



POLICY

Policy Title: Personal Protective Equipment

Policy Owner: Director Human Resources Service Centre

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1. INTENT

This policy aims to achieve the University's goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for its workers, students and visitors.

This policy outlines responsibilities for the provision, maintenance and the specific requirements of personal protective equipment (PPE).

2. ORGANISATIONAL SCOPE

All Edith Cowan University (ECU) workers, students and visitors

3. DEFINITIONS

TERM	DEFINITION
dB (A)	Decibels of A-weighted sound pressure.
dB	Decibels of unweighted sound pressure.
ECU	Edith Cowan University
ECU Employee	An ECU employee is a staff member hired by ECU on a full time, part time or casual basis. The term employee does not encompass contractors, subcontractors or labour hire staff.
PHP	Personal Hearing Protectors.
Personal protective equipment (PPE)	Anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.
SLC80>db	Sound Level Conversation for 80% of the population, attenuation greater than 20 decibels.
SBE	Screen based equipment.
Worker	The person who carries out work in any capacity for ECU, including work as: a) an employee; or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an apprentice or trainee; or f) a student gaining work experience; or g) a volunteer.

4. POLICY CONTENT

4.1 Provision of Personal Protective Equipment

4.1.1 ECU Employees

- ECU employees shall be provided with personal protective equipment prior to commencing work.

4.1.2 Contractors, Subcontractors, Labour Hire Staff

- Contractors, sub contractors and labour hire staff must provide their own personal protective equipment.
- This may not be the case where a separate arrangement has been reached between contractors, sub contractors or labour hire staff and ECU.
- ECU is required to consult with external organisations providing contractors, sub-contractors and labour hire staff to determine arrangements regarding personal protective equipment.

4.1.3 Students

- Teaching staff must discuss personal protective clothing requirements with their students before commencing any hazardous work.
- Students are usually required to provide their own personal protective clothing, for example covered shoes.
- ECU is usually responsible for providing personal protective equipment, for example safety glasses.
- This may not be the case where a separate arrangement has been reached between a student and ECU.

4.2 Responsibilities

4.2.1 Managers and Supervisors

- A Manager/Supervisor who has been delegated responsibility over the actions of other University workers is required to:
 1. Ensure that all workers are made aware of this Policy.
 2. Take all reasonable steps to eliminate, or minimise risks to the health and safety of workers by control measures other than, and in addition to, the use of personal protective equipment.
 3. Consult with workers regarding personal protective equipment requirements.
 4. Ensure that all equipment, personally provided or supplied by ECU, is selected to minimise risk to health and safety in accordance with any relevant technical standard published by WorkSafe Western Australia, Safe Work Australia or any other regulatory authority.
 5. Ensure that all equipment, personally provided or supplied by ECU, is maintained, repaired or replaced so as to ensure that it continues to minimise the risk to the person who uses it, including by ensuring that the equipment is:
 - a) in good working order
 - b) clean and hygienic
 6. Ensure that the person who uses the equipment is provided with any information, training and instruction in relation to the use of the equipment (including information about any limit to the effectiveness of the equipment) to ensure that the equipment minimises the risk to the person.
 7. Ensure that the person uses the equipment in accordance with the information, training and instruction provided to the person.
 8. Ensure that appropriate signage is used in areas where personal protective equipment is required.

4.2.2 Workers and Students

- All University workers and students must recognise their personal responsibility for their own safety by:
 1. Wearing appropriate clothing as required for entry and participation in work activities.
 2. Wearing protective equipment as directed and in accordance with any instructions provided.

3. Taking proper care and maintenance of the equipment provided for their use.
4. Not intentionally misusing or damaging the equipment whether supplied by ECU or personally provided.
5. Advising their supervisor / teaching staff promptly of any concerns they have regarding the use of protective equipment.
6. Immediately reporting any damage or failure of protective equipment that has been provided by the University, to their supervisor / teaching staff and request repair or replacement.

4.2.3 Teaching staff responsible for students

- The person who has supervisory responsibility over students who are required to wear personal protective equipment must ensure that:
 1. The equipment will minimise risk to the person's health and safety.
 2. The student uses the equipment.

4.3 General Requirements

4.3.1 Budgeting and Issue

- The relevant Business Unit shall budget for and fund the provision of personal protective equipment and associated materials for employees in their area
- The employee's immediate supervisor is responsible for the issue and recording of all protective equipment provided.

4.3.2 Quality Control

- All personal protective equipment purchased by the University must comply with the relevant Australian Standard or appropriate equivalent.
- Prior to purchasing any personal protective equipment, University employees must confirm from the supplier in writing that such equipment meets the relevant Australian Standards or appropriate equivalent.

4.3.3 Cleaning and Maintenance

- Normal cleaning and maintenance of protective equipment is to be carried out by the worker, and in accordance with instructions provided or outlined by the Australian Standards or the manufacturer's specifications.
- Facilities and equipment necessary for cleaning and maintaining protective equipment is to be supplied organised by the employee's immediate supervisor.
- Cleaning of employee's contaminated protective equipment is to be arranged at the University's expense by the employee's immediate supervisor.
- Labour hire, contractors and sub-contractors are required to clean and maintain their own equipment.

4.3.4 Review of Protective Equipment Requirements

- Recommended changes to protective equipment are to be forwarded to the Health and Safety Office for consideration. Supervisors and Health and Safety Representatives will be notified of any changes.

4.4 Specific personal protective clothing and equipment requirements

4.4.1 Head Protection

- The selection, care and use of safety helmets must be in accordance with Australian Standard AS/NZS1800 and meet the following requirements:
 1. All components of safety helmets must be inspected by the user at least weekly for any signs which may indicate reduced protection.
 2. Helmets which show damage or shell deterioration must be immediately withdrawn from service and destroyed.
 3. When carried in vehicles, helmets must be placed in the footwell or boot and not on the rear window ledge.
 4. A suitable wide brimmed hat or sun hat protector for safety helmets must be supplied to ensure the face and neck are protected as far as is practicable.
 5. Care should be taken that any accessories fitted to helmets do not reduce the safety characteristics of the helmet.

4.4.2 Foot Protection

- Foot protection for particular tasks will be supplied to employees, subject to the authorisation of the employee's supervisor.
- Appropriate safety footwear must be worn in plant workshops and stores.

4.4.3 Clothing

- Suitable weather-proof clothing must be worn by persons who are required to work outside in inclement weather.
- Laboratory employees shall be supplied with protective equipment as per Australian Standard AS/NZS 2243 Safety in Laboratories.

4.4.4 Gloves

- Gloves for particular tasks shall be supplied to employees, subject to the authorisation of the employee's supervisor. In general the correct type of protection shall be provided wherever there is a hazard and in accordance with the area risk assessment.

4.4.5 Hearing Protection

- All workers exposed to noise above the level specified in the West Australian exposure standard will be personally issued with suitable personal hearing protectors (PHP's).

- The requirements for Suitable Personal Hearing Protectors are as follows:
 - a. When determining appropriate hearing protectors AS/NZS 1269.1 should be consulted for guidance.
 - b. Hearing protectors with an SLC80 value greater than 20dB will be issued to all workers mentioned in 4.4.5. A choice between two models will be available.
 - c. For employees who need PHP's whilst wearing a hard hat, an option of an earmuff/helmet combination will be available.
 - d. Where noise levels are considered significantly high and the use of standard hearing protection is inadequate, workers will be provided with disposable earplugs (SLC80 > 20dB) to be used in conjunction with the standard PHP or in situations where earmuffs are impractical.
- The Business Unit will hold and maintain PHPs which will be provided to employees or visitors, for short term use. Thorough cleaning will take place before being re-issued.
- Any employee having particular needs or experiencing difficulty with wearing the PHP supplied, should discuss the matter with their supervisor.

4.4.6 Eye Protection

- Suitable eye protection will be provided to all employees where tasks require mandatory use:
 - a) Safety glasses – Low velocity
 - b) Goggles – Medium velocity
 - c) Safety shields – High velocity
 - d) Chemical goggles – When using chemicals as per Safety Data Sheets.
 - e) Welding shield – Risk ARC flash, MIG, TIG.
 - f) Welding goggles – Risk ARC exposure, gas welding, metal cutting (Oxy/Acetylene).
- Suitable eye protection will be provided to all employees who spend >50% of their time working in the sun.
- Employees required to use screen based equipment should refer to the Vision Screening for Users of Screen Based Equipment Policy [HR090] and associated guidelines.

4.4.7 Skin Protection

- Where workers are exposed to the sun for extended periods, provision and use of the following should be considered:
 - a) sun protective work clothing
 - b) sun protective hats
 - c) sunglasses
 - d) sunscreen
- When PPE is used as the control option, the type of outdoor work being performed must be considered and the design must balance sun protection with the need to stay cool in hot conditions

- The design and/or usage of skin protection PPE must not create a secondary hazard such as loose clothing becoming caught in machinery.
- Workers must be trained in the correct use of PPE

4.4.8 Specialised Equipment

- The employee's supervisor has a responsibility to ensure specialised equipment is used when circumstances demand. The supervisor must determine what specialised equipment is required before any employee undertakes a special task.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner the Director Human Resources Service Centre has overall responsibility for the content of this policy and its operation in ECU.

Staff/students/contractors

Staff/students/contractors are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

Available from the Health and Safety pages of the HR Service Centre website:

- University Occupational Safety and Health Policy [HR081]
- Hazardous Chemicals Policy [HR116]
- Hazardous Substances Procedure Manual
- Vision Screening for Users of Screen Based Equipment Policy [HR090]

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources Service Centre
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8. APPROVAL HISTORY

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