

Although Personal Protective Equipment (PPE) should always be a last resort for controlling hazards and risks to safety or health, its use is inevitably an integral part of almost every safe system of work. Thomas Group shall provide free of charge, suitable PPE for its employees. Subcontractor / sub-trades / supply chain partners and self-employed personnel are required to provide their own PPE.

The same PPE requirements apply to those who make visit sites. It is possible that depots/sites will be able to help with loan of some smaller items of PPE but, for example, they may not have appropriate sizes of footwear available for a visitor.

Those who have a visiting role in the Thomas Group are to procure appropriate PPE through the supply chain in advance so that all is available before the visit. Under no circumstances is PPE to be purchased independently and claimed back on expenses.

Before selecting any PPE, an assessment shall be made to ensure that it will sufficiently control the risks, which cannot be dealt with by other means. This will usually be adequately catered for by COSHH assessments, other risk assessments and job hazard analysis.

When selecting PPE to be used, consideration will be given to:

- The nature of the job and the method of work.
- The demands it places on the worker.
- The physical effort required to do the job.
- How long the PPE needs to be worn.
- Requirements for visibility and communication.
- The type of substances and materials to be handled or exposed to

If more than one item of PPE is being worn, the different items must be compatible with each other (e.g hard hat and ear defenders)

Any PPE provided shall comply with relevant Act, Regulation or Technical Standard for use, impact, chemical resistance relating to the design or manufacture of the item of PPE.

Employees issued with PPE shall be provided with suitable information, instruction, training, and supervision to enable them to effectively use and where appropriate maintain it. The PPE when issued must be signed for and records kept.

All PPE shall be maintained in good repair, and efficient working order. Where appropriate, records of tests and examinations shall be kept ensuring it continues to provide the degree of protection for which it was designed e.g. fall arrest equipment.

It is the responsibility of all employees to make full and proper use of all PPE provided, to take care of it, report any loss or defect as soon as possible and to return it to the accommodation provided. Disciplinary action may be taken against any person who misuses or fails to use any PPE provided.

The issuing of equipment will be monitored and if there is evidence that reasonable care has not been taken by an employee to look after safety equipment that has been issued to them a charge may be levied to cover its replacement. In addition to this disciplinary action may be taken.

### **PPE Standards for Thomas Group Personnel**

The impression Thomas Group wants for itself is rightfully that of being industry leading.

This will be influenced by the standards we set and maintain. Our depots/sites are required to uphold a considerable number of standards in the manner with which they present themselves; it is important that we ask our employees to do the same.

Once the standards are embedded, pressure will come naturally for others around us to do the same.

This is not about technical standards or providing a higher level of safety, this is about making sure that we demonstrate pride in our depot and on our sites; and that we create that impression of being industry leading.

### **Headwear**

All Thomas head protection should be white and have the Thomas Group name on the front and the printed permanently as opposed to being sticker for example.

Where personnel are first aiders, a green cross should be placed on the rear of the hard hat.

Hats must be maintained in a good state of cleanliness and repair, and must be replaced immediately when they appear badly scuffed, marked or otherwise not in compliance with these standards.

### **Eyewear**

Eye protection should be of a high and suitable standard for the user.

They should be kept clean and scratch free, with depots/sites carrying good stocks of spares so they can be readily replaced.

All Thomas Group personnel should have storage pouches for their glasses to prevent them from being damaged when not worn. Neck chords should be made available to those that request them. However, any practice of wearing glasses around the neck for prolonged periods should be discouraged as this allows lenses to naturally become contaminated on the eye-side.

The practice of carrying single-use cleaning wipes should be encouraged.

### **Jackets**

All hi-visibility clothing must be branded with both the Thomas Group name/Logo.

Depots have the option of including their depot name as part of the branding and identity.

Jackets should be available for visitors, optionally branded with "visitor".

Clothing should be kept clean and undamaged from being e.g. ripped, pockets torn, high-visibility stripes hanging off etc. Jackets beyond reasonable maintenance should be replaced.

Thoams Group personnel will require both a summer waistcoat and heavier jacket for colder months, it is important to ensure appropriate provision is made so that there is no reason not to wear branded clothing.

### Gloves

Gloves should be clean, free from any heavy damage or modification (e.g. cut down fingers etc) and replaced once heavily contaminated.

Generally one or two glove types will be appropriate for most staff however different sizes should be available for staff to select from so that the display is that gloves have been sized to their individual requirements.

Projects should carry good stocks of spares so they can be readily replaced.

### Footwear

Footwear must be generally in a good state of repair, without e.g. toes worn through to the protective cap or splits in the casing.

Laced boots should have good quality full-length laces through every eyelet, not e.g. fore-shortened or replaced with string. Rigger style boots should not have side pull-straps broken.

Boots should be kept free from a build-up of mud etc cleaned regularly to a presentable standard.

Depots/sites may wish to consider the provision of boot scrapers and/or a cleaning point with hose/drain to aid this.

### Coveralls

Coveralls must be branded with the Thomas Group logo.

Depot personnel will be issued with a minimum of two coveralls as a changeover when coveralls become dirty or contaminated with oils etc.

Signed on behalf of Thomas Plant Hire Ltd & Associated Companies:

Signed



Mr Wyn Thomas  
Managing Director

22/01/2025