

HRP15: Personal Protective Equipment

Section 1 - Purpose and Scope

(1) The purpose of this procedure is to ensure the management of risks associated with the selection, provision, fitting, use, storage and disposal of Personal Protective Equipment (PPE at Southern Cross University (SCU) are appropriately managed and controlled.

(2) The purpose of this procedure is to ensure Southern Cross University's management, employees, contractors, students, visitors and others are aware of the risks associated with the selection, provision, fitting, use, storage and disposal of Personal Protective Equipment (PPE) in the workplace, management strategies and to provide advice on appropriate controls.

Scope

(3) All employees, students and others including both independent contractors and contractors under SCU control are to be made aware of and follow this procedure.

(4) This Procedure applies to all SCU Work Units and sites. The procedure aligns with WHS legislation in the relevant jurisdictions SCU operates in.

Section 2 - Definitions

Competent Person	Competent person means a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task
PPE	Personal protective equipment
Employee	Person performing work or work related activities that are under the control of the organisation
Workplace	Place under the control of the organisation where a person needs to be for work purposes

Section 3 - General Principles

PPE Risk Assessment

(5) Supervisors, workers and others must identify and assess potential risks that may arise at workplaces or while undertaking work activities. Once risks are identified, then appropriate methods must be taken to eliminate risk exposure or minimise the risks.

(6) Under the hierarchy of control, PPE is ranked as one of the least effective safety control measures. As it does not control the hazard at the source.

(7) PPE should only be used:

- a. as a last resort.
- b. as an interim measure.
- c. as a back-up to a higher control measure.

(8) PPE works best when it is used to supplement higher-level control measures or when no other safety measures are available. The WHSMP02: Hazard Identification, Risk and Opportunity Management Procedure is available to assist with understanding this process.

(9) When determining PPE requirements, consideration should be given to:

- a. Is the PPE appropriate for all tasks performed?
- b. Does the PPE create or pose an additional risk that must be controlled?
- c. Is the PPE adjustable to fit any wearer correctly?
- d. Do persons require training in the correct use and maintenance of the PPE?
- e. How frequent should the PPE be inspected and maintained?

(10) The suitability of PPE for the task shall be re-assessed periodically (dependent on the duration and risk of the task).

(11) Hazardous Risk Procedures will determine the need for additional PPE above and beyond the minimum site requirements. Works shall be consulted as part of the selection process.

(12) Records of risk assessments shall be retained to assist in demonstrating where hazards have been controlled, and any improvements made through utilising the Hierarchy of Controls.

Selection and Use of PPE

Mandatory PPE Requirements

(13) Heads of Work Units shall establish the minimum standard of PPE to be worn onsite via a documented risk assessment. Minimum requirements are to be communicated as part of the Induction and ongoing as part of training and meetings. PPE for use must perform according to relevant Australian Standards.

(14) Supervisors shall ensure the determined minimum required PPE shall be worn correctly.

Provision of PPE

(15) SCU shall provide all PPE to their employees, as well as training in the proper use and maintenance of the equipment. The evaluation of PPE must consider personal attributes such as size, facial features, etc, to ensure a comfortable and correct fit for each end user.

(16) Factors to be considered in deciding the most appropriate PPE, in addition to the mandatory PPE, for a particular work task include:

- a. The absolute requirement for PPE for that work task
- b. The location of the workplace and the task
- c. The need of the user and the fit of the PPE
- d. Industry best practises (such as PPE being a normal requirement for that industry or workplace)
- e. The nature of the work and associated hazard.

Clothing Requirements

(17) Uniforms are required for all SCU non-office worksites. Office worksites are still required to risk assess and set a minimum standard for the office environment.

(18) For non-office worksites the following minimum requirements shall be implemented where identified as part of the risk assessment:

- a. Trousers or shorts shall be 100% cotton.
- b. Hi-visibility clothing and vests shall comply with AS 4602.1 High visibility safety garments (day and night).
- c. All embroidered badges and logos must comply with the SCU style guide.
- d. Be anti-static.

(19) Where there is a risk of wet weather, workwear must be used where working conditions necessitate.

(20) Task specific clothing such as disposal overalls, leather coats, etc must be suitable for the task and working condition.

(21) When required for rain or cooler weather outer protective clothing shall be made available to be worn over the minimum clothing described above so that cotton or fire-retardant materials are next to skin.

(22) Clothing provided is to be maintained in good condition by the employees without holes, tears, or damage, and shall be replaced on an 'as needed' basis.

(23) Visitors shall be compliant with site requirements.

Eye Protection

(24) Where risk assessments determine work areas and/or tasks require the wearing of safety glasses, safety glasses shall comply with AS/NZS 1337 Eye and face protection.

(25) Where required, prescription safety glasses shall be issued by SCU to undertake their role. Prescription glasses must comply with AS/NZS 1337.

(26) Full face shields may also be required to be used in combination with mono-goggles when handling hazardous chemicals. Refer to SDS.

(27) Welding masks are to be worn for all welding activities.

(28) The eye protection provided must also be compatible with other specified items of PPE and with prescription lenses where applicable.

Hand Protection

(29) Where it is identified in the risk assessment, hand protection with the correct level of safety for the task must be agreed and provided. This includes tasks that could cause harm including but not limited to:

(30) Contact with chemicals, fuels or other substances.

(31) Handling wire ropes chains or rigging equipment.

(32) Sharp, hot, jagged surfaces where the task requires employees to hold those surfaces.

(33) All hand protection/ gloves must comply with Australian Standard 2161.

(34) Specific hand protection must be inspected and where damaged or contaminated, must be replaced on a new for old basis.

Respiratory Protection

(35) Where worksite exposes people to dust, fumes or vapours, respiratory protection must be provided and used. Respirators must be fitted properly, is a suitable size and is reasonably comfortable as per Section 44 of the WHS Regulation 2011.

(36) Persons required to wear respirators or self-contained breathing apparatus may be required to be clean shaven to ensure proper fit and protection.

(37) The type of respiratory protection must be suitable to the task undertaken as identified in the relevant Hazardous Risk Procedure.

Hearing Protection

(38) Hearing protection provided must be adequate to protect from the noise levels of the worksite. Hearing protection shall be worn at all times when noise levels exceed 85 dBA based on an 8-hour day.

(39) Noise monitoring must be conducted to assess noise levels (dB rating) at workplaces prior to selection and provision of hearing protection.

(40) All hearing protection must comply with Australian Standards 1270 Acoustics – Hearing Protectors. Users must be trained in the correct use and fitting of hearing protection.

(41) Bulk supplies of ear plugs should be placed in strategic locations around campus and sites where required. Hearing protection must not be shared as it can spread infection and disease.

(42) The use of personal audible devices with earphones / pods are not permitted to be used in operational areas.

Safety Clothing

(43) Where hi-visibility clothing is required to be worn, hi-visibility clothing/vests must comply with Australian Standard 4602.

(44) Wet weather workwear and disposable overalls must be used where working conditions necessitate.

(45) Task specific clothing such as disposable overalls, leather coats for welding, must be suitable for the task and working conditions.

Safety footwear

(46) Where safety boots are required to be worn, safety boots must comply with Australian Standard 2210.

(47) Safety boots must be provided where required as mandatory PPE and worn in preference to another footwear where possible.

(48) Safety boots must incorporate impact resistant toe caps and non-slip soles. Footwear with laces and/or zips on the side are to be laced and/or zipped up to ensure ankle support.

UV Protection

(49) Employees who are directly exposed to the sun for extended periods may be required to wear:

(50) Long sleeves rolled down and secured at the wrist.

(51) SPF 30+ Sunscreen (minimum).

(52) Wide brim hats.

Signage

(53) Signage should be displayed to remind all employees, students, and visitors of its requirements in the work area. This signage must meet the minimum requirements outlined in Australian Standard.

Training in use of PPE

(54) Users of PPE are to be provided appropriate training in relation to:

- a. Selection of PPE.
- b. Correct use of PPE.
- c. Correct fit.
- d. Required maintenance and servicing of PPE.
- e. Storage requirements.

(55) Information on general PPE requirements should be communicated as part of inductions for new employees and ongoing via toolboxes.

(56) Training should be delivered on specific PPE requirements for tasks as part of task orientation. Employees should demonstrate competence and understanding of requirements on how to use PPE equipment properly.

(57) Training records shall be recorded online.

Storage of PPE

(58) PPE should be stored in facilities which prevents damage and deterioration (as per manufacturer's instructions). This storage area should be accessible to all users.

Disposal of PPE

(59) Where reasonably practicable, efforts should be made to recycle / repurpose un-contaminated PPE. Where it is not feasible PPE should be disposed of to general landfill. Any PPE that is potentially contaminated shall be disposed of to an appropriate landfill in accordance with controlled waste requirements.

Inspection and Maintenance of PPE

(60) Employees should inspect PPE before each use to ensure the equipment is in good working condition and free of damage. Maintenance of PPE is to be undertaken as per PPE manufacturers requirements.

(61) Where PPE is found to be damaged or not functioning as intended users should immediately inform their supervisor of the defects and/or damage. Where it is identified that the PPE may not provide intended protection, it is to be taken out of service, disposed of, and replaced.

Monitoring

(62) Workplace inspections should be undertaken to ensure employees are wearing PPE correctly and that PPE continues to be effective and applicable for the task.

(63) The SCU WHS Manager should monitor for changes to legislative, Australian Standards and/or industry requirements to ensure PPE meets minimum requirements.

Section 4 - Roles and Responsibilities

Refer to WHS Responsibility and Accountability Statements.

SCU Vice Chancellor

The Vice Chancellor has the following WHS responsibilities:

- a. Foster a positive WHS culture with continuous improvement and leading by example.
- b. Appoint competent resources for WHS roles based on risk profile, including an advisor for WHS duties.
- c. Review and share lessons from accidents/incidents.
- d. Ensure compliance with WHS policy and legal requirements through plans and reviews.
- e. Take actions to achieve WHS objectives and address deficiencies.

Vice Presidents/Pro/Deputy Vice Chancellors

Vice Presidents/Pro/Deputy Vice Chancellors have the following WHS responsibilities:

- a. Ensure compliance with WHS policies, procedures, and controls, including developing management systems.
- b. Incorporate WHS risks in the Enterprise risk register and apply controls.
- c. Provide oversight of Work Unit WHS performance, reporting, and sharing lessons from incidents.
- d. Appoint and allocate appropriate WHS resources for risk management and training.
- e. Foster a positive WHS culture, promote continuous improvement, and lead by example.
- f. Review safety performance, discuss with management, and take corrective actions as needed, including disciplinary measures for WHS breaches.

Head of Work Units

Heads of Work Units have the following WHS responsibilities:

- a. Ensure compliance with all WHS policies, procedures, and controls.
- b. Ensure WHS compliance, communication, and risk management.
- c. Provide oversight for Work Unit WHS performance.
- d. Promote a positive WHS culture and competency.
- e. Manage WHS incidents and reporting.
- f. Obtain and follow WHS professional advice.
- g. Conduct audit and assurance activities and ensure action on findings.
- h. Report accidents and incidents promptly and ensure all hazards, incidents and near misses are reported in RiskWare.

Managers and Supervisors

Managers and Supervisors have the following WHS responsibilities:

- a. Ensure compliance with all WHS policies, procedures, and controls.
- b. Ensure access to competent WHS advice and training.
- c. Provide resources and approval for safe activities.
- d. Ensure all hazards, incidents and near misses are reported in RiskWare

Employees and others

All employees and others have the following WHS responsibilities:

- a. Ensure compliance with all WHS policies, procedures, and controls
- b. Are not to place themselves or others at risk of injury
- c. Complete all required WHS training.
- d. Notify relevant management of unsafe conditions or practices.
- e. Work within established safety controls and systems.
- f. Use equipment only with proper training.
- g. Wear issued Personal Protective Equipment correctly.
- h. Follow instructions from authorities and managers and supervisors.
- i. Ensure all hazards, incidents and near misses are reported in RiskWare

Records of Documentation

All relevant documentation will be recorded and kept in accordance with WHS Legislation and other legislative obligations including:

- a. Training
- b. Consultation
- c. Risk assessments
- d. Fit testing
- e. Maintenance

Revision and approval history

This procedure will be reviewed as per nominated review dates or because of other events, such as:

- a. Internal and external audit outcomes.
- b. Legislative changes.
- c. Outcomes from management reviews.
- d. Incidents.

References

Work Health and Safety Act 2011
Work Health and Safety Regulation in applicable jurisdiction that SCU operates
AS/NZ 2161.1: 2016 Occupational protective gloves
AS/NZ 1270:2002 Acoustics – Hearing Protectors
AS/NZ 4602.1: 2011 High Visibility Safety Garment
AS/NZ 2210.1:2010 Safety, protective and occupational footwear guide

Related Documents

WHSMP02: Hazard Identification, Risk and Opportunity Management Procedure

Status and Details

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Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
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Responsible Executive	Kim Franks Vice President (People and Culture)
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