

# ***SAFETY PROCEDURE***

## **SAFETY MANAGEMENT PROCEDURE FOR PERSONAL PROTECTION EQUIPMENT**

## TABLE OF CONTENTS

1. APPROVAL .....	3
2. PURPOSE.....	4
3. SCOPE .....	4
4. TERMS AND DEFINITIONS.....	4
5. ROLES AND RESPONSIBILITIES .....	4
6. PROCEDURES .....	5
6.1. PPE Requirements .....	5
6.2. Selection and Supply PPE.....	5
6.3. Use of PPE .....	5
6.4. Training.....	6
6.5. Storage of PPE.....	6
6.6. Inspection and Testing.....	6
7. RELATED PROCEDURES, FORMS AND DOCUMENTS.....	6
8. REVIEW CRITERIA .....	7
9. RECORD MANAGEMENT .....	7
10. REFERENCES .....	7

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# 1. APPROVAL

Document Control			
Document:	HSEQ-MP-103 – Personal Protection Equipment		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position

This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is given in the 'Amendment Record'.

Amendment Record				
Version	Date	Context	Section	Summary of Amendments
1.0	Insert Date	For selection, introduction, maintenance, training and use of personal protective equipment.	A	Original

The latest version of this procedure is on **Insert Your Company** intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy.'

<b>Document Title:</b>	Personal Protection Equipment	<b>Rev:</b>	1.0
<b>Uncontrolled Copy:</b>	<input checked="" type="checkbox"/>	<b>Controlled Copy:</b>	<input checked="" type="checkbox"/> <b>Date:</b> Insert Date

## 2. PURPOSE

The purpose of this procedure is to ensure the appropriate selection, introduction, maintenance, training and use of personal protective equipment (PPE) is achieved in accordance with the specific identified risks involved in either a **Insert Your Company** workplace or a **Insert Your Company** work practice.

## 3. SCOPE

This procedure applies to the personnel protective equipment requirements at **Insert Your Company** workplace. The employees, visitors and contractors have an obligation to always wear the appropriate personal protective equipment to protect themselves from actual or potential safety or health risks.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Personal Protective Equipment (PPE)</b>	Includes all other equipment or substance designed to be worn or used by the person from risks of injury or illness.
<b>Worker</b>	Includes employees, contractor, personnel or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work, an apprentice, trainee or a person gaining work experience.

## 5. ROLES AND RESPONSIBILITIES

### **Managers** are responsible for:

- Control of hazards using the most appropriate methods.
- Information is provided to workers regarding hazards and control measures.
- Information is available where required.
- Ensure adequate training, instruction, monitoring and supervision is provided for PPE to be used and maintained effectively.
- The formation of PPE rules based on risk assessment of process and standard maintenance tasks.
- Undertaking a biannual review of existing PPE to reduce the dependency of PPE for workers.

### **Supervisors** are responsible for:

- The selection of appropriate PPE to meet the needs of each task.