



# JENNER

## PPE Policy

---

### Purpose

This policy outlines the procedures and responsibilities for the procurement of Personal Protective Equipment (PPE) to ensure that all employees that require PPE, have access to appropriate protective equipment that meets health and safety standards and regulations.

### Company responsibilities

- All PPE issued will be checked by the company before use and issue records will be kept.

### Individual responsibilities

- Individuals must use the PPE provided in the correct manner and ensure it is correctly stored and looked after when not in use.
- Individuals must report shortages or quality issues promptly

### Distribution of PPE

Upon joining the company you will be issued with the specific PPE required which includes:

- Hard hat
- Hi-Vis coat/vest
- Boots

If you wish to purchase your own boots, you must ensure that these meet all the required health and safety standards (minimum requirements being midsole and toe protection). Before purchasing your chosen boots, your selection must be vetted by the buying department, who will then confirm they are suitable for purchase. If you chose to purchase your own boots, Jenner will reimburse up to £65.00 towards your purchase. A receipt must be given to the accounts department to record as expenses. Boots will be reissued when required (if your existing ones are too worn), minimum of 12 months usage. The allowance is not based on an annual basis.

If you require further PPE once your existing PPE needs replacing, you will need to:

- Use the request form to request PPE
- Provide details of your request, including:
  - The item(s) of PPE that are required (e.g. Hard hat, high vis, boots).
  - Quantity
  - Jenner Site number/name they will be for

All PPE Requests should be made through the buying department to ensure the inclusion on the individuals PPE register.

Signed

Martin Sandall  
Managing Director (January 2025)

---