WHS DOCUMENTS & TEMPLATES

DOC-PPE-TPL · PPE Register and Issue Record

Product Overview

For: Australian businesses that issue PPE: supervisors, store and site managers, and WHS advisers

Version 1.0 · 15 November 2026

An Excel PPE register of what each task needs and every item issued, with replacement and re-test dates flagged, and a PPE issue record each worker signs when they receive their PPE.

The register has three sheets: PPE Requirements (the PPE each task or area needs and the standard or rating to buy to), the Issue Record (every item issued, the reason, whether the fit was checked and the worker trained, and when it must be replaced or re-tested) and an Inspection Log for PPE that needs it, such as harnesses and respirators. Overdue replacements and re-tests show red.

The PPE Issue Record (Word and PDF) is the worker's own record: the PPE their work needs, each item issued and signed for, respirator fit tests, and their acknowledgement that they have been shown how to use, check, store and clean it.

PPE is treated as the last line of defence: the register prompts for higher order controls first.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel PPE register: PPE requirements by task, every item issued, replacement and re-test dates flagged, an inspection log	02_TEMPLATE/PPE Register.xlsx
PPE issue record for each worker: the PPE their work needs, items issued and signed for, respirator fit tests and acknowledgement	02_TEMPLATE/PPE Issue Record.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Workshops, warehouses, sites, cleaning and maintenance services that issue PPE
- Supervisors who issue PPE and check it is worn and maintained
- Businesses that need a clear record of who was issued what, and when it is due for replacement

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SAMPLE · PPE Register and Issue Record · Buy the full editable version:
training.oranaskillscentre.com/documents/ppe-register-and-issue-record

How to Use This Template

How to complete, adapt and keep the ppe register and issue record

1 What this template is for

PPE protects the person; the hazard is still there. It relies on the right item, the right fit, correct use every time, and good maintenance, so it is the last line of defence. The register and issue record show that the business has worked out what PPE each task needs, provided it, fitted it, trained people in it, and keeps it in good order.

2 How to use it

Step	What to do
1	Start from your risk assessments: control the risk with higher order controls first, and decide where PPE is still needed.
2	List each task or area and the PPE it needs on the PPE Requirements sheet, with the standard or rating to buy to.
3	Choose PPE that suits the work and the hazard, fits the person and is reasonably comfortable. Offer a choice of sizes and styles.
4	Issue it, check the fit (fit test tight-fitting respirators), and show the worker how to use, check, store and clean it.
5	Have the worker sign the PPE Issue Record, and enter the issue in the register with any replace-by or re-test date.
6	Check that PPE is worn and in good order, inspect the items that need it, and replace what is damaged, worn out or no longer fits.
7	Review the requirements when the work, the hazards or the controls change.

3 Who does what

Who	What they do
Supervisor	Issues PPE, checks the fit, trains the worker, and checks it is worn and maintained
Worker	Wears and uses it as trained, looks after it, and reports damage or a poor fit
Person who looks after WHS	Keeps the requirements current and follows up overdue replacements and re-tests

4 The law, in brief

Where PPE is used to minimise a risk, the WHS laws require the business that directs the work to provide it, unless another business has provided it (for example a labour hire business). It must be suitable for the work and the hazard, a suitable size and fit and reasonably comfortable, maintained, repaired or replaced so it keeps protecting the worker, and clean and in good working order. Workers must be given information, training and instruction in its proper use, wearing, storage and maintenance. A business must not charge a worker for it.

Workers must use or wear the PPE as trained and instructed, so far as they are reasonably able, must not intentionally misuse or damage it, and must report damage, defects and the need to clean or decontaminate it.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each with its own variations. Victoria has its own Occupational Health and Safety (OHS) laws. The template uses plain terms that work in every jurisdiction; the state and territory notes below show where the law differs.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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PPE Issue Record

The PPE issued to one worker, and their acknowledgement

Worker		**Role or work area**	
Supervisor		**Start date**	

1 The PPE this work needs

From the risk assessments for the worker's tasks. PPE is used where the risk cannot be controlled by higher order controls, or as well as them, never instead of them.

Task or area	PPE needed	Fit checked or fit tested	Trained in use, checks, storage and cleaning
e.g. Grinding in the workshop	Face shield over safety glasses; earmuffs	☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No

The rest of this page, and the rest of this document, are in the full product.

SAMPLE

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PPE Register and Issue Record

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An Excel PPE register of what each task needs and every item issued, with replacement and re-test dates flagged, and a PPE issue record each worker signs when they receive their PPE.

What the full product contains

- **Excel PPE register: PPE requirements by task, every item issued, replacement and re-test dates flagged, an inspection log**
  02_TEMPLATE/PPE Register.xlsx
- **PPE issue record for each worker: the PPE their work needs, items issued and signed for, respirator fit tests and acknowledgement**
  02_TEMPLATE/PPE Issue Record.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/ppe-register-and-issue-record

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