CONTENTS

1 Objective ................................................................................................................. 2
2 Scope ......................................................................................................................... 2
3 Policy Provisions ....................................................................................................... 2
3.1 Selection .................................................................................................................. 2
3.2 Supply of PPE ......................................................................................................... 2
3.3 Signage ..................................................................................................................... 3
3.4 Information and Training ......................................................................................... 3
3.5 Maintenance ............................................................................................................. 3
3.6 Responsibilities ....................................................................................................... 3
4 Definitions and Acronyms ......................................................................................... 4
5 Supporting Documentation ......................................................................................... 5
6 Versioning .................................................................................................................. 5
Objective

The objectives of the Personal Protective Equipment (PPE) Policy are to:

- Provide guidance on the selection, supply, communication and maintenance of PPE; and
- Ensure PPE is available and used by workers where required.

Scope

This policy applies to all workers and other persons at the University of Tasmania (UTAS) including students and visitors to the University.

Policy Provisions

The University shall as far as is reasonably practicable eliminate or control hazards in the workplace, in accordance with the hierarchy of control. PPE shall only be implemented as a control measure:

- Where it is not reasonably practicable to eliminate or minimise risks through other control measures; or
- In conjunction with the implementation of other control measures.

3.1 Selection

All PPE provided by the University shall comply with current Australian Standards and the relevant Australian Standard should be clearly marked on the equipment.

The suitability of PPE should be evaluated based on the interaction between the hazard, the task being undertaken, personnel attributes, and workplace conditions. When selecting PPE, sources of information that should be referred to include:

- Relevant Australian Standards;
- Relevant Codes of Practice;
- Material Safety Data Sheet (MSDS) for work involving chemicals;
- Risk assessments;
- Designers, manufacturers or suppliers of PPE;
- Relevant safe work procedures.

3.2 Supply of PPE

PPE shall be supplied and worn where there is risk of injury to the body, including protection for the head, eyes, hearing, respiratory system, skin, hand and feet.

- The University shall supply University employees with required PPE.
- For all other workers, it is their designated Person Conducting a Business or Undertaking (PCBU) that is responsible for providing them with compliant PPE required for the work they are performing.
• Organisational Units must establish methods to ensure that PPE is available and utilised by persons other than workers, including students and visitors. PPE supplied to students and visitors by the University remains the property of the University, and should be returned after use.

PPE shall be individually issued for the exclusive use by one person where possible. Equipment that is suitable for use by more than one person shall be properly cleaned before being re-issued.

3.3 Signage

Work areas where persons are required to use PPE must be clearly identified by signs or other means.

3.4 Information and Training

Persons required to use PPE must receive adequate information, training and instruction in relation to the use of the equipment, including:

• Why they are required to use PPE;
• Correct use of PPE including any limitations;
• Fitting of PPE to ensure that it controls the risk effectively;
• Appropriate maintenance and storage of PPE.

3.5 Maintenance

PPE must be maintained to ensure that it is clean and hygienic, and continues to minimise the risk to the person who uses it, including regular inspection before each use to determine if the equipment has sustained any damage and that it will work as intended. Where PPE is damaged such that it may not provide the necessary protection, it should be either repaired or disposed of appropriately and replaced. PPE worn by more than one person must be cleaned after every use. Persons cleaning PPE must follow the manufacturer’s instructions for the correct cleaning of PPE.

3.6 Responsibilities

Officers / Responsible Officers are responsible for ensuring:

• They have an understanding of the nature of the operations, including that all tasks in Organisational Units under their control are assessed to determine the requirement for PPE.
• This policy is implemented effectively within their area of responsibility; including verification that hazard risks are being controlled, the purchase and maintenance of Australian Standard approved PPE, and enforcing the use of PPE where required.
• Proactive compliance with relevant WHS legislation.

The Person Conducting Business or Undertaking (PCBU) is responsible for ensuring:

• PPE is provided to workers.
• Equipment is selected to minimise risk to health and safety in accordance with any relevant technical standard.
• Equipment is maintained, repaired or replaced so that it is in good working order and clean and hygienic.
• Persons who use PPE are provided with and follow any information, training and instruction in relation to the use of the PPE.
• That if a person other than a worker provides his or her own PPE, the equipment will minimise risk to WHS and that the person uses the equipment.
• That areas at the workplace where persons are required to use PPE are clearly identified by signs or other means.

**Persons other than a worker** are responsible:

• To use PPE in accordance with any information, training or instruction in the use of the equipment they have received.

All **Workers** are responsible for:

• Using PPE in accordance with any information, training or instruction in the use of the equipment they have received.
• Attending training sessions on the correct usage of PPE as required.
• Storing and maintaining PPE in a good, clean and hygienic condition.
• Reporting any damage to, defect in or need for cleaning or sterilisation of any of the equipment of which they become aware.
• Workers must not intentionally misuse or damage any of the equipment.

4 Definitions and Acronyms

**Employee**  
For the purposes of this policy, employee refers to any University staff member.

**Hierarchy of control**  
The ways of controlling risk can be ranked from the highest level of protection and reliability to the lowest. This ranking, known as the hierarchy of control, is as follows:

- **Eliminate** the hazard;  
  Level 1
- **Substitute** the hazard with something safer;  
  Level 2
- **Isolate** the hazard from people;  
  Level 2
- **Engineering** controls to reduce the risks;  
  Level 3
- **Administrative** actions to reduce the level of harm;  
  Level 3

**Personal Protective Equipment.**

If it is not reasonably practicable to eliminate a hazard, you must minimise the risk by working through the other alternatives in the hierarchy.

**Officer**  
Any person at the University who makes, or participates in making, decisions that affect the whole, or a substantial part, of the University is an Officer. As such, members of UTAS Council, Boards, Committees, Senior Management Team, Deans of Faculties, Organisational Unit heads and Directors/Principals of Institutes are deemed to be Officers at the University.

**Organisational Unit**  
Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
Personal Protective Equipment Policy

Person Conducting Business or Undertaking (PCBU)
PCBUs are the principal duty holder, with primary duty of care for the operation of the University. As such, Members of UTAS Council, Board members, Deans of Faculties and Directors/Principals of Institutes are deemed to be PCBUs at the University.

Personal Protective Equipment (PPE)
PPE is defined as safety clothing including footwear or equipment that is necessary for personal protection of the wearer whilst exposed to hazards in the workplace.

Responsible Officer
Deans, heads of Organisational Units and Administrative Sections have been designated as Responsible Officers.

Worker
Any person carrying out work in any capacity at the University, including work as an employee, contractor or sub-contractor, employee of a labour hire company, outworker, apprentice or trainee, work integrated learning or work experience student and volunteer.

5 Supporting Documentation
- UTAS Minimum Standard - Hearing Conservation
- Relevant references in UTAS Safe Work Procedures
- Australian Standard 1336:1982 - Eye protection in the industrial environment
- Australian Standard 1337 Eye Protectors for Industrial Applications
- Australian Standard 4501 Series Occupational Protective Clothing
- Australian Standard 2161 Series Occupational Protective Gloves
- Australian Standard 1800 Series Occupational Protective Helmets
- Australian Standard 1269 Series Occupational Noise Management
- Australian Standard 2210 Series Occupational Protective Footwear
- Australian Standard 3765 Series Clothing for Protection Against Hazardous Chemicals
- Relevant Model Codes of Practice (e.g. for noise, asbestos, confined spaces)

6 Versioning

| Current Version(s) | Version 2 – Personal Protective Equipment Policy (current document); DRAFT approved Month, 201x. |