# Personal Protective Equipment (PPE) Procedure

**Approved by:** Director Human Resources  
**Last reviewed:** December 2013

## SECTION 1 - INTRODUCTION

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Scope</th>
<th>Definitions</th>
<th>Legislative Context</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION 2 - PROCEDURE

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION 3 - GOVERNANCE

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Version Control and Change History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
SECTION 1 - INTRODUCTION

PURPOSE

Swinburne University is committed to providing a safe and healthy environment for its employees, students, contractors and public for work and study. This procedure sets the minimum requirements for the purchase, supply, issue & use of personal protective clothing & equipment (PPE) where any person is required to perform a task in an environment that involves potential hazards.

PPE is to be used as a control where hazards cannot be eliminated or adequately controlled by more effective control methods such as elimination, substitution, isolation, engineering or administration. This procedure should be read in conjunction with Swinburne’s Safe Work Instructions Guidelines.

SCOPE

This procedure applies to all university staff, students, contractors, visitors and volunteers to the university. It excludes the Sarawak Campus.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Management Unit</td>
<td>A person with managerial responsibility that is recognised within the approved organisational structure of the divisions within Swinburne University of Technology, and includes those with delegated responsibility for staff and resources.</td>
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<tr>
<td>Health and Safety Representative (HSR)</td>
<td>A member of a designated work group who has been elected and holds office in accordance with the provisions of the Occupational Health and Safety Act 2004.</td>
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| Hierarchy of Control               | The Hierarchy of Control is the preferred priority for risk control, emphasising hazard elimination and, where this is not possible, risk minimisation and other considerations:  
  - elimination of hazard  
  - substitution of hazardous processes or materials with safer ones  
  - isolation  
  - engineering controls  
  - administrative controls  
  - Personal protective clothing & equipment. |
| Job Safety Analysis (JSA)           | A process of systematically evaluating certain jobs, tasks, processes or procedures and eliminating or reducing the risks or hazards to as low as reasonably practical in order to protect workers from injury or illness |
| Manager                            | For the purposes of this procedure a manager is any person who: |

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| **Operator** | For this procedure operator refers to any person undertaking task / activities which require the mandatory wearing or using PPE. |
| **Risk assessment** | A general OH&S industry term to cover a number of risk assessment formats for identifying hazards, associated risk and implementation of suitable controls: |
|  |  |
|  | • **Standard Risk Assessment** |
|  | • **Job Safety Analysis (JSA)** |
|  | • **Plant Risk Assessments** |
|  | • **Manual Handling Risk Assessment** |
|  | • **Chemical Risk Assessment** |
| **Reasonably practicable** | Means having regard to: |
|  | • The severity of the hazard or risk in question; |
|  | • The state of knowledge about that hazard or risk and any ways of removing or mitigating it; |
|  | • The availability and suitability of ways to eliminate or reduce the hazard or risk; and |
|  | • The cost of removing or mitigating the hazard or risk. |
| **Personal Protective Clothing & Equipment (PPE)** | Personal Protective Clothing & Equipment includes any clothing, equipment or substance (e.g. sunscreen) designed to be worn by a person and in order to protect the person from risks of injury or illness. |
| **Safe Operating Procedure (SOP) (A4 version)** | A form of administrative control (training & instruction) that may come out of any of the risk assessment formats above |

**LEGISLATIVE CONTEXT**

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<th>Name</th>
<th>Location</th>
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### 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

### Australian Standard 1337 Series: Eye Protectors for Industrial Applications

### Australian Standard 1716 Series: Respiratory protective devices:

### Australian Standard 1891 Series: Industrial fall-arrest systems and devices - Harnesses and ancillary equipment

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### RESPONSIBILITIES

#### Responsibilities

**Heads of Management units shall:**

- Implement this procedure in areas under their control including activities conducted on sites other than university property.
- Ensure that adequate financial provisions are made for PPE and its maintenance.
- Ensure that managers who select and purchase PPE are adequately trained and informed to ensure the PPE used is appropriate.
- Support managers in the execution of their OH&S responsibilities

**Managers shall:**

- Ensure that local procedures are developed in response to this procedure and that these are followed by staff and students;
- Ensure all PPE requirements are clearly identified and included in all risk assessments, JSA’s and SOP’s.
- Ensure suitable and specific description of required PPE (e.g. Chemical resistant safety goggles, not eye protection, or, ½ Face respiratory mask fitted with P2A3 canister, not respiratory protection)
- Ensure via information, training, instruction and supervision all staff and students are trained in the correct fitting and use of relevant PPE
Ensure staff and students are made aware of their responsibilities under this procedure.

Ensure all personnel required to have periodical health monitoring (including audiometric testing) undertake this at the required intervals and records are maintained.

Staff & Students shall:

- Take reasonable care for their own health & safety, and for the health & safety of anyone else who may be affected by their acts or omissions in the work / study environment.
- Follow local arrangements / guidelines developed under this procedure and any other additional requirements set out by their department or manager.
- Participate in regular audiometric and other health testing as required under the Regulations.
- Report any hazards, incidents / near misses or injury / illness as they become aware of these.
- Where required undertake training in use of PPE

The OH&S Consultant will:

- Assist Heads of Management Units and Managers to ensure the appropriate training has been delivered to personnel in order for them to fulfil their obligations under this procedure.
- Assist Heads of Management Units in the selection of PPE.
- Monitor and review conformance with the requirements of this procedure.
- Regularly evaluate the effectiveness of this procedure and review as required in line with operational and legislative requirements.

Health & Safety Representatives:

Have a key role to play in dealing with OH&S issues. They can assist in the identification and selection of suitable PPE for the task/activity.

SECTION 2 - PROCEDURE

PROCEDURE

<table>
<thead>
<tr>
<th>Procedure steps</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Selection &amp; use of PPE</td>
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<tr>
<td>1.1 All PPE selected shall conform to the appropriate legislative, Australian Standard and / or industry requirements or guidelines.</td>
<td>Manager</td>
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<td>1.2 Personal protective equipment supplied by the University remains the property of the University.</td>
<td>Manager</td>
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<tr>
<td>1.3 PPE is intended to be an adjunct to other control measures and not the primary control. The need for PPE shall be based on risk assessments and only after other controls have been considered.</td>
<td>Manager</td>
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</table>
PPE and administrative controls are the lowest on the hierarchy of controls measures. PPE does not control the hazard at source and is not to be relied upon as the main control measure unless it is used as an interim measure:

- before more effective controls can be established
- if other controls are not possible or not completely effective or
- in emergency situations

1.4 When undertaking risk assessments and/or selecting PPE for a task/activity the manager shall consult with the relevant Health & Safety Representative and/or the HR OH&S consultant.

1.5 Before any PPE is used it should be inspected to ensure:

- A good fit on the user
- Is being used correctly
- Is appropriate and effective to protect the wearer from the hazards it is intended to control.
- Does not introduce any new hazards for the task to be performed
- Is in good working condition

Staff, students and visitors shall immediately inform their teacher/supervisor of any defects or deficiencies in such equipment of which they become aware.

1.6 Where staff, students, visitors, volunteers or contractors are observed not to be wearing the required PPE for a task or activity the manager/teacher/supervisor has the responsibility of enforcing this procedure. Staff or students not complying with this procedure may be disciplined and/or removed from class. Visitors, volunteers or contractors not complying with this procedure will be required to cease the task/activity until compliance is met.

1.7 Where staff, students, visitors, volunteers or contractors supply their own PPE, it must meet the requirements of this procedure and all relevant Australian standards.

1.8 Loose clothing including tops with hoods (hoodies) is strictly forbidden from all areas where entanglement may occur, whether the wearer is operating such plant/equipment or it is present in the area.

2. Types of PPE

2.1 There is a significant range of PPE available and new products are continually being developed and become available on the market. When selecting the most effective PPE, managers shall consult:

- The relevant Australian Standard
- HR OH&S Consultant
- Health & Safety Representative
- Industry experts (where necessary)
2.2 **Head protection** shall be worn whenever there is a danger of falling objects, entanglement, projectile objects or impacts to the head, people striking their heads on objects in the environment or require protection from UV rays. Types of head protection include:
- safety helmets
- safety caps
- hats
- hair nets

2.3 **Eye Protection** shall be worn when there is risk of projectiles into the eye or face.

Eye protection is to be suitable to give sufficient protection from the hazard, i.e. non-vented chemical goggles rather than safety glasses when mixing reactive or corrosive chemicals.

Types of eye protection include:
- safety glasses
- goggles – laboratories, workshops,
- shields
- visors

2.4 **Body & Skin Protection** shall be worn when there is remaining risks in the environment. Types of body and skin protection include:
- Protective Clothing
- Sunscreen & insect repellent
- High visibility vests working at or near roadways or near moving traffic or moving plant
- Laboratory coats, heat resistant clothing, waterproof jackets

2.5 **Hand Protection** shall be worn to protect the operator from contact with hazardous substances and dangerous goods. When selecting gloves selection must ensure the glove material is not reactive with the substance being handled. Types of hand protection include:
- Special gloves - wrist or elbow length
- cotton, rubber, PVC, nitrile, nylon, etc
- stainless steel mesh

2.6 **Foot protection** shall be worn wear there is a risk of objects dropping onto feet, or slip hazards present. Types of foot protection include:
- steel capped boots
- non slip shoes, subject to the sole composition, ground surface and substance in the work area
- waterproof boots
### 2.7 Hearing protection

Hearing protection shall be worn where there is risk of noise induced hearing loss, also refer to Swinburne’s [Noise Procedure](#).

Types of hearing protection include:
- ear plugs
- ear bands
- ear muffs
- helmet mounted ear muffs

### 2.8 Respiratory protection

Respiratory protection shall be used when exposure to the work atmosphere may be injurious to health. Types of respiratory protection include:
- disposable face masks
- half face respirators
- full face respirators
- air supplied filter units systems
- self contained breathing apparatus

### 2.9 Fall Protection

Fall Protection shall be used where a risk of falling is present. Types of fall protection include:
- Restraint or arrest fall protection PPE:
  - belts & harnesses
  - lanyards & pole straps

### 3. PPE Program to be developed all areas

Where PPE is worn, managers shall arrange for a PPE program to be developed in their areas which covers:
- Method for determination of specific PPE e.g. respiratory protection and cartridge type required for a particular substance
- Approved PPE items and where the PPE is to be worn supported with signage at the point of the required use
- Who is to wear the PPE and whether it is provided for general or exclusive use
- Incorporation of PPE requirements in Safe Operating Procedures
- The type of PPE that students are to provide themselves for practical studies or fieldwork
- How PPE will be issued
- The initial training and ongoing instruction needed
- Specific precautions that apply e.g. cleaning / replacement
- Replacement arrangements
- Who is to clean and / or service the PPE
- What supervision will be provided
- What regular inspections of PPE are necessary e.g. fall protection equipment
- Secure storage arrangements

### 4. Maintenance & Storage of PPE

| 4.1 | Managers are to ensure that all PPE used in Swinburne workplaces is used, maintained and stored in accordance with instructions from the manufacturer / supplier. | Manager |
| 4.2 | The costs associated with the laundering and other maintenance or replacement of Swinburne provided PPE is the responsibility of the management unit. | Manager |
| 4.3 | Where staff, students, visitors, volunteers or contractors provide their own PPE the responsibility of maintenance or replacement of the PPE shall be the responsibility of the staff member, students, visitors, volunteers or contractors. | Student |
| 4.4 | When not in use PPE must be stored in an accessible, clean and dry designated storage area e.g. respirator protection isolated from airborne contaminants. | Manager |
| 4.5 | Clear signage indicating PPE requirements shall be displayed in work areas. | Manager |
| 4.6 | Supervisors and teaching staff are responsible for ensuring PPE is regularly inspected to ensure PPE is maintained in safe working order. Any faulty or damaged PPE is to be removed from use until replaced or repaired. | Manager |

### 5. Training

| 5.1 | All staff and students required to use PPE are to be provided with the relevant information, instruction, supervision and training as required to ensure the safe use of this equipment. Where there are restrictions on clothing to be worn e.g. entanglement risks during particular activities, training shall also include clothing restrictions in the course being studied. | Manager |
| 5.2 | Records of any training in relation to PPE shall be maintained at the workplace by the business unit. | Manager |

### 6. Requirements for Health Monitoring

| 6.1 | Some hazards to which personnel are exposed and which require the wearing of PPE may also require personnel to undergo periodical health monitoring on commencement, conclusion and at appropriate intervals throughout the person’s employment or study at the university. Managers should ensure that where personnel are: | Manager |
|      | - Working in areas where there are excessive levels of noise and / or the work area is a Swinburne designated hearing protection area. | |
|      | - Working with animals. | |
|      | - Working with products producing potentially harmful dust or fumes. | |
|      | - Exposed to substances through, respiration, ingestion or | |
• Working with lasers and other light emitting equipment. Managers should contact the OH&S Consultant to clarify the specific requirements of health monitoring. Records of health monitoring should be kept within the management unit, copies forwarded to Human Resources OH&S and retained for 30 years.

**SUPPORTING DOCUMENTATION**

Forms and Records Management

<table>
<thead>
<tr>
<th>Form</th>
<th>Retention Time</th>
<th>Retention Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
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</table>


Related Material

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swinburne OH&amp;S Policy</td>
<td>PPD</td>
<td>Policy</td>
</tr>
</tbody>
</table>
SECTION 3 - GOVERNANCE

RESPONSIBILITY

Policy Owner | Director, Human Resources

VERSION CONTROL AND CHANGE HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Approval Date</th>
<th>Approved by</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>December 2013</td>
<td>Director Human Resources</td>
<td>Amended in conjunction with review of and alignment with all risk management procedures</td>
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<td>1</td>
<td>21 December 2010</td>
<td>Vice Chancellors Executive Group</td>
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</tr>
</tbody>
</table>

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