



1.15 Personal Protective Equipment (PPE) Procedure

Linked Policy: Health, Safety and Wellbeing Policy

Classification: Health, Safety and Wellbeing

Applies to: All Employees and Visitors

Approved by: Chief Executive

Effective Date: September 2026

Next Review Date: September 2027

Purpose:

To outline the process for assessing, supplying, using, maintaining, and reviewing personal protective equipment (PPE) across all Kaitiaki Kindergartens.

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate with whānau in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Roles and Responsibilities:

Role	Responsibilities
Operational Lead/H&S Lead	Identify and monitor PPE compliance and oversee legislative requirements
Kindergarten Leaders	Identify PPE needs, ensure supply, training, and proper storage
Employees	Wear PPE correctly, report damage, and follow safe practices
Health & Safety Committee	Review incident data and feedback regarding PPE related incidents

Step 1: Identify need for PPE

1. Conduct a hazard and risk assessment at the service to determine if PPE is required. (see Appendix 1)
2. Consider whether other control measures (elimination, substitution, isolation, or engineering) can manage the risk more effectively.

Step 2: Select and approve PPE

1. PPE needs are assessed by a competent person (e.g., Kindergarten Leader or delegated Health & Safety representative).
2. Only PPE that meets AS/NZS Standards may be supplied.

Step 3: Issue PPE to employees

1. Provide appropriate PPE to all kaimahi and visitors exposed to identified hazards.
2. Ensure each user is:
 - a) Instructed on proper fitting and use.





- b) Aware of when PPE is required and any limitations.
- 3. PPE must not be shared

Step 4: Use and maintain PPE

- 1. Employees must:
 - a) Wear PPE as trained and instructed.
 - b) Inspect PPE before each use for cleanliness and damage.
 - c) Report any faults, discomfort, or defects immediately to the Kindergarten Leader or H&S Lead
- 2. Kindergarten Leaders must ensure:
 - a) PPE is stored hygienically and replaced as needed.
 - b) Damaged or expired PPE is safely disposed of.

Step 5: Review and Monitor Effectiveness

- 1. Verify PPE suitability after any:
 - a) Task or process changes
 - b) Introduction of new materials, chemicals, or equipment
 - c) Reported incident or near miss
- 2. Record review outcomes and corrective actions in 1Place if required.



Appendix A: - Risk Assessment Framework

Likelihood Scale:

5: Almost Certain: The consequence is expected to occur in most circumstances, eg 80% + chance of occurring in the next 12 months.

4: Likely: The consequence has a reasonably high chance of occurring in many circumstances, eg 60% - 80% chance of occurring in the next 12 months.

3: Possible: The problem could conceivably occur in some circumstances, eg 30% - 60% chance of occurring in the next 12 months.

2: Unlikely: The consequence is unlikely to occur in most circumstances, eg 1% - 30% chance of occurring in the next 12 months.

1: Rare: The consequence would occur only in exceptional circumstances, eg less than 1% chance of occurring in the next 12 months.

Consequence Scale:

4. Extreme: Disaster; extreme impact on staff, plant, and/or operations.

3: Major: Business operations severely damaged or disrupted; requires extraordinary management input and resources.

2: Moderate: Significant disruption possible; managed with additional management input and resources.

1: Minor: Some disruption possible; able to be managed with management input.

Gross Risk Scale:

Gross Risk number is calculated as: (Likelihood x Impact = Gross Risk) then applied to the categorisation of the risk rating below

Risk Rating:

A: Critical (10-20), or Extreme Consequence

B: High (5-9)

C: Medium (3-4)

D: Low (1 – 2)

Likelihood\Impact	1: Minor	2: Moderate	3: Major:	4. Extreme:
5: Almost Certain	5	10	15	20
4: Likely:	4	8	12	16
3: Possible	3	6	9	12
2: Unlikely	2	4	6	8
1: Rare	1	2	3	4



Appendix B: Hierarchy of Controls

1. **Elimination** – Remove the hazard entirely.
No hazard, no problem.
2. **Substitution** – Replace the hazard with something safer.
Swap the sharp knife for a butter one.
3. **Isolation** – Separate people from the hazard.
Barriers, lockable gates, designated zones.
4. **Engineering Controls** – Redesign the environment or equipment to reduce risk.
Guardrails, anti-slip surfaces, ventilation systems.
5. **Administrative Controls** – Change the way people work.
Policies, procedures, training, signage, rosters.
6. **Personal Protective Equipment (PPE)** – Protect the individual.
Gloves, masks, aprons vests. Important — but the last line of defence.