



Personal Protective Equipment

- Introduction
- Definition
- Roles and Responsibilities
- Procedure
- Documents/Forms
- References

Introduction

This procedure outlines the requirements and practices for the management of Personal Protective Equipment (PPE) to assist with the correct selection, supply, use, replacement, maintenance, training and storage.

Definition

Personal Protective Equipment (PPE) is safety clothing and equipment for specified circumstances or areas, where the nature of the work involved or the conditions under which people are working, requires its wearing or use for their personal protection to minimise risk.

Roles and Responsibilities

Line Managers/Supervisors are responsible for:

- implementing this guideline in their area of responsibility
- ensuring appropriate selection of PPE
- ensuring staff and health and safety representatives are consulted in relation to selection, use and training in relation to PPE.

Employees are responsible for:

- not placing themselves or others at risk of injury
- using PPE that is provided
- participating in consultation processes associated with selection, use and training in relation to PPE.

Students, Visitors and Volunteers are responsible for:

- not placing themselves or others at risk of injury
- using PPE that is provided or in the case of a student providing and using the type of PPE required for certain practical studies.

Health and Safety Representatives are responsible for:

- assisting Line Managers and staff in the identification with the selection and use of PPE.

Procedure

The need to provide Personal Protective Equipment (PPE) shall be determined from the process of hazard identification, risk assessment and development of risk control measures using the form [OHSW2](#) in OHSW Procedure – Hazard Management.

PPE shall conform to any legislative, Australian Standard and/or Industry Standard requirements or guidelines.

PPE items should be purchased from suppliers who ensure that only approved (Australian Standard or equivalent marking) PPE will be provided and include the following services:

- advice on PPE
- information relating to any test results
- advice on personal fitting, use, cleaning, maintenance and storage of PPE
- a range of sizes (where appropriate)
- information on the availability and need for replacement parts
- demonstration of the PPE
- immediate replacement of any defective PPE



Consideration shall be given to the need for protecting persons who are working nearby or passing close to hazardous areas.

Required PPE

Circumstances in which PPE may be required to be worn include:

- Head protection in the form of a safety helmet shall be worn where, there is a possibility that a person may be struck on the head by a falling object, a person may strike his/her head against a fixed object, or there may be inadvertent head contact with electrical hazards.
- Eye protection shall be provided where a risk of eye injury exists. Typical hazards might include flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation from welding operations.
- Hearing protection shall be provided where a risk of noise induced hearing loss exists. The need for hearing protection shall be assessed from the conduct of noise surveys in potential noise hazard areas.
- Respiratory protection shall be provided, after all other practicable measures have been taken to provide control measures, to ensure that no staff member is exposed to an atmosphere that is or may be injurious to health.
- Protective clothing and sunscreen shall be provided for staff who are required to work outdoors and are exposed to the sun's rays for continuous periods in a day. Direct exposure of the skin to UV radiation from outdoor work shall be minimised by providing hats, long sleeves/trousers and an adequate supply of sunscreen.
- Hand protection shall be provided where there is an identified hazard associated with a potential for hand injury. A list of hazards shall be compiled for each workplace and suitable hand protection obtained to minimise risk.
- Protective footwear (safety footwear) shall be provided where the nature of the work exposes the employee to a medium to high risk of injury to feet, eg occupations such as workshop/maintenance and gardening staff.
- High visibility safety vests shall be provided and worn where there is a risk of injury associated with working on or near roadways or near moving traffic or moving plant.

Compliance with requirements to use PPE by individual(s), including staff, students, visitors and volunteers should be monitored. Where there is non-compliance this shall be investigated to ascertain the reason(s) and handled in accordance with human resources or student management procedures.

PPE Program

All University workplaces shall develop a PPE program outlining:

- approved PPE items and where they shall be worn
- who is required to wear it and whether it is provided for general or exclusive use
- the type of PPE that students are required to provide themselves for practical studies or fieldwork
- how PPE will be issued
- the initial training and ongoing instruction needed
- specific precautions that apply, eg cleaning/replacement
- replacement arrangements
- who is to clean and/or service the PPE
- signage required at the point of required use
- what supervision will be provided
- what regular inspections of PPE are necessary
- storage arrangements.

All staff required to wear using PPE shall be provided with training prior to use and ongoing training where necessary.

Documents/Forms

[OHSW2 - Risk Assessment Worksheet](#)

[OHSW11 - Guide for Storage of Hazardous Substances](#)



References

University OHSW Strategic Plan 2009 - 2011 (PDF 158kb)
University Injury Management Strategic Plan 2009 - 2011 (PDF 85kb)
OHSW & Injury Management System (PDF 128kb)
University OHSW Procedure – Hazard Management
University OHSW Procedure – Hazardous Substances Management
Occupational Health, Safety & Welfare Act, 1986
Occupational Health, Safety & Welfare Regulations, 2010
Standards Australia SAA HB9: 1994 – Occupational Personal Protection
AS/NZS 1269.3: 2005 Occupational Noise Management – Hearing protection program
AS/NZS 1270: 2002 Acoustics - Hearing protectors
AS/NZS 1336: 1997 Recommended practices for occupational eye protection
AS/NZS 1337: 1992 Eye protectors for industrial applications
AS/NZS 1338: 1992 Filters for eye protection
AS/NZS 1715: 2009 Selection, use and maintenance of respiratory protective devices
AS/NZS 1716: 2003 Respiratory protective devices
AS/NZS 1800: 1998 Occupational protective helmets – Selection, care and use
AS/NZS 1801: 1997 Occupational Protective Helmets
AS/NZS 1891: 2007 Industrial fall-arrest systems and devices
AS/NZS 2161: 2000 Occupational protective gloves
AS/NZS 2210.1: 2010 Occupational protective footwear – Guide to selection, care and use
AS 2225: 1994 Insulating gloves for electrical purposes
AS 3765: 1990 Clothing for protection against hazardous chemicals
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 4602.1: 2011 High visibility safety garments