Personal Protective Equipment and Clothing Procedures

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1. Purpose
These procedures outline the responsibilities and practices for the use of personal protective equipment and clothing (PPEC) whenever it has been identified as a hazard control measure.

2. Scope
These procedures apply to all staff, students, visitors and contractors at all workplaces owned, managed or controlled by Flinders University. The procedures also apply to University fieldtrips.

3. Definitions
For the purpose of these procedures the following definitions apply:

<table>
<thead>
<tr>
<th>Hierarchy of Control</th>
<th>The priority order for the types of measures to be used to control hazards.</th>
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<tbody>
<tr>
<td>Personal Protective Equipment and clothing (PPEC)</td>
<td>Safety equipment and clothing to be used whenever it has been identified as a hazard control measure.</td>
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<tr>
<td>Managers</td>
<td>Heads of School or Department, Research Centre Directors, Division and Unit Managers.</td>
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<tr>
<td>Supervisors</td>
<td>Academic and general staff with responsibility for the management or supervision of staff, students or facilities.</td>
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4. Responsibilities

| Cost Centre Heads | Responsible for ensuring that  
|                  | • these procedures are implemented, monitored and reviewed in their Cost Centre; and  
|                  | • there are adequate resources for the provision of appropriate PPEC in their Cost Centre |

| Managers and Supervisors | Responsible for  
|                          | • implementing these procedures in their area of responsibility;  
|                          | • ensuring appropriate selection of PPEC which complies with the relevant Australian Standard;  
|                          | • ensuring that PPEC is used properly, including providing information, training, instruction and supervision; and  
|                          | • ensuring that PPEC is maintained and stored appropriately. |

| Staff | Responsible for  
|       | • not placing themselves or others at risk of injury;  
|       | • using PPEC that is provided; and  
|       | • participating in the selection of PPEC and undertaking the required training in its use, maintenance and storage |

| Students, Contractors and Visitors | Responsible for  
|                                   | • not placing themselves or others at risk of injury; and  
|                                   | • using PPEC that is provided, or in the case of contractors, providing and using the PPEC required. |

5. Hazard Control

The University requires that hazards are managed in accordance with the principles and standards outlined in its Hazard Management Policy.

On the basis of the risk assessment of teaching, research and operational activities, hazards must be eliminated or, where that is not reasonably practicable, minimized using the Hierarchy of Controls.

PPEC may be used to provide interim or short-term solutions in a planned programme to eliminate or reduce a particular hazard, or they may be useful to support other control measures. However they are not a preferred control method.

6. Selection of PPEC

6.1 PPEC must be  
• appropriate to the task and level of risk;  
• used in every situation where the need has been identified;  
• selected, used and maintained in accordance with the relevant Australian Standard; and  
• selected and where necessary, fitted to suit the individual user.

6.2 Proof of compliance with the relevant Australian Standard is a prerequisite for the purchase of any PPEC.
7. **Use of PPEC**

7.1 **Fitting**
Correct fit is essential for the correct operation of PPEC and must be checked before the PPEC is used. This is particularly important for respiratory devices where a good facial seal is required.

7.2 **Instruction and training**
Staff, students and visitors must be instructed in the correct way to use the PPEC. Instruction should include the need for the PPEC, its basic design principles (where appropriate), its application and limitations.

7.3 **Maintenance of PPEC**
All PPEC must be maintained, tested and stored according to the manufacturer’s requirements. The PPEC must be kept in a clean, hygienic and effective condition.

When not in use, PPEC must be stored in a convenient, accessible and appropriate manner.

7.4 **Issuing of PPEC**
All staff, students and visitors must be issued with PPEC when required, except that undergraduate students may be required to provide their own laboratory coats.

Staff who normally wear prescription lenses and who are employed on work where eye protection is needed may be reimbursed by their Cost Centre for the actual expenditure incurred for the hardening of prescription lenses.

Contractors are required to provide their own PPEC.

7.5 **Review and evaluation**
The adequacy of PPEC must be assessed regularly to ensure that personal injuries are not occurring.

8 **Legal & Policy Framework**

South Australian legislation:

*Occupational Health, Safety & Welfare Act 1986*
*Occupational Health, Safety & Welfare Regulations 2010*

Where University staff are working in University premises in other States or Territories, the following legislation applies:

Victoria

*Occupational Health and Safety Act 2004*
*Occupational Health and Safety Regulations 2007*

Northern Territory

*Workplace Health & Safety Act 2007*
*Workplace Health & Safety Regulations 2008*

Flinders University policies and guidelines (which apply at all University premises regardless of location):

*Occupational Health, Safety and Welfare Policy*
Standards Australia Online

Standards Australia Online is available to Flinders University staff and students. It provides access to every Australian Standard, anytime you can access the Web. Standards are provided in Adobe Acrobat (PDF) format.

SAI Global SAA HB9 – 1994 Occupational personal protection

AS/NZS 1269.3: 2005 Occupational noise management – Hearing protection
AS/NZS 1270 Acoustics – hearing protectors
AS/NZS 1336 Recommended practices for occupational eye protection
AS/NZS 1337.4: 2004 Personal eye protection – Filters and eye protectors against laser radiation (laser eye protectors)
AS/NZS 1337.5: 2004 Personal eye protection – Eye protectors for adjustment work on lasers and laser systems (laser adjustment eye protectors)
AS/NZS 1337.6: 2007 Personal eye protection – Prescription eye protectors against low and medium impact
AS/NZS 1338: 1992 Filters for eye protectors
AS/NZS 1715 Selection, use and maintenance of respiratory protective devices
AS/NZS 1716: 2003 Respiratory protective devices
AS/NZS 1801: 1997 Occupational protective helmets
AS/NZS 1891.4: 2000 Industrial fall-arrest systems and devices – Selection, use and maintenance
AS/NZS 2161 Occupational protective gloves
AS/NZS 2210 Occupational protective footwear
AS/NZS 2225: 1994 Insulating gloves for electrical purposes
AS/NZS 2243 Safety in laboratories
AS/NZS ISO 2801: 2008 Clothing and protection against heat and flame – General recommendations for selection, care and use of protective clothing
AS/NZS 4399:1996 Sun protective clothing – Evaluation and classification
AS/NZS 4453.3: 1997  Protective clothing for users of chain saws –  
Protective leg wear

AS/NZS 4543  Protective devices against diagnostic medical X-radiation

AS/NZS 4602:1999  High visibility safety garments

AS/NZS ISO 6529: 2006  Protective clothing – Protection against chemicals –  
Determination of resistance of protective clothing 
materials to permeation by liquids and gases

9  Review
These procedures will be reviewed regularly in the light of legislative and 
organisational changes, and in any case, every four years.