Policy Applies to:
- All staff employed by Mercy Hospital, Credentialed Specialists, Allied Health Professionals, students, patients, visitors and contractors will be supported to meet 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 3.2 Health and Safety

Rationale:
Mercy Hospital will ensure the safety of its staff by providing 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 risks 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 the risks created by workplace hazards;
- 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 and Leaders, 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 through environmental and contractor health and safety audits.

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 appropriately 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 and induction records
• Environmental audit reports
• Incident reports

Associated Documents
External
• Lippincott ‘Personal Protective Equipment (PPE; putting on)’
Internal

- Area Specific Hazard Registers
- Area Specific Work Manuals
- Personal Protective Equipment – Infection Control
- Hazard Identification policy
- Risk Management policy
- MDRO policy
- Personal Protective Equipment - Housekeeping Work Manual