APPENDIX 3



PERSONAL PROTECTIVE EQUIPMENT (PPE) ISSUANCE RECORD

Employee's name:	
Facility/Laboratory:	
Job title:	

Note: this form should be retained in the staff member's personal file

The employee has a responsibility to:

- take reasonable care of the PPE provided;
- use PPE in accordance with the training and instruction given;
- to keep the PPE clean and return it to its place of storage after use; and
- report any loss or defect immediately to insert job title

TYPE OF PPE ISSUED	DATE ISSUED	EMPLOYEE'S SIGNATURE