



Personal Protective Equipment Procedure

UNDER REVIEW

Related Policy	<i>Work Health and Safety Policy</i>
Responsible Officer	Executive Director – Human Resources
Approved by	Executive Director – Human Resources
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Responsible Organisational Unit	Work Health and Safety Unit

CONTENTS

1	Objective	2
2	Scope	2
3	Procedure	2
3.1	Selection.....	2
3.2	Consultation	3
3.3	Supply of PPE	3
3.3.1	Workers	3
3.3.2	Other workers (including contractors)	3
3.3.3	Other persons.....	3
3.4	Signage	4
3.5	Information and Training	4
3.6	Maintenance	4
3.7	Responsibilities.....	4
3.7.1	Officers:.....	4
3.7.2	Other person (persons other than a worker)	5
3.7.3	Workers	5
4	Definitions and Acronyms	5
5	Supporting Documentation	7
6	Versioning	7

1 Objective

The objectives of this procedure are to:

- provide guidance on the selection, supply and maintenance of Personal Protective Equipment (PPE)
- ensure communication of information regarding the use of PPE and
- ensure PPE is available and used by workers and other persons where required

2 Scope

This procedure applies to all workers and other persons at a University of Tasmania (University) workplace.

3 Procedure

Where personal protective equipment is to be used to minimise a risk to health and safety in relation to work at a workplace in accordance with *Regulation 36* of the *Work Health and Safety Regulations 2012*, the University shall ensure the provision to workers and use of personal protective equipment is in accordance with *Regulation 44* and applicable Codes of Practice.

Organisational Units must:

- provide the personal protective equipment to workers at the workplace (unless the PPE has been provided by another person).
- ensure that personal protective equipment provided is:
 - a) selected to minimise risk to health and safety, including by ensuring that the equipment is –
 - i. suitable having regard to the nature of the work and any hazard associated with the work and
 - ii. a suitable size and fit and reasonably comfortable for the worker who is to use or wear it and
 - b) maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by ensuring that the equipment is:
 - i. clean and hygienic and
 - ii. in good working order and
 - c) used or worn by the worker, so far as is reasonably practicable.
- provide the worker with information, training and instruction in the:
 - a) proper use and wearing of personal protective equipment and
 - b) the storage and maintenance of personal protective equipment.

3.1 Selection

All PPE provided by the University shall comply with the applicable Australian Standard, which should be clearly marked on the equipment.

The suitability of PPE is to be evaluated based on risk, the task being undertaken, workplace conditions and personal fit.

When selecting PPE, sources of information to be referred to include:

- Codes of Practice
- Australian Standards
- Safety Data Sheet (SDS) for work involving chemicals
- Risk assessments and safe work procedures.

3.2 Consultation

Organisational Units shall, where appropriate, consult with workers on the selection of personal protective equipment.

3.3 Supply of PPE

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

3.3.1 Workers

Each Organisational Unit is to:

- Provide employees with required PPE
- Ensure honours/post graduate students have the required PPE
- Depending on their particular requirements, each Organisational Unit will determine whether:
 - a) the Organisational Unit supplies all required PPE to honours/post graduate student
 - b) the honours/post graduate student supplies all required PPE
 - c) the Organisational Unit supplies selected items of required PPE eg hard hats and safety glasses, with the honours/post graduate student supplying the balance eg safety boots, lab coat, overalls.

3.3.2 Other workers (including contractors)

For other workers (e.g. cleaners) the contractor, or their employer is responsible for providing the PPE required for the work they are performing.

3.3.3 Other persons

Personal protective equipment used by other persons is to be provided in accordance with Regulation 45 of the WHS Regulations.

The Organisational Unit must ensure, so far as is reasonably practicable, that –

- a) personal protective equipment to be used or worn by any person other than a worker at the workplace is capable of minimising risk to the person's health and safety and
 - b) the person uses or wears the equipment.
- Organisational Units are to establish methods to ensure that PPE is available and utilised by persons other than workers. This may include:
 - a) the purchase of required PPE by undergraduate students (e.g. glasses and lab coat)

- b) the provision by the University of additional PPE to undergraduate students where necessary (e.g. gloves)
 - c) the provision of PPE to visitors if required.
- PPE provided 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 cleaned before being re-issued.

3.4 Signage

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

3.5 Information and Training

Persons required to use PPE are to receive appropriate 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 and
- appropriate maintenance and storage of PPE

3.6 Maintenance

PPE is to be maintained to ensure it is clean and hygienic, and continues to minimise the risk to the person who uses it.

Inspection is to be undertaken before each use to determine if the equipment has sustained any damage and that it will work as intended. Where required, testing of PPE is to be undertaken as part of routine maintenance.

Where PPE is damaged, such that it may not provide the necessary protection, it is to be either repaired, or disposed of and replaced. PPE worn by more than one person is to be cleaned between use. Persons cleaning PPE are to follow the manufacturer's instructions for the correct cleaning of PPE.

3.7 Responsibilities

3.7.1 Officers:

Officers are to implement this procedure within their area of responsibility and ensure that:

- all tasks in the Organisational Units under their control are assessed to determine the requirement for PPE
- PPE is provided to workers, only where it is not reasonably practicable for other control measures to minimise the risk, or, in conjunction with other control measures
- equipment is selected to minimise risk to health and safety in accordance with applicable technical standards

- equipment is maintained, tested, repaired or replaced so that it is in good working order, safe, 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
- if a person other than a worker provides his or her own PPE, the equipment effectively minimises risk and the person uses the equipment
- areas at the workplace requiring the use PPE are clearly identified by signs or other means.

3.7.2 Other person (persons other than a worker)

It is a duty under Regulation 47 of the WHS Regulations that a person other than worker must:

- wear personal protective equipment at a workplace in accordance with any information, training or reasonable instruction provided by the University at the workplace.

3.7.3 Workers

Workers have duties under Regulation 46 of the *WHS Regulations* where the University provides a worker with personal protective equipment.

The worker must:

- so far as is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction given by the University.
- not intentionally misuse or damage the equipment.
- inform the University of any damage to, defect in or need to clean or decontaminate any of the equipment of which the worker becomes aware.

Workers are responsible for:

- attending training as required on the correct usage of PPE
- storing and maintaining PPE in a clean and hygienic condition.

4 Definitions and Acronyms

Term/Acronym	Definition
Academic Unit	Means the secondary organisational unit in the academic structure of the University, reporting directly to the Executive Deans, as per Ordinance 14 – Academic Structure.
College	Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College

Employee	For the purposes of this policy, employee refers to any University staff member.
Executive Dean	Means: (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College
Head of Academic Unit	Means the head of the relevant Academic Unit
Hierarchy of control	<p>The ways of controlling risk can be ranked from the highest level of protection and reliability to the lowest. This ranking, is known as the hierarchy of control.</p> <p>Eliminate the hazard</p> <p>Substitute the hazard with something safer</p> <p>Isolate the hazard from people</p> <p>Engineering controls to reduce the risks</p> <p>Administrative actions to reduce the level of harm</p> <p>Personal Protective Equipment</p> <p>If not reasonably practicable to eliminate a hazard, then the risk must be minimised by working progressively through the steps in the hierarchy.</p>
Officer	Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and Members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Work Health and Safety Act 2012
Organisational Unit	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
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
Other person	For the purposes of this Procedure, "other persons" refers to all other persons that may be at the University that are not workers, including students and visitors
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.

5 Supporting Documentation

- *Managing Noise and Preventing Hearing Loss at Work Minimum Standard*
- Codes of Practice – including:
 - *Managing Risk and Preventing Hearing Loss at Work - Section 5.6*
 - *Managing Risk of Hazardous Chemicals in the Workplace - Section 4*
 - *Welding Processes - Section 4.2*

6 Versioning

Former Version(s)	<p>Version 1 – <i>Personal Protective Equipment Policy and Procedures; approved 16th March, 2000 by OHS Committee; revoked by the Work Health and Safety Committee, 27th August, 2013.</i></p> <p>Version 2 – <i>Personal Protective Equipment Procedure (PPE); approved October, 2013. Amended in December 2016 to incorporate Colleges</i></p>
Current Version	<p>Version 3 – <i>Personal Protective Equipment Procedure (PPE) approved October 2013, amended in December 2017 to incorporate final academic structures.</i></p>