# Operational Policy: Health & Safety Personal Protective Equipment (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) has a responsibility to protect its employees from risks in the workplace.

This policy 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.

This policy applies to and is to be followed by all staff and others within BLENNZ. This includes staff, contractors, temporary workers, volunteers and visitors. This policy will also be applied where an adequate Personal Protective Equipment (PPE) policy does not exist at other workplaces employees may be required to work out of and/or visit.

## Policy Requirements:

### Standards

1. BLENNZ will meet the requirements of WorkSafe NZ Regulations.

2. BLENNZ must provide staff with access to PPE when it is required.

3. The PPE must meet the relevant Australian/New Zealand compliance standards.

4., Equipment provided must fit the person correctly e.g.

* Hard hats/helmets fit and are adjusted correctly
* Foot and eye wear must be the right size.

5. Staff required to use PPE will be trained in the use and wearing of the PPE.

6. PPE must be maintained in good condition and available for use when needed.

### Roles and Responsibilities

Staff, temporary employees, contractors and volunteers will:

1. Wear PPE properly as required.

2. Attend the required training sessions.

3. Properly care for, clean, maintain and inspect PPE as required.

4. Follow BLENNZ policies and procedures.

5. Inform the relevant line manager of the need to repair or replace the PPE.

Officers (Principal and Board members) will through members of the management team:

1. Conduct workplace and activity hazard and risk assessments.

2. Determine the presence of hazard and risks which need PPE.

3. Select and purchase PPE and make it available to those requiring it.

4. Review, update and conduct PPE hazard and risk assessments whenever a job changes, new equipment is used, there has been an incident, a staff member or manager requests it, or at least every year, and maintains hazard and risk assessment records.

5. Provide training, guidance and help to staff on the proper use, care and cleaning of approved PPE.

6. Ensure that signed PPE training forms are in the staff member’s training records.

7. Maintain records of PPE issued and training undertaken.

8. Ensure that staff properly use and maintain their PPE.

9. Notify the management team and Health and Safety representatives when new hazards and risks arise, or processes are added or changed.

10. Ensure the immediate disposal and replacement of defective or damaged PPE.

11. Periodically re-evaluate the suitability of previously selected PPE.

12. Review, update and evaluate the overall effectiveness of PPE use, training and policies.

## Supporting Documents:

[Worksafe NZ - Health and Safety Act 2015](http://www.business.govt.nz/worksafe/hswa)

[Site Safe Website](https://www.sitesafe.org.nz/)

Approved: 

Date: 12 August 2021

Next Review: 2024