



POLICY	
Personal Protective Clothing and Equipment (PPE) Management	
Scope (Staff):	All
Scope (Area):	CAHS (Valid for PCH)

Aim

CAHS is committed to the effective selection, use care and maintenance of suitable PPE.

This policy provides direction on the use and maintenance of PPE and to outline PPE types, provision, selection and responsibilities.

Risk

- Breach of legislative requirements including Duty of Care responsibilities under the [WA Occupational Safety and Health Act 1984](#) and [WA OSH Regulations 1996](#).
- There is an increased risk of staff injury and patient illness if PPE is not used where indicated/appropriate.

Definitions

Hazard: means a situation or thing that has the potential to harm a person.

Personal Protective Clothing and Equipment (PPE): refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer’s body from injury or infection. It is used or worn to act as a barrier to the hazard to reduce the risk of causing harm,

Risk Control: means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.

Principles

- When assessing hazards CAHS will adopt the Worksafe hierarchy of control to determine if PPE is required.
- CAHS will consider the below controls in the following priority order:
 1. **Elimination:** remove hazard from the workplace
 2. **Substitution:** use a safer work practice or less hazardous material
 3. **Isolation:** isolate the hazard, lock out/tag out
 4. **Engineering controls:** redesign the work processes or equipment
 5. **Administrative controls:** policies, procedures, training, supervision
 6. **PPE:** (most reliant on compliance) personal protective equipment and clothing

Personal Protective Equipment and Clothing (PPE) Management

- The use of PPE should not be relied on as the primary means of risk control until all hierarchy of control measures have been considered and exhausted.
- Where it is not practicable to avoid the presence of hazards, CAHS will provide adequate personal protective clothing and equipment (PPE).
- Where PPE is identified as required CAHS will provide adequate direction and training on the use, wearing and maintenance of the PPE and it will be provided at no cost to employees.
- PPE may also be used:
 - As an interim measure until a more effective way of controlling the risk can be used; and
 - To supplement another higher level control measure (as a further protection measure).

Roles and Responsibilities

Employees

- All CAHS employees must:
 - cooperate with CAHS on the selection and evaluation of PPE
 - use and wear PPE as instructed
 - ensure the PPE fits appropriately
 - not misuse or damage the PPE
 - discard single use items when removed.

Managers/ Supervisors

- All CAHS managers and supervisors are responsible for:
 - considering various control options and choose the control, according to the Hierarchy of control that most effectively eliminates the hazard or minimises the risk in the circumstances
 - This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable.
 - consulting with employees, relevant OSH Representatives, the CAHS OSH Department and CAHS Product Evaluation and Standardisation Committee (PESC) where appropriate on the selection and procurement of PPE.
 - providing PPE to employees, where required.
 - providing direction or training on the correct, use, fitting, testing, maintenance and storage of the PPE
 - compliance with industry practices and standards relating to PPE
 - ensuring PPE is in good working order and maintained in line with the manufacturer's instructions.

Personal Protective Equipment and Clothing (PPE) Management

- Replacement of PPE under the following circumstances:
 - As per manufacturer's recommendations and guides.
 - When it no longer provides the level of protection required.
 - When the safe working life, as specified by the manufacturer, has expired.
 - When it is damaged and cannot be repaired.
- ensuring signage is in locations where PPE is required to be worn/used
- providing information that there is a requirement to wear PPE at the workplace before employees start work and before they are required to use the PPE
- providing a means for the safe disposal of used PPE
- ensure contractors and labour hire workers under their responsibility use appropriate PPE
- immediately report any defects/hazard/concerns in relation to PPE and its use to their line manager and complete the Employee Hazard Incident Form as per the Incident Hazard Reporting (CAHS) policy.

OSH Department

- The OSH Department is responsible for:
 - providing assistance and advice on type of PPE to be considered
 - monitoring reported PPE incidents including: number of incidents involving not wearing PPE when available, number of incidents where PPE not available, number of incidents involving PPE not worn correctly
 - providing reports to the relevant OSH Committees and Executive on reported PPE incidents.

Selection of PPE

- All PPE selected must comply with the relevant Australian Standards.
- The selection of appropriate PPE requires identification and assessment of the hazards and risks related to work tasks.
- The selected PPE must be appropriate to the hazard and the risk.
- Selected PPE must not create secondary safety or health risks.

Types of PPE

The following table outlines PPE based on category, with associated uses and examples.

Categories	Uses	Examples
Body Protection	Risk of heat and flame.	Gloves, aprons, protective suits, thermally insulating and fire retardant
	Risk of toxic or volatile chemicals.	Gloves, aprons, chemical suits

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	Risk of radiation.	Lead aprons
	Proximity to traffic or other visual risks.	Harnesses, high visibility clothing
Eye Protection	Risk of flying particles or there is potential for eye damage or injuries.	Spectacles, goggles, prescription safety glasses as required, shields, visors
Face Protection	Risk of biological hazards and in areas where there is a hazard of producing dust particulates.	Masks
Foot Protection	Guard against objects falling on feet and should be selected according to the hazards and risks identified by a risk assessment. Enclosed footwear may also protect staff against biological hazards. Non-slip footwear may reduce the risk of slippery surfaces.	Safety shoes/boots, full foot cover is recommended
Hand Protection	Risk of potential penetrating injuries, hazardous substances.	Gloves
Head Protection	Risk of a person being struck on head by falling object.	Helmets, caps, boots, hoods and hats
Hearing Protection	Any person exposed to a noise level of 85dB (A) over an 8-hour shift must wear hearing protection.	Ear muffs, ear plugs
Respiratory Protection	May be exposure to respiratory hazards. Physical characteristics of the contaminants or combination of contaminants need to be identified as being a gas, vapour, a particulate (i.e. dust) or a combination of all 3.	Disposable, cartridge, airline, half or full face
Skin Protection	Risk of a person working outdoors (UV).	Hats, sunscreen, protective clothing
Working from heights (if applicable)	Risk from falling from elevated workplaces where redesign of the work area is not practicable.	Harness and fall arrest devices
Protection of Pathogens	Refer to specific pathogen PPE requirements as per transmissible diseases index: Transmissible Diseases Index	

Prescription Safety Glasses

- Where a risk of eye injury exists, all staff must be issued with safety glasses.
- Prescription safety glasses will be provided where it is not possible to eliminate or control eye hazards and a CAHS employee requires an optical aid.
 - Refer to the Department of Commerce, [Labour Relations Circular to Departments and Authorities No.3 of 2010 Prescription Safety Glasses \(Amended\)](#)⁴

Process for obtaining prescription safety spectacles

- Manager and staff to identify the need for prescription safety glasses.
 - Employee visits optometrist and obtains a written estimate of cost of providing safety spectacles appropriate for the task.
 - The costs of an optometrist visit and eyesight screening test will be covered by CAHS only if the employee has not had an eyesight test within the preceding twelve (12) months.
 - Subsequent tests within the following twelve (12) months shall be the responsibility of the Employee.
- The quotation is to be approved by the Manager.
 - The Head of Department/Service must first approve the estimate, before an order may be placed with the relevant optometrist for supply and fitting of the item.
 - The employee will pay any excess payments due to preference or selection of either lenses, frames or both, which are not equivalent or similar to those specified in Appendix 1.
 - Upon approval a purchase order will be raised by the Manager in line with the appropriate procurement procedures.

Related internal policies, procedures and guidelines
Occupational Safety and Health (CAHS Policy)
Incident and Hazard Reporting (CAHS Policy)
Standards and Transmission Based Precautions (CAHS Policy)
Sharps Management (CAHS Policy)
Hand Hygiene (CAHS Policy)
Exposure to Blood and Body Fluids (CAHS Infection Control Policy)
Blood and Body Fluid Spill Management (CAHS Policy)
Transmissible diseases index

References
1. WA Occupational Safety and Health Act 1984
2. Occupational Safety and Health Regulations 1996
3. AS/NZS 1336:2014 Eye and face protection - Guidelines
4. AS/NZS 1337.0:2014 Personal eye protection
5. Department of Commerce, Labour Relations Circular to Departments and Authorities No.3 of 2010 Prescription Safety Glasses (Amended)

Useful resources (including related forms)
Code of Practice: First Aid, Workplace Amenities and Personal Protective Clothing (Worksafe WA, 2002)
Code of Practice – How to manage Work Health and Safety Risks (Safe Work Australia 2011)

This document can be made available in alternative formats on request for a person with a disability.

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Appendix 1: Safety Glass Types

- The nature of the lens (i.e. degree of correction or type e.g., standard, bifocal) shall correspond to the staff's existing prescription unless the staff presents the results of a new eyesight test, which indicates a change in requirements necessary to safely perform his or her work.
- The lens should be either hard-coated plastic or glass, and shall comply with AS 1337.
- Should the staff show a preference for a poly carbonate composite lens, then the staff shall be required to pay the difference in cost, between either the plastic or glass type lens and the polycarbonate lens.
- The relevant frame shall comply with AS 1337 and AS 2228: Spectacle frames.
- The frames shall incorporate side shields (moulded or other), similar or equivalent to SOLTEC 102 or 104 or BOLLE – 'BANDIT' frames.

Please note: Lions Optics, 9381 3860, at SCGH provides staff members a discounted rate for eye examinations, frames lenses and associated procedures