

PPE is your last line of defence when hazards cannot be removed.
Wear the right PPE, in the right way, for the right task.
Look after it, report damage and replace when needed.

01 KNOW YOUR PPE



- PPE protects you from workplace hazards.
- Use PPE when required by the task, risk assessment or instructions.
- Do not take shortcuts – PPE saves lives.
- Make sure your PPE is clean, in good condition and the right size.
- Ask your supervisor if you are unsure.

02 HAND PROTECTION



- Wear gloves for cleaning, chemicals, waste handling and spill clean-ups.
- Check gloves for tears or damage before use.
- Change gloves between tasks.
- Wash and dry hands before and after wearing gloves.
- Gloves do not replace hand washing.

03 EYE & FACE PROTECTION



- Wear eye protection when using chemicals or when there is a splash risk.
- Clean goggles/visors after each use.
- Store in a safe place to prevent damage.
- Contact lenses are not a substitute for eye protection.
- Report scratches or damage.

04 RESPIRATORY PROTECTION



- Use respiratory protection if required by the task or COSHH assessment.
- Ensure masks fit correctly.
- Check straps and seals before use.
- Change disposable masks as instructed.
- Report breathing difficulties immediately.

05 FOOT PROTECTION



- Wear closed, non-slip footwear at all times.
- Do not wear trainers, sandals or open-toe shoes.
- Keep footwear clean and in good repair.
- Report worn or damaged footwear.
- Keep laces tied and floors clear.

06 OTHER PPE & CLOTHING



- Wear company uniform or approved clothing.
- Hi-vis may be required on certain sites.
- Hair tied back, no loose jewellery.
- Use aprons for heavy-duty or wet tasks.
- Keep clothing clean and professional. Report damage or loss.

BEFORE YOU LEAVE THE SITE



TASKS COMPLETE

Have all required tasks been completed?



WORK CHECKED

Have you checked all areas and standards?



EQUIPMENT STORED

Is all equipment clean, stored and ready for next use?



PROBLEMS REPORTED

Have you reported any issues, damage or shortages?



SITE SECURE

Are doors secure, lights off and site left as instructed?

KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 When should you wear gloves?
- 2 Why must you change gloves between tasks?
- 3 What type of footwear should you wear?
- 4 Who do you ask if you are unsure about PPE?



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 4 – PPE.

Employee Name: _____ Date: _____

Employee Signature: _____

Trainer Name: _____ Date: _____

Trainer Signature: _____



This training does not replace site-specific instructions or risk assessments. Always follow site rules and speak to your supervisor if in doubt.

