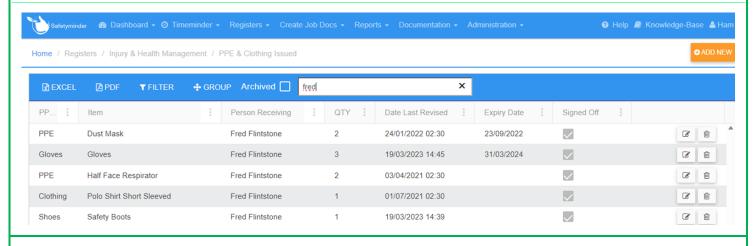
PPE & Clothing Issued

Here you will keep track of any PPE, Clothing or Shoes issued to staff. Items will first need to be created in **Administration/PPE-Clothing/Items.**

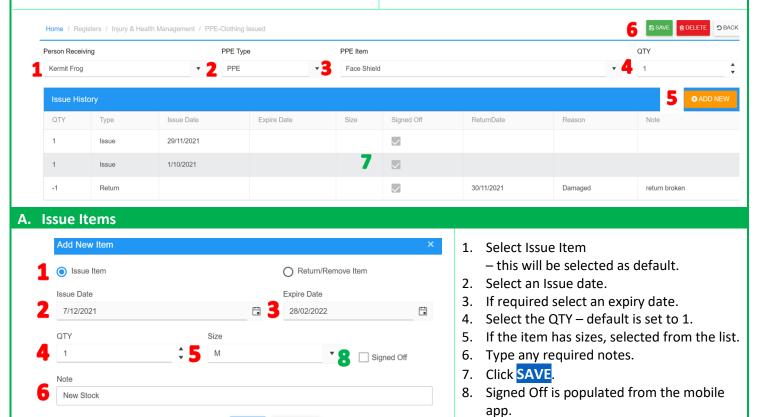
Navigate to Register/Injury & Health Management/PPE & Clothing Issued and click +ADD NEW.

Or click to edit an existing line.

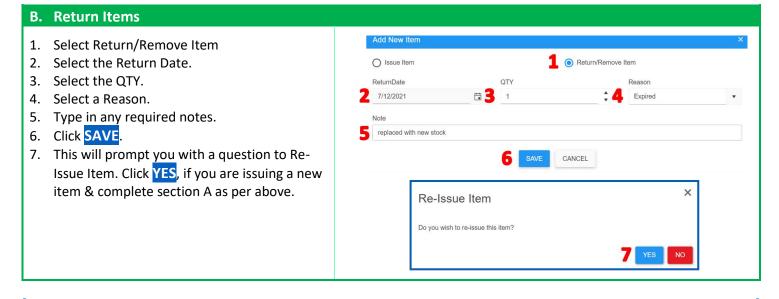
You can use Filter, Group and Search to narrow down the selection.



- 1. Select the Person Receiving the item.
- 2. Select the PPE Type.
- 3. Select the PPE Item.
- 4. QTY will be calculated from Issue History.
- Select +ADD NEW to issue or return items, as per sections A & B.
- 6. Click SAVE when done.
- 7. Signed off will populate from mobile app.



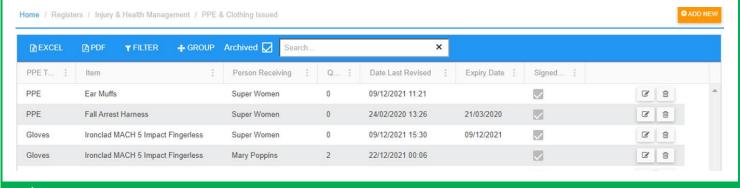
CANCEL



Task will need to be signed off in the Mobile App in Registers/PPE & Clothing Issued.



- Items are created in Administration/PPE-Clothing/Items.
- You will need <u>Sizes</u> & <u>Types</u> to create items.
- Where the QTY becomes zero you will need to tick Archived to view the entry and it's history.
 This will also show items for staff who are no longer active.



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