



## **PPE Policy**

<b>Operational Owner</b>	General Manager: Jane Sullivan
<b>Trustee Owner</b>	Fiona Merritt
<b>Effective date:</b>	30/3/21
<b>Review date:</b>	30/3/23
<b>Related documents</b>	Health and Safety Policy

## **Approval History**

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First Draft	Management Committee	30/3/21

## **Purpose**

The purpose of this policy is to explain the requirements for use of Personal Protective Equipment (PPE) whilst working within Susan's Farm premises, or visiting our sites, to protect against workplace hazards and risk of injury.

## **Scope**

All staff, volunteers, beneficiaries, other associated personnel, visitors and members of the public who undertake work or visit Susan's Farm or take part in Susan's Farm activities.

## **Policy Statement**

The health and safety everyone associated with Susan's Farm is of paramount importance to us. PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided free of charge, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This PPE policy includes:

- Responsibilities of managers and employees
- Employee training
- Cleaning and Maintenance of PPE

## **Responsibilities**

- The Health and Safety Officer is responsible for the development and administration of this PPE policy.
- The Health and Safety Officer will delegate the implementation of this policy and PPE use to all employed staff as part of their risk assessment process, as outlined in the Health and Safety Policy.
- The General Manager will ensure that all staff, volunteers and visitors have access to appropriate PPE as identified in the activity risk assessment and will provide training or guidance on the proper use, care and cleaning of approved PPE.
- The General Manager will review and evaluate the overall effectiveness of PPE use, training and policies annually.
- Those directly responsible for beneficiaries or visitors to Susan's Farm will ensure that those under their care use PPE properly when the risk assessment deems necessary.
- The PPE user is responsible for properly wearing the PPE; caring for, cleaning, maintaining and inspecting PPE as required; attending training sessions as required; informing the General Manager of the need to repair or replace PPE.

## **Employee training**

- Anyone required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed.
- The training will include, but not necessarily be limited to, the following subjects:
  - When PPE is necessary to be worn
  - What PPE is necessary
  - How to properly wear PPE
  - The limitations of the PPE
  - The proper care, maintenance, useful life, and disposal of the PPE
- After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.
- Retraining: The need for retraining will be indicated when
  - a person's work habits, or knowledge, indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
  - new equipment is installed
  - changes in the workplace make previous training out-of-date
  - changes in the types of PPE to be used make previous training out-of-date

## **Cleaning and Maintenance of PPE**

- It is important that all PPE be kept clean and properly maintained.
- Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.
- PPE must be inspected, cleaned and maintained according to the manufacturers' instructions before and after each use.
- Defective PPE must be reported and replaced.