

## PERSONAL PROTECTIVE EQUIPMENT & WORKWEAR POLICY

### Policy Statement:

**All Employees:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

**The Workplace:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

**Personal Protective Equipment is commonly referred to as PPE:** Personal Protective Equipment Regulations 1992 impose a duty on employers to provide, assess, maintain, store personal protective equipment and instruct their employees on the use of it.

PPE means all equipment that is intended to be worn or held by a person at work and that protects the person against one or more risks to his or her safety, and any addition or accessory designed to meet that objective of their job(s).

As stated in the Health & Safety Policy, McSence Group as an employer, PPE protects the individual wearing it rather than everyone in the workplace where it is effective only if it is worn and maintained correctly, is seldom 100% guaranteed to be fully effective, and also may restrict the wearer in terms of visibility or mobility.

At the McSence Group, each department maintains and/or holds a supply specific to the needs of the individual business where colleagues will find the basic PPE which is not only required to be issued by law, but it is in every employer's interest to offer their staff comfort and suitable protection while they work.

PPE Regulations do not cover hearing and respiratory protection equipment, however this type of protection must be compatible with other issued PPE and available were required. Personal Protection Equipment documents can also help you keep track of PPE needs and for stock replenishment.

**PPE Equipment and COSHH Health and Safety Forms:** Our COSHH Health and Safety Policies are available on-line via our Staffzone, can be easily amended and comply with the latest regulations. The use of equipment and chemical and hazardous substances needs to be managed with extra care and it is the responsibility of the employer to do so. Please click on the links in Staff Zone to view detailed document information for each area. Under each link you will find specialist document templates for specific situations. Each document description gives you enough information to enable you to decide whether you have found the right document you were looking for.

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|----------------------|-------------------------|
| ✚ Company Policies   | ✚ Risk Assessments      |
| ✚ Employee Handbook  | ✚ Method Statements     |
| ✚ Vehicle Handbook   | ✚ Cosh Data Sheet       |
| ✚ Induction Handbook | ✚ Virtual Toolbox Talks |

**Workwear:** When working for and/or behalf of McSence, it is a company requirement when on-site to wear McSence logo'd workwear and depending on your role, we supply the following:

- ✚ T-shirts or polo-shirts
- ✚ Tabards

- ✚ Sweat tops
- ✚ Jackets, if working outside

**Company Intranet – Staff Zone:** All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

**Compliance:** Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



*McSence Group Signatory:*

**David Maxwell | Chief Executive**

**McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd**

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*Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*

POLICY