

Personal Protective Equipment Policy

Section 1 - Definitions

(1) For the purpose of this policy:

- a. 'PPE' - refers to the equipment worn by workers, students and visitors to reduce their risk of exposure to hazards. PPE includes such items as:
 - i. eye protection (goggles, glasses);
 - ii. hearing protection (ear plugs, ear muffs);
 - iii. respiratory protection (respirators, face masks, cartridge filters);
 - iv. foot protection (safety boots);
 - v. head protection (hard hats);
 - vi. clothing and body protection (aprons, safety harnesses); and
 - vii. skin protection (sunscreen).

Section 2 - Policy Statement

Part A - Policy Declaration

(2) Southern Cross University is committed to providing a safe working environment for its employees. This policy sets down the responsibilities of management and employees in relation to the provision and use of Personal Protective Equipment (PPE).

Part B - Policy Description

Objectives

(3) The aim of this policy is to ensure that PPE is appropriate, adequate and used by staff, students and visitors in areas identified as potentially hazardous. Personal protective equipment will be provided and maintained by the University to reduce the risk of exposure to hazards.

Scope

(4) This policy applies to all University staff and students and visitors to the University.

Part C - Content and Implementation

(5) PPE is provided to control hazards identified in the workplace where:

- a. it is not practicable to eliminate or control the hazard through other measures; or
- b. additional protection is required to support existing hazard control measures.

(6) As outlined in the University's Occupational Health and Safety Policy, all levels of management have

responsibilities in relation to Occupational Health and Safety (OHS) in the University.

(7) The line Manager / Supervisor will ensure that:

- a. PPE provided complies with current relevant Australian standards;
- b. situations where PPE is required are identified and appropriate PPE is provided for that person;
- c. appropriate instruction and training in the use of the PPE is provided;
- d. the person using PPE is informed about the equipment and its usage, including any limitations of the equipment;
- e. PPE provided is clean and hygienic;
- f. the PPE is properly maintained, repaired or replaced as necessary;
- g. PPE is stored in a place provided by the employer for that purpose; and
- h. areas where PPE must be used are clearly identified.

(8) Employees must use PPE where their duties require the use of PPE to reduce the risk of exposure to hazards.

(9) Employees are required to:

- a. wear PPE where required or if directed, and not intentionally interfere with or misuse any PPE provided; and
- b. immediately inform their supervisor of any defects or deficiencies in PPE of which they become aware.

(10) Employees must cooperate with management in complying with the University's OHS requirements. Failure to use PPE where appropriate will result in disciplinary action.

(11) Personal protective equipment supplied by the University will remain the property of the University.

Status and Details

Status	Historic
Effective Date	13th August 2012
Review Date	13th April 2015
Approval Authority	Vice Chancellor
Approval Date	10th August 2012
Expiry Date	9th October 2012
Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	Shaun Brown Manager, Workplace Health and Safety