are:

- › Use an adjustable chinstrap, if fitted, to make sure the helmet does not fall off.
- › Clean the inside of the helmet and clean or replace sweatbands regularly.
- › Check regularly that any damage to the outside is no more than shallow scratches or grazes and that the internal harness is not damaged or deformed.
- › Throw head protection away after significant impact by a fixed or falling object. Head protection is unfit for use if the outside is deeply scratched, worn or deformed, the harness is damaged or deformed or it is beyond its usable protective life.
- › Wear the helmet so that the brim is level when the head is upright. **Do not** wear it sloping up or down as this may significantly reduce the protection it can provide.
- › **Do not** wear head protection back to front – it will not protect you if you do.
- › **Do not** customise head protection, e.g. make your own ventilation holes, paint, mark or put stickers on it.
- › **Do not** wear a baseball style bump cap where there is a risk of falling objects
 - wear an industrial safety helmet instead.

EN397:2012 Industrial Safety Helmets

Industrial helmets shall be;

- › Shock absorbing,
- › Resistance to penetration,
- › Resistance to flame; and
- › Have a Chin strap anchorage.

In accordance with EN397, the shelf life of helmets is 5 years after the date of manufacture. This date is embedded in the format of the month / quarter and year on the crown of the helmet.

12 Buoyancy Aids

Life jackets or buoyancy aids should be worn where there is a foreseeable risk of drowning when working near water. Buoyancy aids are worn to provide extra buoyancy to help a conscious person keep afloat. However, they will not turn over an unconscious person from a facedown position. Life jackets provide enough buoyancy to turn even an unconscious person face upwards within five seconds (ten seconds if automatically inflated). The person's

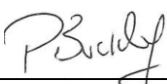
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head should be supported with the mouth and nose clear of the water. There are four types of life jackets / buoyancy aids. These are:

- › **Buoyancy aid 50** – Swimmers only – not a life jacket
- › **Life jacket 100** – Sheltered waters
- › **Life jacket 150** – Offshore, foul weather clothing
- › **Life jacket 275** – Offshore, extreme conditions and heavy protective clothing

Key points to note about life jackets / buoyancy aids and immersion suits are:

- › It is essential to consider all elements when selecting suitable equipment – body size; the weight of the person using it; the water and weather conditions; the likely rescue recovery time; the need for accessories e.g. life jacket spray hood, light, body harness and line, locator beacon, whistle, immersion suit hood, gloves.
- › Ensure the immersion suit fits and no water can leak into it. Check that the suit chosen will not handicap the ability of the life jacket to keep the person's head above the water and to turn the person the right way up.
- › Note that anyone wearing inherently buoyant life jackets may be injured if they fall from a significant height. Note also that too much buoyancy may hinder escape in some circumstances, for example, from an upturned craft.
- › Inspect equipment at regular intervals. Check for wear and tear and damage.
- › Check the inflation mechanism regularly as it can fail to operate if subject to rough handling or incorrect storage. Check the seals on the immersion suit are intact.

Signed: 
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