**Health & Safety Talk**

Toolbox Talk

**Personal Protective Equipment (PPE)** 

Personal Protective Equipment (PPE) will need to be used where a hazard cannot be controlled via means of Elimination, Substitution, Engineering or Administration methods:

**PPE can reduce the risks of?**

Hearing loss Skin irritations and burns Eye damage

Inhalation Crushing hazard Contact with chemicals

Cuts Falling objects From falling

**Forms of PPE available include:**

Safety helmet Safety glasses Face protection Hi-visibility vests

Hearing protection Gloves Respirator Safety footwear

**What should be done?**

* Ensure you are trained in the effective use of PPE supplied. If you are unsure, ask.
* Staff should notify their manager of any damage, malfunction or need for maintenance of their PPE.
* Look after your PPE by keeping it clean and always wear it where needed.

**Who:**

The employer is responsible for supplying staff with the appropriate PPE and training them on how to use it. Everyone is responsible for using the PPE correctly and for the specific hazard.

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| **Consultation** |  |

**Date of Meeting:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendees** (list attendees present)

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**Items Discussed**

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**Action Items**

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**Management Sign Off**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sign:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_