

Personal Protective Equipment (PPE) Policy]

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Personal Protective Equipment (PPE) Policy

1. Statement of Intent

- 1.1 Teesside University will take all reasonable steps to ensure that hazards are controlled at source by methods and systems of work. Where this is not practicable, the University shall provide suitable PPE to staff and students who may be exposed to any risk while at work.
- 1.2 Teesside University shall comply with the Personal Protective Equipment (PPE) at Work Regulations and any other relevant legislation.

PPE is designed to be worn, or held, by a person at work to protect them against hazards likely to endanger their health or safety at work.

Personal Protective Equipment includes:

- Protective clothing, i.e. lab-coats, aprons, waterproof clothes, gloves, safety footwear, helmets, high visibility waistcoats, etc.
- Protective equipment, i.e. eye protectors, respirators, breathing apparatus and safety harness, etc.

This list is not exhaustive.

2. Assessments

- 2.1 Assessments will be carried out by persons who are fully aware of the hazards associated with the task, usually the supervisor, and the assessment recorded on a Teesside University Personal Protective Equipment Form.
- 2.2 Assessments should be reviewed whenever there is a significant change in an individual's work or physical status.
- 2.3 A Permit to Work which requests any PPE can be regarded as an assessment in addition to any previous assessments for that type of work.

3. Supervisors' Responsibilities

- 3.1 Before staff or students start any work requiring PPE, they should be informed by their supervisor where this may be obtained and be briefed on the risks involved and how the PPE is to be used.
- 3.2 All PPE which has direct contact with any body parts must be issued on an individual basis. Examples of PPE which fall into this category include gloves, respirators, helmets, ear protection etc.

- 3.3 Supervisors must ensure that all PPE issued is worn as appropriate to the task and assessment and that individual records of assessments/issue are recorded on a Teesside University PPE record of issue form, with individuals signing to acknowledge receipt of the equipment. These records are to be kept for a period of six years.
- 3.4 Supervisors must ensure that all required maintenance and replacement systems are in place before degradation of performance or expiry date.

4. Duties of Staff and Students

- 4.1 It is the duty of staff and students to use all equipment required by an assessment and report any loss or defect to their supervisor. Failure to use such equipment shall be regarded as a disciplinary offence.

5. Further Information

- 5.1 Clarification may be obtained on PPE from the Health and Safety Centre.