PPE Toolbox Talk

Key points, do's and don'ts, and questions with answers. The attendance sign-off sheet is on the last page.

Asked to show your toolbox talk records? The Site Book keeps each talk and its signatures with the job, on Pro: **thesitebook.co.uk/features/toolbox-talks**

Key points to cover

- PPE is the last resort in the hierarchy of controls — always look for ways to eliminate or reduce the hazard first
- PPE must be suitable for the specific risk, fit the wearer properly, and be compatible with other PPE being worn
- Since April 2022, the amended PPE Regulations place duties on employers to provide PPE to all workers, including limb (b) workers and agency staff
- Common construction PPE: hard hat, safety boots, hi-vis, eye protection, hearing protection, gloves, RPE
- RPE must be face-fit tested for the wearer — a poor seal means no protection
- Damaged or worn-out PPE must be replaced — report defects immediately

Do's and don'ts

Do

- Check your PPE at the start of every shift
- Wear the correct PPE for the task — check the risk assessment or method statement
- Ensure your hard hat is within its expiry date and not cracked or faded
- Replace disposable RPE filters as directed — do not reuse single-use masks beyond their intended life
- Report any discomfort or poor fit to your supervisor

Don't

- Never modify PPE (e.g. drilling holes in a hard hat for ventilation)
- Never use another person's RPE — it must be face-fit tested to you
- Never assume one type of glove protects against all hazards
- Never remove hearing protection in noisy areas, even briefly
- Never rely on PPE alone when a safer method of work is available

Questions to check understanding

Ask each question and let the crew answer before you read out the answer.

Q1. Where does PPE sit in the hierarchy of controls?

Answer: PPE is the last line of defence, at the bottom of the hierarchy. You should first try to eliminate the hazard, then use engineering controls, then administrative controls, before relying on PPE.

Q2. What changed under the PPE Regulations 2022?

Answer: The 2022 amendment extended the duty to provide PPE to all workers, not just employees. This includes agency workers and limb (b) workers (e.g. those in the gig economy).

Q3. Why must RPE be face-fit tested?

Answer: Tight-fitting RPE relies on a good seal against the face to work. Everyone's face is a different shape. Without a face-fit test, gaps may allow hazardous dust or fumes to bypass the filter, giving a false sense of protection.

Q4. When should you replace a disposable dust mask (FFP type)?

Answer: Replace when it becomes difficult to breathe through, when it is damaged or visibly contaminated, or at the end of the shift — whichever comes first. Follow manufacturer instructions.

Attendance sign-off sheet: PPE Toolbox Talk

Everyone who attended prints their name and signs to confirm they received this talk.

Date _____ **Time** _____

Site or location _____ **Presented by** _____

No.	Name (print)	Company	Signature
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Presenter's signature _____

This is general guidance for UK construction sites. Check it against your own risk assessment, method statement and the site before you deliver it. Toolbox talk from The Site Book, reviewed 26 October 2026. Read it online at thesitebook.co.uk/toolbox-talks/ppe.