

# PPE OVERVIEW

## OVERVIEW

Storing PPE correctly is essential in making sure you get the most out of it, in terms of both protection and longevity. Read on to find out how and where you should be storing your PPE to avoid it degrading quicker than it should.

## STORING PPE

### Where to store PPE

Keep it in a clean and dry place, where it can be easily accessed and is not exposed to potentially damaging conditions.

### How to store PPE

Stack it in an easy to find, organised manner such that when an emergency occurs it is easy to find. Orient all employees as to where the PPE items are, and what each box contains.

Keep your PPE storage area clean, tidy, and organised. Avoid stacking things on top of each other excessively and utilise organisational tools like wall hooks and shelves where possible.

### Responsibility for PPE storage

Identify who on the team is responsible for maintaining the equipment for both safe storage purposes, and to ensure adequate amounts of PPE are available. This could include: tracking expiry dates, ensuring sizing is appropriate for the team, ensuring spare filter parts are available etc.

## USEAGE

## STORAGE

## SUPPLY LEVELS



## MONITOR AND REVIEW USEAGE

It is best to offer ongoing refresher information on proper use of PPE particularly checking regularly that it is being used. Safety signs and reminders are useful in ensuring staff are fully aware of the risks.

Staff also need to be made aware of the seriousness of looking after equipment and returning it to the designated place when not in use. This will not only keep the equipment in better working order – which benefits everyone – but also reduces the cost of replacing lost, broken or stolen equipment.

## DISCLAIMER

Proper storage and usage guidelines should always be validated with the product manufacturer.

This information was adapted from <https://www.protecdirect.co.uk/Protec-PPE-Blog/Where-to-store-your-personal-protective-equipment-ba~PPEStorageBlogPost>