

### **Policy Redesign Project**

*All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.*

## **Personal Protective Equipment and Clothing Procedures**

**Establishment:** Vice-Chancellor. March 2009

**Last Amended:** Vice-President (Strategic Finance and Resources), 10 December 2013

**Nature of Amendment:** In accordance with new legislation

**Date Last Reviewed:** 10 December 2013

**Responsible Officer:** Director, Human Resources

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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 risk control measure.

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## 2. Scope

These procedures apply to all workers, students and visitors at all workplaces owned, managed or controlled by Flinders University and at any place where work is performed by a worker on behalf of the University, including University fieldtrips.

## 3. Definitions

For the purpose of these procedures the following definitions apply:

Hierarchy of Control	The priority order for the types of measures to be used to control risks.
Personal Protective Equipment and clothing (PPEC)	Safety equipment and clothing to be used whenever it has been identified as a risk control measure.
Managers and Supervisors	Academic and professional staff with responsibility for the management or supervision of workers, students or facilities.
Worker	A person who carries out work in any capacity for the University including academic and professional staff, contractors and sub-contractors and their workers, labour hire company employees, trainees, students gaining work experience and volunteers.
Workplace	A place where work, study or research is carried out for the University and includes any place where a worker goes, or is likely to be, while working, studying or undertaking research.

## 4. Responsibilities

Senior Executives	Responsible for ensuring that <ul style="list-style-type: none"><li>these procedures are implemented, monitored and reviewed in their Faculty/Portfolio; and</li><li>there are adequate resources for the provision of appropriate PPEC in their Faculty/Portfolio.</li></ul>
Managers and Supervisors	Responsible for <ul style="list-style-type: none"><li>implementing these procedures in their area of responsibility;</li><li>ensuring appropriate selection of PPEC which complies with the relevant Australian Standard;</li><li>ensuring that PPEC is used properly, including providing information, training, instruction and supervision; and</li><li>ensuring that PPEC is maintained and stored appropriately.</li></ul>
Workers	Responsible for <ul style="list-style-type: none"><li>not placing themselves or others at risk of injury;</li></ul>

	<ul style="list-style-type: none"> <li>• using PPEC that is provided or in the case of contractors, providing and using the PPEC required; and</li> <li>• participating in the selection of PPEC and undertaking the required training in its use, maintenance and storage.</li> </ul>
Students and Visitors	<p>Responsible for</p> <ul style="list-style-type: none"> <li>• not placing themselves or others at risk of injury; and</li> <li>• using PPEC that is provided.</li> </ul>

## 5. Risk Control

The University requires that health and safety risks are managed in accordance with the principles and standards outlined in its WHS Risk Management Policy.

On the basis of the risk assessment of teaching, research and operational activities, risk 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 risk, 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

Workers, 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

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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, volunteers 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 Faculty/Portfolio 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:**

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[How to Manage Work Health and Safety Risks Code of Practice December 2011](#)

### **Victoria**

[Occupational Health and Safety Act 2004](#)

[Occupational Health and Safety Regulations 2007](#)

### **Northern Territory**

[Work Health and Safety \(National Uniform Legislation\) Act 2016](#)

[Work Health and Safety \(National Uniform Legislation\) Regulations](#)

[How to Manage Work Health and Safety Risks Code of Practice December 2011](#)

Flinders University policies which apply at all University workplaces regardless of location:

[Work Health and Safety Policy \(PDF\)](#)

[WHS Risk Management Policy](#)

### **Standards Australia**

The following Australian Standards are relevant to PPEC:

SAI Global SAA HB9 – 1994 Occupational personal protection

AS/NZS 1269.3: 2005 Occupational noise management – Hearing protector program

AS/NZS 1270:2002 Acoustics – hearing protectors

AS/NZS 1336:1997 Recommended practices for occupational eye protection

AS/NZS 1337.4: 2011 Eye and face protection – Filters and eye protectors against laser radiation (laser eye protectors)

AS/NZS 1337.5: 2011 Eye and face protection – Eye protectors for adjustment work on lasers and laser systems (laser adjustment eye protectors)

AS/NZS 1337.6: 2012. Personal eye protection – Prescription eye protectors against low and medium

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AS/NZS 1338: Filters for eye protectors

AS/NZS 1715: 2009 Selection, use and maintenance of respiratory protective devices

AS/NZS 1716: 2012 Respiratory protective devices

AS/NZS 1800: 1998 Occupational protective helmets – Selection, care and use

AS/NZS 1801: 1997 Occupational protective helmets

AS/NZS 1891.4: 2009 Industrial fall-arrest systems and devices – Selection, use and maintenance

AS/NZS 2161 Set: 2008 Occupational protective gloves

AS/NZS 2210 Safety, protective and occupational 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 hand-held chainsaws – Protective legwear

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

AS/NZS 4602.1:2011 High visibility safety garments – Garments for high risk applications

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 at least every 4 years to ensure they remain effective, relevant and appropriate to the University, and reflect current legislative requirements.