

Safe work instruction Assessment

Purpose: Provide information to workers on using, storing and caring for their PPE, and to assess their knowledge.

Certification & Training required: Team Members must be trained in how to use the PPE prior to use.

Standard PPE Available* * Some tasks may require different PPE to that shown below



Risk Awareness:

Hazards	Controls
Incorrect use of PPE	<ul style="list-style-type: none"> Select the most appropriate PPE for the task - refer to task specific SWI Use all products as per the manufacturer's instructions
Poor Hygiene	<ul style="list-style-type: none"> Avoid sharing PPE Do not reuse disposable and single use PPE Store PPE in a clean area

Tasks:

1. PPE Use

- Follow the manufacturer's instructions on the packaging.
- PPE is provided for the exclusive use of an individual, wherever practicable. If the sharing of equipment is necessary, stringent hygiene practices are required.

2. Storage

- Ensure PPE is stored in a clean area away from damaging conditions such as dust, grease, dirt or metal filings.
- PPE such as safety glasses and gloves can be stored in a Team Member's toolbox.

3. Disposal

- Some PPE is one use only or disposable, such as respirators and ear plugs. Ensure these are disposed of in the general waste bin. Do not keep or reuse the item unless it states it is safe to do so in the manufacturer's instructions
- If reusable PPE becomes damaged, or ineffective in its purpose advise your Supervisor/Manager so that new PPE can be arranged.

4. Cleaning and Care

- PPE should be cleaned regularly to ensure effective use. For specific cleaning and care advice, refer to the manufacturer's instructions on the packaging.

5. Ordering New PPE

- If you require new PPE advise your Supervisor/Manager.

General Guide to using PPE:

Refer to the task specific Safe Work Instruction for when PPE should be worn.

PPE	Examples of Tasks
Eye & Face Protection	
Cut Resistant Gloves	
Heat Resistant Gloves	
Chemical Resistant Gloves	
Hearing Protection	
Respiratory Protection	
High-Visibility Vest	

Competency assessment:

Name	Employee Number	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

Successful completion of the theory component is required prior to completing the practical assessment.

Theory:

1. List 2 hazards associated with this task.

2. Name 2 items of PPE and when you would use them?

3. When should PPE be disposed of?

Practical:

4. Demonstrate the correct fitting of (change the items as required):

Theory Successfully Completed on:

Practical Assessment result: Competent Not yet competent

Date(s) Practical Assessment:

Comments:

Operator and Assessor Competency Sign-off

In signing this competency assessment, I “the employee” have been taken through the procedure and agree to adhere to the rules required. I have also read and understood this document and agree to be conscious of my own safety and the safety of others. I am aware of the hazards associated with this plant/equipment/activity/task.

Employee name	Signature	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

In signing this competency assessment, I “the Assessor/Supervisor” has witnessed the above employee demonstrate the required knowledge and skills required for the safe operation/completion of this plant/equipment/activity/task.

Assessor/Supervisor name	Signature	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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