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Toolbox Talk

Theme:	Personal Protective Equipment (PPE) – Correct use and storage
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Date:		Start time:		End time:	
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POINTS COVERED

1. Introduction:

- 1.1 Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 require employers to supply PPE.
- 1.2 The Regulations require that PPE is:
 - Properly assessed before use to make sure it is fit for purpose
 - maintained and stored properly
 - provided with instructions on how to use it safely
 - used correctly by employees
- 1.3 PPE must always be regarded as a 'last resort' to protect against risks to safety and health.
- 1.4 PPE only protects the person wearing it, whereas measures controlling the risk at source protect everyone in the workplace.

2. Main Points:

- 2.1 PPE must be:
 - Suitable for the risk
 - Suitable for the job
 - Suitable for the wearer
 - Compatible with other forms of PPE
- 2.2 An effective system of maintenance of PPE is essential to make sure the equipment continues to provide the degree of protection for which it is designed.
- 2.3 Employees must ensure:
 - equipment is well looked after and properly used
 - equipment is kept clean and in good repair (simple maintenance can be carried out by the trained wearer)
 - replacement parts match the original
 - storage is adequate to protect the PPE from contamination, loss, damage, damp or sunlight

3. Points to remember:

- 3.1 Employees must wear any PPE provided and as instructed by the Company.
- 3.2 Look after all PPE issued to you – check for and report any damage or defects to your line manager.
- 3.3 Damaged, personally customised or ill-fitting PPE will not protect you properly.
- 3.4 If PPE is worn incorrectly there is every possibility that this may increase the wearer's overall risk to their safety or health.
- 3.5 Ensure hands are clean when handling all types of personal protective equipment.
- 3.6 Use correct storage facilities when the PPE is not in use, making sure it is stored in a clean environment.

Notes

Discussion also included the following work-related subject matter:

- ◆ what the Company is doing to control risks and exposure to workplace hazards
- ◆ where and how employees can obtain PPE
- ◆ how to report defects in personal protective equipment
- ◆ what employees' duties are under the Health and Safety at Work etc. Act 1974
- ◆ what employees should do to minimise the risk, such as the proper way to use PPE, when to use it, how to look after it and where to store it.
- ◆ Company occupational health surveillance management system

This Toolbox Talk was presented by:

NAME: _____ SIGNATURE: _____

ATTENDANCE SIGNATURE SHEET

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All persons **listed and signed** below attended the above Tool Box Talk.

Date

NAME	SIGNATURE