

# PPE Issue and Maintenance Procedure

SAMPLE

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## Purpose

This PPE Issue and Maintenance Procedure sets out the minimum requirements for the selection, issue, use, maintenance, replacement and recordkeeping of personal protective equipment (PPE) at [Company Name]. It supports [Company Name]'s Work Health and Safety (WHS) Management System and is designed to ensure that PPE is used effectively as a control measure to minimise the risk of injury or illness.

This procedure applies to all workers, including employees, labour hire personnel, contractors, subcontractors, volunteers and visitors who are required to wear PPE while undertaking work or entering designated PPE-required areas.

## Scope

This procedure covers:

- PPE hazard assessment and selection
- Issue of PPE to workers and visitors
- Fitting, training and information
- Use, care and maintenance of PPE
- Inspection, testing and replacement of PPE
- Storage and cleaning of PPE
- Recordkeeping and traceability
- Responsibilities of officers, managers, supervisors, workers and contractors

This procedure applies to all [Company Name] sites, offices, depots, workshops, warehouses, vehicles and any other locations where work is carried out under [Company Name]'s management or control.

## Definitions

### Personal Protective Equipment (PPE)

PPE is anything used or worn by a person to minimise risks to their health and safety. PPE may include, but is not limited to:

- Eye and face protection (safety glasses, goggles, face shields)
- Hearing protection (earplugs, earmuffs)
- Respiratory protective equipment (RPE) such as disposable respirators, half-face or full-face respirators, powered air-purifying respirators
- Head protection (hard hats, bump caps)
- Hand and arm protection (gloves, gauntlets, sleeves)
- Foot protection (safety boots, shoes with protective toe caps and midsole)
- High-visibility clothing (vests, shirts, jackets)

- Protective clothing (coveralls, aprons, chemical-resistant suits, flame-resistant clothing)
- Fall-arrest systems (harnesses, lanyards, anchor points, inertia reels)

## Reasonably Practicable

What is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters such as the likelihood of the hazard or risk occurring, the degree of harm, what the person knows or ought reasonably to know, ways of eliminating or minimising the risk, and the cost of available ways.

## Worker

A person who carries out work in any capacity for [Company Name], including an employee, contractor, subcontractor, labour hire worker, apprentice, trainee, work experience student or volunteer.

## Legislative and Other Requirements

[Company Name] will manage PPE in accordance with, but not limited to, the following legislation, standards and guidance:

- Work Health and Safety Act (jurisdiction-specific)
- Work Health and Safety Regulation (jurisdiction-specific), including provisions for PPE and personal protective clothing
- Safe Work Australia Codes of Practice and guidance on PPE and related hazards (e.g. managing the risk of falls, hazardous chemicals, noise, confined spaces)
- Relevant Australian Standards for specific PPE types (e.g. eye and face protection, hearing protectors, industrial safety helmets, high-visibility safety garments, respiratory protective devices, fall-arrest systems)

Compliance with this procedure does not remove the obligation to comply with any more stringent legal or client requirements that may apply.

## Principles for the Use of PPE

PPE is a lower-order control measure and must not be used as the sole or primary control where higher-order controls are reasonably practicable. [Company Name] will apply the hierarchy of control as follows:

1. Elimination
2. Substitution
3. Isolation
4. Engineering controls
5. Administrative controls
6. PPE

PPE will be used:

- As a supplementary control to higher-order controls where residual risk remains
- As an interim control while higher-order controls are being implemented
- As a primary control only where no higher-order controls are reasonably practicable

## Roles and Responsibilities

### Officers (e.g. Directors, Senior Management)

Officers must exercise due diligence to ensure that [Company Name] complies with its WHS duties in relation to PPE, including ensuring that:

- Adequate resources are provided for the purchase, maintenance and replacement of PPE
- Systems are in place to identify tasks requiring PPE and to ensure appropriate PPE is provided and used
- This procedure is implemented, reviewed and continuously improved
- WHS performance and PPE-related incidents or non-compliances are monitored and addressed

### Managers

Managers are responsible for implementing this procedure within their area of control by:

- Ensuring task-based risk assessments identify PPE requirements
- Approving PPE types and brands, in consultation with competent persons and workers
- Ensuring adequate supplies of approved PPE are available
- Ensuring workers receive training, instruction and supervision in the correct use, fit, care and limitations of PPE
- Ensuring PPE inspections and maintenance schedules are in place and followed
- Monitoring PPE use and addressing non-compliance

### Supervisors

Supervisors must:

- Identify when PPE is required for tasks under their supervision
- Confirm that workers have been issued with appropriate PPE before commencing work
- Check that PPE fits correctly and is in good condition
- Provide task-specific instruction on PPE use and limitations