Policy Applies to:
- All staff employed by Mercy Hospital;
- Credentialed Specialists, Allied Health Professionals, patients, visitors and contractors will be supported in meeting policy requirements.

Related Standards:
- Infection and Prevention and Control Standards NZS 8134.3:2008
- Health and Safety at Work Act 2015
- EQuIP - 1.5.1 and 1.5.2 Infection Control
- EQuIP - Standard 3.2 Criterion 3.2.1 Health and Safety

Rationale:
Mercy Hospital will provide suitable personal protective equipment (PPE) when the risk to health and safety cannot be eliminated or adequately controlled by other means.

Definitions:
Personal protective equipment (PPE) means all equipment which is intended to be worn or held by a person to protect them from risk to health and safety while at work.

Examples of PPE include: protective footwear, gloves, hard hats/helmets, clothing affording protection from the weather, visibility clothing, eye and face protection.

Objectives:
- To ensure appropriate PPE is identified to minimise hazards not able to be controlled by elimination or isolation;
- To ensure fit for purpose PPE is provided at Mercy Hospital for use by staff;
- To ensure adequate training in the use of PPE is provided;
- To monitor the use of PPE and evaluate effectiveness.

Implementation:

Risk Management
Department Managers, the Occupational Health/ Infection Prevention and Control Nurse (OH/IPC Nurse) and Health and Safety/ Infection Control Representatives (HSIC reps) will in consultation with staff:
- Ensure PPE requirements are identified when carrying out risk assessments of activities;
- Regularly review the risk assessment of activities if substances or work processes change;
- Identify the most suitable type of PPE that is required;
- Ensure PPE is available to those who need it;
- Inform staff of the risks involved in their work and why PPE is required;
• Monitor compliance.

PROCESS
Manager’s Responsibilities
Must ensure that:
• PPE requirements are considered when risks are assessed;
• Suitable PPE is provided and made accessible to employees;
• PPE is properly stored, maintained, cleaned repaired and replaced when necessary;
• Adequate information and training is provided to those who require PPE;
• PPE is properly used;
• Use of PPE is monitored and reviewed.

Employee’s Responsibilities
All employees must ensure that:
• They use PPE whenever it is required;
• Attend and comply with training, instruction and information;
• Check the condition of their PPE;
• Store, clean and maintain their PPE;
• Report losses, defects or other problems with PPE to their manager.

Evaluation:
• Staff health and safety orientation
• Environmental audits
• Incident reports

Associated Documents
External
• Health and Safety in Employment Act, 1992

Internal
• Personal Protective Equipment Policy
• Hazard Identification
• Risk Management Policy
• MDRO policy
• Personal Protective Equipment - Housekeeping Work Manual
• Area Specific Work Manuals F:\Mercy Shared\Policies\Work Manuals