

Personal Protective Equipment Guideline

Controlled Document – refer to Intranet for latest version

Category: Health and Safety	Date Created: November 2015
Responsibility: Health and Safety Manager	Date Last Modified: July 18
Approval: Chief Executive	Version: 18.1

Introduction

The following information provides guidance for the selection of personal protective equipment (PPE) to protect UCOL staff and students working in a variety of workshops and training locations, including off-campus locations and sometimes in uncontrolled rural environments for the purposes of fieldwork.

Normally, PPE is used to support other methods of risk control rather than as a stand-alone means of protection. For instance, a dust mask would be worn when cutting cement board on site; however, the primary means of control may be in the use of an extractor to remove the dust.

Where risks exist in these environments, personal protective equipment use will minimise risks to a person’s safety and /or health if the risk cannot be eliminated.

Principles

The Health and Safety at Work Act 2015 require as far as reasonably practicable all steps to be taken to keep people safe and healthy.

PPE is not a substitute for more effective control methods like, elimination through engineering, and/or administrative controls and should only be considered when other means of protection against hazards are not adequate or feasible.

Health and Safety Regulations and associated guidelines have been written to support and guide everyone in helping to create a safe and healthy working environment.

Guidelines

The following table provides guidance on the type of PPE that should be considered for specific situations and what the requirements are for this PPE.

PPE	Requirements	Used in these situations
Weatherproof clothing	<ul style="list-style-type: none"> The apparel must be a colour that contrasts with the environment. Must meet AS/NZS 4602.1:2011 general 	<ul style="list-style-type: none"> Trades, Vet Sciences, Photography and FM Staff When a staff member is outside of a vehicle or machine, working in trafficable situations or in low light

	requirements for occupational protective clothing.	<p>poor visibility and poor weather situations.</p> <ul style="list-style-type: none"> To be used for out of doors activities in adverse weather conditions.
High-visibility clothing/vest	<ul style="list-style-type: none"> The apparel must be a colour that contrasts with the environment. Must meet AS/NZS 4602.1:2011 for fluorescent / retro-reflective trim on both the front and back. 	<ul style="list-style-type: none"> Trades and FM Staff Workers in emergency excavation situations/controls. When worker is outside of a vehicle or machine, working in trafficable situations or in low light poor visibility situations. For use in construction areas and for visitors to Trades workshops When working around plant and machinery.
Limb and body protection – including Overalls & Lab Coats	<ul style="list-style-type: none"> Must be stored in a dry area. Must be free of holes and, in the case of hand protection, made of a material that provides a good grip. Must be impervious to solvents when used in refuelling or chemical applications. 	<ul style="list-style-type: none"> Laboratories, Trades Areas, Catering, Arts – specific situations When the worker is exposed to a substance or condition that is likely to puncture, abrade or affect the skin – or be absorbed through the skin.
Head protection (Hard Hats)	<ul style="list-style-type: none"> High-visibility, side impact hardhat. Must met the AS/NZS 1801:1997 Cleaned regularly and stored away from direct sunlight, grease and tools. Must be free of cracks, dents or any other damage. Chin straps must be used when workers are climbing, or working in high winds. Must be clipped at all times when wearing to stop it falling off or being knocked off. 	<ul style="list-style-type: none"> Trades and FM Must be worn in any work area where there is a danger of head injury from falling, or swinging objects, where cranes or hi-habs are in use or other potential harmful contacts that could result in head injury. At any other PCBU site that this is a requirement.
Eye and Face protection	<ul style="list-style-type: none"> Protective eyewear must meet the required AS/NZS 1336:2014. Must be stored in an appropriate scratch-free container, lenses free from scratches, cracks and hinge faults, regularly cleaned, maintained and replaced when necessary, must fit properly and include side 	<ul style="list-style-type: none"> Trades, FM, Catering, Sciences, Arts, Photography labs, Nail Therapy Must be worn in any work area where there is a potential for eye damage from objects, projectiles, chemicals, dusts being ejected by process, by accident or at speed. Face protectors must also be used over the top of safety glasses if there is a risk of face injury.

	shields when necessary for worker safety.	
Hearing protection	<ul style="list-style-type: none"> Hearing protection must meet the required AS/NZS1270:2002 Must be stored correctly, protective sponges and seals must be maintained and replaced if damaged, must be of appropriate class for the noise level emissions. 	<ul style="list-style-type: none"> Trades, Music, FM Must be worn in any work area where there is a potential for hearing damage from exposure to noise in excess of the workplace exposure threshold of 85dBA over an 8 hour period or where, explosive or impact noise is likely to exceed 140 peak.
Industrial Footwear	<ul style="list-style-type: none"> Protective footwear must meet the required AS/NZS 2210:1:2010 Must be functional for purpose, cleaned and maintained and kept in good condition. Safety footwear must consider the following factors: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock potential, and any other recognizable hazard. Toe and metatarsal protection, puncture resistance, and/or dielectric protection must be used where appropriate. 	<ul style="list-style-type: none"> Trades, FM, Catering, Sciences, i Vet Sciences, Industrial Arts Must be worn in any work area where there is a potential for damage to feet and ankles by workplace activity, environment or condition.
Respiratory Protection	<ul style="list-style-type: none"> Respiratory protection must meet the required AS/NZS 1716:2012 Must be functional for purpose, a good fit, cleaned and maintained and kept in good condition in a sealed container, all filter cartridges are to be stored in a sealed container. 	<ul style="list-style-type: none"> Trades, FM, Catering, Cleaning, Sciences, Arts & Crafts, Nail Therapy, Construction Must be worn where there is exposure to dusts, mists, fumes, vapours or gases, or other respirable particulate matter. Respirator users must be trained in the use and maintenance of respirators they will be using.
Gloves	<ul style="list-style-type: none"> These should be worn by workers whenever there is a risk of a hand injury. Generally most construction and building activities attract some risk of hand injuries. It is 	<ul style="list-style-type: none"> Make mandatory in areas, like welding and other areas where there is the possibility of hand injuries.

essential that the appropriate glove is provided for the task being performed

Related Documents and Websites

- [Personal Protective Equipment Policy](#)
- Health and Safety at Work Act 2015

References

- Work Safe, Health and Safety Guidelines, <http://www.business.govt.nz/worksafe/information-guidance> for example:
- Hearing Protectors, Selection and Use of
- Classified Hearing Protectors
- Respiratory Protection, A Guide to
- AS/NZ Standards – (As refer to in “Guidelines “above)