Facilities & Services Division

Personal Protection Equipment (PPE) - Guidelines

**Purpose**

To inform staff of the principles associated with protective clothing. PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

**Process**

- Protective clothing and equipment is issued as part of the hierarchy of controls to reduce to an acceptable level any residual risk associated with workplace hazards at the University.
- Where a staff member is required to wear protective clothing, including clothing for protection from the elements (with or without ANU badging), the protective clothing will be supplied and maintained by the Budget Unit of the University.
- On cessation of employment, the staff member will return all items of protective clothing provided under this procedure.
- The staff member is responsible for the regular inspection, maintenance and cleaning of the protective clothing.
- Staff members are responsible for the cost of replacement of such items if they are lost or damaged as a result of negligence of misuse.

The PPE guidelines includes:

- Responsibilities of supervisors and employees;
- Types of PPE;
- Authorised suppliers;
- Purchase of PPE;
- Allocation of PPE;
- Legislation;
- Finance requirements.
Responsibilities:
Managers and Supervisors are responsible for the safety of their staff and the adequacy of PPE allocated. They also have responsibility for:

- Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE;
- Determine what is deemed PPE and what is deemed non-compulsory staff uniforms.
- Selecting and purchasing PPE. Please refer to PPE items below;
- Maintaining records on what PPE has been issued to staff members;
- Providing training, guidance, and assistance to staff members on the proper use, care and cleaning of approved PPE;
- Periodically re-evaluating the suitability of previously selected PPE;
- Reviewing, updating and evaluating the overall effectiveness of the PPE issued.
- Ensuring these guidelines are adhered to. In the event that an employee arrives for work in a way that is not in line with these guidelines, Managers should again explain the necessity for these guidelines to the employee, and if necessary, liaise with the HR Manager for guidance.

Staff members are responsible for:

- Wearing PPE as required;
- Attending required training sessions;
- Caring for, cleaning, maintaining and inspecting PPE;
- Following PPE policies and procedures;
- Informing the Manager/Supervisor of the need to repair or replace the PPE.

Types of PPE

The level of personal protection required for a worker will depend on the nature of the hazards that they work with or which they may encounter in their work area.
The type of personal protection that is required should be determined by undertaking a risk assessment for the specific work activity.

The minimum standards need to take account of the hazards that are present in the workplace for most of the time, and to consider the work of the group as a whole and not just that of an individual worker. For many tasks, protection may be needed additional to the minimum standard.

The effective enforcement of the minimum standard requires:

- Strong support from Management;
- Clear guidance provided to the staff member during the induction process and continuing with regular PPE audits;
- Continuing enforcement by supervisors.

**Authorised Suppliers:**

- Please refer to the Marketing Office for details of the current approved suppliers. [http://www.anu.edu.au/mo/content/uniforms](http://www.anu.edu.au/mo/content/uniforms)
- If you have a different supplier please email their details to [marketing@anu.edu.au](mailto:marketing@anu.edu.au). ANU Marketing Office will contact your supplier and provide guidelines and artwork for the new ANU uniforms and organise approval.

**Purchasing of PPE:**

- The budget to purchase PPE has moved to a central account.

- To request PPE, the Personal Protective Equipment Management Record will need to be completed **prior to purchase**. (This will soon be available on the intranet). The form must be signed by the appropriate Delegate. As an interim measure, a staff member can email a request for PPE to their Manager. Once approved, the Manager should provide F&S Finance with a signed copy of the email, authorised by the appropriate Delegate, **prior to purchase**. PPE should only be purchased from ANU approved suppliers who will then invoice F&S accordingly.
**Allocation of PPE:**

- Upon commencement, a staff member should be provided with basic PPE by their supervisor.
- Items supplied must be recorded against the staff member’s name.
- PPE must bear the current ANU logo (where applicable). Managers must liaise with ANU Marketing to ensure they are using the correct logo.
- Managers must only use authorised suppliers as stated above.

**PPE items:**

**Project Delivery:**

- Hard hats;
- Safety boots;
- Protective eye wear;
- Hearing protection;
- Fluoro vests

**Issuing Process:**

Once staff obtain their ‘White Card’ they will be equipped with the above PPE items. Refer to Purchasing of PPE above.

**Gardeners:**

**Please note shorts or short sleeved shirts must not be worn. Long sleeved shirts should not be rolled up.**

- Hi Vis Yellow / Green Rain Jacket;
- Hi Vis Yellow / Green Polar Fleece Jacket;
- Hi Vis Yellow/ Green Long Sleeve Cotton Drill Shirt;
- Green Cotton Drill Trousers;
- Green Moleskin Trousers;
- Safety boots;
- Gloves;
- Safety helmet with ear muffs;
- Broad brimmed hat;
- Safety glasses.

Staff also has access to consumables such as sun cream and disposable ear plugs.
Issuing Process:
Each year they have an audit on each staff members PPE to ensure it is in serviceable condition. In regard to trousers and shirts a yearly issue is done at the beginning of each year. Jackets are replaced every three years. Boots replaced on an as needed basis – at least once per year. Refer to Purchasing of PPE above.

Security:
Protective wet weather gear; Fluoro tabards; Incident tabards.

Issuing Process:
The wet weather equipment is held by the officers and is replaced as part of their uniform complement on a wear and tear basis. The Fluoro tabards are issued by either the Security Operations Manager or the Security Manager as needed. They are purchased through our uniform suppliers for use on campus whilst carrying out traffic duties.

Incident tabards are held in the security office for issue to relevant personnel during a significant incident.

Sharps handling equipment tools are purchased from time for issue to Officer by the Security Manager as needed. These items are kept in the vehicle. Hats and sun block is also issued on a case-by-case basis. Refer to Purchasing of PPE above.

Engineering & Technical Services
Winter jackets; Safety boots; Hard hat; Fluoro vest; Rubber electrical gloves; Safety glasses; Hearing protection.

Issuing Process: Refer to Purchasing of PPE above.
Outdoors/Field – Maintenance

Shirts;
Pants;
Jumper;
Jacket;
Safety boots;
Gum boots;
Overalls (disposable);
Facemasks;
Gloves (purpose specific);
Welding masks;
Aprons;
Hat;
Safety glasses;
Ear muffs;
Overalls (Painters – bib and brace White).

Issuing Process:

The Zone leader/supervisor checks that the replacement is required. Clothing is replaced on an as needed basis. Visual checks are done of the financial records. Refer to Purchasing of PPE above.

Legislation

The Work Health and Safety Act 2011 sets out the legal obligations that must be complied with to provide for the health and safety of workers.

Finance

The budget to purchase PPE has moved to a central account. The delegates for the account are the Director/ General Manager, Corporate Services and the Finance Manager. The budget was based on the historical spend on PPE.

To request PPE in 2012 the Personal Protective Equipment Management Record requires completion (This is available on the intranet). Refer to Purchasing of PPE above.

From 2013 Managers will be required to provide a budget submission for PPE. The Finance team will assist Managers with the budget planning.
<table>
<thead>
<tr>
<th><strong>Responsible Officer</strong></th>
<th>General Manager – Corporate Services Facilities and Services Division</th>
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<tbody>
<tr>
<td><strong>Contact area</strong></td>
<td>Office Manager – Administrative Services</td>
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<tr>
<td><strong>Date Approved</strong></td>
<td>12 July 2012</td>
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<tr>
<td><strong>Relevant to</strong></td>
<td>F&amp;S Staff required to wear PPE</td>
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<tr>
<td><strong>Approval Authority</strong></td>
<td>Director – Facilities and Services Division</td>
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<tr>
<td><strong>Date of Commencement</strong></td>
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<td><strong>Amendment Dates</strong></td>
<td>Nil</td>
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<td><strong>Date for Next Review</strong></td>
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| **Related ANU Policies, Procedures, Guidelines, Forms** | ANU OHS Policy  
ANU OHS Procedure:  
| **Authority**          | Work Health and Safety Act 2011 (Commonwealth)                          |
| **Keywords**           | Personal Protection Equipment/Clothing - Guidelines                     |
| **File Number**        | N/A                                                                    |