

Personal Protective Equipment (PPE) Issue Record



Note: This form is intended to assist NIG customers in maintaining a basic record of the PPE issued following their PPE assessment. The assessment should have taken into account all risks arising from their activities/ work/premises, also any other realistic control measure that could be taken to make the use of PPE unnecessary. Please note that the form is not intended to be fully comprehensive and may well require other inclusions due to the nature of your specific trade/activities/ premises, etc. It is your duty to ensure compliance with the relevant legislation. Should you have any uncertainties in this regard we recommend that you consult the regulations or seek expert help before using this tool.

Name of Employer/Company:

Name of Employee:

Address of Employee:

Employees working location:

I confirm that I have received the under noted personal protective equipment (PPE). I also confirm that I have received instruction and training in the:

- a reasons why the PPE is necessary
- b correct method of using/wearing the PPE
- c procedures to follow in the event of loss or damage to the PPE
- d arrangements for cleaning, storage, and repair/ replacement of the equipment.
- e recommended times/periods for cleaning, and replacement of the PPE or any components forming part of the PPE
- f limitations of the PPE (if any)
- g specific circumstances when the PPE is to be worn, e.g. as detailed in the company safe working procedures or method statements.

I also confirm that I have been made aware of my duties under current legislation in relation to the need for me to appropriately use and not abuse the PPE issued to me by my employer in relation to them complying with their legislative duties (see over).

Signature of employee:

Dated:

Person providing instruction & training:

| PPE Issued to Protect to or From: | Details of PPE Issued (& If Disposable) | Issue Date | Signature of Issuer |
|--|--|------------|---------------------|
| Head/hair | | | |
| Eyes/face | | | |
| Respiratory system | | | |
| Hearing | | | |
| Hand/wrist/arms | | | |
| Body | | | |
| Feet/legs | | | |
| Falls, e.g. safety harnesses, etc. | | | |
| Other misc. e.g. entry to confined spaces, excessive heat or cold, etc | | | |

Part I

7 It shall be the duty of every employee while at work-

- a** to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work; and
- b** as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

8 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Brief Explanatory Note – relevant statutory provisions refers to Acts or Regulations, e.g. a Noise assessment may determine that suitable hearing protection must be worn, as other means of control are not viable. The PPE assessment determines the appropriate type of PPE. Once the PPE has been issued then the employee must co-operate and wear the PPE to assist the employer in complying with the duty.

Note: for further advice we would recommend that you consult the HSE guidance provided on Personal Protective Equipment at work and the following free leaflet INDG 174 A short guide to Personal Protective Equipment at Work Regulations 1992. This is available from HSE Books on 01787 881165 or can be downloaded from the following website address: <http://www.hse.gov.uk/pubns/ppeindex.htm>
<<http://www.hse.gov.uk/pubns/ppeindex.htm>>

