



Personal Protective Equipment (P.P.E) Policy

Introduction

The purpose of this policy is to ensure the safety of Midlands Truck & Van Limited employees, temporary employees, sub-contractors working on site and visitors attending our sites.

The policy details the organisations procedures for identifying, accessing and the issuing of Personal Protective Equipment.

Midlands Truck and Van Limited recognise that working within commercial vehicle industry can be potentially hazardous.

Individuals cannot be excluded from the working environment and we cannot completely engineer out certain hazards that we may be encountered within the workplace environment.

As a final hierarchy of control, employees are issued with suitable & sufficient personal protective equipment (P.P.E). Temporary employees and sub-contractors working on Midlands Truck & Van Limited sites are expected to be provided with suitable & sufficient protective equipment (P.P.E) for their workplace tasks by their employer.

Visitors attending Midlands Truck & Van Limited sites are expected to provide suitable & sufficient protective equipment (P.P.E) when visiting and attending Midlands Truck & Van Limited sites themselves.

Legislation and Related Documents

Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022)

Procedure

When and wherever the need to wear P.P.E is identified, ALL employees regardless of "Position" within the organisation will comply with the requirement to wear company approved P.P.E.

All P.P.E will conform to the appropriate standard (e.g. CE or BSEN etc.) and will provide the appropriate level of protection required for employees. The P.P.E issued must be compatible to the individual and comfortable to wear. If applicable, training will be given to the employee at the time of issue on how to wear and use the P.P.E correctly.

P.P.E will be replaced when it has been lost, it has been contaminated or it has become worn and requires replacement. The employee must report any loss of P.P.E immediately, contamination or wear to P.P.E to their direct Management & Supervision who will provide a replacement P.P.E item free of charge.

Employees must report directly to Management & Supervision any Midlands Truck and Van employee, temporary employee, sub-contractor working on site and visitors that are not wearing the appropriate P.P.E within the working environment.

Please refer to the: MTV P.P.E Matrix for task specific P.P.E requirements & the MTV Approved P.P.E Product Core Lists for additional guidance.

Safety Footwear

All Midlands Truck and Van Limited employees will be provided with suitable & sufficient Safety footwear which equals (as a minimum) the EN20345 standard. Safety footwear is a mandatory requirement when:

- working in a workshop environment
- working at roadside or customers premises (S24/mobile maintenance)
- working in a yard environment (including on or around vehicles) where there is debris on the floor likely to cause an injury
- working in a warehouse environment (parts department)
- loading and unloading vehicles

Safety footwear is not a mandatory requirement in an office environment - but sensible footwear should be worn. Open toe footwear and footwear such as flip flops must not be worn.

All safety footwear will be reviewed on an annual basis and replaced if necessary.

Required Standard:

EN ISO20345:2021 - 200J Toe Cap - S3 with Midsole - Category SRC
SRA Heel 0.28 - SRA Flat 0.38 SRB Heel 0.13 SRB Flat 0.18



Personal Protective Equipment (P.P.E) Policy

High Visibility Clothing

All Midlands Truck and Van Limited employees will wear orange Class II high visibility waistcoats (tabards) or outer jackets whenever they are working in yard environments and parts warehouse environments.

Technicians working roadside completing vehicle breakdown repairs must always wear orange Class III high visibility waistcoats (tabards) or outer jackets.

All temporary/casual employees will be provided with a high visibility tabard when they commence work with Midlands Truck and Van Limited unless it has been previously agreed that Class II high visibility waistcoats (tabards) are to be supplied by their employer (Agency).

Temporary/casual workers will be instructed during induction when and where they are expected to wear the P.P.E and the consequences of failing to comply with this instruction.

All employees are to wear high visibility clothing whenever they are working in a situation where there is a risk of them being injured by moving traffic. This will include, whilst loading/unloading vehicles in the street, on customer's premises or when outside of the vehicle.

All high visibility clothing will be reviewed on an annual basis and replaced if necessary.

Required Standard:

EN ISO20471 Class II & Class III (Orange)

Eye Protection

When there is a requirement to provide safety eyewear protection the appropriate standard must be provided, i.e. impact protection, chemical splash protection etc.

Employees are required to wear safety eyewear at all times when working under vehicles, undertaking grinding tasks and using chemical products. The safety eyewear must meet the specified EN166 standard for these tasks.

Employees are required to wear safety eyewear at all times when undertaking cutting & welding tasks. The safety eyewear must meet the specified EN169 standard for these tasks.

Employees who wear prescription glasses to read etc. should be provided with over glasses which meet the EN166 standard. If the employee cannot wear the over glasses due to "fogging" of the glasses the employee must be provided with prescription safety eyewear via the approved P.P.E supplier portal which meet the EN166 standard.

All eye protection will be reviewed on an annual basis and replaced if necessary.

Required Standard: EN166 (working under vehicles/grinding/using chemicals) EN169 (welding).

Hand Protection

When there is a requirement to provide hand protection the appropriate standard must be provided, i.e. chemical resistant & cut resistant etc.

Employees are required to wear disposable nitrile hand protection at all times when working on vehicles completing maintenance & repair tasks which have a specified breakthrough time. The hand protection must be a disposable nitrile product only and meet the specified EN374 Type B standard.

Employees completing general cutting tasks using blades & knives are required to wear nitrile coated gloves with a cut resistance level 5.

The hand protection must be a nitrile product only and meet the specified EN388:4543 standard.



Personal Protective Equipment (P.P.E) Policy

Employees completing general manual handling tasks are required to wear a general handling nitrile coated glove with a cut resistance level 1.

The hand protection must be a nitrile product only and meet the specified EN388:4121 & EN420 standard.

Required Standard:

EN374 Type B (general vehicle maintenance - disposable nitrile glove)

EN388:4543 (using blades & knives – nitrile coated cut resistant glove)

EN388:4121 & EN420 (manual handling nitrile coated glove)

Head Protection

When there is a requirement to provide head protection the appropriate standard must be provided.

Employees are required to wear head protection at all times when working under vehicles. Head protection must meet the specified EN812:2012 standard for these tasks.

Required Standard:

EN812 (working under vehicles)

Hearing Protection

When there is a requirement to provide hearing protection the appropriate standard must be provided.

Employees are required to wear hearing protection (earmuffs) at all times when working with impact wrenches where exposure action values (EAV) exceed 85db. The hearing protection must meet the specified EN352-1 standard for these tasks.

Employees are required to wear hearing protection (earplugs) for general vehicle maintenance tasks and repairs where exposure action values (EAV) do not exceed 85db. The hearing protection must meet the specified EN352-2 standard for these tasks.

Required Standard:

EN352-1 Earmuffs (using impact wrenches - hearing protection)

EN352-2 Earplugs (general - hearing protection)

Indication of protector factors

A-weighted noise level (dB)	Select a protector with the right SNR
85 to 90	20 or less
90 to 95	20 to 30
95 to 100	25 to 35
100 to 105	30 or more

Other P.P.E

Other types of P.P.E, other than those mentioned above, may have to be worn by employees, for example hard hats, and breathing protection. When and wherever the requirement to wear other P.P.E is identified all employees must adhere to the requirements.

All P.P.E will be reviewed on an annual basis and replaced if necessary.



Personal Protective Equipment (P.P.E) Policy

Other Risk Areas

The wearing of some jewellery such as rings, neck chains, pendants, watches etc. within the workplace can cause its own hazards. Employees working with machinery or other equipment where jewellery can become entangled and cause injury to the employee, should either remove the jewellery, or request suitable P.P.E to prevent entanglement.

Managers should review the request to provide additional P.P.E; best practice should involve the removal of jewellery rather than increasing the potential risks by adding more P.P.E.

Responsibility

Location managers are responsible for ensuring that the location has sufficient quantities of P.P.E to be able to readily supply or replace P.P.E. as required.

Location managers will ensure that all temporary/casual employees employed by the company are made aware of the requirement to wear the required P.P.E for tasks in Midlands Truck & Van Limited workplace environments and the temporary/casual employee must have safety footwear available to be worn before they start any period of work. If the temporary/casual employee does not have appropriate safety footwear available to be worn they must not be authorised to start work until appropriate safety footwear is provided by their employer (Agency).

Records

Locations will hold on site a documented record of issuing and receipt by the employee of all P.P.E issued to employees.

Please note: Any P.P.E required to be replaced within the stated replacement period which has not been worn or used for its intended purpose or not worn or used in accordance with the items specifications/data sheet will be replace at the employees expense.



Personal Protective Equipment (P.P.E) Policy

Appendix 1 – MTV P.P.E Matrix

MTV Personal Protective Equipment (P.P.E) Requirements

PPE Matrix		Eye Wear				Safety Footwear		Hearing Protection		Clothing				Hand Protection							Head Protection	Masks			
		Safety Glasses	Goggles	Safety Visor	Welding Visor	Chemical Resistant Visor	Shoes	Boots	Earplugs	Earmuffs SNR 27	Overalls	Work Wear	High Visibility Tabbard	Wet Weather Clothing	Aprons	Disposable Gloves (Nitrile)	Handling Gloves	Pre-Work Cream	Cut Resistant Gloves	Chemical Resistant Gauntlets	Chemical Resistant Gloves	Heat Resistant Gloves	Bump Caps	Dust	Fume
Maintenance Activities																									
Mandatory PPE for all Vehicle Maintenance Work																									
Additional Considerations																									
Under Vehicle Repairs (including wheel arches/side rails/bornoms etc.)																									
Airline/Battery / Impact Gun Use																									
Hand Grinding / Sanding / Cutting																									
Cutting	Open Blade Knife																								
	Hand Cutters (Snips)																								
Bench Grinder																									
Welding																									
Hotwork																									
Painting / Clearing																									
Dust (Brake / General)																									
Vehicle Batteries	Charging																								
	Handling																								
Working on a Running Engine																									
Working with Fluids / Aerosols																									
Pedestal Drill																									
Handling Equipment	Lifts and Hoists																								
	Pallet and Sack Trucks																								
	Lift Trucks																								
Handling	Parts																								
	General																								
Hydraulic Press (Handling Parts)																									
Roadside Assistance Tasks																									
Vehicle Valeting / Preparation Activities																									
Vehicle Valeting / Preparation Tasks	Internal Vehicle Cleaning																								
	Exterior Cleaning																								
General Yard Activities																									
Yard Tasks	General																								
	Booking In / Out Vehicles																								
	Vehicle Inspections																								
	Pedestrian / Assistant																								
Visitors & Contractors																									
Note: Refer to the MTV PPE Policy for approved PPE specifications & Standards for PPE Products detailed on the matrix. High Visibility Clothing must be worn by visitors in the yard environment Visitors accessing the premises do not need foot protection providing they are accompanied at all times by a local member of staff who takes responsibility for ensuring the individual is not exposed to a risk of injury. Any unaccompanied visitors will need to meet the requirements of this PPE matrix. Contractors are expected to meet the requirements of their company PPE requirements, which must meet or exceed the standard set in this PPE matrix.																									

Note: Refer to the MTV P.P.E Policy for approved P.P.E specifications & Standards for P.P.E Products detailed on the matrix.

High Visibility Clothing must be worn by visitors in the yard environment. Visitors accessing the premises do not need foot protection providing they are accompanied at all times by a local member of staff who takes responsibility for ensuring the individual is not exposed to a risk of injury. Any unaccompanied visitors will need to meet the requirements of this PPE matrix. Contractors are expected to meet the requirements of their company PPE requirements, which must meet or exceed the standard set in this PPE matrix.

Approved By:

Michael Carolan
Managing Director

October 2026 (Issue 1.3)