

# Rangiora High School

## Board of Trustees



## Personal Protective Equipment Procedural Policy

### Rationale

The Rangiora High School Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

### Purpose

The purpose of the Personal Protective Equipment (PPE) policy is to protect our workers from risks we have in the workplace. PPE is not a substitute for more effective control methods. It is considered when all other means of hazard and risk control are not satisfactory or possible. It will be used with other controls unless there are no other means of control.

### Guidelines

#### Scope

This procedural policy applies to and is to be followed by all of our workers and others at the school. This includes all members of the schools leadership team, workers, contractors, temporary workers, volunteers and visitors.

The board will consult, cooperate and coordinate with other workplaces on PPE that is to be used. For that reason, this policy can also be applied where an adequate PPE policy does not exist at other workplaces.

#### Standards

- we will meet the requirements of WorkSafe NZ Regulations
- our people must have access to PPE when it is required
- PPE must meet the relevant AS/NZS compliance standards -
  - equipment provided must fit the person correctly for example: hard hats/helmets fit and adjusted correctly
  - foot and eyewear must be the right size
  - our people must be trained in using the PPE
  - PPE must be maintained in good condition and available for use when **needed**.

### Roles and Responsibilities

We will provide the right tools to get the job done safely.

## Workers – (employees, temporary workers, contractors, volunteers)

- wearing PPE properly as required in the appropriate areas
- attending the required training sessions
- properly caring for, cleaning, maintaining and inspecting PPE as required
- following the board's PPE policies and rules
- informing the relevant school leader of the need to repair or replace PPE

## Officers

- conducting workplace and activity hazard and risk assessments
- determining the presence of hazard and risks which need PPE
- selecting and purchasing PPE and making it available to our people
- reviewing, updating and conducting PPE hazard and risk assessments whenever a job changes
  - new equipment is used
  - there has been an incident
  - a person or manager requests it, or at least every year
- maintaining hazard and risk assessment records
- providing training, guidance and help to our people on the proper use, care and cleaning of approved PPE
- ensuring that PPE training certification and signed evaluation forms are in the person's PPE and training records
- maintaining records of PPE issued and training undertaken
- ensuring that our people properly use and maintain their PPE
- ensuring that our people follow the board's PPE policies and rules
- notifying the school leadership team and health and safety representatives when new hazard and risks arise, or processes are added or changed
- ensuring the immediate disposal and replacement of defective or damaged PPE
- periodically re-evaluating the suitability of previously selected PPE
- reviewing, updating, and evaluating the overall effectiveness of PPE use, training and policies

## Related Policies

- RHS Health and Safety Policy
- RHS Procedural Policy: Others in the workplace
- RHS Procedural Policy: Worker Participation
- RHS Procedural Policy: Risk management
- RHS Procedural Policy: Induction, training and information

## Documentation

- [Health and Safety Practical Guide for Boards of Trustees and School Leaders](#)
- Rangiora High School Staff Handbook

<b>Date of Review</b>	2018
<b>Date of Next Review</b>	2020
<b>Signed by the Board Chair</b>	