

# Personal Protective Equipment Policy

## Section 1 - Definitions

(1) For the purpose of this policy:

- a. 'PPE' - refers to the personal protective equipment worn by workers, students, contractors 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. This policy sets down the responsibilities in relation to the provision and use of PPE.

### Part B - Policy Description

#### Objectives

(3) The aim of this policy is to ensure that PPE is appropriate, adequate and used by employees, students, contractors 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 employees, students, contractors and visitors (including those defined as workers in the relevant work, health and safety legislation) 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) 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.

(7) Employees, students, contractors and visitors must use PPE where their duties require the use of PPE to reduce the risk of exposure to hazards.

(8) Employees, students, contractors and visitors 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.

(9) Employees, students, contractors and visitors must cooperate with management in complying with the University's WHS requirements.

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

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	20th April 2020
<b>Review Date</b>	1st March 2025
<b>Approval Authority</b>	Head, Governance Services
<b>Approval Date</b>	20th April 2020
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Kim Franks Vice President (People and Culture)
<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	HR Services