

# 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

<b>Hierarchy of Control</b>	The priority order for the types of measures to be used to control risks.
<b>Personal Protective Equipment (PPE)</b>	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. Risk controls involving PPE must be included in risk management documentation (i.e. risk assessment, safe work procedure).
- d. 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, maintained and replaced 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. 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, visitors or others must be instructed/ trained on PPE use including:
  - i. the need for the PPE and how to fit and use it correctly
  - ii. its design, application and limitations
  - iii. any maintenance, cleaning or disposal requirements.
- b. PPE requirements must be incorporated into inductions where identified.
- c. Records must be maintained where PPE requires specific training.

### 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. Maintenance or repair of PPE must not be conducted without first ensuring it has been **decontaminated and cleaned of any materials** that may pose a hazard
- d. Damaged or lost PPE must be repaired or replaced.
- e. Significantly contaminated PPE must be disposed accordingly, taking into account the type of contamination (biological, microbiological, chemical, radioactive).

### 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, contaminated 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 and Storage

- 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, which should also be accessible to those people needing to use the PPE.

## 8. Responsibilities

<b>Vice-Presidents and Executive Deans of College, and Portfolio Heads</b>	<ul style="list-style-type: none"> <li>a. Ensure that: <ul style="list-style-type: none"> <li>i. these procedures are implemented in their College/Portfolio</li> <li>ii. allocate sufficient resources for PPE required in their College/Portfolio.</li> </ul> </li> </ul>
<b>Managers and Supervisors (including supervisors of students)</b>	<ul style="list-style-type: none"> <li>b. Ensure that: <ul style="list-style-type: none"> <li>i. these procedures are implemented in their area of responsibility, including ensuring: <ul style="list-style-type: none"> <li>• appropriate selection of PPE which complies with the relevant Australian Standards</li> <li>• that PPE is used properly, including providing information, training, instruction and supervision</li> <li>• that reusable PPE is kept clean, maintained and stored appropriately</li> <li>• that inspections/maintenance is scheduled and carried out on PPE where required, and</li> <li>• that worn, expired or faulty PPE is replaced as necessary.</li> </ul> </li> <li>ii. provide leadership and set a good example for workers and students in the use of PPE.</li> </ul> </li> </ul>
<b>Workers</b>	<ul style="list-style-type: none"> <li>c. Not place themselves or others at risk of injury.</li> <li>d. Wear protective clothing as required for the work they are carrying out.</li> <li>e. Use PPE that is provided or in the case of contractors, provide and use the PPE required.</li> <li>f. Participate in the selection of PPE and undertake the required training in its use, maintenance and storage.</li> </ul>
<b>Students and others</b>	<ul style="list-style-type: none"> <li>g. Not place themselves or others at risk of injury.</li> <li>h. Wear protective clothing as required for the work they are carrying out.</li> <li>i. Use and look after PPE that is provided.</li> </ul>

## 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 WHS Unit website for the login in link to the Australian Standards*

SAI Global HB 9: Occupational personal protection

AS/NZS 1067 Sunglasses and fashion spectacles

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

AS/NZS 1270: Acoustics – hearing protectors

AS 1319 Safety signs for the occupational environment

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 4501.1 Occupational protective clothing – Guidelines on the selection, use, care and maintenance of protective clothing

AS/NZS 4501.2 Occupational protective clothing – General requirements

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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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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