

Personal Protective Equipment (PPE) Procedure

Section 1 - Purpose

(1) The purpose of this Procedure is to outline the practices for the selection, use, maintenance, replacement, storage, training in, and review of Personal Protective Clothing and Equipment (PPE).

Scope

(2) This Procedure applies to staff and students of the University and controlled entities and other persons who participate in activities directed by the University and controlled entities where PPE is required to minimise the health and safety risk of the activity.

(3) This Procedure does not apply to Macquarie University Hospital and Clinics.

Section 2 - Policy

(4) Nil.

Section 3 - Procedures

(5) The relevant Supervisor must:

- a. consult with staff in determining PPE requirements;
- b. provide PPE free of charge to staff;
- c. ensure that the equipment is appropriate and fit for purpose;
- d. ensure that staff, students and other persons receive appropriate instruction in the use of the equipment;
- e. ensure that equipment is used in the manner required;
- f. ensure that staff and students use protective clothing and equipment for the purpose provided; and
- g. ensure that all protective clothing and equipment provided by the University complies with current legal requirements and meets or exceeds a relevant Australian Standard.

(6) PPE is required for the following situations:

- a. Head protection - where there is a possibility that a person may be struck on the head by falling objects or strike their head against fixed objects or where there is the risk of accidental head contact with electrical hazards. Helmets must comply with AS/NZS 1801 Occupational Protective Helmets.
- b. Eye and face protection - where a risk of eye or face injury exists. Typical hazards might include flying particles or debris, dust, splashing chemical substances, harmful gases, vapours, aerosols, lasers, solar ultraviolet (UV) and high intensity radiation from welding operations. Eye protection must comply with AS/NZS 1337, sunglasses preferably compliant with AS/NZS 1067.
- c. Hearing protection - where there exists a risk of noise-induced hearing loss as a result of exposure to noise that exceeds the exposure standard (8h of 85 dB(A); peak of 140 dB(C)) and in designated hearing protection areas

as indicated by signage. Hearing protection must be tested and approved in accordance with AS/NZS 1270 and selected and maintained as per AS/NZS 1269.3.

- d. Respiratory protection – required after all other practicable measures have been taken to provide control measures, so that no person is exposed to an atmosphere that may be injurious to health. Single use face masks should comply with AS 4381 and particulate filter personal respiratory protection devices designed for protection against respiratory pathogens, fumes, vapours and dusts should comply with AS/NZS 1716.
- e. Sun protection - sunscreen and protective clothing are required for persons who work outdoors and are exposed to the sun for continuous periods. To minimise harm from direct exposure of the skin to ultraviolet (UV) radiation during outdoor work, hats, long sleeves/trousers and an adequate supply of high Sun Protection Factor (SPF) broad-spectrum water-resistant sunscreen is required.
- f. Hand protection - where there is potential for hand injury from exposure to chemicals, biological hazards, physical hazards and manual handling. Occupational Protective Gloves standard series AS/NZS 2161 governs hand protection and should be referred to for glove selection and use.
- g. Foot protection – safety footwear is required where the nature of the work exposes persons to a medium to high risk of injury to feet, e.g. occupations such as workshop/maintenance and gardening. Safety footwear must comply with AS 2210.1.
- h. Visibility - high visibility safety garments are required where there is a risk of injury associated with working on or near roadways, near moving traffic or near moving equipment. High visibility safety garments must comply with AS/NZS 4602.1.

(7) Supervisors must ensure that PPE does not create additional hazards during use, such as reduced situational awareness, entanglement, finger entrapment or allergic reaction.

(8) Protective equipment should be in a clean and hygienic condition and should not be shared between wearers unless the equipment is considered clean.

(9) Selecting the most appropriate PPE for a task is the first step to ensuring a user is protected against a hazard. Wherever practicable, users must be consulted regarding the type of PPE being considered.

(10) The decision on selecting PPE can be supported by sources of information including:

- a. designers, manufacturers or suppliers of PPE;
- b. Codes of Practice;
- c. Australian Standards;
- d. Safety data sheets;
- e. risk assessments; and
- f. safe work procedures (safe work instructions/safe work methods statements/job safety analysis).

Not all PPE will meet the same performance requirements and provide the same protection. For example, no one type of glove provides adequate protection against all chemicals. The protection afforded by PPE should not be overestimated.

(11) When selecting the appropriate PPE, consideration should be given to characteristics such as:

- a. durability;
- b. permeability;
- c. abrasion resistance;
- d. burn resistance;
- e. insulation;
- f. cut resistance;

- g. ability to be cleaned;
- h. size;
- i. comfort; and
- j. appropriateness - any PPE provided for use should be appropriate for the wearer. The PPE should fit, be comfortable and be compatible with the working environment and any other PPE used at the same time.

(12) PPE must be stored in an appropriate and clearly identified place so that it remains clean and not exposed to the weather or conditions which may degrade the equipment.

(13) As part of regular workplace inspections, PPE must be checked to ensure it is in good working order and that it continues to control the risk it is intended to control. Maintenance should include an inspection before each use to determine if the equipment has sustained any damage and whether it will work as intended. Where PPE is damaged, it should be either repaired or disposed of appropriately and replaced.

(14) Wearers of PPE should be trained in the correct use, appropriate fitting, and any limitations of the equipment. Instructions on the correct use of the equipment, maintenance and storage must be provided.

(15) Users should report any discomfort, damage, defect or need to clean or decontaminate PPE to their Supervisor.

(16) Supervisors should regularly review, with relevant stakeholders, all PPE to ensure that it continues to be effective and applicable. Conditions which might warrant a review of PPE on a more frequent basis would include:

- a. an injury or near miss resulting from failure associated with PPE;
- b. incidents related to PPE;
- c. changes to Codes of Practice; and
- d. employee or employer concern.

(17) Following the completion of any review, PPE should be revised as required and instructions updated to correct any deficiencies.

(18) If a person prefers upgrades or customised features for their PPE, the University will only cover the cost equivalent to standard PPE for that item. Any additional expenses resulting from upgrades or personalisation will be the responsibility of the person.

Section 4 - Guidelines

(19) Nil.

Section 5 - Definitions

(20) The following definitions apply for the purpose of this Procedure:

- a. Personal Protective Equipment (PPE) means any clothing, equipment or substance designed to protect a person from risks of injury or illness. PPE can include:
 - i. hearing protective devices, e.g. earmuffs and ear plugs;
 - ii. respirators and face masks;
 - iii. eye and face protection, e.g. goggles and face shields;
 - iv. safety helmets, sun hats, sunscreen, repellents;
 - v. gloves and safety boots; and

- vi. clothing, e.g. high visibility vests or life jackets.
- b. Supervisor means staff appointed in an academic or professional unit to oversee endorsed activities, work performance, and duties undertaken by staff and/or students to ensure they are performed according to the standards and values of the University Group and includes Specialised Safety Risk or Infrastructure (SSRI) Managers whose position is responsible for a specialised WHS Risk (e.g use of lasers, diving, fieldwork) or infrastructure such as a laboratory or other technical facility.

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