

PERSONAL PROTECTIVE EQUIPMENT USAGE GUIDE



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Ministry of Finance
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POLICY ON PERSONAL PROTECTIVE EQUIPMENT

1.0 Introduction

- 1.1 This guide has been developed as a procedural guide for all Government Ministries/Departments, on the usage of personal protective equipment.

2.0 Scope

- 2.1 Personal Protective Equipment or PPE as it is commonly referred to is specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, i.e., eyes, head, face, hands, feet, and ears. Examples of which are hand gloves, helmets, ear muffs, back support brace, protective eye wear, safety boots, overalls, reflector vests, gum boots, rain suits etc
- 2.2 This guide applies to all officers in Government Ministries and Departments who have been issued with personal protective equipment in the course of their work.

3.0 Purpose

- 3.1 The purpose of this guide is to:
- (i) Ensure that all officers issued with personal protective equipment for official use are informed of the requirements and guidelines in relation to PPE use;
 - (iii) Guide controlling officers and staff to ensure accurate records are maintained.

4.0 Terms and Conditions of Use

- 4.1 The section Managers/Heads are responsible for the overall administration of the usage of personal protective equipment within the section and thereby grants approval and/or termination in

conjunction with the agencies Permanent Secretaries of usage in accordance with this policy. This includes the responsibility of timely stocktaking and conduct of Board of Survey.

4.2 Maintenance and monitoring is the responsibility of the Managers/Heads within the section.

4.3 The personal protective equipment:

- Is issued to an officer within the Ministries/Departments Section. Only authorized officers/users will be issued with PPE.
- Each officer/user will be held accountable for the security, appropriate use of the PPE and compliance with all requirements.
- Should be used only by officers/users within the Ministries/Departments Section during the course of their work. Personal use of the PPE outside of official duties will be considered misappropriation of government property that may result in surcharge action as per the Finance Instructions
- Must be returned to the line Manager/Heads of the respective Ministries/Departments if/when there is a rotation of staff or changes to the authorized users of the PPE within the section/retirement, termination, suspension and/or if the PPE is damaged.

4.4 It is the responsibility of the Managers/HODs to inspect the PPE on a quarterly-basis. This inspection report shall be forwarded to Ministries/Department Permanent Secretaries for information.

4.5 It is the responsibility of the Ministries/Departments section Managers/Heads, in consultation with your Permanent Secretaries, to ensure that new and replacement PPE are issued and allocated appropriately. A signature will be obtained for each piece of PPE issued by the Section upon issuance of the PPE.

4.6 The authorized user has the ultimate responsibility to ensure that the PPE is being used appropriately and for its safe custody.

5.0 Personal Protective Equipment

- 5.1 The PPE(s) are designated by the Manager/Heads of section to those officers who require Personal Protective Equipment due to their course of work. Before authorization to use the PPE, the officer shall be informed of the requirement of this policy and will be personally accountable for compliance with financial regulations, policies and procedures.
- 5.2 The PPE user is responsible for the security and safe-keeping of the PPE issued to him/her. If lost, it is the user's responsibility to pay for a replacement within a month, as it is the property of the Ministry.
- 5.3 Damaged PPE caused as a result of negligence or misuse, will require the user responsible to pay for a repayment within a month's timeframe.

6.0 PPE Controls

- 6.1 The managers must ensure that the officers receiving the PPE must sign on a copy of this policy and a list of the equipments issued must be attached as well.
- 6.2 All PPE issued must be clearly marked or labeled to ensure that officers do not mistakenly use or take PPE issued to a fellow officer. PPE should not be transferred between officers without the prior approval and knowledge of the line Manager of the Head of section.
- 6.3 Management must provide adequate storage units for the safe keep of all PPE. The keys to the storage must at all times be in safe custody with the Officer in charge

7.0 Penalties

- 7.1 **Negligence:** Failure to take responsibility of PPE.
Penalty: A documented warning to the PPE user and their signed acknowledgement of the warning.
Should a second failure occur, another warning will be issued with receipt to be acknowledged and knowledge of this policy will be required for the user. Subsequent failure to follow the procedures will result in surcharge action as per the finance instructions.

7.2 **Misuse** –: Personal usage of PPE.

Penalty: One documented warning to the user signed acknowledgement of the warning and training on the policy.
A second misuse will result in surcharge action.

8.0 Review

8.1 The policy will be reviewed initially after six months of its issue and at the end of second year. However if there are any significant changes that would require the policy to be reviewed, it will be done so immediately.

This document has been approved and endorsed by:

Permanent Secretary for Finance _____ (Signature)