

### 1 PURPOSE

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To ensure awareness and compliance with legal obligations and safety requirements for:

- identifying and selecting personal protective equipment
- appropriately using and wearing personal protective equipment;
- ensuring personal protective equipment is correctly stored and maintained

### 2 SCOPE

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This requirement applies to all staff and students at all campuses of the University of Melbourne and controlled entities of the University of Melbourne where the University has management control of the workplace.

This requirement does not include work activities where personal protective equipment is worn to protect tissue culture or other sterile procedures from becoming contaminated with human tissue.

### 3 DEFINITIONS

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#### **Personal protective equipment (PPE)**

Refers to anything used or worn to minimise risk to workers' health and safety. This may include, but is not limited to:

- boots
- ear plugs
- face masks
- gloves
- goggles
- hard hats
- high visibility clothing
- respirators
- safety harnesses
- safety shoes
- sunscreen.

Safe Work Australia

## 4 REQUIREMENTS

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### 4.1 Risk assessment

The manager/supervisor shall ensure a risk assessment is completed prior to the provision of PPE. The risk assessment shall take into account the requirements of the [Health & Safety: Risk management requirements](#). The risk assessment shall ensure that the hierarchy of control is adopted and where PPE is required other risk controls are used concurrently.

The risk assessment shall take into account that the PPE is:

- suitable for the nature of the work or hazard;
- an appropriate size and fit for the employee required to wear the PPE; and
- reasonably comfortable so that it used and worn.

Where applicable PPE shall meet the requirements of the relevant Australian Standard.

[Health & Safety: Australian Standards commonly used in purchasing](#)

### 4.2 Signage

The manager/supervisor shall ensure that clear and appropriate signs are positioned in locations where PPE must be worn.

Signs shall meet the requirements of the [Health & Safety: Signage requirements](#).

### 4.3 Maintenance and storage

Manages/supervisors shall ensure that procedures are in place for the maintenance and appropriate storage of PPE.

Maintenance and storage shall take into account:

- PPE is clean, hygienic and free from contamination; and
- in good working order.

### 4.4 Training

Managers/supervisors shall ensure that adequate training and supervision is provided to staff using PPE. Training shall be in accordance with the [Health & Safety: Training requirements](#).

## 5 REFERENCES

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*Occupational Health and Safety Act 2004* (Vic)

*Occupational Health and Safety Regulations 2017* (Vic)

[Health & Safety: Risk management requirements](#)

[Health & Safety: Signage requirements](#)

[Health & Safety: Training requirements](#)

## 6 RESPONSIBILITIES

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Head of School/Division

Associate Director, Health & Safety

Manager/Supervisor

## 7 ASSOCIATED DOCUMENTATION

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### 7.1 Processes

Nil

### 7.2 Forms

Nil

### 7.3 Guidance

[Health & Safety: Australian Standards commonly used in purchasing](#)

[Health & Safety: Eye protective equipment selection and use](#)

[Health & safety: Respiratory protective equipment selection and use](#)