



Seventh-day  
Adventist Church™

## New Zealand Seventh-day Adventist Conferences

### Personal Protection Equipment (PPE)

#### Supply & Use



2020

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# Personal Protection Equipment (PPE)

## Purpose

To ensure that all Conference employees, contractors and their employees and Church members shall use appropriate Person Protection Equipment, (PPE), when working for, or on behalf of Conference or their Churches. Conference or Churches will supply appropriate PPE for their employees or members when necessary and they must use it.

## Scope

This PPE Supply and Use policy applies to all Conference places of work and those ministries and facilities it has direct control over. It is also required that Conference Churches, their ministries and facilities shall supply, where necessary, appropriate PPE and used by members or those associated with their ministries or facilities

## Personal protection Equipment

PPE is all clothing, equipment and devices that afford user protection against one or more risks to their health and safety while at work

- Employers have a legal duty to supply appropriate PPE and other safety devices to ensure worker safety while at work, and
- to ensure it is used by them whenever there are risks to health and safety that cannot be adequately controlled in other ways

## Personal Protection Equipment

### *(Fit for purpose)*

Ask yourself

- Is it appropriate for the risks involved and the conditions where it is to be used?
- Does it prevent or adequately control the risks without increasing risk?
- Can it be adjusted to fit the wearer?

- Has the wearer's health or other personal factors been taken into account?
- The environmental demands taken into account?
- If more than one piece of PPE being used are they compatible

### **Employee Refusal to Undertake Dangerous Work**

This right is codified in the 2002 H&S Amendments and covers:

- dangerous work deemed to be outside of one's normal work requirements, or
- where environmental or other influences make normal work, if undertaken, likely to result in serious harm to the employee

Remember PPE is to be used as a last resort to minimize harm. If work is too dangerous even with the use of PPE then do not attempt it!

### **Hierarchy of Hazard controls and examples**

1. Elimination - get rid of it, substitute

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2. Engineering controls - provide machine guarding

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3. Administrative controls - provide specialist training

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4. Personal Protective Equipment - fit for purpose

## **Personal Protection Equipment**

### ***(Hazards and Types of PPE)***

#### **Eyes**

- **Hazards** - chemical or metal splash, dust, projectiles, gas, vapours, radiation, laser, welding flash
- **Options** - safety spectacles, goggles, face shields, visors

#### **Head**

- **Hazards** - falling objects, bumps, hair entanglement, cuts
- **Options** - a range of helmets and bump caps

#### **Breathing**

- **Hazards** - dust, hazardous vapour, gas, oxygen - deficient atmospheres
- **Options** - disposable filtering face masks, respirators, air fed helmets, breathing apparatus

## **Personal Protection Equipment**

### ***(Hazards and Types of PPE)***

#### **Protecting the Body**

- **Hazards** - temperature extremes, adverse weather, chemical or metal splash, high pressure leaks, impact or penetration, hazardous substance contact, worn or damaged clothing
- **Options** - overalls, boiler suits, aprons, high visibility wear, specialist protective clothing

#### **Hands and Arms**

- **Hazards** - cuts , punctures, abrasion, temperature extremes, impact, hazardous substances, electric shock, skin infection, burns

- **Options** - gloves, gauntlets, mitts, wrist cuffs, armlets, specialist protection (chain mesh gloves)

### **Feet and Legs**

- **Hazard** - wet, electrostatic build up, slipping, cuts and punctures falling objects, metal and chemical splash, burns, crush, abrasion
- **Options** - safety boots and shoes, anti -penetration soles, gaiters, leggings, spats and specialist clothing (chainsaw chaps)

### **Personal Protection Equipment**

#### ***(PPE Training)***

- Make sure the user, wearer is aware of:
- why it is needed
- when it is to be used, repaired or replaced, and
- its limitations
- training in the correct use of PPE
- **NO** exemptions to use (not even small or quick jobs)
- Supervise for wearing, using compliance
- Safety signs are useful in reminding of the need for PPE use
- Take appropriate action for non-use of PPE

## Personal Protection Equipment

### **Maintenance**

There are **eight** key areas that you should monitor to ensure you comply with PPE requirements

1. **Maintenance** - all equipment must be regularly
2. **Compatibility** - between different pieces used together maintained and replaced as necessary
3. **Storage** - look after equipment and store properly
4. **Assessment** - of need for PPE in your operations
5. **Use** - user knows why it must be used, its limitations, and is worn
6. **Training** - in correct PPE use, when and how to use it
7. **Records** - keep records of all PPE, issue dates, use, expiry dates and any modifications or repair
8. **Reporting** loss or damage

## Personal Protection Equipment

### **(Key Points)**

**Remember** - are there other ways (other than PPE) in

which the risk can be controlled (e.g. engineering

controls, other processes to eliminate, or minimise the risk)?

### **If not, check that:**

- PPE has been provided
- PPE offers adequate protection for its intended use
- Those using it are adequately trained in its safe use
- It is properly maintained and any defects reported
- It is returned to its proper storage after use