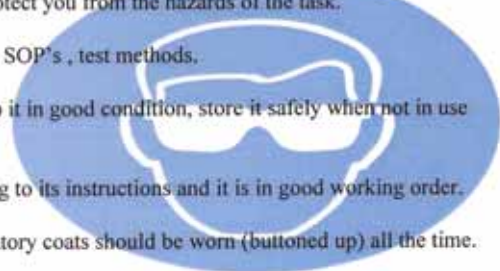


#### **4 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 4.1 Always use the correct PPE for undertaking any task and when entering any designated area. Protective clothing should be suitable for the area you are working in and should protect you from the hazards of the task.
- 4.2 The correct PPE should be specified on work instructions e.g. in SOP's, test methods.
- 4.3 It is your responsibility to wear PPE when you require it, to keep it in good condition, store it safely when not in use and to seek a replacement when it becomes worn or damaged.
- 4.4 Always ensure the relevant equipment is used correctly according to its instructions and it is in good working order.
- 4.5 When working with chemicals, raw materials or products, laboratory coats should be worn (buttoned up) all the time.
- 4.6 It is good practice to remove your laboratory coat when leaving the area for meal or tea breaks.
- 4.7 Suitable shoes should be worn when working in the Laboratory. Unsuitable shoes include high heels and open shoes such as sandals. Anti-static footwear is a common requirement in many areas.
- 4.8 Steel capped shoes should be worn when lifting heavy objects such as gas cylinders and also worn when in factory area.
- 4.9 Safety glasses must be worn at all times except in specific exclusion zones.



#### **5.0 Work Equipment and Machinery**

##### **5.1 General**

- 5.1.1 Always use work equipment and machinery in accordance with the SOP. Health and safety points must always be covered during training and complied with.

##### **5.2 Electricity**

- 5.2.1 Any new electrical equipment must be formally approved by Site Services prior to use e.g. by portable appliance testing (PAT). All portable electrical equipment must be routinely tested to the required frequency and should have an up to date PAT safety test label on the plug.
- 5.2.2 Any work on electrical equipment e.g. repairs, fitting plugs, fuses must be done by a competent person.
- 5.2.3 Do not touch any electrical appliance with wet hands or while standing on a wet surface. Wet items should not be stored near electrical equipment.
- 5.2.4 If liquid is spilled onto an electrical appliance, or it develops a fault, isolate it from the mains, clean up the spillage and have the equipment inspected by an electrician before using it again.
- 5.2.5 Any blown fuses, loose leads, bare wires, sparks, burning smells, smoke or excessive heating should be reported in the first instance to management and then to Site Services so corrective action can be undertaken.
- 5.2.6 Cables must not present a trip hazard, they must be tied away securely.
- 5.2.7 Ensure that electrical sockets are not overloaded.
- 5.2.8 Any electrical equipment which generates significant heat should be adequately ventilated.
- 5.2.9 Electrical equipment with obvious defects must be withdrawn from use.

