

Personal Protective Equipment Policy

Controlled Document – refer to Intranet for latest version

Category: Health and Safety

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Responsibility: Health and Safety Manager

Date Last Reviewed: July 2018

Approval: Chief Executive

Version: 18.1

Purpose

The purpose of the Personal Protective Equipment Policy (PPE) is to protect the employees, students and contractors from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exists.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees, students and contractors and that such will lessen the likelihood of occupational injury and/or illness.

Scope

UCOL employees, students and contractors work in a variety of workshops and work locations, including off-campus locations and sometimes in uncontrolled rural environments for the purpose of fieldwork. UCOL will consult, co-operate and co-ordinate with other workplaces on PPE that is to be used. For that reason, this policy can also be applied where an adequate PPE policy does not exist at other workplaces.

It is UCOL's responsibility to ensure all employees, students and contractors are properly protected from workplace hazards through engineering controls, administrative controls, or personal protective equipment. Where it is impractical to eliminate hazards, protective equipment and clothing will be provided to minimise the risk of harm associated with the relevant hazards. This includes the provision, training, wearing and maintenance of personal protective equipment.

Responsibility

UCOL has a responsibility to ensure personal protective clothing or equipment is worn by employees, students, contractors and visitors and they in turn have a responsibility to wear it.

Managers and lecturers (or anyone responsible for a group)

UCOL managers are responsible for undertaking risk assessments to identify where PPE is required as a minimisation mechanism.

Managers and lecturers will ensure defective or damaged PPE is immediately disposed of and replaced.

Managers and lecturers have the primary responsibility for implementing and enforcing PPE use and policies within their work areas. This involves:

- Providing appropriate PPE and making it available to employees, students and contractors if necessary.
- Ensuring that employees and students are trained on the proper use, care and cleaning of PPE.
- Lecturers will follow this directive through when teaching students about PPE.
- Ensuring that employees and students properly use and maintain their PPE.
- Ensuring that defective or damaged PPE is immediately disposed of and replaced.
- If it is determined by the lecturer that the employee is not using the PPE appropriately, then the employee or student must be retrained by the lecturer in the correct use of the PPE.

Workers – (Students, Employees, Temporary Workers, Contractors)

Employees, students, temporary workers and contractors are responsible for using the appropriately issued PPE for the job they are doing. Different PPE may be required for different jobs. Employees and students are responsible for inspecting their PPE before and after each use. If PPE is used infrequently, then it should be inspected before each use. This involves:

- Using PPE properly in accordance with instructions and training received.
- Care for their PPE properly and guard against damage and contamination.
- Storing it appropriately.
- Report PPE malfunctions or damage or any problems to lecturer so it can be removed from the area.
- Follow UCOL PPE policies and rules.

When PPE is Required

UCOL will undertake risk assessments in all areas to determine the presence of hazards which necessitate the use of PPE. Where PPE is determined a requirement, UCOL will ascertain, through a consultative process with suppliers and users, the most appropriate PPE for the management of the hazard.

UCOL has a duty of care “to provide” PPE for employees and to bear the cost of providing it, and does so where required.

Students are also provided by UCOL with the appropriate PPE required, for the various jobs/tasks that they undertake during their studies. However some students purchase their own PPE, which will need to be checked by a manager or lecturer to ensure that it meets the required UCOL standards and legal requirements. If the PPE does not meet these requirements then it cannot be used on any UCOL campus.

Personal protective equipment will be provided, must be used and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness. A supervisor, lecturer, health and safety representative or trained company representative will explain and demonstrate how to fit the PPE correctly when required.

All PPE must meet the appropriate AS/NZ Standards or other relevant Standards acceptable under New Zealand law.

UCOL will review the suitability of PPE and update and conduct new hazard assessments whenever there is:

- A job changes;
- New equipment is used;
- There has been an accident, incident or near miss.
- At a manager, supervisor, employee or student request.

At least every year UCOL will evaluate the overall effectiveness of PPE use, training and policies, in particular the relation to the number of accidents, incidents or near misses in high or medium risk areas UCOL will maintain records on PPE requirements, assignments and training.

Relevant Legislation

- Health and Safety at Work Act 2015
- Health and Safety Regulations

Related Documentation

- [Risk Assessment and Control Policy](#)

National Guidelines

- Work Safe, Health and safety Guidelines
- Hearing Protectors
- Selection and Use of Respiratory Protection
- Eyes