



SAFE WORKING PROCEDURE PERSONAL PROTECTIVE EQUIPMENT

GENERAL INFORMATION

Sharman Property Services acknowledges that the provision and use of Personal Protective Equipment (PPE) plays a small but significant role in helping to keep our employees safe from risk that they may face during their employment. PPE shall be provided where a risk assessment has established the need to control a hazard and no other form of hazard control can be practically used; as a mandatory control to help where it assists in prevention or as an interim measure.

The wearing of personal protective equipment where provided is mandatory for all employees, contractors, sub-contractors and general public. Failure to wear the appropriate personal protective equipment by employees (including management) will be seen as a failure to perform their duties adequately and disciplinary action will ensue.

General Public shall not be allowed to enter hazardous areas unless they have the appropriate personal protective equipment.

To assist employees, appropriate signage indicating the identified hazard and the appropriate personal protective equipment to be worn shall be displayed.

It is also the policy of Sharman Property Services to provide quality training to all employees in the use of protective equipment needed to perform their duties. Where necessary, personal protective equipment will be individually made and fitted in order to ensure the maximisation of the protection offered.

All personal protective equipment will be stored and maintained according to manufacturer's specifications. Employees are expected to actively assist management in this area.

PERSONAL PROTECTIVE EQUIPMENT

HAZARDS	CONTROL MEASURES	RESPONSIBLE PERSON
Exposure to Infectious Disease	Wear appropriate PPE e.g. gloves, eye protection, respiratory protection; assess work areas and complete a risk assessment if required	Area Manager/Supervisor – ensure appropriate PPE is available for all staff
Exposure to Harmful Substances	Assess work areas and complete a risk assessment if required	Staff Members – ensure PPE is maintained in good working order and is used correctly.
Exposure to Heat	Ensure adequate protection from the sun if working outdoors i.e. clothing, sun screen; ensure individual stay hydrated.	
Exposure to Cold	Wear warm clothes to insulate against the cold	
Exposure to Noise	Wear ear protection; complete a risk assessment if required	
Injury to PPE Failure	Ensure all PPE is adequate for the tasks to be performed and in maintained in good working order	