

# Personal Protective Equipment

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# Introduction

## **1.1 Context**

Utilising the correct equipment for a task is required to maintain the health, safety and welfare of all staff, customers and contractors. It is important that you are aware of the PPE available for use and how to correctly utilise this equipment.

## **1.2 Purpose**

The aim of this policy is to introduce employees and managers to the policies and procedures required to effectively manage the area of Personal Protective Equipment in the workplace.

## **1.3 Scope**

This policy is applicable to all managers and employees within the company. The main points of this policy are included in the employee handbook.

# Procedure

## **2.1 Responsibilities**

It is the aim of Allcare Pharmacy to ensure that tasks are within the competence and capability of our employees. It is clear that some operations necessarily give rise to risks, which can only be controlled by adherence to proper procedures. The company policies and codes of practice are designed with that purpose in mind. The training provided to our employees identifies areas where care and skill must be exercised.

- It is the employer's responsibility to ensure that the relevant PPE is available and that staff are adequately trained to use this equipment.
- It is the employee's responsibility to know how to obtain and use such equipment effectively.

## **2.2 Examples of Personal Protective Equipment**

Reference to Risk Assessments will show that for some of our activities, personal protective equipment is required. The following are examples of situations where the use of personal protective equipment must be complied with at all times:

- Safety retractable blades must be issued and used by staff for opening product boxes.
- Tablet cutters must be issued to pharmacists/technicians/dispensers for the preparation of medicines.
- Unprotected razor blades must not be used for tasks.
- Gloves and adequate cleaning materials must be used for the cleaning of bodily fluids spillages. E.g. vomit and blood.
- Gloves and adequate cleaning materials must be used for the cleaning of chemical and medicines spillages.
- Persons within a field role who drive for work will be provided with relevant PPE such as first aid kit, high visibility jacket and means of communication e.g. mobile phone.

The listing above is not exhaustive as control measures put in place to minimise risks to employees will often include the use of personal protective equipment.

### **2.3 Principles for Personal Protective Equipment**

- This equipment is provided free of charge to the user.
- This equipment complies with relevant European Community Directives.
- Only suitable equipment as described in the Risk Assessment sheets can be used.
- Personal protective equipment must only be used as intended by its designers and manufacturers.
- Personal protective equipment is for the personal use of the persons to whom it was issued.
- The Pharmacy Manager is responsible for ordering replacement PPE.
- The Pharmacy Manager is responsible for recording PPE distributed.

### **2.4 Additional support**

Additional support for managers and employees is available through the following:

- Business Manager
- Health & Safety Coordinator
- Maintenance Helpline 01-2924472