



PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

PURPOSE

These guidelines support the *Health and Safety Policy* and provides assistance on the selection and use of PPE at the University.

DEFINITIONS

Hazard	A situation that has the potential to harm a person or cause damage to the environment or property.
Hierarchy of Control	A range of control measures used to control risk to the lowest reasonably practicable level. In most cases a combination of elimination (most effective), substitution, engineering controls, administrative controls and Personal Protective Equipment (least effective) are chosen to control risks.
Personal Protective Equipment (PPE)	Clothing or equipment worn by a person to protect or shield their bodies from workplace hazards.
Practicable	Means reasonably practicable with regards to the severity of any potential injury or harm to health that may be involved and the likelihood of it occurring; the state of knowledge about the risk, injury or ways of controlling the risk; and the availability, suitability and cost of controlling the risk.
Risk	In relation to any injury or harm, means the probability of that injury or harm occurring
Risk Assessment	overall process of risk identification, risk analysis and risk evaluation.
Safety Data Sheet (SDS)	means a document that describes the properties and uses of a material, that is, identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.

1. Selection and Use of PPE

While Personal Protective Equipment (PPE) is the least effective of the risk mitigation strategies in the hierarchy of control, it can be used in conjunction with other forms of controls to minimise the risk to the user.

All PPE selected must conform to the appropriate legislation, Australian Standard and/or industry requirements or guidelines. Consideration should be given to characteristics such as durability,



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permeability, abrasion, burn and cut resistance, insulation, ease of cleaning, size, comfort and appropriateness.

Sources of information that should be consulted when selecting PPE include:

- Safety Data Sheets (SDS)
- Designers, manufacturers or suppliers of PPE
- Safe Work Procedures
- Risk Assessments
- Potential users of PPE in the area
- Chemical Management Plan

PPE supplied by the University remains the property of the University.

1.1. Assessing the risk

In accordance with AS2243.1(Clause 4.2.2), the minimum requirements for PPE in a laboratory shall be laboratory clothing, protective eyewear and closed shoes unless lesser requirements can be justified by a risk assessment.

A risk assessment for the task/activity should be completed by a team of relevant personnel to identify additional practicable control measures prior to the provision of PPE. This should be done using the appropriate risk assessment form on the [Health, Safety and Emergency Management \(HSEM\) website](#). Where a residual requirement for PPE is identified, task appropriate PPE should be selected. In some cases, use of PPE may create a secondary risk not identified in the original assessment. These risks should be evaluated.

Note: It may be necessary to utilise several items of PPE to obtain the required level of protection.

1.2. Use of PPE and signage

Manufacturer's instructions should be followed when using PPE. It should fit correctly and training should be provided on how it should be used.

PPE should be used in the manner that it is required and for the purpose provided.

Single use or disposable items of PPE should never be reused. The integrity of limited use PPE will expire after a specified amount of time or usage.

Appropriate signage should be displayed to remind all staff, students and visitors of its requirements in the work area. This signage must meet the minimum requirements outlined in the relevant Australian Standards. Safe operating procedures, lab manuals and inductions may also stipulate PPE requirements.

Issues that prevent the use of PPE include discomfort, inconvenience, and inappropriate or poorly maintained equipment. It is vital that these identified problems do not undermine the effectiveness of the equipment.



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1.3. Information and training

Users of PPE are to be given appropriate information and training in relation to:

- the correct selection of the equipment,
- the use of the equipment;
- when and where it is required;
- the correct fit;
- any limitations to the equipment;
- maintenance;
- identification of faults and
- storage of equipment.

Training should be delivered when new staff or students commence and when new/different PPE is purchased.

After training, the user should demonstrate that they understand how to use the equipment properly or they should be retrained.

A reassessment of the users' competency should be carried out periodically to ensure that the PPE is effective and it is being used as intended.

All training must be documented and records should be kept by the respective areas.

1.4. Maintenance, Inspection, Testing

Testing and maintenance of PPE is to be undertaken as per manufacturer's specifications. Inspection of the PPE should be undertaken before each use to determine if the equipment has sustained any damage and that it will function as intended.

Where PPE is damaged to the extent that it may not provide the necessary protection, it is to be taken out of service and either repaired or disposed of and replaced. Users of PPE must immediately inform their Manager/Supervisor of any defects or deficiencies.

1.5. Storage

PPE should be stored in facilities which prevents damage and deterioration (as per manufacturer's instructions). This storage area should be accessible to all users.

1.6. Review

A review of the PPE used should be undertaken by relevant stakeholders to ensure that it continues to be effective and applicable for the task.

Conditions which might warrant a review of PPE on a more frequent basis would include:

- An injury or near miss resulting from failure of the PPE
- Changes to legislation, Australian Standard and/or industry requirements or guidelines.
- Staff or Manager concern



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Following the completion of the review; revise and update the information and training as required in order to correct any deficiencies.

2. Responsibilities

2.1 The University

If a staff member is required by the University to wear PPE, the University will provide the PPE at no cost to the staff member.

2.2 Managers/Supervisors

It is the responsibility of managers/supervisors to:

- a) Assess the need and select the correct PPE in accordance with the hazard(s) presented and the relevant legislation, Australian Standards, and/or industry requirements and guidelines.
- b) Annually budget for the purchase and maintenance of PPE required by staff.
- c) Keep a record of all PPE issued;
- d) Clearly sign-post areas where PPE is required;
- e) Provide training in the correct use and maintenance of PPE and maintain records of the training provided;
- f) Issue or make available the PPE to staff;
- g) Ensure that PPE is suitable, practicable, does not unduly impair the ability of staff to do their job and is correctly utilised.

2.3 Staff

It is the responsibility of staff to:

- a) Be trained in the correct use and maintenance of the PPE provided;
- b) Take reasonable care to maintain the PPE provided;
- c) At all times use the PPE for the purpose provided and in the manner indicated by managements/supervisors;
- d) Immediately inform their manager or supervisor of any defects or deficiencies in the PPE.

2.4 Students, Contractors, Associates and Visitors

Students, contractors, associates and visitors are required to:

- a) Provide and maintain their own PPE except where provided at management discretion;
- b) Utilise PPE for the purpose intended and in the manner directed by their Supervisor, Management or as required within the area;
- c) Adhere to sign posted requirements for PPE

2.5 Health and Safety Advisors

Health and Safety advisors will provide advice on the use of PPE.

3 EXEMPTIONS

This Guideline applies to all areas of the University.



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4 RELEVANT DOCUMENTS/LINKS

Health and Safety [Policy](#)

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Code of Practice – Personal Protective Clothing and Equipment 2002

HB9 1994 Occupational Personal Protection

AS/NZS 1067 Sunglasses and fashion spectacles

AS/NZS 1336 Eye and face protection - Guidelines

AS/NZS 1337.1 Personal eye protection – Eye protectors for occupational applications

AS/NZS 1338 Filters for eye protectors

AS/NZS 1800 Occupational protective helmets – Selection, care and use

AS/NZS 1801 Occupational protective helmets

AS/NZS 1269 Occupational noise management

AS/NZS 1270 Acoustics – Hearing Protectors

AS/NZS 2161 Occupational protective gloves

AS 2225 Insulating gloves for electrical purposes

AS/NZS 1715 Selection use and maintenance of respiratory protective devices

AS/NZS 1716 Respiratory protective devices

AS/NZS ISO 2801 Clothing for protection against heat and flame – General recommendations for selection, care and use of protective clothing

AS/NZS 2604 Sunscreen products – Evaluation and classification

AS/NZS 2210.1 Safety, protective and occupational footwear – Guide to selection, care and use

AS/NZS 1891.1 Industrial fall-arrest systems and devices – Harnesses and ancillary equipment.

AS/NZS 4399 Sun protective clothing - Evaluation and classification

AS/NZS 4501.1 Occupational protective clothing – Guidelines on the selection, use, care and maintenance of protective clothing

AS/NZS 4501.2 Occupational protective clothing – General requirements

AS/NZS 4502 Methods for evaluating clothing for protection against heat and fire

AS/NZS 4503 Protective clothing

AS/NZS 4543 Protective devices against diagnostic medical X-radiation

AS/NZS 4602.1 High visibility safety garments – Garments for high risk application

AS1319 Safety signs for the occupational environment

CONTACT DETAILS	
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REVISION HISTORY		
Revision #	Date	Amendment Description
1	19/07/2018	New Guideline