

Suitable PPE has been selected

Staff management

Identify lists of non-disposable PPE items to be issued to those in specific job roles

Issue standard PPE to any employee who requires it.

- Keep a record of what was issued, to whom, when and the item's expiry date, if applicable.
- Check fit (including a face-fit test for respiratory protection).
- Provide adapted PPE where necessary due to personal factors.

Log the expiry dates of items at time of issue so that replacement is made on time

Provide instruction to staff on the hazards which the PPE is designed to protect them from, limitations of the PPE, correct use, correct storage, how to check it, cleaning and maintenance, how to report damage or loss, how to obtain disposable items and replacement parts

Staff members ensure that PPE is cleaned and maintained

At least annually, managers formally check the availability and condition of PPE which has been issued personally to each staff member and make a record of the inspection

Managers monitor the correct wearing of PPE by staff and visitors. Manager issues reminders periodically. Disciplinary action taken as needed.

Stores

Identify PPE which will be held in the stores for issue as required, including disposable items and specialist items

Ensure that stocks of disposable PPE are maintained, e.g. ear plugs, gloves

Undertake pre-issue safety checks for harnesses and associated kit. Complete harness inspection record.

When items are issued from stores, record: date, whom issued to, issuer and item details

Arrange for formal inspections where appropriate, e.g. for harnesses, lines, breathing apparatus, lifejackets

Segregate and clearly label items which are awaiting repair or examination and are therefore not available for issue

The manager with responsibility for each premises, monitors adherence to the above requirements on an ongoing basis and formally inspects once per year to ensure that facilities, supplies and procedures are in place

Premises

Display signage at locations where mandatory PPE applies

Ensure that PPE is available for use by visitors, where applicable, and that signs are displayed to flag this

Provide storage facilities for PPE to protect it from damage and to prevent cross-contamination (including kit bags etc. for mobile workers)

Provide and maintain any facilities needed for drying and laundering PPE

Health and safety committee periodically reviews implementation of PPE policy