



Personal Protective Equipment Procedure

This procedure should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and Officers which clearly outlines Health and Safety responsibilities.

Purpose

The purpose of the Personal Protective Equipment (PPE) procedure is to protect our workers from risks we have in the workplace. PPE is not a substitute for more effective control methods. It is considered when all other means of hazard and risk control are not satisfactory or possible. It will be used with other controls unless there are no other means of control.

Scope

This procedure applies to and is to be followed by all of our workers and others at the school. This includes all members of the schools leadership team, workers, contractors, temporary workers, volunteers and visitors. The Board of Trustees will consult, co-operate and co-ordinate with other workplaces on PPE that is to be used.

Standards

- We will meet the requirements of WorkSafe NZ Regulations.
- Our people must have access to PPE when it is required.
- PPE must meet the relevant AS/NZS compliance standards -
 - equipment provided must fit the person correctly for example: hard hats/helmets fit and adjusted correctly.
 - foot and eye wear must be the right size.
 - our people must be trained in using the PPE.
 - PPE must be maintained in good condition and available for use when needed.

Roles and Responsibilities

We will provide the right tools to get the job done safely.

Workers – (employees, temporary workers, contractors, volunteers)

- wearing PPE properly as required
- attending the required training sessions
- properly caring for, cleaning, maintaining and inspecting PPE as required
- following the Board of Trustees PPE procedures and rules
- informing the relevant school manager of the need to repair or replace PPE

Officers

- conducting workplace and activity hazard and risk assessments
- determining the presence of hazard and risks which need PPE

- selecting and purchasing PPE and making it available to our people
- reviewing, updating and conducting PPE hazard and risk assessments whenever-
 - a job changes,
 - new equipment is used,
 - there has been an incident or a person or manager requests it,
 - or at least every year
- maintaining hazard and risk assessment records
- providing training, guidance and help to our people on the proper use, care and cleaning of approved PPE
- ensuring that PPE training certification and signed evaluation forms are in the person's PPE and training records
- maintaining records of PPE issued and training undertaken
- ensuring that our people properly use and maintain their PPE
- ensuring that our people follow the Board of Trustees PPE policies and rules
- notifying school management and health and safety representatives when new hazard and risks arise, or processes are added or changed
- ensuring the immediate disposal and replacement of defective or damaged PPE
- periodically re-evaluating the suitability of previously selected PPE
- reviewing, updating, and evaluating the overall effectiveness of PPE use, training and policies