

HRP15: Personal Protective Equipment

Section 1 - Purpose and Scope

(1) The purpose of this Procedure is to ensure Southern Cross University (SCU) management, employees, students and others are aware of the requirements of use with personal protective equipment in the workplace and relevant management strategies for the risk mitigation process.

(2) All employees, students, and others must follow this Procedure.

(3) This Procedure applies to all SCU Work Units and sites.

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

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

(5) 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.

(6) PPE should only be used:

- As a last resort.
- As an interim measure.
- As a backup to a higher control measure.

(7) 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.

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

- is the PPE appropriate for all tasks performed?
- 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?

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

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

(11) 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 Control.

Selection and Use of PPE

Mandatory PPE Requirements

(12) 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.

(13) Supervisors shall ensure the determined minimum required PPE is worn correctly.

Provision of PPE

(14) SCU shall provide all PPE to their employees and 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. Requests for PPE are made through the HRP15 – FOR – 02 – PPE Issue Form.

(15) 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 practices (such as PPE being a standard requirement for that industry or workplace).
- e. The nature of the work and associated hazards.

Clothing Requirements

(16) PPE requirements for all SCU non-office worksites will be determined through appropriate risk assessment processes in consultation with affected employees e.g. the need for high-visibility clothing.

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

- a. Clothing worn by Property Services employees will be 100 percent cotton and anti-static.
- 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.

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

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

condition.

(20) 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.

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

(22) Others shall be compliant with site requirements.

Eye Protection

(23) 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.

(24) Where required, prescription safety glasses shall be issued by SCU. Prescription glasses must comply with AS/NZS 1337.

(25) Full-face shields may also be required to be used in combination with mono-goggles when handling hazardous chemicals. Refer to applicable Safety Data Sheet.

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

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

Hand Protection

(28) 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:

- a. Contact with chemicals, fuels or other substances.
- b. Handling wire rope chains or rigging equipment.
- c. Sharp, hot, jagged surfaces where the task requires employees to hold those surfaces.

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

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

Respiratory Protection

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

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

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

Hearing Protection

(34) Hearing protection provided must be adequate to protect the worksite from noise levels. Hearing protection shall

be worn at all times when noise levels exceed 85 dBA based on an 8-hour day.

(35) Noise monitoring must be conducted to assess noise levels (dB rating) at workplaces before selecting and providing hearing protection.

(36) 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.

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

(38) Personal audible devices with earphones/pods are not permitted to be used in operational areas.

Safety Clothing

(39) Where hi-visibility clothing must be worn, hi-visibility clothing/vests must comply with Australian Standard 4602.

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

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

Safety footwear

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

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

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

UV Protection

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

- a. Long sleeves rolled down and secured at the wrist.
- b. SPF 30+ sunscreen (minimum).
- c. Wide brim hats.

Signage

(46) Signage should be displayed to remind all employees, students, and others of their requirements in the work area. This signage must meet the minimum requirements outlined in Australian Standards.

Training in use of PPE

(47) Users of PPE are to be provided appropriate training in relation to the following:

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

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

(49) Training should be delivered on specific PPE requirements for tasks as part of task orientation. Employees should demonstrate competence and understanding of the requirements for using PPE equipment properly.

(50) Training records shall be recorded online.

Storage of PPE

(51) PPE should be stored in facilities that prevent damage and deterioration (as per the manufacturer's instructions). This storage area should be accessible to all users.

Disposal of PPE

(52) 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

(53) 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.

(54) Where PPE is 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

(55) Workplace inspections should be undertaken to ensure employees are wearing PPE correctly and that PPE continues to be effective and applicable for the tasks. A PPE inspection template is available (HRP15 - FOR - 01 - PPE - Workplace Inspection Template).

(56) 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

(57) Refer to [WHSMP13: Responsibility and Accountability Statement](#).

Section 5 - Records of Documentation

(58) 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.

Section 6 - Revision and Approval History

(59) 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.

Section 7 - References

Work Health and Safety Act (in the applicable jurisdiction that SCU operates)
Work Health and Safety Regulation (in the 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

Section 8 - Related Documents

HRP15 - FOR - 01 - PPE - Workplace Inspection Template

HRP15 - FOR - 02 - PPE Issue Form

[WHSMP02: Hazard Identification, Risk and Opportunity Management](#)

[WHSMP13: Responsibility and Accountability Statement](#)

Status and Details

Status	Current
Effective Date	9th December 2024
Review Date	9th December 2027
Approval Authority	Vice President (People and Culture)
Approval Date	9th December 2024
Expiry Date	Not Applicable
Responsible Executive	Kim Franks Vice President (People and Culture)
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