**SITE PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER**

*Below is an example of how to establish a PPE Register. A blank template can be found at the end of this sample*

| **DEPARTMENT** | **ITEM** | **USE** | **COMMENTS** |
| --- | --- | --- | --- |
| **SCIENCE** | Gloves | To protect hands & improve hand hygiene, contamination from substances, solutions, & bodily fluids, reducing risk | Gloves should be worn when exposed to any risk of contamination |
| Eyeglasses | To protect eyes | Eyeglasses should be worn when exposed to any risk |
| Laboratory coats | To protect clothing and body from contamination | To be worn when preparing any or conducting any experiment or as required to protect clothing and personal wellbeing |
| Hair ties | To tie long hair, containing it | All students & workers with long hair must contain their hair to ensure their safety while performing hazardous tasks |
| Enclosed shoes | To be worn when preparing or conducting any practical | All students & workers must wear enclosed shoes when undertaking any NON administrative work |
| **KITCHEN / CANTEEN /**  **HOME ECONOMICS** | Gloves | To protect hands & improve hand hygiene, contamination from substances, solutions, & bodily fluids, reducing risk | Gloves should be worn when exposed to any risk of contamination. Oven Mittens to be worn when placing / retrieving items in oven. |
| Aprons | To protect clothing and body from contamination | Aprons should be worn to protect clothing and personal wellbeing when cooking or cleaning |
| Face masks | To protect & improve hygiene/ contamination from airborne germs, reducing risk | Face masks should be worn when there is the likelihood of contamination |
| **ART** | Face masks | To protect & improve personal wellbeing by the way of inhalation of fumes, reducing risk | Face masks should be worn when there is the likelihood of compromised personal wellbeing |
| Gloves | To protect hands & improve hand hygiene, contamination from substances, solutions, & bodily fluids, reducing risk | Gloves should be worn when exposed to any risk of contamination |
| Aprons or *(lab)* coats | To protect clothing and body from contamination | Aprons or *(lab)* coats should be worn when exposed to any risk of contamination |
| **GROUNDS & MAINTENANCE** | Gloves | To protect hands & improve hand hygiene, contamination from substances, solutions, & bodily fluids, reducing risk | Gloves should be worn when exposed to risk. Ensure that the appropriate type of glove is used for the purpose it is intended |
| Dust coat | To protect clothing and body from contamination | Aprons should be worn when exposed to any risk of contamination |
| Eyeglasses | To protect eyes | Eyeglasses should be worn when exposed to any risk |
| Enclosed shoes | To protect the safety of feet | All maintenance workers to wear enclosed shoes |
| Dust masks | To protect & improve personal wellbeing from inhalation, reducing risk | Face/dust masks should be worn when there is the likelihood of the inhalation of foreign substances etc. |
| Ear plugs | To protect hearing loss from excessive noise levels | All workers to use when using any power tools, lawn mowing equipment (including whipper-snipper) or other such plant that may cause diminished hearing or loss of hearing |
| Sun hat Sunglasses Sun screen | To ensure protection from UV exposure | Use in conjunction with guidelines from hot weather policies |
| **PHYSICAL EDUCATION** | Goal keeping gloves | To protect hands | Students to wear at all times when in the position of goalkeeper |
| Softball Helmet  Catcher’s mask | To protect head | Students to wear at all times to protect head from impact of ball |
| Sunscreen | To ensure protection from UV exposure | Use in conjunction with guidelines from hot weather policies |
| **DESIGN &**  **TECHNOLOGIES** | Gloves | To protect hands & improve hand hygiene, contamination from substances, solutions, & manual work, reducing risk | Gloves should be worn when exposed to risk. Ensure that the appropriate type of glove is used for the purpose it is intended. |
| Dust coat | To protect clothing and body from contamination | Aprons should be worn when exposed to any risk of contamination |
| Eyeglasses | To protect eyes | Eyeglasses should be worn when exposed to any risk |
| Enclosed shoes | To protect the safety of feet | All maintenance workers to wear enclosed shoes |
| Dust masks | To protect & improve personal wellbeing from inhalation, reducing risk | Face/dust masks should be worn when there is the likelihood of the inhalation of foreign substances etc. |
| Ear plugs | To protect hearing loss from excessive noise levels | Use when using any power tools or noisy plant. |
| **MUSIC** | Ear plugs | To protect hearing loss from excessive noise levels | Use ear plugs when excessive noise from music equipment. |

| **DEPARTMENT** | **ITEM** | **USE** | **COMMENTS** |
| --- | --- | --- | --- |
| **GROUNDS & MAINTENANCE** | E.g. Dust masks | To protect & improve personal wellbeing from inhalation, reducing risk | Face/dust masks should be worn when there is the likelihood of the inhalation of foreign substances etc. |
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| **KITCHEN / CANTEEN / HOME ECONOMICS** | E.g. Aprons | To protect clothing and body from contamination | Aprons should be worn to protect clothing and personal wellbeing when cooking or cleaning |
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Register to be reviewed annually

**Date Register Last Reviewed:**

**Name:** **Signature:**