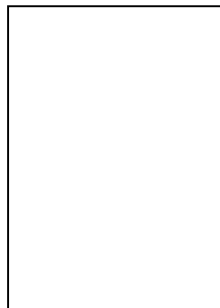

Xavier Catholic College PPE Policy Template



Personal Protective Clothing and Equipment Policy

PURPOSE

The purpose of this *Policy* is to assist this school/college and its personnel to implement procedures to protect the health, safety and welfare of workers, students, and other persons who are legally on school/college premises at any time.

Within the context of this *Policy*, personal protective equipment (PPE) means any item of clothing, equipment, or product designed for the purpose of eliminating or controlling exposure to a work-related hazard, that cannot be otherwise eliminated, minimised, or controlled (in part or fully). PPE includes such items as eye protection, hearing protection, respiratory protection, foot protection, head protection and body protection.

WHS Legislation 2011 requires a PCBU (employer) to provide each person at risk with the personal protective protection equipment, and to ensure so far as is reasonably practicable, that:

- The equipment provided is appropriate for the person and controls the risk for that person
- The person is informed of any limitations of the equipment
- The person is provided with the instruction and training necessary to ensure that the equipment controls the risk for the person
- The equipment is properly maintained and is repaired or replaced as frequently as is necessary to control the risk for the person
- The equipment is provided in a clean and hygienic condition to the person
- The equipment is stored in a place provided by the employer for the purpose
- Areas in places of work where personal protective equipment must be used are clearly identified.

In accordance with the *WHS Regulation*, the school/college is required to provide PPE to be worn or used by workers, and in certain activities by students, during work, educational activities or other purposes in the college or other premises.

POLICY FRAMEWORK

Xavier Catholic College acknowledges that the dignity, safety and well being of people are central to the values of the school/college and accepts responsibility and accountability for ensuring, as far as is reasonably practicable, the health safety and welfare of workers, students and other people who either enjoy or use the services of the facilities of the college, or provide services to the college.

This *Policy* recognises that PPE is the least satisfactory method in the prevention of injury or illness but is needed to be implemented in combination with other more effective risk control measures and/or when more effective alternatives are not possible.

POLICY CONTENT

To meet this obligation for identified work and educational activities:

1. Workers, students, volunteers and other persons shall be required to wear or use PPE provided by the school/college, when;
 - a) The risk assessment has identified a hazard or potential hazard arising from the work or other educational activity, and the potential for death, injury or illness exists if PPE is not used
 - b) The risk management strategy identifies the use of PPE as either the sole means of minimising or controlling exposure to a particular risk to health or safety, or as part of a risk management strategy developed to adequately control the particular risk
 - c) The use of PPE, and type of PPE to be used, has been arrived at through consultation with workers.
2. No PPE will be provided to workers until all requirements of the legislation have been subject to consultation.
3. Any interference with, misuse of, or willful damage or destruction of PPE provided to workers, including volunteers, student and other person is illegal under the *WHS Act 2011*, and may be reported to the relevant workplace regulator. The school/college also reserves the right, in accordance with school/college procedures, to take other legal action against any person found to have committed an offence against the *Act*
4. Workers, volunteers, students and other persons provided with PPE are required to report to the designated person at the school/college all PPE that:
 - a) is damaged
 - b) requires replacement
 - c) requires maintenance
 - d) requires specialised cleaning in accordance with school/college procedures.

Failure to report any identified damaged, faulty, unhygienic or dirty PPE by a worker, volunteer, student or other person is also illegal under the *Act*.
5. The college is responsible for ensuring that all PPE provided complies with relevant standards and is:
 - a) Adequately and safely stored in facilities provided for this purpose
 - b) Replaced when damaged or unusable
 - c) Maintained or cleaned in accordance with manufacturer's specifications
 - d) Meets any other requirement imposed by present or future Regulations, Codes of Practice or WorkCover (or other State Authority) guidance material.

6. No worker, volunteer, student or other person can refuse to wear or use PPE provided unless supported by a medical certificate or medical report. The school/college Principal will consult with the worker, student or other person in all such instances about the practicable employment, educational or other adjustments open to the school/college for the period specified by the medical certificate or medical report.

If the placement of an worker, student or other person who is unable to wear or use PPE cannot be carried out by the school/college Principal, without undue hardship to the school/college, they shall reserve the right to take appropriate steps to determine appropriate duties and/or legal steps to resolve the matter.

7. Any:
 - a) Worker, student or other person who refuses to wear, or fails to wear or use PPE provided or required, without good reason, following a verbal direction by the Principal, delegated teacher, or other staff member to wear or use the PPE provided or required, or
 - b) Continued deliberate misuse, damage to PPE provided, or removal of PPE provided from the classroom without the authority of the Principal or delegated teacher or other staff member shall:
 - In the case of a worker, be subject to disciplinary action, which may include a formal written warning, suspension, stand down, demotion or dismissal
 - In the case of a student, be subject to disciplinary action in accordance with the college's discipline policy
 - In the case of volunteers or of other persons, be subject to appropriate steps which may include legal steps to resolve the matter
 - Give the Principal cause to report the incident to the workplace regulator.
 - The college reserves the right to require workers, students and other persons to follow advice provided on and/or with required PPE, and to properly maintain PPE provided for their personal use in designated education and other activities.
8. This *Policy* does not apply to contractors, or sub-contractors of a principal contractor engaged by the school/college.

RELATED POLICIES AND PROCEDURES

- *Work Health and Safety Policy*
- *First Aid Policy*
- *Administration of Medication Policy*

CONTACT PERSON

The person responsible for the implementation of this *Policy* is the Principal who is responsible for Work Health and Safety compliance.

POLICY REVIEW



This *Policy* shall be reviewed periodically, or in the event of any information, incident, injury or illness that would demonstrate the need for a review, or resulting from any legislative or organisational change that would warrant a review.

| POLICY DATES | | | |
|------------------------|-------------------|------------------|-------------------|
| <i>Formulated</i> | 18 March 18, 2013 | <i>Adopted</i> | 18 MARCH 18, 2013 |
| <i>Implemented</i> | 18 March 18, 2013 | <i>Reviewed</i> | |
| <i>Next Review Due</i> | 18 MARCH 2018 | | |
| POLICY AUTHORISATION | | | |
| <i>Principal</i> | Michael Vella | <i>Signature</i> | |