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
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
Department of Health: Personal protective equipment selection and use procedure

- 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-xxx: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
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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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