

PERSONAL PROTECTIVE EQUIPMENT AND SUN SAFETY PROCEDURE



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1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as reasonably practicable, the risks associated with hazards on worksites where the need for use of personal protective equipment (PPE) is identified.
- 1.2 This procedure outlines the process for determining whether the need for PPE on a CQUniversity worksite is required.
- 1.3 This procedure is to be read in conjunction with the [How to Manage Work Health and Safety Risks Code of Practice](#) and current [Guide on Exposure to Solar Ultraviolet Radiation \(UVR\)](#).

2 SCOPE

- 2.1 This procedure applies to employees, students, contractors and their employees, and visitors who participate in CQUniversity business operations and activities.

3 PROCEDURE

- 3.1 Contractor organisations will provide their employees with PPE that satisfies or exceeds CQUniversity requirements.
- 3.2 The use of PPE will be determined by the risk management process (refer to [Risk Management Policy](#) and [Enterprise Risk Management Framework](#)) and the development of control methods.
- 3.3 PPE is the last option in the hierarchy of control options in the risk management process. Other methods should be considered prior to the adoption of PPE. PPE does not control the hazard and must not be relied upon as the main control measure, unless it is a temporary or interim measure or when options higher on the list have been exhausted. PPE may be used in addition to other controls.

- 3.4 Where PPE is a requirement, entry to University worksites and/or facilities will not be permitted unless dressed in appropriate clothing and footwear. Individuals will follow any reasonable direction issued by any appropriate person concerning what constitutes appropriate clothing and/or PPE for the purpose of the activity. An appropriate person includes, but is not limited to, any person managing or supervising contractors.

Risk management assessment

- 3.5 As determined by the risk management process, CQUniversity will provide PPE to individuals who may be exposed to hazards at University sites. This will be determined after consultation with relevant employees, and the Safety and Wellbeing Unit. Costs associated with the purchase of PPE will be the responsibility of the organisational unit.
- 3.6 Work Area Supervisors will undertake a formal risk management assessment of the work area to determine if PPE is required and if other risk control measures have been considered.
- 3.7 As a result of the formal risk management assessment, managers and/or supervisors will ensure there is clear and appropriate signage positioned at the entry of the site and other appropriate locations where PPE must be worn. Supervising/teaching employees will be informed about, and monitor the use of, PPE by individuals under their supervision.
- 3.8 Where there is a risk of exposure to solar UV radiation by individuals who spend extended periods of time exposed, under the [Risk Management Policy](#) and [Enterprise Risk Management Framework](#), administration controls may include but are not limited to:
- rescheduling tasks to avoid exposure, especially during peak UV times (e.g. between 10am and 3pm)
 - rotating between indoor, shaded and outdoor tasks to avoid exposure, especially during peak UV times, or
 - providing indoor areas or shaded outdoor areas for tasks and especially for breaks.

Issue and use of PPE

- 3.9 PPE will be issued by a supervisor, supervisor's representative or a CQUniversity appointed person to individuals, prior to entering environments where any hazards exist at University sites, in accordance with blue and white signage, which indicates PPE is mandatory. Teaching employees will inform students under their supervision about use of appropriate clothing and protective equipment and will continue to monitor this.
- 3.10 After initial use, PPE will be issued on a 'fair wear and tear' basis in line with the [care, storage and maintenance of PPE](#) section.
- 3.11 PPE will be used in accordance with the manufacturer's instructions to ensure an adequate level of protection for its intended purpose only.
- 3.12 Tasks identified as having risk will not be performed without the relevant PPE. Modifications to PPE are not permitted.

Selection of PPE

- 3.13 The following general principles must be considered by individuals:
- knowledge of and familiarity with the risks of the work. As part of the risk management process, evaluate the nature of the risk, the circumstances, and any restrictions that may arise due to the tasks that will be performed.
 - knowledge of and familiarity with the exposure to risk, and ensure that the appropriate PPE items are selected for the tasks that will be performed.
- 3.14 A requirement to wear appropriate clothing and footwear may be all that is required, however individuals must always follow the instructions provided on the blue and white signage, which indicates mandatory PPE.
- 3.15 The correct PPE relevant for the work environment will be used and worn correctly and the fit should be reasonably comfortable for the wearer. Refer to the manufacturer's instructions. PPE will be rated

appropriately for the task for which it is to be used, comply with any relevant Australian Standards, and display AS compliance markings or labels.

3.16 Specific PPE may include, but is not limited to:

PPE	RISK
Head protection	Person being struck on the head (e.g. falling objects)
Eye protection	Eye injury (e.g. radiation from metal welding processes, objects, fluids, vapours, chemicals)
Hearing protection	Noise-induced hearing loss (e.g. aggravating tones, excessive noise)
Hand protection	Hand injury (e.g. radiation from metal welding processes cuts, abrasions, chemicals, allergies)
Foot protection	Foot injury (e.g. objects, fluids, chemicals, cuts, abrasions)
Respiratory protection	Affecting health (e.g. fumes or odours from gases, fluids, chemicals)
Skin protection	Skin damage (e.g. radiation from the sun or metal welding processes)
High visibility safety vests	Injury or worse (e.g. working near roadways, moving traffic, plant or equipment)

Care, storage and maintenance of PPE

- 3.17 Individuals will maintain PPE in a clean, good working condition, so that its effective life is maximised. Suitable items may be marked or engraved with the wearer's initials and/or name except hard hats.
- 3.18 PPE will be used, stored and maintained in accordance with manufacturer's instructions. Items will be stored in a secure clean environment and in a fully operational condition when not in use, safe from damage, but easily accessible. If any doubt exists, refer to the manufacturer's instructions, check with supervisors, safe operating procedures, instructions, work method statements and/or conduct a risk assessment.
- 3.19 Supervisors will conduct regular weekly inspections of PPE to ensure items are being maintained to a serviceable standard and will perform random checks to ensure individuals are wearing the provided PPE in the correct manner.
- 3.20 Maintenance of PPE will be recorded in an appropriate register maintained by the organisational unit.
- 3.21 Unserviceable, worn-out, damaged or defective, lost or stolen PPE will be replaced, discarded or repaired to manufacturer's instructions.
- 3.22 Individuals will return worn-out PPE to the supervisor or their representative.
- 3.23 PPE that is damaged or lost will be reported to the supervisor as soon as practicable, and where required, replaced immediately.
- 3.24 Where PPE has been lost or stolen, an Incident Report will be lodged by the supervisor in accordance with the [Incident and Hazard Reporting and Investigation Procedure](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Management, employees, students, contractors and visitors at CQUniversity worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other person. They must comply with relevant instruction and cooperate with any reasonable legislation or policy document relating to health and safety at the workplace. For further information on an individual's roles and responsibilities for safety and health, refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.2 The Director People and Culture and Safety and Wellbeing Unit are responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.3 Non-compliances with this procedure are to be reported and investigated as an incident under the [Incident and Hazard Reporting and Investigation Procedure](#).

Records management

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Guide on Exposure to Solar Ultraviolet Radiation \(UVR\)](#)

[Enterprise Risk Management Framework](#)

[How to Manage Work Health and Safety Risks Code of Practice](#)

[Incident and Hazard Reporting and Investigation Procedure](#)

[Plant, Machinery and Equipment Maintenance Procedure \(Appendix 1: Initial Allocation of PPE for Employees\)](#)

[Risk Management Policy](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
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Administrator	Director People and Culture
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Notes	This document was formerly known as the Safety Health Environment Workcover Sustainability (SHEWS) Personal Protective Equipment Procedure (last approved 15/08/2011) and the Safety Health Environment Workcover Sustainability (SHEWS) Personal Protective Equipment and Sun Safety Procedure (last approved 04/12/2017).

9 APPENDIX 1: Initial allocation of PPE for employees

Industrial workshop environments

The following PPE will be initially provided by CQUniversity to employees who are required to undertake teaching and learning activities in industrial workshop environments (e.g. machining, fitting, welding, automotive, carpentry, bricklaying, plumbing, electrical etc.).

One pair of safety glasses for eye protection

No metal frames. Compliance with the Australian Standard AS/NZS 1337:1992 Eye protectors for industrial applications and selected in accordance with the Australian Standard AS/NZS 1336:2014 Eye and face protection guidelines.

If the employee is required to wear prescription glasses, then a pair of over-glasses will be provided.

If the employee prefers to wear prescription safety glasses from an Optometrist, they will be required to undertake an eye examination with an Optometrist. Where costs are not covered by Medicare, the employee will cover the cost.

A contribution of \$300 will be paid to the employee after the three or six month probation period has been completed. The contribution will be paid no sooner than every three years towards the cost of supplying prescription safety glasses after submission of a paid invoice.

One pair of safety boots for foot protection

Compliance and selection in accordance with AS/NZS 2210.1; 2009, Classification 1, Type B.

Will have (and be labelled accordingly) ankle support; safety toe caps to withstand energy levels to 200J and load of 15kN; closed seat region; antistatic properties; energy absorption, water penetration and absorption resistance; penetration resistance and cleated outsole; fuel, oil, heat and fire resistant; slip resistant sole.

Employees required to work in environments where exposure to electricity is identified will also require basic safety footwear as described, which includes non-conductive properties (and be labelled accordingly).

To the value of \$180 and will be replaced on a 'fair wear and tear' basis.

If the employee prefers to purchase footwear exceeding the value above, the employee will cover the extra cost and such purchase will be made from an approved University supplier.

One set of ear muffs or access to disposable ear plugs for hearing protection

Compliance with the Australian Standard AS/NZS 1270:2002 Acoustics – Hearing protectors.

Three sets of protective shirts and trousers for skin protection

Flame retardant clothing made of cotton drill material. No conductive materials or metal threads. Dark coloured (e.g. dark blue/navy). Shirts will have long sleeves to cover full length of the arms and be embroidered/embossed with the person's name to the top right hand side with the logo of the organisation to the top left hand side.

Trousers will have long legs to cover full length of the legs.

Outdoor environments

The following PPE will be initially provided by CQUniversity to employees who are required to undertake activities in predominantly outdoor environments and spend more than 15 minutes in direct exposure to the sun.

One pair of wraparound sunglasses safety glasses for eye protection

Wraparound sunglasses in compliance with the Australian Standard AS/NZS 1067:2003 Sunglasses and fashion spectacles OR Safety glasses in compliance with the Australian Standard AS/NZS 1337:1992 Eye protectors for industrial applications.

If the employee is required to wear prescription glasses, then a pair of over-glasses will be provided.

If the employee prefers to wear prescription safety glasses from an Optometrist, they will be required to undertake an eye examination with an Optometrist. Where costs are not covered by Medicare, the employee will cover the cost.

A contribution of \$200 will be paid to the employee after the three or six month probation period has been completed. The contribution will be paid no sooner than every three years towards the cost of supplying prescription safety glasses after submission of a paid invoice.

One pair of safety boots for foot protection

Compliance and selection in accordance with AS/NZS 2210.1; 2009, Classification 1, Type B.

Will have (and be labelled accordingly) ankle support; safety toe caps to withstand energy levels to 200J and load of 15kN; closed seat region; antistatic properties; energy absorption, water penetration and absorption resistance; penetration resistance and cleated outsole; fuel, oil, heat and fire resistant; slip resistant sole.

Employees required to work in environments where exposure to electricity is identified will also require basic safety footwear as described, which includes non-conductive properties (and be labelled accordingly).

To the value of \$180 and will be replaced on a 'fair wear and tear' basis.

If the employee prefers to purchase footwear exceeding the value above, the employee will cover the extra cost and such purchase will be made from an approved University supplier.

One broad-brimmed or legionnaire-style hat for skin protection

Will shade face, head, ears and neck.

With a deep crown to sit low on the head and a brim of at least 7.5cm

Three sets of protective shirts and trousers for skin protection

Made from a close-weave breathable fabric rated at UPF 40 or higher

Shirts will have collar and long sleeves to cover full length of the arms and be embroidered/embossed with the person's name to the top right hand side with the logo of the organisation to the top left hand side.

Trousers will have long legs to cover full length of the legs.

Broad spectrum water resistant sunscreen with a sun protection factor (SPF) 30+