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## 1. Purpose

*The purpose of this procedure is to ensure that Personal Protective Equipment (PPE) is appropriately selected, used and maintained.*

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## 2. Scope

This procedure covers all tasks in which PPE is used as the most appropriate method for controlling risks.

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## 3. References

1. Occupational Health and Safety Act 2004.
2. Australian Standard Occupational Personal Protection SAA HB9 – 1994

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## 4. Responsibilities

### Managers/Supervisors

Managers/Supervisors are responsible for:

- Issuing PPE and keeping records of PPE issued to staff;
- Replacing worn, damaged or obsolete PPE, as required;
- Providing training on the correct use of PPE.
- Annual Inspection of all PPE.

### Supervisors/Health and Safety Representatives (HSRs)

Supervisors and HSRs are responsible for identifying the most suitable control for hazards and selecting appropriate PPE.

### Employees

Employees are responsible for:

- Identifying hazards;
- The proper use of PPE when required; and
- Maintaining PPE in good condition and reporting worn, damaged, obsolete as necessary.

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## 5. Definitions

### Personal Protective Equipment (PPE)

PPE is equipment and/or clothing which is designed to reduce exposure to a hazard, including: gloves, overalls, goggles, safety vests, safety footwear, respirators, harnesses and helmets.



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## **6. Method**

### **6.1. Hazard Identification**

Hazards may be identified by employees, or by Manager/Supervisors or HSRs during scheduled **Hazard Inspections**. (Refer to Section 3.06, *Hazard Identification*).

Identified hazards shall be recorded in the **Hazard Report Form**.

### **6.2. Hazard Control**

PPE, appropriate to the hazard to which employees are exposed, should be considered as the last line of defence in the control of risk. (Refer to the hierarchy of hazard control – Section 3.06, *Hazard Identification*).

The use of PPE does not eliminate a hazard.

PPE may be used if other control measures are not appropriate or whilst more appropriate controls are being implemented.

### **6.3. Selection of PPE**

PPE must comply with Australian Standards or equivalent and be compatible for the operation to be conducted. (Refer to Section 3.11, *Purchasing*).

### **6.4. Training**

All employees who are required to wear PPE must be trained in the safe and proper use of, and care for such equipment.

### **6.5. PPE Records**

Records shall be retained at each workplace of all PPE issued to employees.

### **6.6. Maintenance and Storage**

PPE must be appropriately maintained and stored by employees to ensure equipment remains effective, operational and clean and must be maintained in accordance with the manufacturer's specifications.

PPE should be checked by the employee on a regular basis and damaged equipment should be replaced immediately by the Manager/Supervisor.

Unserviceable or obsolete PPE must be destroyed or disposed of by the Manager/Supervisor.

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## **7. Related Documents**

1. Section 3.06, *Hazard Identification*.
2. Section 3.11, *Purchasing*.



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**8. Attachments**

Nil