

Personal Protective Equipment Procedures

Table of Contents

1. Governing Policy
2. Purpose
3. Definitions
4. Risk control
5. Selection of PPE
6. Use of PPE
 - 6.1. Fitting
 - 6.2. Instruction and training
 - 6.3. Maintenance of PPE
 - 6.4. Issuing of PPE
 - 6.5. Review and evaluation
7. Signage
8. Responsibilities
9. Related documents

1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures outline the responsibilities and practices for the use of personal protective equipment (PPE) whenever it has been identified as a risk control measure.

3. Definitions

Hierarchy of Control	The priority order for the types of measures to be used to control risks.
Personal Protective Equipment (PPE)	Safety equipment and protective clothing to be used whenever it has been identified as a risk control measure.

4. Risk control

- a. Health and safety risks must be managed in accordance with the [WHS Risk Management Procedures](#).
- b. Based on the risk assessment of teaching, research and operational activities, risk must be eliminated or, where that is not reasonably practicable, minimised using the Hierarchy of Controls.
- c. PPE should only be used:
 - i. when there are no other practical control measures available (as a last resort)
 - ii. as an interim measure until a more effective way of controlling the risk can be used, or

- iii. to supplement higher level control measures.

5. Selection of PPE

- a. PPE must be:
 - i. appropriate to the task and level of risk
 - ii. used in every situation where the need has been identified (through a risk assessment/in a safe work procedure or other relevant safety information)
 - iii. selected, used and maintained in accordance with the relevant legislation, Australian Standard(s), Code of Practice and manufacturer's instructions
 - iv. selected and, where necessary, fitted to suit the individual user.
- b. Proof of compliance with the relevant Australian Standard is a prerequisite for the purchase of any PPE.

6. Use of PPE

6.1. Fitting

Correct fit is essential for the correct operation of PPE and must be checked by the user before the PPE is used.

6.2. Instruction and training

- a. Workers, students and visitors must be instructed in the correct way to use the PPE.
- b. Instruction should include the need for the PPE, its basic design principles (where appropriate), its application and limitations.
- c. PPE requirements must be incorporated into inductions.

6.3. Maintenance of PPE

- a. All PPE must be maintained, tested and stored according to the manufacturer's requirements.
- b. The PPE must be kept in a clean, hygienic and effective condition.
- c. Damaged PPE must be repaired or replaced.

6.4. Issuing of PPE

- a. PPE must be made available to all staff, students, volunteers and visitors when required, except that undergraduate students may be required to provide their own PPE.
- b. Contractors are required to provide their own PPE.

6.5. Review and evaluation

- a. Users should inspect PPE for signs of deterioration, missing or damaged parts, expiry date.
- b. PPE must not be used in a sub-standard condition.
- c. Faulty, damaged or excessively worn PPE must be withdrawn from use immediately and replaced.
- d. The adequacy of PPE must be assessed regularly to ensure that personal injuries are not occurring.

7. Signage

- a. Signage showing mandatory PPE must be displayed at the entrance to each area/facility/laboratory where PPE is required.
- b. Where PPE is stored out of sight, there should be signage highlighting the storage location.

8. Responsibilities

Vice-Presidents and Executive Deans of College, Portfolio Heads	<ul style="list-style-type: none"> a. Ensure that these procedures are implemented in their College/Portfolio. b. Allocate sufficient resources for PPE required in their College/Portfolio.
Managers and supervisors	<ul style="list-style-type: none"> a. Implement these procedures in their area of responsibility, including ensuring: <ul style="list-style-type: none"> i. appropriate selection of PPE which complies with the relevant Australian Standard ii. that PPE is used properly, including providing information, training, instruction and supervision iii. that reusable PPE is kept clean, maintained and stored appropriately iv. that inspections/maintenance is scheduled and carried out on PPE where required, and v. that worn, expired or faulty PPE is replaced as necessary. b. Provide leadership and set a good example for workers and students in the use of PPE.
Workers	<ul style="list-style-type: none"> a. Not place themselves or others at risk of injury. b. Wear protective clothing as required for the work they are carrying out. c. Use PPE that is provided or in the case of contractors, provide and use the PPE required. d. Participate in the selection of PPE and undertake the required training in its use, maintenance and storage. e. Raise health and safety issues or concerns without fear of reprisal.
Students and visitors	<ul style="list-style-type: none"> a. Not place themselves or others at risk of injury. b. Wear protective clothing as required for the work they are carrying out. c. Use and look after PPE that is provided.

9. Related documents

[WHS Risk Management Procedures](#)

Code of Practice – [How to manage work health and safety risks](#)

Code of Practice – [Managing noise and preventing hearing loss at work.](#)

Australian Standards

Users must refer to [SAI Global](#) for the latest version

SAI Global SAA HB9 Occupational personal protection

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

AS/NZS 1270: Acoustics – hearing protectors

AS/NZS 1336: Eye and face protection – guidelines

AS/NZS 1337 Set: Eye and face protection

AS/NZS 1338: Filters for eye protectors

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

AS/NZS 1716: Respiratory protective devices
AS/NZS 1800: Occupational protective helmets – Selection, care and use
AS/NZS 1801: Occupational protective helmets
AS/NZS 1891.4 Industrial fall-arrest systems and devices – Selection, use and maintenance
AS/NZS 2161 Set: Occupational protective gloves
AS/NZS 2210: Safety, protective and occupational footwear – Guide to selection, care and use
AS/NZS 2225: Insulating gloves for electrical purposes
AS/NZS 2243 Safety in laboratories
AS/NZS ISO 2801: Clothing and protection against heat and flame – General recommendations for selection, care and use of protective clothing
AS/NZS 4399: Sun protective clothing – Evaluation and classification
AS/NZS 4453.3: Protective clothing for users of hand-held chainsaws – Protective legwear
AS/NZS 4543 Protective devices against diagnostic medical X-radiation
AS/NZS 4602.1: High visibility safety garments – Garments for high risk applications
AS/NZS ISO 6529: Protective clothing – Protection against chemicals – Determination of resistance of protective clothing materials to permeation by liquids and gases

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Director, People and Culture
Approval Date	21 June 2019
Effective Date	21 June 2019
Review Date*	June 2022
HPRM file number	CF13/1383

*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.