

# PPE for Manual Tasks

## Toolbox Talks

Toolbox Session  
More Learning Choices  
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This Toolbox Talk is to assist you in leading a discussion around PPE at your site. This toolbox talk is to be delivered by all Site managers or delegates to relevant, Team Leaders, Workers, Contractors, and Visitors where PPE is required to be used.

**Key Message** A workplace can be full of hazards and safety concerns; it is up to you to keep yourself and your co-workers safe. Following some simple safety rules and wearing the proper PPE will help keep everyone safe, including visitors visiting your workplace.

### What is Personal Protective Equipment (PPE)?

Personal protective equipment, commonly referred to as "PPE," refers to clothing or accessories worn by employees to prevent or minimize exposure to workplace hazards.

**Head Protection**  
Hats e.g. hard hat used to protect from falling objects, wide brim hat used for sun protection

**Eye Protection**  
Safety glasses/sunglasses use to protect your eyes from airborne particles e.g. dust, metal fragments

**Safety Clothes**  
Long sleeves and long pants protect against cuts, burns etc.

**Safety Boots**  
Use to protect your feet from falling/rolling objects, trips/slips

**Hearing Protection**  
Use in noisy areas to avoid hearing loss e.g. ear muffs

**Respiratory Equipment**  
Use to protect from inhaling dust or other contaminants e.g. disposable mask

**Hi-vis Clothing**  
Use to make sure you are highly visible to others

**Safety Gloves**  
Use to protect your hands from injury cuts, burns, punctures etc.]

PPE *reduces* risk but does not eliminate the risk completely. That's why PPE should be considered "a last resort within the Hierarchy control." Even though PPE is considered your last line of defence, it can still make the difference between a minor injury and a major injury that could be life-threatening. If you know you should be wearing PPE, put it on!

## Who provides PPE?

Employers are responsible for providing **employees with proper PPE** needed to perform their job duties. Please let your Supervisor know if you have any questions about what PPE is needed to perform your job and what PPE is provided.

## Worker's Responsibilities:

**Workers who are issued with PPE must:**

- **Use or wear PPE properly** – the way they are **trained/instructed to** e.g., SWP, signage etc
- **Clean & keep PPE Hygienic**
- **Store correctly** as per manufacturing instructions
- **NOT misuse or damage it**
- **Report & tell someone in charge about any damage, defect** or need to decontaminate it.

If the PPE is not comfortable, doesn't fit properly or causes an adverse reaction, please advise your Supervisor immediately.

**Workers who fail to follow the company PPE policy and refuse to wear, damage, or misuse their PPE may face disciplinary action.**

You should always make it a habit to wear personal protective equipment and follow all safety rules that your Supervisor has made you aware of. Should you have any questions or concerns regarding these, always ask.

**The safety of you and your co-workers is important to everyone on the job site.**



**Other valuable resources can be found here:**

- [WHS Regulations](#) part 3.2, division 5: personal protective equipment
- [WHS Regulations](#), Regulations 36, 44 and 45, set out the full legal requirements for businesses.
- [WHS Regulations](#), Regulation 46, sets out the full legal requirements for workers.
- [WHS Regulations](#), Regulation 47, sets out the full legal requirements for visitors.



If you have questions or require assistance, please contact your WHS Business Partner.

