

Technical Group - Operational Policy

Personal Protective Equipment & Clothing (PPE&C)

Introduction

All applicable Employees and Students are to read the following Operational Policy. Institute employees and students are required to sign acknowledgment at the end of this document and forward to the applicable manager.

In order that legal compliance in relation to the OH&S Act 2004 can be adhered to, and an accident free workplace maintained, it is a requirement that Kangan Batman Institute of TAFE employees and students comply with the following operational policy.

OHS Act 2004 - Duties of Employees (includes students undergoing training), Section 25 states -

'While at work, an employee must –

- (a) take reasonable care for his or her own health and safety; and*
- (b) take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace; and*
- (c) cooperate with his or her employer with respect to any action taken by the employer to comply with the requirement imposed by or under this Act or the regulation'.*

Victorian TAFE Teaching Staff Multi-Business Agreement 2009 Section 28.1 states –

'An Employee while at work, must take reasonable care for his or her own safety and for the health and safety of anyone else who may be affected by her or his acts or omissions at the workplace.'

The OH&S Act 2004 Vic can impose severe penalties on Employers and Employees at the workplace if a breach of the regulations and /or Act occurs. Employees failing to take care of their own health and safety or that of others affected by their work, or failing to cooperate with their employer can attract a maximum penalty up to **\$184,050. (sec25.1)** Depending on the severity of the breach or associated incident.

In the interest of Health & Safety it is therefore expected, and an Institute requirement that all staff and students comply with the following Operational Policy relating to PPE&C. In relation to Staff, failure to comply with and ensure student compliance may result in activation of the Institute's performance management and discipline procedures. In relation to students, the Student PPE&C use – protocol outlined in the policy will apply

Definition (s)

Personal Protective Equipment & Clothing (PPE & C) can be defined as any item of clothing or equipment, which is used by individuals to reduce their exposure to hazards in the workplace.

Verifier: _____
General Manager – Technical Group

Common PPE&C that is used throughout the Institute:

- Goggles, Face shields, & Safety glasses
- Gloves
- Approved Safety foot wear
- Hearing protection devices
- Overalls / dustcoats or other approved safety wear
- Hairnets, hardhats
- Respirators (disposable and air supplied)

Policy Principles

1. Use of PPE&C is considered the “last line of defence” in the hazard control hierarchy.
2. PPE&C does not remove or control the hazard.
3. PPE&C should only be used as a last resort and should be used in conjunction with other control measures including safe work practices. Efforts to eliminate health and safety risks using other methods of control should continue in an effort to minimize the need for PPE&C.
4. The use of PPE&C may be necessary in the following instances:
 - as an interim measure, before more effective controls can be established
 - if other controls are impossible or not practicable
 - during maintenance or clean up
 - in emergencies

Before purchasing and using PPE&C a job safety analysis must be completed to ensure that the most appropriate PPE&C is to be used for the specific application.

Supply of PPE&C - Staff & Students

Staff

- Employees to be issued with appropriate PPE&C as required
- Employees are expected to wear the required PPE&C whilst on duty within workshops and other work environments requiring the use of PPE&C.
- Employees to be supplied with appropriate footwear, dust mask and standard eye protection, as required.
- PPE&C is replaced on a return to owner basis.

Students

- Students are to supply their own protective overalls, footwear, PPE&C, (or employer issued workshop uniform) relevant to the work area and work performed.
- Students may be supplied with temporary Institute supplied PPE&C until a permanent arrangement is established consistent with the above.
- Students may be provided the option of purchasing PPE&C from the Institute.
- Students must provide their own respiratory masks where required due to Health regulations.

Use of PPE&C – Staff, Students, Contractors and Visitors

- All Employees and students involved in practical workshop training and delivery are required to use PPE&C as defined by workshop signage and as directed by the supervising staff member.
- Contractors on site are to comply as above.
- All Visitors must have long sleeve shirts.
- Visitors with short sleeved and open toed shoes will be excluded.

- Tour Groups will be provided with information prior to the visit.

Maintenance of PPE&C

- Each applicable department will supply the necessary service and/or cleaning material to ensure that PPE&C is maintained to an acceptable standard whilst at TAFE. Students will be allocated time as part of their studies to clean their PPE&C.
- Students are expected to attend classes with clean PPE&C that is in a safe working order. Ripped & torn clothes are not acceptable.
- Employees who require new or replacement PPE&C are to contact their Program Coordinator/Manager to arrange for purchase/replacement.
- Any faulty PPE&C must be immediately reported & removed from service.
- Each staff member is required to maintain PPE&C in a serviceable condition.

Staff non-compliance in relation to PPE&C

Staff not policing, enforcing and modelling this procedure will

- Be removed from teaching duties.
- Subject to Institute Disciplinary Procedures.
- Be suspended from on site duties until an agreed Return To Work plan is completed.

Refer to: Kangan Institute Code of conduct. POL 1.9 Section 10.1. (b), (c)

Student non-compliance in relation to PPE&C use

- Students failing to follow PPE&C use instructions will be excluded from workshop activities. In the first instance alternative duties (theory or library activities) will be allocated.
- Any student who continually rejects instructions made by teaching staff will be excluded from study, and their respective employers will be contacted and advised accordingly.
- Students may also be subjected to discipline in accordance with the Institute procedure.
- Employees who need to action as above will have Institute support, and the General Manager or delegate will contact the employer.
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Refer to: Code of Student Behavior POL 1.3 and Student Discipline IP 3.31.

Declaration

I declare that I have received, read and understood this operational policy.

Signature:

Date:

Name:

Department/Course: