

# Personal Protective Equipment Policy

<b>Approving Body</b>	<i>Health, Safety and Environment Committee</i>
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## **1.0 General:**

- 1.1 All staff members should be provided with the appropriate personal protective equipment (PPE) to be able to safely and sufficiently conduct a task.
- 1.2 PPE provision should be included in the task risk assessment
- 1.3 AU has a legal obligation under Section 9 of the Health and Safety at Work etc. Act, 1974 to provide staff with appropriate PPE at the cost to the University.

## **2.0 Scope:**

- 2.1 All AU staff

## **3.0 Legislation:**

- 3.1 The Health and Safety at Work etc. Act, 1974
- 3.2 Personal Protective Equipment at Work Regulations, 1992 (as amended)

## **4.0 Definitions:**

- 4.1 *“Personal Protective Equipment”*: Equipment that will protect a user against health and safety risks at work. It can include items such as safety helmets, hard hats, gloves, eye protection, high-visibility clothing, safety footwear and harnesses.

## **5.0 Practice:**

- 5.1 A risk assessment should be undertaken before the commencement of any AU task, where PPE requirements will be identified
- 5.2 Each person requiring PPE should be identified as part of the risk assessment
- 5.3 As part of the ‘hierarchy of control’, PPE should be a last resort; Tasks which require PPE should be eliminated if possible.
- 5.4 An allocation sheet should be kept with issue dates and renewal dates
- 5.5 PPE should be suitably assessed before use to ensure that it is fit for purpose
- 5.6 Instructions/training for use of PPE should be provided if necessary
- 5.7 Appropriate storage should be provided for PPE
- 5.8 PPE should be labelled with the owners name so that sharing does not accidentally occur
- 5.9 PPE should be appropriately maintained and replaced at appropriate intervals. Some PPE, such as helmets, are subject to expiry dates which must be adhered to
- 5.10 Any defects in PPE should be reported to the line manager and replaced as appropriate
- 5.11 Single-use PPE should be disposed of after use

## **6.0 Responsibilities:**

- 6.1 Line managers should organise PPE for staff under their remit
- 6.2 Faculties / Departments will be responsible for the payment for PPE. Staff members must NOT pay for their own PPE.
- 6.3 Users must adequately look after their PPE and store it in the appropriate locations.
- 6.4 Users should highlight any defects or damage to PPE to their line manager
- 6.5 Line managers should replace any defected or damaged PPE



6.6 Line managers and users should review PPE if anything relating to the task alters

**7.0 Selection of PPE:**

7.1 Should be CE marked

7.2 Choose equipment that suits the wearer – consider the size, fit and weight; you may need to consider the health of the wearer, eg if equipment is very heavy, or wearers have pre-existing health issues, standard PPE may not be suitable

7.3 Let users help choose it as they will be more likely to use it.

**8.0 Further Information:**

8.1 Information regarding types and choices of PPE can be found on the [AU HS&E webpage](#)