



Personal Protective Equipment (PPE) Policy

Policy Statement

Personal Protective Equipment (PPE) and clothing are those items of equipment worn by a staff member, or participant on work experience, to minimise or eliminate exposure to injury from specific occupational hazards, such as yard maintenance.

Whilst completing yard maintenance shifts, the staff member and participant may be required to wear ear plugs to reduce the likelihood of deafness resulting from exposure to an excessively noisy environment, such as lawn mowers and whipper snippers. Both parties must also wear steel capped boots; high visibility clothes; gloves and protective glasses.

All About You – Disability services will provide, ear muffs, gloves and glasses to both participant and staff member. They will both be responsible for purchasing their own steel capped boots. The PPE equipment provided must be:

- assigned to the participant/staff member for their exclusive use
- cleaned and maintained after use
- stored when not in use
- inspected and repaired regularly
- checked for continued functionality and effectiveness.

Responsibilities

Managing Director

It is the responsibility of the Managing Director to ensure training is provided, as appropriate. Participants and staff members involved in the yard maintenance program should receive training in the following areas:

- the proper use of PPE;
- the deficiencies and restrictions of PPE;
- fitting PPE and how to test for a correct fit;
- use of PPE;
- maintenance of PPE;
- storage of PPE;
- identification of faults in PPE; and
- procedures for replacing PPE.

Staff Members

It shall be the responsibility of the staff member to perform the following:

- wearing PPE as instructed by the Managing Director and as set out in the work instruction;
- ensuring the participant wears and utilises their PPE;
- fitting PPE to ensure it is used to maximum benefit;
- checking for any faults and requesting replacement PPE if faulty; and
- storing PPE as instructed.

Declaration

I/we acknowledge and understand my/our responsibilities in relation to this policy and agree to adhere to the correct procedure, and appropriate use of, PPE and clothing.

Employee name	
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Employee signature	
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Participant name	
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Participant signature	
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