

	PERSONAL PROTECTIVE EQUIPMENT	Document No:	WHS-PRO-016
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1. Purpose

The purpose of this procedure is to give guidelines on the selection, provision, use and maintenance of personal protective equipment.

2. Scope

This procedure applies to all ACBC Agencies. It covers all workers at ACBC and ACBC controlled premises.

3. Related Documents

[ACBC Work Health & Safety Policy](#)

ACT : Work Health and Safety Act 2011

NSW : Work Health and Safety Act 2011

NT : Work Health and Safety (National Uniform Legislation) Act

QLD : Work Health and Safety Act 2011

SA : Work Health and Safety Act 2012

TAS : Work Health and Safety Act 2012

VIC : Occupational Health and Safety Act 2007

WA : Occupational Safety and Health Act 1984

4. Definitions

Personal Protective Equipment (PPE)

Personal protective equipment is anything used or worn by a person to minimise a risk to their health or safety.

PPE includes:

- Eye protection, e.g. goggles, glasses and face shields
- Hearing protection, e.g. ear plugs and ear muffs
- Respiratory protection, e.g. filter respirators, air line respirators and self-contained breathing apparatus (SCBA)
- Hand protection, e.g. gloves and barrier creams
- Foot protection, e.g. safety shoes and boots and rubber gum boots
- Head protection, e.g. hard hats, helmets and broad brimmed hats
- Body protection, e.g. aprons, overalls, gloves and high visibility clothing
- Skin protection, e.g. hats, sunscreen, long sleeve clothing
- Fall protection, e.g. harnesses and fall arrest devices

PCBU

PCBU stands for Person Conducting a Business or Undertaking. Although the term refers to a 'person', it covers both individuals and organisations. For ACBC Agencies, the PCBU is the Committee of The Australian Episcopal Conference of the Roman Catholic Church, (which acts as the agent of the Australian Catholic Bishops Conference pursuant to the Deed of Agent's Appointment dated 15 July 1992).

Note: In jurisdictions which have not enacted the Model WHS Act, “PCBU” should be read as “employer”

Supervisor

The Supervisor is a Bishop, a Priest, an Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

Health and Safety Representative (HSR)

A Health and Safety Representative is a person who has been nominated and elected by employees at a workplace in accordance with the relevant State or Territory legislation.

5. Responsibilities

Supervisors

Supervisors are responsible for ensuring that:

- Reasonably practicable steps are taken to eliminate exposure to identified risks in the workplace.
- Obtain professional advice, where necessary, to identify the most suitable types of PPE to be used
- This procedure for using PPE is implemented.
- They make workers aware of any tasks which require the use of PPE and the appropriate PPE to be used
- Provide the appropriate PPE to workers
- Provide training on selection, use and maintenance of PPE

Health and Safety Representative (HSR)

The Health and Safety Representative (where appointed) should:

- Alert their supervisor of any new sources of exposure to risk, which may require the use of PPE
- Participate in risk assessment and control including risk control through PPE

Workers

Workers should:

- As soon as possible, report any hazards that they have identified
- Assist with carrying out risk assessments
- Assist with implementation of the appropriate risk controls
- Use PPE as directed by their supervisor or standard procedure

Employment Relations Advisor (Office for Employment Relations)

The Employment Relations Advisor will:

- Facilitate risk assessments
- Provide advice on suitable risk control measures including use of PPE
- Provide advice on the selection, use and maintenance of PPE
- Source training on use of PPE as required

6. Risk Identification, Assessment and Control

The need to use PPE should be determined by carrying out a risk assessment on the task to be completed. The use of PPE is one of the means of controlling exposure to risks in the workplace. It is considered to be the least effective way to control the risk to health and safety because it attempts to protect the worker from the risk, but does not protect their exposure to it. PPE is the last method of control in the “Hierarchy of Controls” (Refer to WHS-PRO- 008 Risk Control and Review).

7. Requirement to Use PPE

The requirement to use PPE can come from:

1. Risk assessment and control:
 - When there are no other practical control measures available
 - As an interim measure until a more effective way of controlling the risk can be used
 - To supplement higher level control measures as stated in the "Hierarchy of Controls"
2. Use of PPE may be recommended within a suite of control measures, resulting from testing and measurement of exposure to risks (e.g. noise level assessments).
3. In some cases, a manufacturer of equipment will recommend the use of PPE.

8. Selection of PPE

When selecting PPE, supervisors must consult with workers and also:

- Evaluate the risk and performance requirements for the PPE (e.g. hearing protectors)
- Determine the suitability of the PPE for the nature of the work and any hazard associated
- Review the compatibility of the equipment where more than one type of PPE is required
- Consult with the supplier to make sure PPE is suitable for the work and workplace conditions
- Make sure that the PPE complies with the relevant Australian Standard or equivalent standard.
- Consider the size, fit and comfort for the worker who will use the PPE

9. Provision of PPE

The ACBC is required by law to provide workers with any PPE which is required for work which is being directed by them, unless it is being provided by another PCBU, such as a principal contractor.

It is an offence for a PCBU to charge or levy a worker for PPE or cause a worker to be charged.

Examples of PPE which may be provided by ACBC include:

- Earmuffs for grounds keepers to use while mowing lawns
- Protective gloves for cleaners
- Protective gloves for First Aid Officers
- Helmets for Emergency Wardens

10. Use of PPE

Workers who have been provided with PPE must use it as required by their Supervisor, or standard procedures. Refusal to use the required PPE may lead to disciplinary action.

11. Training

Supervisors must ensure that workers who are required to use PPE have been given the appropriate level of training in the use and maintenance of PPE.

The training will include, but not be limited to, the following:

- What PPE is required
- When PPE is required to be worn
- How to put on/take off, adjust, and wear the PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

Supervisors must make sure that any training given is recorded and placed in the worker's personal file.

12. Maintenance of PPE

To ensure the PPE remains effective, workers are responsible for maintaining their own PPE in good working condition. This includes checking:

- The physical condition of the PPE (e.g. for cracks, holes and tears)
- That the PPE is clean
- That the PPE still fits properly (e.g. the cushioning around ear muffs)
- That the PPE has not exceeded its "use by" date (e.g. helmets)

Some PPE, such as hearing protectors must be maintained in accordance with Australian Standards (*AS/NZS 1269.3 Occupational noise management – hearing protector program*).

Workers must report any defective, damaged or unusable PPE to their supervisor. The supervisor must replace the defective, damaged or unusable PPE as soon as practicable.

13. Safe Work Practices

Safe work practices must incorporate the use of PPE for management of exposure to risks.

14. Records

Distribution lists for PPE

Training records

Workplace Safety Inspection Checklist ([WHS008](#))

Incident/Hazard Reporting and Investigation ([WHS009](#))