



# Personal Protective Equipment (PPE)

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# Introduction

## 1. Purpose

The purpose of this document is to detail the Mace Personal Protective Equipment (PPE) minimum standard. It also details the process for controlling and assessing the use of appropriate PPE.

## 2. Scope

This standard applies to all Mace operations including their supply chain.

Where clients require a different standard, the higher standard must be followed.

## 3. Roles and responsibilities

Roles and responsibilities for Mace and their Contractors are detailed in table 1.

Mace Responsibilities	Contractor Responsibilities
<ul style="list-style-type: none"> <li>Communicate requirements of this standard to the supply chain.</li> <li>Conduct Risk Assessments to identify PPE for Mace employees.</li> <li>Provide PPE for Mace employees that meets the standard.</li> <li>Monitor compliance with the standard amongst Mace employees and the supply chain.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate requirements of this standard to their workforce, including any subcontractors.</li> <li>Conduct Risk assessments to identify PPE for their workforce and supply chain.</li> <li>Provide PPE for their workforce and supply chain.</li> <li>Monitor compliance with the standard amongst their workforce and the supply chain.</li> </ul>

Table 1: Roles and Responsibilities for Mace and their Contractors

# Assessment and selection procedure

## 4. Risk assessment

PPE risk assessments are required when working at Mace operations (including Mace, supply chain visitors, clients, designers, project management employees, supervisors, directly- employed workers, subcontractor workers and self-employed workers).

Risk assessment may be:

- Generic e.g. covering general operatives. See section 5.1 (Five Point PPE) for Mace generic risk assessment for their staff working in construction environment.
- Task specific - identifying additional controls relating to the risks e.g. harnesses for working at height, flame retardant overalls for hot works. See [Mace Operate PPE Risk Assessment Template](#) which applies to Mace employees.

PPE should only be used when all other controls have been considered and where possible implemented. See Figure 1 for Hierarchy of controls. PPE is the final control.

The risk assessment should identify where exposure may occur, take into consideration:

- The hazard(s) to be protected against.
- The level and duration of exposure to those hazards.
- Compatibility with any other PPE required.

PPE controls must be identified in the relevant risk assessments.

Where the risk assessment identifies that wearing PPE may increase the risk of injury, or ill health, then this must be documented and supported by suitable controls.

Copies of PPE risk assessments must be communicated and made available to the Mace/contractors workforce.

The Contractor will maintain an adequate level of supervision to monitor compliance with the other control measures identified in the risk assessment, and to confirm that the minimum standards noted in Section 5 are complied with.

### 4.1 Review of the PPE assessment

The assessment must be reviewed:

- At regular intervals.
- When there has been a significant change in the work to which it relates.
- If there is reason to suspect that it is no longer valid.
- Seasonal changes.

### 4.2 Selection of PPE

When selecting the appropriate PPE, the type chosen should be based upon:

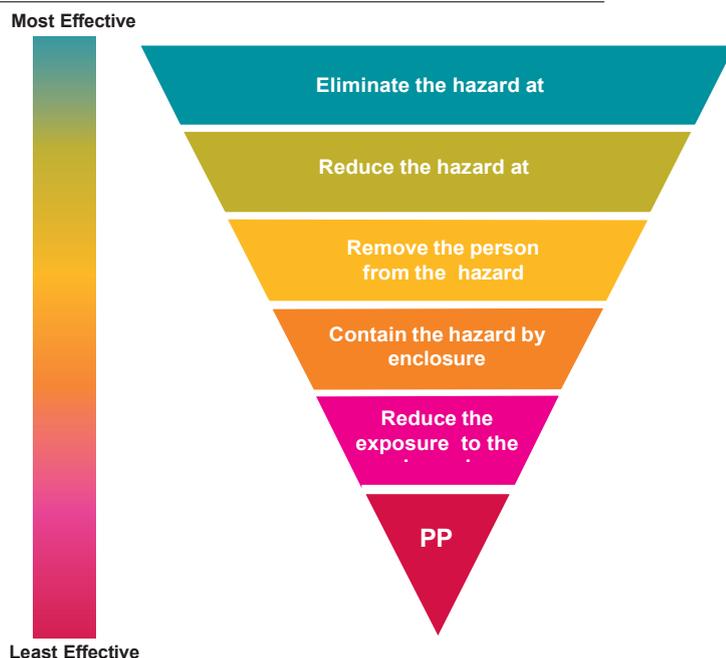
- The assessment of the hazard(s).
- Level of protection required.
- Relevant PPE design standard.
- Compatibility required with other PPE.
- The requirements of the individual.

### 4.3 Covid-19 Requirement

Projects are required to detail COVID specific requirements i.e. disposal of face masks, in their Project Operational Plans or the Country Specific COVID Risk assessments.

Both the POP and Country Specific Risk Assessments must meet the requirements of this procedure and any local COVID requirements.

Figure 1: Hierarchy of controls



# PPE standard

## 5. Minimum PPE standard

All PPE must meet the following requirements:

- Be suitable for the individual required to wear it, including ergonomic requirements and the individual's state of health.
- Fit the wearer correctly.
- Not increase the overall risk associated with the works.
- Be compatible with other PPE worn.
- Be appropriate to the risk(s) associated with the work activities and conditions.
- Please note: deviation from this standard must be risk based and supported by PPE Risk assessment which is signed off by Mace HSW manager.

### 5.1 Construction five-point PPE Minimum Standard

The Mace five-point PPE is a minimum standard and the following must be provided and worn at all times for all personnel working on or visiting a Mace construction project. This also applies to Operate Facilities Management Projects (and consultancy) where construction activities are being undertaken.

	Minimum Standard	Potential Hazards
<b>1. Safety Helmet</b>	Safety helmet* - with, where applicable through risk assessment, suitable chin strap / hard hat tether (BS EN 397**).  See figure 2 and figure 3 for Safety Helmet Colour Scheme in the UK, and first aider/fire marshal requirements.	Falls of Materials, Striking Against Object, Flying Particles
<b>2. Protective Eyewear</b>	Protective eyewear (incorporating prescription lenses where necessary) (BS EN 166 **: Optical Class 1; mechanical strength F; resistance to fogging N; resistance to surface damage K).	Flying Particles, Hazardous Solids/ Liquids
<b>3. Protective Gloves</b>	(BS EN 388 **) Glove type to be selected based on work activities	Hazardous Solids/ Liquids, Vibration, Cuts & Abrasions
<b>4. Safety Footwear</b>	Safety footwear** ((BS EN ISO 20345:2011: SB-P,S1P,S3,S5) incorporating toe and midsole protection with ankle support).	Falls of Materials, Striking Against, Hazardous Solids/ Liquids
<b>5. High Visibility Jacket or Vest</b>	High visibility jacket or vest (EN ISO 20471:2013 Class 2 minimum. Class 3 when required by a project specific risk assessment).	Moving vehicles/plant

**Table 2:** Mace five-point PPE minimum standard

\* The exemption from wearing head protection for turban-wearing Sikhs working on construction sites now applies to the PPE Regulations. There is no such exemption for other religious groups or for Sikhs who choose not to wear a turban.

\*\* Where BS EN standards are not achievable in a region, then the project needs to compare local standard and risk assess if they are suitable for use.

\*\*\*Where footwear that deviates from the standard that is required e.g. wellington boots for concrete works, then this should be supported in the PPE Risk Assessment and agreed with Mace HS&W manager.

Classification:

Classification - Public

# PPE Standard

Individual name labels should be added to safety helmets. See [“What’s Your Name Poster”](#).

Where a person undertakes a First Aid or Fire Marshal role as part of their duties, additional stickers as detailed in figure 3 must be affixed to their safety helmet.

Contractors are also required to have operative’s names clearly visible on their safety helmets.

No other stickers are permitted on safety helmets i.e. induction stickers.

Safety helmets hierarchy posters can be found [here](#).

Site personnel must keep their torsos covered at all times.

Arms must also be covered when required by risk assessment. T-shirts - no vests. Vests are not allowed on site.

	<b>Black</b>	Supervisor
	<b>Orange</b>	Slinger/Signaller
	<b>White</b>	Site Manager Competent Operative Vehicle Marshall (Distinguished by the wearing of a different coloured high visibility vest)
	<b>Blue</b>	All those coming to site who do not fall into any of the above categories

Figure 2: Safety Helmet Colour Scheme in line with Build UK\*

	Helmet Stickers	Role
	Green First Aider Sticker	First Aider
	Red Fire Marshal Sticker	Fire Marshal

Figure 3: First Aider and Fire Marshall helmet stickers

\* Please note, that the following colour scheme identified in Figure 2 relates to Build UK requirements. Different colour schemes may be in place in other jurisdictions or industries i.e. Rail.

# PPE Standard

## 5.2 Facilities management minimum standards

A PPE risk assessment must be conducted to identify PPE requirements for facilities management activities. Minimum requirements for particular roles are provided below.

### Catering / Food Services:

- Non-slip shoes covering toes.
- Clean protective Clothing e.g. chef's whites where there is a risk that a material may aggravate burns in the event of a fire.
- Protective gloves where appropriate e.g. cut resistant or vinyl as required by the Risk Assessment.
- Hair net.

### Security:

- Construction site security - Adhere to the PPE Policy / Standard applicable to the construction site.
- Office site security – Standard issue uniform and, where deemed necessary following a risk assessment, safety boots.

### Cleaning Staff:

- Standard issue uniform.
- Protective gloves (suitable to the task).
- Non-slip shoes.

### General Maintenance:

- Five-point PPE may be required in line with Mace construction projects. This shall be ascertained by the contents of the Risk Assessment and could include any or all of the following: Hard hats, gloves, eye protection, high visibility clothing or safety footwear.

## 5.3 Specialist PPE requirements

As part of the risk assessment, the examples of PPE, in Table 3, should be considered:

Examples of Specialist PPE Requirements	
<b>Eye Protection</b>	Medium or high impact eye protection: e.g. goggles, face-shields, visor.
<b>Body Protection</b>	Safety harnesses or life jackets, conventional or disposable overalls, chain mail aprons, kevlar impregnated clothing.
<b>Hand and Arm Protection</b>	Gloves, gloves with a cuff, gauntlets and sleeving that covers part or all of the arm.
<b>Hearing Protection</b>	Disposable/reusable ear plugs or ear defenders.
<b>Fall Protection</b>	Harnesses, lanyards with inspection records.
<b>Respiratory Protection (RPE)****</b>	Disposable filtering face-piece or respirator, half or full-face respirators, air-fed helmets, breathing apparatus, compressed-air escape breathing apparatus.  All wearers of filtering face piece RPE must be Face Fit-Tested

**Table 3:** Examples of Specialist PPE Requirements

\*\*\*\*The minimum standard disposable filtering face piece for particulates is FFP3 – unless identified by a risk assessment of the need for a higher standard.

# PPE Standard

## 6. Provision of PPE

Contractors are legally required to provide, and replace when necessary, employees with the correct PPE for the works free of charge.

Mace will take direct action if a Contractor is found to be charging employees for PPE and this may preclude the Contractor from working with Mace again.

## 7. Use of PPE

The user has a responsibility to use the PPE provided in accordance with the information, instruction and training.

Should the conditions in which it is to be used change, they are responsible for ensuring the assessment is reviewed.

Project/location/line/office managers will keep records relating to PPE i.e, tests, inspections, examinations.

Where PPE is provided for visitors, this must be adequately cleaned/sanitised and maintained for issue to other users.

PPE should not be shared between personnel, this is particularly important to reduce the risk of the spread of Covid-19 infection.

Where PPE such as fall prevention equipment is used by more than one person, it should be cleaned and disinfected after each use (using effective cleaning materials that do not degrade the PPE).

Hi-vis jackets, vests and gloves that are used more than once should be washed on a regular (weekly) basis. Where a higher frequency of washing is specified, additional PPE must be provided by the employer to cycle the PPE between washes. The manufacturers guidance should be followed at all times to ensure the PPE is not degraded by washing.

Safety helmet shell and protective eyewear should be wiped clean on a regular (daily) basis, with soap and warm water or antiseptic wipes.

## 8. Information, instruction and training

Project/location/line managers are responsible for providing adequate information, instruction and where necessary, training to employees and visitors prior to its use.

This will generally include:

- The outcome of the PPE assessment.
- How to fit and wear it correctly.
- Limitations on use.
- Maintenance & inspection.
- Storage.
- Repair or replacement.
- Any specialist training.



Figure 4: Example of PPE storage

# Storage and compliance

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## 9. Storage

Adequate means of storing, cleaning and maintaining any PPE provided, will be made available for users at or near the workplace. Storage facilities should, where appropriate protect against dirt/harmful substances, or damage that may be caused by chemical, UV light, high humidity or accidental damage.

## 10. Compliance and Monitoring

Contractors are expected to provide suitable PPE, management, supervision and monitoring to ensure that the Mace five-point PPE policy is enforced.

Mace staff will monitor the correct use of PPE on site or at the workplace and act upon any identified non-compliance of the PPE procedure where necessary bringing issues to the attention of senior management in a timely manner.

Mace may carry out audits of any stakeholder or employer with respect to this standard.

Persistent offenders will be removed from the project permanently until an acceptable improvement in safe behaviour has been demonstrated.

Contractors who persistently fail to influence the Mace five-point PPE and behaviours among their workforce, including sub-contractors or self-employed workers, will be subject to consequences that may affect their approval status to operate on Mace construction projects.

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