

# TOOL BOX TALK

<b>SUBJECT:</b>	<b>Personal Protective Equipment</b>
<b>REASON:</b>	Some dangers arising from hazardous activities can only be controlled by the use of or wearing of protective equipment (PPE).
<b>WHY:</b>	In many cases, it is not possible to completely eliminate hazards by other means.
<b>OUTLINE:</b>	This talk covers the measures necessary to ensure that the use of PPE is effective.

## What is PPE?

1. PPE is equipment or clothing worn to protect the user from known hazards in the workplace.
2. In construction site work, the most commonly worn PPE are safety helmets, safety boots, high-visibility clothing and gloves.
3. Other examples of PPE are respirators, safety harnesses, earplugs, safety glasses and googles, protective gloves and also some clothing.
4. PPE is always issued personally to each employee, what helps to protect you might not be right for someone else, you must therefore never share your PPE with someone else.

## Limitations

- PPE will only protect the user, no one else around them will be protected.
- It must always be used in accordance with the manufacturer's instructions and any training that is provided to you.
- It must always be in good condition to be fully effective; do not mistreat PPE, your health or life might depend upon it!

## What we, as your employer must do

- ✓ Assess the risks to your health and safety arising from your work activities.
- ✓ Try to organise work activities so that PPE is not necessary.
- ✓ Where PPE is necessary, select the appropriate items that suit the wearer and are CE Marked to display the standard.
- ✓ Supply employees with the necessary PPE free of charge.
- ✓ Train you to use relevant PPE, explain its limitations and explain the implications of not using it.
- ✓ Ensure compatibility if more than one item of PPE is worn.
- ✓ Ensure that PPE is maintained and replace defective or lost PPE, at no cost to you.

## What you must do

- ✓ Use PPE in accordance with the instructions and training given to you.
- ✓ Return PPE to its storage, where provided, after each use.
- ✓ Take reasonable care of your PPE and report its loss or any damage to your line manager.
- ✓ Never work without PPE when it is known to be necessary.
- ✓ Keep your PPE clean at all times.