



**PROVIDING PERSONAL PROTECTIVE EQUIPMENT GUIDELINE**

<b>Section</b>	Health and Safety
<b>Contact</b>	University Health and Safety Manager
<b>Last Review</b>	April 2014
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<b>Approval</b>	University Health and Safety Manager

**For staff members:**

It is responsibility of the employing unit to provide, and maintain in good condition personal protective equipment required by employees. When the equipment reaches the end of its life it must be replaced.

The cost of this equipment is a departmental expense as part of the processes conducted by the department or unit. It is insufficient (statute law) to pay an allowance and expect employee to provide their own protective equipment.

Where equipment in direct bodily contact (for example respiratory protective equipment, ear plugs, mouth guards), then equipment must be personally issued to each employee. There is to be no sharing of such items.

If an employee wishes to provide their own equipment for personal reasons of comfort or convenience, then they may do provided the equipment is suitable protect them from the hazard. The employee can elect at any stage to use the employee equipment by giving reasonable notice.

Employees must be instructed in the correct use and maintenance of personal protective equipment. Proper storage and cleaning for personal protective equipment is also required.

**For students:**

The requirement to provide such a equipment for students and visitors is subject to the phrase "all practicable steps". This allows for the University to specify equipment students may need for a particular course, paper, or field trip. For example is not practical to provide warm clothing for all students on a one off field trip to a cold area.

The University's responsibility is to ensure when necessary such equipment is used. If students forgot to bring personal protective equipment that is required for a laboratory class or field trip then it may be necessary to withdraw the student from the critical processes when such equipment is required or make alternative arrangements for provision. Under no circumstances should staff concede in a less than desirable safety standard.

**When personal protective equipment is required:**

Protective equipment can only be used as a last resort to control significant hazards. The hazard must have evaluated to determine if it can be controlled by (in order) elimination, isolation, or minimization. It is advised to monitor the hazard to determine if personal protective equipment is required if the minimization strategy is used.

The decision process must be documented in the [hazard management register](#). For further information see [hazard management pages](#) on health and safety website.



## **Environmental Health Monitoring:**

If minimisation is used to control hazards then environmental monitoring is required to ensure the hazard control is adequate. If the hazard is still significant despite minimisation then and health monitoring must be officered to ensure adequacy of personal protective equipment. For more information see the [Monitoring Staff Health Procedures](#).

## **Definition:**

Personal protective equipment is equipment, which protects employees from hazards. It includes items such as protective headwear, eye protection, respiratory protection, protective clothing, protective footwear, barrier or protective lotions, etc.

## **Legal requirement:**

Health and Safety in Employment Act 1992 Section 10

## **Document Management Control:**

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