



Operational Policies

7.04 Personal Protective Equipment (PPE) Policy

Classification: Health and Safety

Date: February 2023

Applies to: All staff

Review Date: February 2025

Approved by: General Manager

Purpose

- To provide guidance for the supply and use of personal protective equipment.

References:

- Health and Safety at Work Act 2015
- Licensing Criteria for Early Childhood Education and Care Services 2008
- Education (Early Childhood Services) Regulations

Definition:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres – are referred to as services
- Non-teaching employees – Other Employees
- Senior Management – General Manager / direct reports

Policy

The Association undertakes to provide protective equipment or/and clothing to employees, whenever it is necessary, to protect them from possible hazards.

Procedures

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) comprises a range of equipment which is worn by employees or visitors as appropriate to protect or shield their bodies from workplace hazards. Some examples of PPE at the Association are:

- Disposable gloves
- Infection control clothing and equipment (masks, disposable gowns).
- Protective glasses

The Association acknowledges that as a requirement under health and safety legislation, they will provide, maintain and replace PPE for their employees. The Services will also ensure PPE is adequately stored and kept up to date.



Kaitiaki Kindergartens

PPE is considered the least satisfactory method in the prevention of work-related injury or illness and is only to be used when other measures are not feasible or cannot be implemented immediately. PPE should also be used however, to supplement or augment other means of hazard control, to further minimise the risk of injury.

Issues affecting use of PPE include discomfort and inconvenience; and inappropriate or poorly-maintained equipment. It is therefore vital that problems caused by inadequate selection, fit and maintenance do not undermine the effectiveness of the PPE.

All services must ensure that PPE is provided to all employees who require it.

Responsibilities for PPE

The Association must ensure that:

- The needs for PPE are assessed by a person who is competent to judge whether other methods of risk control can offer better protection of safety and health than the provision of PPE.
- Professional advice is obtained, where necessary, to identify the most suitable types of PPE for the tasks to be carried out.
- Supervision and enforcement of the PPE policy is undertaken.
- Evaluation of the effectiveness of the PPE program is carried out on a regular basis.
- Suitable PPE is provided for visitors who may be exposed to hazards in the workplace. Equipment shall be properly cleaned before re-issue.
- All equipment shall comply with current relevant New Zealand Standards and should be stamped or labelled with an AS/NZS compliance marking.

Employees must:

- Use the protective clothing or equipment in a manner in which he or she has been properly instructed to use it.
- Not misuse or damage the clothing or equipment.
- Report any damage or faults to PPE or equipment to their Service Leader and on the GOSH system as soon as practicable.

Signed:

General Manager

Date: 8/6/23

Endorsed by

Signed:

President of the Board

Date:

8/6/23