

# Personal Protective Equipment Procedure (30)



Catholic  
Safety & Injury  
Management  
South Australia



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## 1. PURPOSE

This procedure outlines the requirements and practices for the management of personal protective equipment (PPE) to assist with the correct selection, supply, use, replacement, maintenance, training, and storage.

## 2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

## 3. DEFINITIONS

Definitions can be found on the [Catholic Safety & Injury Management Website](#).

### 3.1. Information

Following a risk assessment, PPE and clothing identified must be worn by all workers to minimise the exposure to the effects of a hazard.

## 4. RESPONSIBILITIES

Specific responsibilities for conducting certain actions required by the CCES, have been allocated to position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers, and others in the workplace.

Responsibility, authority, and accountability processes have been defined in [Responsibility, Authority & Accountability Procedure \(12\)](#), and summarised in:

- [Responsibility, Authority & Accountability Matrix – Workers \(025G\)](#);
- [Responsibility, Authority & Accountability Matrix – Managers & Supervisors \(023G\)](#);
- [Responsibility, Authority & Accountability Matrix – Officers \(024G\)](#); and
- [Work Health & Safety and Injury Management Policy](#).

You are required to familiarise yourself with this procedure to understand the obligations that you may have in relation to its implementation and to conduct your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

## 5. PROCEDURE

### 5.1. Identifying PPE Requirements

The worksite shall be inspected to identify hazards that require PPE. This can be achieved by the following:

- review of tasks undertaken.
- during walk-through surveys / workplace inspections.
- review of claims data / incident / hazard reports.
- review of occupational baseline exposures.



- by industry standards.
- review of chemical safety data sheets.
- through consultation with workers.

Things to consider include:

- impact.
- penetration.
- chemical.
- heat.
- noise.
- harmful dusts, mists, fibres, fumes, or vapours.
- light (optical radiation).
- ionising and non-ionising radiation.
- biological hazards.
- vibration.

## 5.2. Selection of PPE

Selecting the most appropriate PPE for a task is the first step to ensuring a user is protected against a hazard. In all instances, consult workers regarding the type of equipment being considered.

Not all PPE will meet the same performance requirements and provide the same protection (e.g., no one type of glove provides adequate protection against all chemicals).

When selecting the appropriate PPE, consider characteristics such as:

- durability.
- permeability.
- abrasion resistance.
- burn resistance.
- insulation.
- cut resistance.
- ability to be cleaned.
- size.
- comfort.
- appropriateness.

Any protective equipment provided for use should be appropriate for the wearer. The equipment should fit, be comfortable and be compatible with the working environment and any other PPE used at the same time. The PPE provided must not interfere with any medical conditions of the user.

## 5.3. Types of PPE

There is a significant range of PPE available. The type of PPE required will be dependent on a risk assessment.



### 5.3.1. Eye protection / face shield

Eye protection shall be worn where there is a risk of eye injury. Typical hazards might include flying particles, dust, splashing substances, harmful gases, vapours, and aerosols. Types of eye protection include:

- safety glasses.
- goggles – laboratories, workshops.
- shields / visors.

Safety glasses must have side impact protection.

Where regular prescription glasses are required to be worn, over protection such as goggles must be worn, or prescription safety glasses (the cost needs to be negotiated with the manager). Where contact lenses are worn, eye protection must be worn in addition to the contact lenses.

Workers working with chemicals, degreasers or equipment that contains a hazardous or pressurised liquid or gas, where exposure is identified, shall wear non-vented, splash resistant goggles.

During work activities that involve grinding, chipping, and buffing, or where material could separate and become a projectile, a face shield shall be worn in conjunction with either safety glasses or goggles.

### 5.3.2. Hand protection

Where there is an identified hazard with a potential hand injury, transmission of infection or absorption of substances via the skin, appropriate hand protection shall be worn.

The selection of the hand protection shall be based on the following:

- the specific task being performed.
- conditions present.
- duration of exposure.
- potential hazards identified.
- performance characteristics of the glove material.

Workers shall use hand protection when performing work that exposes the hands to any of, but not limited to, the following:

- absorption of harmful substances.
- cuts or lacerations, abrasions.
- punctures.
- vibration.
- burns (chemical or thermal).
- harmful extremes in temperature.



- handling biological products.

Gloves shall be free of holes or defects.

#### 5.3.3. Head protection

Safety helmets shall be worn where there is a possibility that a person:

- may be struck on the head by a falling object.
- may strike their head against a fixed object.
- is likely to have inadvertent head contact with an electrical hazard.

Safety helmets shall be made of plastic. They shall be replaced immediately if it becomes brittle, cracked or is otherwise damaged.

A regular inspection program must be implemented to check the use by date on the safety helmets.

#### 5.3.4. Hearing protection

As determined by a risk assessment, noise PPE must be used when workers and others are exposed to hazardous noise (e.g., from plant, machinery and other sources where continuous noise levels are at 85dB (A) or greater over an 8-hour time-weighted average).

Types of PPE for noise control include but are not limited to:

- ear plugs – disposable, reusable, and custom-made models.
- earmuffs – effectiveness varies, depending on material, construction, clamping force and other factors, including fit.

#### 5.3.5. High visibility safety vests

High visibility safety vests must be worn where there is a risk of injury associated with working on or near roadways, near moving traffic or plant or other circumstances where high visibility is required.

#### 5.3.6. Respiratory protection

Must be worn for work in atmospheres where there is a risk of oxygen deficiency or exposure to a contaminant.

#### 5.3.7. Protective clothing and sunscreen

For workers who work outdoors and are exposed to the sun's rays for continuous periods. Direct exposure of the skin to the UV radiation from outdoor work shall be minimised by providing hats, long sleeves / trousers, and an adequate supply of sunscreen. Refer to [Maintaining Workplace Health Procedure \(1\)](#).



#### 5.3.8. Protective footwear (safety footwear)

Shall be provided where the nature of the work exposes the worker to a risk of injury to their feet (e.g., maintenance and gardening workers).

#### 5.3.9. Fall Arrest Protection

Must be worn when working over three (3) metres. Visual inspections of the equipment prior to use and every twelve (12) months tested by a competent person. This includes harnesses / anchor points / lanyards etc.

### 5.4. Use of PPE

Compliance with any operational requirement to use PPE shall be monitored by the manager / supervisor of the worksite.

Any non-compliance shall be investigated to ascertain the reason(s) and further consultation with the worker and other relevant persons to ensure a satisfactory resolution.

#### 5.4.1. Sharing of PPE

Where PPE is required to be shared, the worksite must ensure appropriate procedures are implemented to sanitise the PPE between each use.

### 5.5. Maintenance / Storage of PPE

All PPE shall be inspected and maintained in accordance with the manufacturer's specifications and records retained. When not in use PPE must be stored in an accessible, clean, and dry designated storage area (e.g., respirator protection isolated from airborne contaminants).

PPE must be:

- cleaned prior to use.
- checked regularly both during storage prior to use for.
- readily accessible when needed.

Any faulty or damaged PPE is to be removed from use. Workers / others must report it immediately and get a replacement. The costs associated with the maintenance and / or replacement of PPE provided by the worksite is the responsibility of the worksite.

### 5.6. Training in the use of PPE

All workers / others expected to use PPE shall be provided with training / education prior to application of the PPE and be provided ongoing training / education where necessary.

### 5.7. PPE Register

Small worksites (e.g., parishes) can record issue of PPE via induction, risk assessment or [Working Bee Event Form \(067F\)](#).





#### 5.7.1. Site PPE Register

A worksite PPE register must be developed to record PPE that has been preapproved for use in a particular worksite. The register should list the location (e.g., Grounds and Maintenance, Design and Technology, Science, Music Canteens & Kitchens etc.). The register shall be reviewed annually. The [Site PPE Register \(022F\)](#) may be used.

#### 5.7.2. Worker Record of Issue

Upon commencement of employment, workers must be provided with all the applicable PPE relevant to the work they are engaged to perform. Records must be retained of the PPE provided to the worker ([Record of Issue of PPE to Worker \(023F\)](#)).

### 5.8. Signage

Where areas have been identified that PPE must be worn, signs where practicable must be clearly displayed. (e.g., Men's Sheds, Science Areas, Design & Tech, Maintenance Workshops, Kitchens, Laundries & Warehouses).

### 5.9. Records

Documents used to manage PPE as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in [Document Control Procedure \(23\)](#).

### 5.10. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outlined in [Document Control Procedure \(23\)](#).

Other methods for reviewing and evaluating the performance of this procedure will include:

- audit activity.
- investigations.
- performance reports.

## 6. RELATED SYSTEM DOCUMENTS

### 6.1. Policies & Procedures

Document Control Procedure (23)

Maintaining Workplace Health Procedure (1)

Responsibility, Authority & Accountability Procedure (12)

WHS & Injury Management Policy

### 6.2. Forms & Tools

Group Legal Register (010T)

Personal Protective Equipment Process Flow Chart (048T)





Record of Issue of PPE to Worker (023F)

Site PPE Register (022F)

Working Bee Event Form (067F)

## 7. REFERENCES

Legislation and other requirements related to this procedure are defined in [Group Legal Register \(010T\)](#) which can be accessed via the Catholic Safety & Injury Management website.

### 7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

### 7.2. External Resources

Nil

## 8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- PPE Register
- Record of issue of PPE to worker
- Purchase receipts for PPE
- Risk Assessments
- Signage



## 9. VERISON CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHWSA	24/04/2015	New procedure	2018
V2	Executive Manager CSHWSA	13/08/2018	Procedure Audit	2021
V3	Executive Manager CSHWSA	22/01/2021	Reviewed content, Reformatted template, Renumbered.	2022
V3.1	Executive Manager CSHWSA	28/4/2021	Minor amendment to 5.5	2022
V4	Executive Manager CSHWSA	05/07/2022	Removed reference to Pre-Purchase Checklist (046F) section 5.1 and 6.2 Added Protective footwear (safety footwear) section 5.3.8 Added Fall Arrest Protection section 5.3.9 Took out reference to students replaced with others and added education to training section 5.6 Added examples where signage is required section 5.8 Removed disposal records from section 8 Added signage to section 8	2025

Approved for Publication:

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