



ADMINISTRATION POLICY AND GUIDELINES

SUBJECT	PERSONAL PROTECTIVE EQUIPMENT
CHAPTER	2. HUMAN RESOURCE MANAGEMENT
REFERENCE NO.	
RELEASE NO.	2004/05
AUTHOR	OH & S OFFICER
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Purpose

This Policy sets out the procedure for supplying Personal Protective Equipment (PPE) to Administration staff.

APG Statement

PPE comprises of a range of clothing and equipment worn by Administration employees and persons working for Administration to protect or shield their bodies from risks associated with workplace hazards.

1. General

- 1.1 Protective clothing and equipment will be issued by the Administration without charge to employees according to identified need (subject to Section 5). The employees will be responsible for its custody and maintenance. Employees are required to use, in the correct manner, any PPE supplied.
- 1.2 Where items are issued to a particular Manager/Section for use by casual or temporary personnel, the relevant Manager/Section Head is responsible for the items when they are not being utilised by the casual or temporary personnel.
- 1.3 Protective clothing issued to employees remains the property of the Administration and is to be returned on ceasing employment with the Administration. It is not to be used for private (non-Administration) purposes.

2. Types of PPE

- 2.1 Respiratory protection eg. Dust and mist disposable masks, half or full face respirator.
- 2.2 Eye protection eg. Spectacles, goggles, face shields, visors.
- 2.3 Hearing protection eg. Ear muffs and plugs.
- 2.4 Hand protection eg. Gloves and barrier creams.
- 2.5 Foot protection eg. Safety shoes, safety boots.
- 2.6 Head protection eg. Helmets, hoods, hats.
- 2.7 Protection from falls eg. Harnesses, fall arrest devices.
- 2.8 Skin protection eg. SPF Broad Spectrum creams and lotions, long sleeve clothing.
- 2.9 Visibility protection eg. Reflective safety vests.
- 2.10 Other personal protective equipment eg. Disposable protective clothing and equipment for chemical work, leg and arm shields for cutting work.

Each section will have individualised needs and requirements according to the tasks carried out. A matrix detailing the PPE required is attached as Appendix One and will be compiled and maintained by the Occupational Health and Safety Officer. The need for PPE is based on identification in the Administration Hazard Register although the need for further equipment may be identified in addition to this.

3. Issue of PPE

- 3.1 Certain types of PPE are classified as initial issues and as such, shall be distributed on commencement of employment and on an as required basis. The issue of PPE to new employees will not be made without the written approval of the relevant Section Head/Manager.
- 3.2 There are particular types of PPE that are classified as once off issues. These items will only be replaced when items are returned in accordance with Section 5. These include:
- Gumboots (safety toe)
 - Rainwear jacket
 - Rainwear trousers
 - Safety hat (hard helmet, approved issue)
 - Ear muffs
 - Protective eye wear (approved issue only)
- 3.3 Disposable items are available on demand, within reason, from the store. This includes:
- Disposable rubber gloves
 - Eye goggles
 - Dust masks
- 3.4 Specialist items are to be ordered by the relevant Section Head/Manager for specific use. This includes:
- Safety belts/harnesses
 - Hard hats with see through face shield and/or attached ear muffs
 - Welding shields
 - Oxy goggles
- 3.5 While every effort will be made to ensure that the full range of clothing will be made available at all times, special requirements will be met when necessary. Special size fittings and special needs (for instance, prescription protective glasses) will be purchased when required.
- 3.6 Stocks of PPE are held at the Administration Store and the receipt and issue of PPE will be subject to normal issue and receipt procedures. All personal issues are to be recorded, detailing:
- Name of recipient
 - Section employed
 - PPE description
 - Date of issue
 - SIV issue number

These records are to be kept by the Stores Department with monthly reporting to all Section Heads.

4. Replacement of Clothing and Equipment

- 4.1 The relevant Section Head/Manager is responsible for determining if an article is to be replaced. If this is unfeasible, the Purchasing Officer – Stores has the authority to make the replacement after satisfying the necessary requirements.

5. Replacement of Damaged, Lost and Stolen Clothing and Equipment

- 5.1 Damaged: Where it can be reasonably demonstrated that the PPE is worn out or damaged, items are to be replaced on a 'one for one' basis. Items (other than those classified as disposable) damaged on official duties may be replaced free of charge subject to a statement outlining the date, type of duty, place of duty and with authorisation from the Section Head/Manager. This statement is to be attached to the Store Issue Voucher (SIV) by the Administration store staff.
- 5.2 Loss by Theft: Personnel are to report stolen items to their supervisor as soon as possible. The supervisor is to investigate the matter to the best of their ability. A written report is then submitted to the relevant section manager who, at their own discretion, will:
- Authorise free replacement, or
 - Direct that a percentage be paid towards replacement.

Should payment be required, it must be arranged prior to issue. The receipt is to be endorsed on the SIV and a copy of the statement is to be attached.

- 5.3 Loss by neglect: Items lost by neglect are to be paid for by the person whose signature appears on the SIV. Payment to be made is determined by the relevant Section Manager/Head and is to be based on a percentage of Current Actual Replacement Value (CARV). Percentages are as follows:
- Within 3 months of issue – 75% of CARV
 - Within 6 months of issue – 50% of CARV
 - Within 9 months of issue – 25% of CARV

When an employee replaces PPE under Sections 5.2 and 5.3, a copy of all documentation will be put on their file in the Personnel Section.

6. Personal Responsibility

- 6.1 The failure by an employee to comply with specified PPE requirements is to be regarded as an offence within the meaning of the Public Sector Management Act 2000 and the Administration Human Resources Policies and Procedures Manual, sections 6.4 and 6.5.
- 6.2 An employee who neglects to comply with the requirements of this instruction may, in the event of an accident, find that a claim for compensation be rejected. The Administration will, however, make every endeavour to remind employees of safety requirements on a regular basis. It is the responsibility of the relevant Section Head/Manager to ensure that all employees are familiar with this instruction.
- 6.3 This instruction applies to all employees whether or not they ordinarily wear prescription glasses, unless they have specially hardened safety lenses. If protective face-wear prevents an employee from wearing prescription glasses, other arrangements will be made on request.
- 6.4 Section Heads and Managers who are aware of any additional requirements are to obtain necessary authority to purchase.