

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR PERSONAL PROTECTION EQUIPMENT

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.				
Amendment Record				
Version	Date	Context	Summary of Amendments	
1.0	Insert Date	For selection, initial maintenance, training and use of personal protection equipment	Original	
The latest revision 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'.				
Document Title:	Personal Protection Equipment		Rev:	1.0
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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 of **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
Personal Protective Equipment (PPE)	Includes any clothing, equipment and substance designed to be worn or used by a person to protect the person from risks of injury or illness.
Worker	Includes an employee, a contractor, personnel or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been engaged to work, an apprentice, trainee or a person with no work experience.

5. OBJECTIVES AND RESPONSIBILITIES

Management is responsible for:

- Ensuring the control of hazards using the most appropriate methods.
- Ensuring information is provided to workers regarding hazards and control measures.
- Ensuring PPE is available where required.
- Ensuring 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.