Procedure

Work health and safety policy

Personal protective equipment management procedure

1. Purpose
This procedure outlines the requirements and practices for the management of personal protective equipment (PPE) to assist with the correct selection, supply, use, replacement, maintenance, training and storage.

2. Scope
This procedure applies to all workers including staff, clients, contractors and others within the Department of Health divisions, agencies and Health and Hospital Services that are not prescribed services.

3. Procedure

3.1. The need to use PPE shall be determined from the process of hazard identification, risk assessment and development of risk control measures.

3.2. PPE shall conform to any legislative, Australian Standard and / or industry standard requirements or guidelines.

3.3. Where possible, PPE should be purchased from suppliers on the standing offer arrangement (SOA) list. Where required, suppliers of PPE should be asked to provide and include the following services:
   - advice on PPE
   - information relating to performance testing results
   - advice on personal fitting, use, cleaning, maintenance, and storage of PPE
   - a range of sizes (where appropriate)
   - information on the availability and need for replacement parts
   - demonstration of the PPE
   - immediate replacement of any defective PPE.

3.4. Specific PPE may be required to be worn under particular circumstances. This may include but is not limited to:
   - **Head protection** in the form of a safety helmet shall be worn where there is a possibility that a person:
     - may be struck on the head by a falling object
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- the person may strike their head against a fixed object
- is likely to have inadvertent head contact with an electrical hazard.

- **Full body protection** where there is risk of dermal exposure to specific infection agents or hazardous chemicals.
- **Eye protection / face shield** where a risk of eye injury exists. Typical hazards might include flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation.
- **Hearing protection** where a risk of noise induced hearing loss exists. The need for hearing protection shall be assessed from the conduct of noise monitoring surveys in potential noise hazard areas.
- **Respiratory protection** where all other practicable measures have been taken to provide control measures to ensure that no staff member is exposed to an atmosphere that is or may be injurious to health.
- **Protective clothing and sunscreen** for workers who work outdoors and are exposed to the sun’s rays for continuous periods. Direct exposure of the skin to UV radiation from outdoor work shall be minimised by providing hats, long sleeves / trousers and an adequate supply of sunscreen.
- **Hand protection** where there is an identified hazard with a potential for hand injury, transmission of infection or absorption of substances via the skin.
- **Protective footwear** (safety footwear) shall be provided where the nature of the work exposes the employee to a medium to high risk of injury to feet (for example, occupations such as workshop maintenance and gardening staff).
- **High visibility safety vests** where there is a risk of injury associated with working on or near roadways, near moving traffic or plant or other circumstances where high visibility of the worker is required.

3.5. Compliance with any operational requirement to use PPE shall be monitored by the supervisor of the functional area.

Any non-compliance shall be investigated to ascertain the reason(s) and further consultation with the worker and other relevant persons such as the work, health and safety practitioner, health and safety representative shall be undertaken to ensure a satisfactory resolution.

3.6. All staff expected to use PPE shall be provided with training prior to application of the PPE and be provided ongoing training where necessary.

3.7. The PPE management program of the functional area shall outline:

- approved PPE items and when they shall be worn
- who is required to wear PPE and whether it is provided for general or exclusive use
- how PPE will be issued
- training and any ongoing instruction required
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- ongoing cleaning, storage, maintenance and inspection requirements including any specific precautions that may apply (for example, replacement of respirator cartridges)
- replacement arrangements
- responsibilities for cleaning and/or servicing
- signage required at the point of required use
- supervision to be provided
- record keeping requirements.

3.8. Where contractors are engaged, if the work being performed relates directly to the conduct of the accountability area’s business, PPE shall be supplied by the accountability area (for example, face masks, gloves for clinical workers). At all other times contractors shall supply PPE unless by arrangement with, or requested by the accountability area’s responsible officer.

4. Supporting documents

Authorising policy and standard/s:

- QH-POL-401:2014 Work health and safety policy

Forms and templates:

- Generic risk assessment form.

5. Related documents

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- How to Manage Work, Health and Safety Risks Code of Practice 2011
- AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment
- AS 4381-2002 Single-use face masks for use in health care
- AS/NZS 1336:1997 Recommended practices for occupational eye protection
- AS 2210.1:2010 Safety, protective and occupational footwear–Guide to selection and use
- AS/NZS2161.1:2000 Occupational protective gloves–Selection, use and maintenance
- AS 4179: Single-use sterile surgical rubber gloves–Specification
- AS/NZS 1269.3:2005 Occupational noise management–Hearing protector program
- AS 1067:2003 Sunglasses and fashion spectacles
- AS/NZS 4501.1:2008 Occupational protective clothing–guidelines on the selection, use, care and maintenance of protective clothing
6. **Review**

This policy is due for review on 01 May 2017 or subject to changes in legislation, organisational activities, or Occupational Health and Safety performance. Notwithstanding this policy remains in force until such time as it is revoked.

**Date of last review:** 30 April 2014

**Supersedes:**
- QH-PTL-275-16-1:2012 Personal Protective Equipment
- QH-PTL-275-9-1:2012 Personal Protective Devices - Safe Possession and Use of
- QH-IMP-275-17:2012 Additional Risk Categories
- QH-GDL-275-12-2:2012 Confined Spaces Equipment Selection, Use and Maintenance

7. **Business area contact**

Organisational Health, Human Resources Branch, System Support Services Division

8. **Definitions of terms used in the policy and supporting documents**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / explanation / details</th>
<th>Source</th>
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<tr>
<td>Personal protective equipment</td>
<td>Is safety clothing and equipment for specified circumstances or areas, where the nature of the work involved or the conditions under which people are working, requires the wearing of, or use for their personal protection to minimise risk.</td>
<td>Department of Health</td>
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9. **Approval and implementation**

**Policy custodian:**
Theresa Hodges, Senior Director, HR Policy, Performance and Organisational Health

**Responsible executive team member:**
Susan Middleditch, Deputy Director-General, System Support Services Division

**Approving officer:**
Susan Middleditch, Deputy Director-General, System Support Services Division

**Approval date:** 01 June 2014

**Effective from:** 01 July 2014

**Version control**

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<td>30/04/2014</td>
<td>Janet Robinson</td>
<td>SMS review project 2013-2014</td>
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