Personal protective Equipment POLICY

# POLICY

The purpose of the Personal Protective Equipment Policy is to protect apprentices whilst in training from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE).

MBAGT expects that all apprentices whilst in training and working onsite wear PPE as required by this policy to ensure the safety and health of all apprentices and lessen the likelihood of occupational injury and/or illness.

PPE will be provided to all MBAGT Apprentices only and replaced when necessary. MBAGT apprentices must adhere to their Commencement Supplies PPE Agreement signed in their induction pack and if this agreement is in breach, action as outlined in this policy will be taken.

# responsibilities

**Field Officer and Safety Manager**

MBA GT Field Officers and MBA Safety Manager are responsible for the development, implementation, and administration of MBA GT’s PPE policies. This involves:

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever

* a job changes
* new equipment is used
* there has been an accident
* a supervisor or employee requests it
* or at least every year

1. Maintaining records on hazard assessments.
2. Maintaining records on PPE assignments and training.
3. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
4. Periodically re-evaluating the suitability of previously selected PPE.
5. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

**Trainers**

MBA GT Trainers have the primary responsibility for implementing and enforcing PPE use and policies within the classroom, workshop and throughout the MBA office. This involves:

1. Communicating the importance of appropriate PPE and requirements to wear appropriate PPE while undertaking training. This includes:

* When PPE is necessary to be worn
* What PPE is necessary
* How to properly wear PPE

1. Ensuring that apprentices properly use and maintain their PPE, and follow MBA Health and Safety Policy, PPE policies and rules.
2. Notifying management when new hazards are introduced or when processes are added or changed.
3. Enforce a ‘no PPE, no training’ rule with all apprentices.
4. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

**Apprentices**

The PPE user is responsible for following the requirements of the PPE policies. This involves;

1. Properly wearing PPE as required.
2. Attending required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following MBAGT PPE policies and rules.
5. When working on a construction site, with host employers, high vis PPE must be worn. It is preferred that long pants are worn at all times, or in the alternative suitable shorts. Whether shorts are suitable or not will be determined by the principal contractor or host employer, or when at MBAGT, the Trainer.
6. Apprentices must always have their PPE with them. This includes: hard hat, eye protection, hearing protection and gloves.
7. Modifying PPE will not be tolerated.

Apprentices who repeatedly disregard and do not follow PPE policies and rules will be asked to leave training. Employers will be notified.

# procedures

**Appropriate PPE**

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in good condition by the apprentice.

PPE that must be worn by all apprentices while in training includes:

* Long pants or shorts made from heavy duty cotton drill/denim fabric
* Long sleeve or short sleeve shirt, preferably High Vis
* Eye and Face Protection
* Safety Boots
* Ear Protection
* Hand Protection - gloves (as advised by trainers)

**Apprentices are not permitted to wear sports clothing**. Apprentices must wear safety Shorts/Long pants/Shirts purposely made for the construction industry.

**Working Outside in Direct Sun**

Avoiding overexposure to ultraviolet radiation is the best way to prevent skin cancer. MBAGT

educate all apprentices on overexposure to the sun and provide MBA GT apprentices with long pants

and long sleeve high vis clothing to protect individuals from overexposure to the sun. MBA GT

recommends all apprentices wear, hats, sunglasses and sunscreen when working in direct sun

conditions.

MBA GT endorse for all apprentices to wear long pants and long sleeve high vis when working on-site

and in direct sun conditions.

# process

MBAGT Apprentices Only

* New MBAGT Apprentices are provided the required PPE on Induction/Start date
* MBAGT Apprentices are required to sign a Commencement Supplies PPE agreement.
* All PPE is to be replaced with fair wear and tear.
* Apprentice issued with replacement or new PPE must sign a PPE agreement.
* PPE is entered in Events in VETtrak.

# relevant documents and forms

Relevant documents and forms

Commencement supplies agreement (PAY021)

PPE Agreement (PAY016)

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| **Responsibility: Commercial Director, Safety Manager, Field Service Manager, Staff, Trainers**  **Approved:** Oct 2020    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_  **Liz Nair** Commercial Director |