



<b>Scope</b>	<p>To provide staff some general information on HEB’s requirements for correct use, storage and cleaning of personal protective equipment (PPE) associated with Hazardous Substances Management.</p> <p><b>NOTE: This toolbox topic should only be conducted by a person who have successfully completed the “Person in Charge” training and competency assessment.</b></p>	
<b>Contents</b>	<ul style="list-style-type: none"> <li>• PPE selection</li> <li>• Storage</li> <li>• Cleaning of PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Contacts for assistance with Hazardous Substances</li> </ul>
<b>Process Owner</b>	<p>This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the <b>National Environmental Manager</b>.</p>	
<b>PPE Selection</b>	<p>Understanding the potential harm and selecting the appropriate PPE are important first steps in protecting staff from the potential harm associated with hazardous substance(s). A thorough review of the product labels and safety data sheet (SDS) associated with substance(s) is the first step to selecting the correct PPE.</p> <p>The following sections within the SDS must be consulted:</p> <ul style="list-style-type: none"> <li>• Section 2 (Hazard Identification)</li> <li>• Section 8 (Exposure Controls / Personal protection)</li> </ul> <p>A review of Section 2 will provide advice on the potential harm to staff of being exposed to the hazardous substance. The nature of their exposure (direct v indirect, concentration of the substance, frequency, and length of exposure) must be considered when selecting PPE.</p> <p>A review of Section 8 will provide advice and recommendations on Individual protection measures include:</p> <ul style="list-style-type: none"> <li>• Respiratory Protection</li> <li>• Hand Protection</li> <li>• Eye Protection</li> <li>• Protective Clothing</li> </ul> <p>It is expected that the recommendation and advice be followed.</p> <p><b>NOTE: The Person in Charge should outline the specific PPE requirements for the hazardous substance, or groups of hazardous substances in question. Staff <u>must</u> be informed of the availability of the SDS for their review (location).</b></p>	
<b>Storage of PPE</b>	<ul style="list-style-type: none"> <li>• Product information provided by the manufacturer/supplier of the PPE should be consulted regarding the recommendations for storage.</li> <li>• Most PPE must be protected from chemicals, sunlight, extreme temperatures, excessive humidity, and moisture, or the specified shelf-life will be reduced. Disposable, reusable, or limited-use PPE must be discarded if not stored properly.</li> <li>• Keep PPE in its sealed package until use, and never store PPE with hazardous substances or personal clothing.</li> </ul>	



	<b>NOTE: The Person in Charge should outline the specific storage requirements for the PPE in question.</b>
<b>Cleaning of PPE</b>	<ul style="list-style-type: none"> <li>• Cleaning and maintenance instructions from the PPE manufacturer must be followed for reusable PPE.</li> <li>• Never reuse any type of disposable (one-time use) PPE equipment, because you can be exposed to residues remaining on the PPE from the previous use, or to product moving through damaged or deteriorated PPE during reuse.</li> <li>• Note that reusable or limited-use PPE must be discarded if not cleaned and maintained properly, because there is a significant risk of hazardous substance exposure. For example, pesticide exposure can occur from residues remaining from the previous use, damaged seals in the respirator, small holes or tears in gloves or clothing, or degradation of the chemical-resistant PPE.</li> <li>• Remove PPE as soon as you complete the tasks where you were exposed to the substance.</li> <li>• Wash disposable OR reusable gloves with soap and water, and then remove other PPE while still wearing the gloves. Then wash the gloves again with soap and water before removing them. Clean reusable PPE according to the PPE instructions, without causing contamination to yourself. Washing gloves prior to removal, avoids the contamination shown at right</li> <li>• Wash regular work clothes that have been exposed to pesticides as soon as possible to ensure maximum pesticide residue removal. Wash them separately from other laundry using detergent and hot water. Using an outdoor clothesline rather than a dryer may help break down any remaining chemical residues. If no PPE is required on the substance label, it is still wise to wash clothes promptly.</li> </ul> <p><b>NOTE: The Person in Charge should outline the specific cleaning direction associated with the PPE in question.</b></p>
<b>Contacts for assistance with Hazardous Substances.</b>	<p>If you are ever unsure about how to safely use or store a Hazardous Substance ask the following people for advice and direction.</p> <ol style="list-style-type: none"> <li>1. The Person in Charge associated with your work group</li> <li>2. The Regional SQE Advisors</li> <li>3. Regional Environmental Managers</li> <li>4. National Environmental Manager</li> </ol>

**Forms associated with this Guidance Note: -**

Form Ref.	Doc. Control Ref.	Form Name:

**Revision Table**

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
1	August 2017	Simon Cathcart	Mark Evans		
2	January 2019	Simon Cathcart		No Changes	January 2019