

## **PPE issue and training record**

Write in the text box below the PPE equipment being trained and issued

PPE type/s (insert all make/models that training has covered):

### **Management have:**

- 1 Assessed the risks to my health and safety arising from the work activities and identified I need to wear personal protective equipment.
- 2 Because PPE is necessary, selected appropriate items that suit the wearer, have been assessed and confirmed to the employee as being too required standard.
- 3 that the PPE has been supplied to me the employee at no cost.
- 4 I have been trained in how to use it, wear, store when not in use, how to clean and to maintain good hygiene standards; that an explanation has been made on the limitations where applicable.
- 5 My supervisor/manager has ensured compatibility if more than one item of PPE is worn.
- 6 I know where to ask and gain any replacements for defective or lost PPE.

Signed by Manager..... Date:.....

### **What me as the Employee (including other individuals) being issued PPE must do:**

- 1 Use PPE in accordance with instructions and training I have been given.
- 2 Return PPE to its accommodation, where provided, after use.
- 3 Take reasonable care of your PPE and report its loss or defects to your employer/manager/single point of contact
- 4 Not work without PPE when it is known to be necessary.

### **Employee/ individual declaration statement.**

**I have received information, instruction and training on the use of PPE for the PPE listed above:**

Print name (BOLD) .....  
(Please use your full name not shortened or nicknames)

Signed: .....Date:.....

Signed issuing officer (manager/ stores personnel)

Name: .....Date of issue:.....

### ***Aide memoir for managers***

*You must ensure your make arrangements to explain, instruct and train employees and others issued PPE. The line manager is ultimately responsible for the training standards of their employees, this responsibility cannot be delegated although the issuing task can be.*

### ***Training record instructions:***

*A copy of this record once fully complete, should be scanned and emailed to [hrqueries@chesterfield.gov.uk](mailto:hrqueries@chesterfield.gov.uk). Management are also encourage to retain the latest version on their local training folders/files. Records must be kept for a minimum of 3 years.*