

Guidance on the Issue, Use and Storage of Personal Protective Equipment (PPE)

Introduction

Personal protective equipment (PPE) is issued for your protection. You have a duty to wear it in all appropriate circumstances and when instructed to do so. Failure to wear protective equipment in the required circumstances could not only result in injury to yourself, but could render you liable to dismissal.

PPE can be obtained from your manager or supervisor. If you are entering an area that requires you to wear PPE this equipment should be available from departmental staff.

Cost

All PPE required for operations likely to be undertaken by employees will be provided by the Council free of charge. The only exception to this rule is when an equipment upgrade is asked for by an employee above the normal standard of equipment generally issued to the employee. In this case, only the extra cost above the standard purchase can be redeemed from the employee.

Responsibilities

Managers/Supervisors

- Are to record the type, quantity, date of expiry, date of inspections of PPE that is issued to individuals of your team.
- Must provide suitable protective storage for PPE situated in static locations, which should prevent the equipment from becoming damaged or dirty.
- Must ensure all employees and non-employees who are issued PPE to wear, receive information, instruction and training on how to make effective use of the equipment. Information must include how to correctly fit and wear it, and what its limitations are. The extent of instruction and training will vary with the complexity and performance of the equipment.
- Must carry out regular spot checks of the PPE issued to staff, looking for damage or defects, damaged equipment are exchanged immediately. Ear-protector seals should be inspected and replaced as necessary.

Employees

- Employees are required to acknowledge receipt of equipment when on long-term issue. If you transfer to another department, your PPE should be taken with you, unless it is no longer required due to a job change. In this case, it is to be returned to the department manager or supervisor.
- Employees have a legal duty to use/wear the PPE provided and maintain the equipment in a good condition, ensuring the equipment is stored in a safe place when not in use.
- Equipment, such as items that come into contact with the skin, i.e. coveralls, ear protectors and the sweatband of safety helmets, should be washed regularly to prevent skin disease or infection.
- Employees must regularly inspect your safety equipment for signs of damage or defect. Damaged equipment should be reported and immediately replaced.

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