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| Toolbox Talk Topic | PPE | | | | |
| Presenter | Lee Ratcliff | | | | |
| Date | 25/04/24 | Start Time |  | End Time |  |
| Venue | Head Office | | | | |

**Attendees**

* David Bullock
* Mike Arkle
* Dan McCann
* Si Coupland
* Brian Mulchrone
* Andrew Davison
* Ionel Dobrea
* James Paul
* Dale Richards
* Paul Rye

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| **Reason for the TBT** |
| Personnel not wearing correct PPE whilst carrying OUT loading/lifting activites. |

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| **Main Points** |
| **What Is PPE**   * PPE is equipment of clothing worn to protect the user from known hazards in the work place. * During loading activities the following items of PPE should be worn - safety helmets safety footwear, high visibility jacket and safety gloves, safety glasses where required.   **Limitations**   * PPE will only protect the user * It must be used in accordance with the manufacturers instructions – it must not be misused. * It must be in good condition to be fully effective – do not mistreat PPE, Your life may depend on it.   **What employers must do**   * Assess the risk to employee’s health and safety arising from work activities. * Where possible organise work activities so that PPE is not required – PPE is a last resort. * Where PPE is necessary, select appropriate items that suit the wearer and are made to the required standard. * Supply PPE to employee’s at no cost. * Train employees to use PPE correctly and explain its limitations. * Ensure PPE is maintained where appropriate. * Replace defective items of PPE at no cost the user.   **What must you do**   * Use PPE in accordance with instructions and training. * Store PPE appropriately after use to prolong life. * Take reasonable care of PPE and report loss and damage. * Do not work without PPPE when it is known to be necessary.   **Remember PPE can be a life saver – Use it properly and look after it and it will look after you.** |

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| **Discussion Points** |
| Open up discussion to personnel get them to suggest/agree on the required PPE that should be worn during loading activities.  Safety Helmet  Safety Footwear  Gloves  High visibility jacket/vest  Safety Glasses – Where required |

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**Attendance Record**

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| --- | --- | --- |
| Name | Signed | Date |
| David Bullock |  |  |
| Mike Arkle |  |  |
| Dan McCann |  |  |
| Si Coupland |  |  |
| Brian Mulchrone |  |  |
| Andrew Davison |  |  |
| Ionel Dobrea |  |  |
| James Paul |  |  |
| Dale Richards |  |  |
| Paul Rye |  |  |