



## 1. PURPOSE:

This Personal Protective Equipment (PPE) policy's goal is to ensure everyone at Emirates Future International Academy is safe and healthy while participating in various activities, such as laboratory work, clinical settings, and cleaning tasks, in accordance with the regulations of the Abu Dhabi Department of Education and Knowledge (ADEK) and the Occupational Safety and Health Authority Abu Dhabi (OSHAD).

## 2. SCOPE:

This policy applies to all students, faculty, staff, and visitors engaged in activities that require the use of PPE within the school premises, including but not limited to laboratories, clinics, and cleaning areas, in accordance with OSHAD and ADEK regulations.

### Types of PPE Used in school:

- Gloves—protect hands
- Gowns/aprons—protect skin and/or clothing
- Facemasks—protect mouth and nose
- Respirators—protect respiratory tract from airborne infectious agents
- Goggles—protect eyes





### 3. RESPONSIBILITIES:

#### 3.1. School Administration:

- The school administration is responsible for ensuring that the PPE policy is implemented and follows OSHAD and ADEK guidelines throughout the school.
- The administration shall allocate resources for the procurement of OSHAD and ADEK-compliant PPE and ensure that necessary training and awareness programs are conducted, in line with OSHAD and ADEK recommendations.

#### 3.2. Health and Safety Officer:

- OSH Officer must ensure that the school complies with local, state, and national regulations (OSHAD & ADEK) related to the use of PPE in educational environments.
- OSH Officer is responsible for develop and maintain written policies and procedures related to PPE use in the school. Ensure that these are easily accessible to staff and students.
- OSH Officer responsible for conduct assessments to determine the types of PPE required in different areas of the school, taking into account the specific hazards and risks associated with different activities and locations.
- OSH Officer shall provide training to staff and students on the proper selection, use, maintenance, and disposal of PPE. Ensure that all staff and students understand the importance of PPE.
- OSH Officer shall regularly monitor the school to ensure that staff and students are using PPE as required, particularly in situations where there is a higher risk of exposure, such as during a disease outbreak.
- OSH Officer shall collect the details of PPE distribution quarterly and must keep a copy of PPE register. And regularly inspect and maintain PPE to ensure it is in good condition. Replace or repair damaged PPE as necessary.

#### 3.3 School Nurse:

- School nurse is responsible for identifying PPE requirements specific to their clinical duties, and maintaining the PPE in good condition.
- School nurse shall maintain an adequate inventory of PPE, including masks, gloves, face shields, and gowns, to meet the needs of students and staff during a disease outbreak.
- School nurse shall ensure that PPE fits properly, is worn correctly, and is appropriately adjusted for each individual, as improper use can reduce its effectiveness.
- School Nurse shall educate the students and staff on the proper use of PPE, including how to correctly don and doff PPE, as well as the importance of PPE in preventing disease transmission.





- School nurse shall ensure the proper disposal of used PPE in designated bins, following specific guidelines for hazardous or infectious waste, and educate students and staff on the importance of safe disposal.
- School nurse must keep a copy of PPE register in clinic. And regularly inspect and maintain PPE to ensure it is in good condition. Replace or repair damaged PPE as necessary.
- School nurse must adhere to clinic-specific guidelines in accordance with DOH, OSHAD and ADEK recommendations and in addition to this policy.

### 3.4. Laboratory Assistant:

- Laboratory Assistant and science teachers are responsible for identifying PPE requirements specific to their activities, wearing OSHAD and ADEK-compliant PPE, and maintaining the PPE in good condition.
- Laboratory Assistant is responsible for monitor the students to ensure they are using the appropriate PPE for their activities, such as lab coats for chemistry experiments etc. and assist students in properly fitting and adjusting their PPE to ensure it provides effective protection.
- Laboratory Assistant must keep a copy of PPE register. And regularly inspect and maintain PPE to ensure it is in good condition. Replace or repair damaged PPE as necessary.
- Laboratory Assistant shall educate the students on the proper use of PPE, including masks, gloves, safety goggles, and lab coats, and ensure they understand the importance of using them. And teach students the correct procedures for disposing of used PPE, including disposing of used masks and gloves in designated bins. Ensure that waste containers are properly labeled and emptied regularly.
- Report any issues, violations, or deficiencies in PPE usage and disposal to school administrators or safety officers.

### 3.5. Cleaning Staff:

- Cleaners are responsible for using OSHAD and ADEK-compliant PPE when carrying out cleaning tasks and ensuring that PPE is properly maintained, following OSHAD and ADEK guidelines.
- All cleaning staff shall wear the appropriate uniform or work clothing, including a uniform shirt.
- All cleaning staff shall wear disposable gloves when handling cleaning chemicals, bodily fluids, or waste materials. Gloves should be changed regularly, and hands should be washed thoroughly after glove removal.







- When working in areas with poor ventilation or where dust and airborne particles may be present, use masks or respirators to protect the respiratory system.
- Proper procedures for mixing and using cleaning chemicals and ensure that PPE is used as specified on product labels.
- Cleaners must adhere to cleaner-specific guidelines (Section 9) in accordance with OSHAD and ADEK regulations and in addition to this policy.

## 4. PPE SELECTION AND ASSESSMENT:

### 4.1. PPE Selection:

- The school shall conduct regular assessments to determine the appropriate types of PPE required for various activities, in accordance with OSHAD and ADEK standards.
- PPE selection shall consider the specific hazards and risks associated with each task, following OSHAD and ADEK guidelines.

### 4.2. Risk Assessment:

- Before engaging in any activity, personnel must perform a risk assessment to identify potential hazards and determine the necessary OSHAD and ADEK-compliant PPE.
- The results of the risk assessment shall be documented, and appropriate PPE selected accordingly, aligning with OSHAD and ADEK recommendations.

## 5. PPE Use and Maintenance:

### 5.1. Use:

- OSHAD and ADEK-compliant PPE must be worn by all individuals as specified in the risk assessment and guidelines.
- PPE should be worn at all times when exposed to hazardous conditions, in accordance with OSHAD and ADEK regulations.





## 5.2. Maintenance:

- PPE must be inspected regularly for signs of damage or wear, following OSHAD and ADEK guidelines.
- Damaged or worn PPE should be reported and replaced promptly, in compliance with OSHAD and ADEK standards.
- Users are responsible for cleaning and storing PPE as per OSHAD and ADEK-compliant manufacturer's guidelines.

## 6. TRAINING AND AWARENESS:

- The school shall provide regular training and awareness programs to ensure that all personnel are knowledgeable about PPE requirements in line with OSHAD and ADEK guidelines.
- Training shall cover the proper use, maintenance, and disposal of OSHAD and ADEK-compliant PPE, aligning with OSHAD and ADEK recommendations.
- All individuals must attend these training sessions as required by OSHAD and ADEK.

## 10. ENFORCEMENT:

- Non-compliance with this policy and related guidelines will result in disciplinary actions as outlined in the school's disciplinary policy, following OSHAD and ADEK standards.

## 11. REFERENCES:

- OSHAD Guidelines and Regulations
- ADEK Guidelines and Regulations

This PPE policy is subject to periodic review to ensure its effectiveness and compliance with OSHAD and ADEK guidelines and regulations. Emirates Future International Academy is committed to the safety and well-being of its community and will continue to improve and update this policy as needed while adhering to OSHAD and ADEK standards.

