

G.22 Personal Protective Equipment Policy and Procedure

1.0 INTRODUCTION/BACKGROUND

The provision of Personal Protective Equipment (PPE) is the least of the hierarchy of controls to be used to ensure that people are not harmed at Mercy Services venues or activities. All other options will be explored before PPE is employed – prevention is always better than protection.

2.0 SCOPE

This procedure details Mercy Services method for the effective selection, use, care and maintenance of PPE.

3.0 POLICY STATEMENT

Mercy Services is committed to protecting the health and safety of all employees by a systematic process of risk management. Where better methods of controlling risks are not feasible, the organisation will ensure personnel have suitable PPE.

4.0 PROCEDURES

4.1 Determining appropriate PPE

Provision of personal protective equipment shall only be made after an assessment of the risk has been conducted, in consultation with the workers, and it is agreed no alternative solution is available to protect the workers, such as eliminating the task, substituting hazards or engineering controls.

All personal protective equipment used by employees of Mercy Services shall comply with the relevant Australian Standards.

Professional advice shall be obtained, where necessary, to identify the most suitable types of PPE required.

4.2 Use of PPE

Mercy Services shall ensure that all employees have full access to the appropriate personal protective equipment needed to safely undertake their work.

Mercy Services will pay for all PPE. Where individual staff want a particular model of PPE that exceeds the standard required they will pay the difference between the standard and their preference e.g., where a name brand pair of sunglasses is preferred over an Australian Standard version.

Safe Work Practices will list PPE needed for that task. Sometimes staff will not need PPE for the task

All employees, volunteers, contractors, students and visitors shall use PPE as and when directed. It is an offence under the WHS Act 2011 to intentionally or recklessly, interfere with or misuse anything provided in the interest of health and safety, which includes PPE.

The Learning and Development Coordinator will maintain a list of what PPE applies to positions at Mercy Services (see Appendix 1).

Training and information shall be provided to all coordinators and employees in the fitting, use and maintenance of PPE.

Coordinators and managers shall be responsible for supervising and enforcing the PPE program.

4.3 PPE Register

The Learning and Development Coordinator will maintain a PPE Register which records what PPE was supplied to applicable staff.

4.4 Review and replacement of PPE

The effectiveness of the PPE program shall be evaluated on a regular basis with the applicable Safe Work Practice or if an incident arises beforehand.

The Learning and Development Coordinator will send staff a reminder of when their PPE is due for replacement.

4.5 Compliance

Compliance with this policy is being measured by:

- a) WHS Coordinator checking that the PPE Register shows that relevant staff have current PPE

4.6 Evaluation

The performance indicators for the evaluation of this policy are:

- a) At least 90% of Mercy Services staff giving a positive rating on how well Mercy Services is committed to safety;

5.0 REFERENCES

1. Current issues	a) None identified
2. Australian Standards	<ul style="list-style-type: none"> b) AS/NZS 4602:1999: High Visibility Clothing c) AS/NZS 1270:1999 Acoustics - Hearing protectors. d) AS/NZS 1716:1994 Respiratory protective devices. e) AS/NZS 1337.1:2010 Sunglasses and fashion spectacles f) AS/NZS 4399:1996 : Sun protective clothing - Evaluation and classification g) AS/NZS 2604:1998 : Sunscreen products - Evaluation and classification

	h) AS/NZS 2161 Set:2008 : Occupational protective gloves
3. Legislation	a) Work Health and Safety Act, 2011 (NSW) b) Work Health and Safety Regulations, 2011 (NSW)
4. Professional guidelines	nil
5. Codes of Practice	a) Safe Work Australia (2011) Code Of Practice: How to Manage Work Health and Safety Risks http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/633/How to Manage Work Health and Safety Risks.pdf b) Safe Work Australia (2011) Code Of Practice: Managing Noise and Preventing Hearing Loss at Work http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/627/Managing Noise and Preventing Hearing Loss at Work.pdf a) Safe Work Australia (2011) Code Of Practice: Work Health and Safety Consultation, Cooperation and Coordination http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/624/Work Health and Safety Consultation Cooperation and Coordination.pdf
6. Codes of Ethics	a) Australian Association of Social Workers Code of Ethics http://www.aasw.asn.au/document/item/740 b) Australian Psychological Association Code of Ethics http://www.psychology.org.au/Assets/Files/Code_Ethics_2007.pdf c) Code of Ethics for Nurses in Australia http://www.anmac.org.au/userfiles/file/New%20Code%20of%20Ethics%20for%20Nurses%20August%202008.pdf
7. Evidence	a) Workcover NSW (2004) <u>Health and Safety in the Office</u> Publication No. 1319 b) Workcover NSW <u>High visibility Clothing Guide</u> http://www.workcover.nsw.gov.au/Publications/OHS/SafetyGuides/pages/hivisclothing.aspx c) Workcover NSW (2002) <u>Dermatitis: The Facts Starting From Scratch</u> Publication No. 4103 d) Workcover NSW (1996) <u>Greens, Gardens And Grounds</u> Publication No. 0119 e) Workcover NSW (2003) <u>A Guide For Cleaning Employers And Contractors</u> Guide. Publication No. 1222 f) Workcover NSW (1998) <u>Skin Cancer and Outdoor Workers Which Will Cost You More?</u> Guide. Publication No. 0116
8. Mercy Services Values	a) Justice, Respect, Care, Unity, Service

6.0 OTHER RELATED POLICIES AND PROCEDURES

- G.02 WHS Management System Policy & Procedure
- G.03 WHS Consultation Policy & Procedure
- G.04 WHS Training Policy & Procedure
- G.05 Risk Management Policy & Procedure
- G.10 Hazardous Substances Policy & Procedure

7.0 RELATIONSHIP WITH STANDARDS

Community Care Common Standards	Disability Standards	EQUIP Standards
1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 3.5	2.1, 2.4, 2.9, 8.2, 8.7, 8.10	1.4.1, 1.5.2, 2.1.2, 3.2.1, 3.2.2,

8.0 DOCUMENT CHANGES RECORD

<i>Date of change</i>	<i>Section altered</i>	<i>Natures of changes made</i>
04/03/2009	First record of document	Replacing superceded PPE Standard Operating Procedure
28/03/2011	a) 7.0 Relationship to Standards	a) Updated Community Care Common Standards and EQUIP5 Standards
06/02/2012	a) All sections b) 4.5 Compliance c) 4.6 Evaluation d) 5.0 References	a) Updated with how new WHS laws and Codes of Practice apply at Mercy Services b) New section c) New section d) Updated with new WHS laws and Codes of Practice
27/11/2012	All Sections	Organisation name updated
15/08/2013	a) 4.3 PPE register b) 4.4 Review and replacement of PPE c) 4.5 Compliance d) 5.0.7 Evidence e) Appendix 1 f) Appendix 1	a) Register redefined b) Add that reminders at sent to staff c) That the PPE register is up to date is now compliance measure d) Remove Community Services Safety Pack e) Update address for Newcastle Mobile Workwear and Protector Alsafe f) Update Australian Standard for sunglasses and add gumboots as PPE option for CCAs
Review due 15/08/2016		

APPENDIX 1

Applicable Personal Protective Equipment (PPE)

COMMUNITY TRANSPORT/DAY CENTRE/LINEN DRIVERS

Item	Supplier	Number Issued		Frequency of Issue
		F/T employee	P/T employee	
Short Sleeve Shirt # SS Vistec Aero micromesh polo shirt orange/navy (<i>Additional pocket optional</i>) Style No. AVPM ONS	Newcastle Mobile Workwear 49 Broadmeadow Rd., Broadmeadow 2292 Ph: 4965 3003	Total of 4 shirts any combination of LS/SS	Total of 2 shirts any combination of LS/SS	Every 12 months
Long Sleeve Shirt LS Vistec Aero micromesh polo shirt orange/navy (<i>Additional pocket optional</i>) Style No. ZVPM ONL	Newcastle Mobile Workwear			
Shorts Colour Midnight Adjustable waste Style No. 05579437	Newcastle Mobile Workwear	Total 2 pairs any combination of shorts or trousers	Total 1 pair either shorts or trousers	Every 2 years
Shorts Double pleat front perm press shorts colour navy Style No.05579437	Newcastle Mobile Workwear			
Long Trousers Plain Front perm press expandable waist band colour dark navy Style No. 02594436	Newcastle Mobile Workwear			
Sleeveless Polar Fleece Vest Orange/Navy Option 1 Style No.	Newcastle Mobile Workwear	Total of 1 polar fleece selected from option 1,2 or 3	Total of 1 polar fleece selected from option 1,2 or 3	Dependent of wear and tear. ①
Long Sleeve Polar Fleece /Full front zip Orange/Navy Option 2 S	Newcastle Mobile Workwear			
Long Sleeve Polar Fleece /Half Zip Orange/Navy Option 3 St	Newcastle Mobile Workwear			
Rain Coat Huski + hood Hi Viz Yellow Style No. 17056297	Newcastle Mobile Workwear	One	One	Dependent on wear and tear ①
Sun Hat Wide Brim Straw No. 3942 Natural Or Felt Wide Brim Clancy	Newcastle Mobile Workwear	One	One	Dependent on wear and tear ①

① Items dependent on wear and tear are generally expected to last at least 2 to 3 years or more. Replacement is considered where either accidental damage, fading of fabric or extreme wear of shoes/boots has occurred causing the item to become unsafe to wear or unrepresentable in terms of neat and tidy dress. Requests for replacement should be discussed with Learning and Development Coordinator and may be dependent on approval by the General Manager.

Item	Supplier	Number Issued		Frequency of Issue
		F/T employee	P/T employee	
Boot/Shoes Must be leather or nu buck (not canvas) Brown, black or dark navy. Anti-slip with steel cap. Mercy Services with cover cost up to \$100.00	Newcastle Mobile Workwear or Worker's preferred supplier	One pair	One pair	Dependent on wear and tear [Ⓢ]
Sun Glasses Mercy Services Cover to \$15.00 for Workwear type Characteristics of sunglasses for Mercy Services staff/volunteers primarily engaged in driving or outdoor work: 1. close fitting, wrap around style sunglasses, 2. meet the Australian Standard (AS 1337.1:2010 category 2, 3 or 4) 3. safe for driving (match prescription requirements for staff who must wear glasses when driving) 4. EPF (eye protection factor) of 10 5. polarized sunglasses	Newcastle Mobile Workwear or Protector Alsafe 3 Metal Pit Drive, Mayfield West Ph: 4985 0800 or Worker's preferred supplier	One	One	Dependent on wear and tear [Ⓢ]

HOME MAINTENANCE WORKERS

Item	Supplier	Number Issued		Frequency of Issue
		F/T employee	P/T employee	
Short Sleeve Shirt # SS Vistec Aero micromesh polo shirt orange/navy (Additional pocket optional) Style No. AVPM ONS	Newcastle Mobile Workwear 49 Broadmeadow Rd., Broadmeadow 2292 Ph: 4965 3003	Total of 4 shirts any combination of LS/SS	Total of 2 shirts any combination of LS/SS	Every 12 months
Long Sleeve Shirt LS Vistec Aero micromesh polo shirt orange/navy (Additional pocket optional) Style No. ZVPM ONL	Newcastle Mobile Workwear			
Shorts Drill Dark Blue or green	Newcastle Mobile Workwear	Total 2 pairs any combination of shorts or trousers	Total 1 pair either shorts or trousers	Every 12 months
Long Trousers Drill Dark Blue or Green	Newcastle Mobile Workwear			

[Ⓢ] Items dependent on wear and tear are generally expected to last at least 2 to 3 years or more. Replacement is considered where either accidental damage, fading of fabric or extreme wear of shoes/boots has occurred causing the item to become unsafe to wear or unrepresentable in terms of neat and tidy dress. Requests for replacement should be discussed with Learning and Development Coordinator and may be dependent on approval by the General Manager.

Item	Supplier	Number Issued		Frequency of Issue
		F/T employee	P/T employee	
Sleeveless Polar Fleece Vest Orange/Navy Option 1	Newcastle Mobile Workwear	Total of 1 polar fleece selected from option 1,2 or 3	Total of 1 polar fleece selected from option 1,2 or 3	Dependent of wear and tear.*
Long Sleeve Polar Fleece /Full front zip Orange/Navy Option 2	Newcastle Mobile Workwear			
Long Sleeve Polar Fleece /Half Zip Orange/Navy Option 3 S	Newcastle Mobile Workwear			
Rain Coat Huski + hood Hi Viz Yellow Style No. 17056297	Newcastle Mobile Workwear	One	One	Dependent on wear and tear*
Boot/Shoes Must be leather or nubuck (not canvas) Brown, black or dark navy . Anti-slip with steel cap. Mercy Services with cover cost up to \$100.00	Newcastle Mobile Workwear or Worker's preferred supplier	One pair	One pair	Dependent on wear and tear*
Sun Hat Wide Brim Straw Style No. 3942 Natural Or Canvas Cricket Style Blue or Green	Newcastle Mobile Workwear	One	One	Dependent on wear and tear*
Sun Glasses Mercy Services Cover to \$15.00 for <i>Characteristics of sunglasses for Mercy Services staff/volunteers primarily engaged in driving or outdoor work:</i> 6. close fitting, wrap around style sunglasses, 7. meet the Australian Standard (AS 1337.1:2010 - category 2, 3 or 4) 8. safe for driving (match prescription requirements for staff who must wear glasses when driving) 9. EPF (eye protection factor) of 10 polarized sunglasses	Newcastle Mobile Workwear or Protector Alsafe 3 Metal Pit Drive, Mayfield West Ph: 4985 0800 or Worker's preferred supplier	One	One	Dependent on wear and tear*
Sunscreen				
Rigger gloves	Mitre 10 Stevenson's Hardware 168 Maitland Rd Mayfield, Ph: 4968 1514			
Insect repellent				

Item	Supplier	Number Issued		Frequency of Issue
		F/T employee	P/T employee	
Ear plugs	Protector Alsafe or Mitre 10 Stevenson's Hardware			
Dust mask	Protector Alsafe or Mitre 10 Stevenson's Hardware			
Accessory to equipment - brushcutter harness	Newcastle Mowers and Chainsaws 154 Maitland Rd Islington Ph: 4969 1444			

COMMUNITY CARE ASSISTANTS and NURSES

Item	Supplier	Number Issued		Frequency of Issue
		F/T employee	P/T employee	
Disposable gloves	Officemax	box	box	As needed
Reuseable overboots <i>(not PPE but Mercy Services will supply contact Karen Sargent in CACP) OR Gumboots if preferred by the worker</i>	Brightsky for overboots 65 The Ave., Maryville, NSW 2293 Ph: 1300 886 601 Basic gumboots by any reasonably priced supplier			
Goggles	Mater Calvary Hospital			As needed
Plastic Aprons (full length)	Office Max (C/o Mercy services Administration)			As needed