

Personal Protective Equipment Procedures

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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, minimized 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. Compliant 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, visitors or others must be instructed/ trained on PPE use including:
 - i. the need for the PPE and how to fit and use correctly
 - ii. its design, application and limitations
 - iii. any maintenance, cleaning or disposal requirements.
- b. PPE requirements must be incorporated into inductions where identified.

6.3. Maintenance of PPE

- a. All PPE must be maintained, tested and stored according to the manufacturer's instructions.
- 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 where indicated 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 regularly inspect PPE for signs of deterioration, missing or damaged parts, and expiry date (if applicable).
- b. Faulty, damaged or excessively worn PPE must be withdrawn from use immediately and replaced.
- c. The adequacy of PPE must be reviewed regularly to ensure that it remains appropriate for the tasks and is providing suitable protection.

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 and Portfolio Heads	<p>Ensure that:</p> <ol 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 (including supervisors of students)	<ol style="list-style-type: none"> c. Implement these procedures in their area of responsibility, including ensuring: <ol style="list-style-type: none"> i. appropriate selection of PPE which complies with the relevant Australian Standards 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. d. Provide leadership and set a good example for workers and students in the use of PPE.
Workers	<ol style="list-style-type: none"> e. Not place themselves or others at risk of injury. f. Wear protective clothing as required for the work they are carrying out. g. Use PPE that is provided or in the case of contractors, provide and use the PPE required. h. Participate in the selection of PPE and undertake the required training in its use, maintenance and storage.
students and others	<ol style="list-style-type: none"> i. Not place themselves or others at risk of injury. j. Wear protective clothing as required for the work they are carrying out. k. Use and look after PPE that is provided.

9. Related Procedures and Links

[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 HB 9: 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 equipment

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 IEC 60903: Live working - Electrical insulating gloves

AS/NZS 2243 Set: Safety in laboratories

AS/NZS ISO 2801: Clothing for 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

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