Faculty Of Science and Health Personal Protective Equipment Procedure

Section 1 - Purpose

(1) This procedure outlines the implementation and management of personal protective equipment (PPE) for the FoSH facilities and off campus localities.

Scope

(2) All workers entering the FoSH Facilities and off campus localities used for work, research or study (e.g. field sites and placement facilities).

Section 2 – Policy

(3) Related policy - Health, Safety and Wellbeing Policy

Section 3 – Procedures

Responsibilities

(4) **The Facility Managers** are responsible for:

a. The implementation, compliance and record keeping outlined in this procedure for undergraduate teaching activities in the laboratories, specialist teaching spaces, on campus field localities (e.g. equine centre) and off campus localities (e.g. field sites). For research activities undertaken in the laboratories and specialist teaching spaces, responsibility is shared between the Facility Manager and the Lead Researcher. The Facility Manager has the right to suspend activities if PPE is not appropriately implemented. Facility Managers are not responsible for placement facilities or off campus research sites.
b. Ensuring appropriate risk assessments, requiring their approval, (see Risk Assessment Procedure) are completed.
c. Placement of appropriate signage.
d. Ensuring appropriate and maintained PPE is available.
e. Ensuring adequate induction, training, instruction and supervision of workers where the wearing of PPE is required.
f. Ensuring health monitoring is completed and documented when required.
g. Reporting hazards, incidents and near misses in accordance with Charles Sturt University policy.

(5) **Technical/Academic/Research Staff/students are responsible for:**

a. Implementing outcomes of all relevant risk assessments and safe work procedures.
b. Ensuring PPE is used compliantly.
c. Taking reasonable care for their and other workers health and safety.
d. Requesting training if required.

e. Advising the Facility/Laboratory Manager of PPE requirements.
f. Developing risk assessments in accordance with the Risk Assessment Procedure.
g. Reporting hazards, incidents and near misses in accordance with CSU Health, Safety and Wellbeing Policy.

(6) **Lead Researcher**

a. The implementation, compliance and record keeping outlined in this procedure for research activities that they are responsible for at off campus localities (e.g. field sites). For research activities undertaken in the laboratories and specialist teaching spaces, responsibility is shared between the Lead Researcher and the Area Technical Manager.
b. Ensuring appropriate risk assessments (see Risk Assessment Procedure) are completed and the outcomes implemented.
c. Placement of appropriate signage.
d. Ensuring appropriate and maintained PPE is available.
e. Ensuring adequate induction, training, instruction and supervision of workers where the wearing of PPE is required.
f. Ensuring health monitoring is completed and documented when required.
g. Reporting hazards, incidents and near misses in accordance with CSU policy.

(7) **Academics in charge of class** are responsible for:

a. Providing instruction to students about PPE requirements and safety directives. Technical services staff can provide support and assistance.
b. Ensuring PPE is used compliantly.
c. Taking reasonable care for their and other workers health and safety.
d. Requesting training if required.
e. Developing risk assessments in accordance with the Risk Assessment Procedure.
f. Reporting hazards, incidents and near misses in accordance with CSU Health, Safety and Wellbeing Policy

(8) **Undergraduate students** are responsible for:

a. Following the FoSH laboratories and specialist teaching spaces student induction information.
b. Complying with all safety directives and instructions from academic and technical staff.
c. Following standard operating procedures / safe work procedures when using PPE.
d. Taking reasonable care for their and other workers health and safety.
e. Reporting hazards, incidents and near misses in accordance with CSU Health, Safety and Wellbeing Policy

(9) **Facilities Management**

a. Ensure all workers under their control follow PPE requirements while in FoSH facilities

Personal Protective Equipment (PPE)

(10) For all activities conducted in FoSH facilities a risk assessment shall be completed in accordance with the Risk Assessment Procedure. All risk assessments will take into account the minimum PPE requirements as detailed in relevant Australian Standards and safety data sheet (SDS) information.

(11) Facility risk ratings and minimum PPE standards have been developed to standardise PPE requirements across FoSH facilities in accordance with Australian Standards. Facility risk ratings and minimum PPE standards should be considered as part of the risk assessment process to determine requirements.

(12) If PPE is required to be used to minimise a risk to health and safety as per clause 44 of the Model Work Health and Safety Regulations, the Faculty of Science and Health as the person conducting a business or undertaking, must provide appropriate PPE.

(13) Common Australian Standards that should be consulted when deciding the most appropriate PPE include, but are not limited to:

a. AS 2243 Safety in Laboratories (Parts 1-10)
b. AS/NZS 1269.3 Occupational noise management – Part 3: Hearing protection program
c. AS/NZS1270 Acoustic – hearing protectors
d. ASNZS 1336 Recommended practices for occupational eye protection
e. AS/NZS 1715 Selection, use and maintenance of respiratory protection devices
f. AS/NZS 1801 Occupational protective helmets
g. AS/NZS 2161.3 Occupational protective gloves
h. AS 2210.5 Occupational protective footwear
i. Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), Occupational Exposure to Ultraviolet Radiation RPS Publication No. 12 December 2006

(14) All PPE shall be used and maintained in accordance with the manufacturer's instructions.

(15) PPE should be visually inspected before use to ensure it is in date and does not show signs of wear or damage. Records of workers competency in the use of specialised PPE are to be maintained with training records.

13.1 Clothing

Protective clothing appropriate to the task being undertaken shall be worn. A risk assessment and, where relevant SDS information, will determine what is appropriate for the activity being undertaken. Some considerations:

- Rear-fastening wrap-around gowns and laboratory coats are recommended for general laboratory work.
    - Rear-fastening wrap-around gowns are most appropriate for activities involving biological risk, such as working with microorganisms, bio-fluids (blood, urine, faeces and sputum), viruses etc. These gowns may be disposable.
    - Laboratory coats which are generally made of sturdy cotton material and are easy to remove quickly are most appropriate for activities that predominantly involve chemical risk, especially flammable and corrosive substances
- Based on SDS safety requirements, some chemicals (e.g. hydrofluoric acid) will require the wearing of a laboratory coat/gown, and a splash apron made from natural rubber, neoprene or Viton.

- Protective clothing (such as laboratory coats and gowns) shall be removed before exiting facilities.
- Protective clothing contaminated or suspected to be contaminated with hazardous material, must be taken off as soon as reasonably practicable and decontaminated prior to reuse, disposal or laundering.
- Protective clothing used in PC2 facilities should be autoclaved or chemically disinfected before removal for laundering.
    - See the Waste Management procedure for disposal guidelines.
- Protective clothing shall not be laundered domestically.

    - For students, laboratory coats may be laundered at home separate to normal clothing. If contaminated with hazardous material, protective clothing must be decontaminated before removal for laundering, or disposal.
- Field work clothing should be appropriate for the task being completed (e.g. equestrian, farm, field).
- For work in areas involving cattle, overalls shall be worn.

13.2 Eye and face protection

Eye and face protection appropriate to the task being undertaken shall be worn (AS 2243.1:2021 section 4.2.1). A risk assessment, SDS information and the AS/NZS 1336, AS/NZS 1337.1 and AS/NZS1338 will determine what is appropriate for the activity being undertaken or can justify lesser requirements. Some considerations:

- Sources of risk include mechanisms such as impact, splashing of liquid, foreign particle entry and radiation.
- Contact lenses or prescription glasses are never to be used as eye protection.
- Safety glasses with lateral protection should be worn where there is risk of lateral particulate entry into eye, e.g. in dentistry.
- Sunglasses shall be worn for outdoor activities to protect outdoor workers from solar ultraviolet radiation. Sunglasses must conform to Australian Standards for protection against the sun, i.e., category 3, and, if relevant, against impact hazards.
- Face protection, i.e., a face shield, should be used:
    - Where glass apparatus is evacuated, recharged with gas or pressurised.
    - When pouring corrosive liquid.
    - When using cryogenic fluids.
    - When combustion processes are being used.
    - Where there is a risk of explosion or implosion.
    - When using chemicals that can cause direct damage to the skin.
    - When using chemicals and biological agents that can be rapidly absorbed into the body via any path.
- A risk assessment may be completed to determine if the minimum standards can be altered for specific activities.

13.3 Hearing protection

Hearing protection appropriate to the task being undertaken shall be worn. A risk assessment and AS/NZS1270 Acoustic – hearing protectors will determine what is appropriate for the activity being undertaken.

13.4 Gloves

Gloves appropriate to the task being undertaken shall be worn. A risk assessment, SDS information and AS/NZS 2161.6 Occupational protective gloves, will determine what is appropriate for the activity being undertaken.

Allergic reactions and hypersensitivity may occur when using latex gloves. Latex-free gloves, such as nitrile and vinyl gloves, should be used where possible to avoid allergic reactions.

13.5 Safety footwear

Safety footwear appropriate to the task being undertaken shall be worn. A risk assessment, SDS information and AS/NZS 2210.1 Occupational protective footwear will determine what is appropriate for the activity being undertaken. Some considerations as per AS2243.1 and AS/NZS 2210:

- As a minimum, closed-in, non-slip and non-permeable footwear should be worn (see diagram 1).
- Shoes made of absorbent material or woven fabric (e.g. most types of runners, joggers and tennis shoes) should not be worn in laboratories or facilities where exposure to corrosives or chemicals that are easily absorbed through the skin could occur.
- Anyone bare footed, wearing thongs, open-toed and/or open-heeled shoes will not be permitted into the FoSH Facilities (unless specifically instructed by academic/facility manager in charge, subject to risk assessment/manager approval).
- A risk assessment should be completed to determine if the minimum standards need to be altered for specific activities (e.g. high-risk activities); this is dependent on the type of facility and should be assessed as per AS/NZS 2210.1.

Diagram 1 Type A (low shoe) minimum enclosed footwear standard from AS/NZS 2210.3

13.6 Respiratory protection

Respiratory protection appropriate to the task being undertaken shall be worn. A risk assessment, SDS information and AS/NZS 1715. Selection, use and maintenance of respiratory protection devices will determine what is appropriate for the activity being undertaken.

For outdoor activities involving spraying of chemicals, a respirator shall be worn. A risk assessment must be completed prior to spraying to determine the appropriate cartridge for the respirator and chemical used.

13.7 Safety helmets

Safety helmets appropriate to the task being undertaken shall be worn. A risk assessment and AS/NZS 1801 Occupational protective helmets will determine what is appropriate for the activity being undertaken.

For work involving horse handling or horse riding, an Australian-approved equine helmet must be worn with the chin strap appropriately fastened at all times.
Protective headgear must conform with one of the current approved safety standards:

- Australian standard AS/NZS 3838 (2006 onwards) *provided they are SAI Global marked.*
- Australian standard ARB HS 2012 *provided they are SAI Global marked.*
- American standard ASTM F1163 (2004a or 04a onwards) *provided they are SEI marked.*
- American standard SNELL E2001.
- British standard PAS 015 (1998 or 2011) *provided they are BSI Kitemarked.*
- Interim European Standard VG1 (01.040: 2014-12) *with or without BSI Kitemark.* VG1 (01.040: 2014-12) with or without BSI Kitemark (remains until 31 December 2026). From 1 January 2027, VG1 must be accompanied by a quality testing label (Safety Mark). e.g. BSI kitemark or INSPECC
- EN1384:2023 with a quality testing label (Safety Mark) e.g. BSI kitemark or INSPECC

Helmets must not be older than five years from date of manufacture and must not have suffered impact from being dropped or involved in a fall. It is the responsibility of wearer to ensure helmets are compliant.

Where additional levels of protection are required for handling horses (including stallion handling and semen collection), please consult facility procedures for additional PPE requirements.

13.8 Safety Vests

For all personnel involved in procedures for stallion handling, including semen collection, they must wear an Australian approved equine safety vest ARB standard 1.1998 or European standard EN 13158.

For all outdoor activities using mobile heavy machinery, such as a tractor, a high visibility vest shall be worn.

13.9 Outdoor clothing

13.9.1 Solar ultraviolet radiation protection

To protect outdoor workers from solar ultraviolet radiation while conducting outdoor activities, the following protective clothing shall be worn when appropriate:

- Long sleeved shirt with collar
- Long legged trousers
- Broad brimmed hat (brim = 8-12cm)
- Sunglasses, as specified in 13.2
- Sunscreen, minimum SPF30
- Lip balm, minimum SPF30

13.9.2 Wet weather protection

To protect outdoor workers from wet weather while conducting outdoor activities, the following protective clothing shall be worn when appropriate:

- A waterproof jacket which covers the body with hood.

- Additional wet weather PPE, such as gumboots or waterproof trousers may be required as determined by a risk assessment.

13.10 Radiation PPE

For work involving radiation, appropriate PPE for the activity should be worn as per the Radiation Management Plan (Booklet 4) and SOP3.2 Radiation Safety in Radiology.

Aprons, thyroid shields and other personal protective devices should meet the requirements of the EPA Policy on x-ray protective clothing. Lead aprons must comply with AS/NZS IEC 61331.3:2022 and must be tested annually. For full details of radiation PPE, consult the Radiation Management Plan (Booklet 4) and SOP3.2 Radiation Safety in Radiology.

13.11 Other personal protection

Additional PPE requirements (e.g. hat, sunglasses, head lamp, cold storage thermal jackets, positive pressure suits) will be identified through risk assessments, SDS information, relevant Australian Standards and individual experience and knowledge.

13.12 Simulation PPE

Simulation PPE may be required for teaching simulations. This PPE should be used for training and educational purposes only and ~~be~~ must be clearly labelled as '**Simulation only'**. Simulation PPE could include items such as lead gowns, helmets, respirators and other PPE that has expired or is not compliant and only used to in simulation to demonstrate PPE usage.

13.13 PPE signage

Areas that require the use of PPE should have compliant PPE signage.

All FoSH Facilities are required to display the FoSH door sign on all doors (internal and external). The sign must include information relevant to the individual space:

- Potential risks (e.g. chemical, biological etc.)
- PPE requirements
- Facility Manager and contact details
- First Aid Officer and contact details
- Building Warden and contact details
- Security information

Health Monitoring

(16) Where PPE has been identified for use, there may be a requirement for workers to participate in regular health monitoring. Health monitoring should not be used in place of appropriate PPE and control measures.

- Personal monitoring devices are required for all radiation workers as per the Radiation Safety Procedure
- Health monitoring for hazardous chemicals should implemented as per the Code of Practice (Managing risk of hazardous chemicals in the workplace)

Storage, Maintenance and Record Keeping

(17) PPE should be stored and maintained as per manufacturer instructions and safety regulations. Storage locations should offer protection to PPE from damage and contamination.

- e.g. Clean, dry, out of direct sunlight.

(18) Record keeping relating to PPE requirements shall be maintained including

- PPE register for specialised equipment such as respirators, helmets, lead gowns, sun protection provided
- Ownership of items issued to personnel – property of CSU
- Report lost/damaged items
- PPE regular checks of
    a. PPE stock levels (weekly)
    b. appropriate for type of equipment available (recorded as part of biannual WHS audit)

Post Emergency PPE

(19) Post Emergency PPE kits shall be made available on all CSU campuses to be accessed following an incident (e.g. fire). Access to post emergency PPE kits will be dependent on

- Appropriate clearance provided by emergency services, Facilities Management and the Technical manager to allow entry to the facility following an emergency event.
- Approval of a risk assessment to determine the level of risk and assessment of the level of PPE required.

(20) Post Emergency PPE are stored by Technical Services and records of the locations of these kits is saved on the S-Drive S:\Academic\FOS\TS - Technical Services\WHS\Emergency PPE kits.

(21) Technical Services are responsible for checking the contents of the kits as part of the bi-annual audits.

Section 4 - Guidelines

N/A

Section 5 - Glossary

i. For the purpose of this policy, the following terms have the definitions stated:

a. **Australian Standards:** Standards are published documents setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.

b. **Faculty of Science and Health Facilities**: all FoSH laboratories, specialist teaching spaces and research areas.

c. **Hierarchy of Risk Control:** five main ways to control risks in order of priority:

i. Elimination – remove the hazard.
ii. Substitution – equipment/materials.
iii. Isolation – reduce exposure.
iv. Redesign – work methods.
v. Administration – work practices including training, signage, supervision etc.
vi. PPE – gloves, glasses, clothing, footwear etc.

d. **Minimum Standard:** Lowest acceptable criteria/control that must be used to mitigate a risk. Minimum standards may be set by risk assessment, safe work procedure, industry guidelines, Australian Standards, Legislation, Health regulations and guidelines etc.
e. **Off campus localities**: localities not part of CSU's facilities or grounds that are used for work, research, or study (e.g. field sites and placement facilities).

f. **Outdoor Workers**: those who in the course of their normal duties, spend more than 7 consecutive minutes of their time in the outdoors or in glasshouses. Reference: Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), Occupational Exposure to Ultraviolet Radiation 2006.
g. **PPE:** personal protective equipment.
h. **Reasonably practicable:** in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.
i. **Risk control:** taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.
j. **Safety Data Sheet (SDS):** provide workers and emergency personnel with procedures for handling or working with a substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment and spill-handling procedures.
k. **Worker**: is someone who carries out work in any capacity for the business or undertaking, they include:
    i. Employees
    ii. Labour hire staff
    iii. Students
    iv. Volunteers
    v. Apprentices
    vi. Contractors
    vii. Self-employed people

References and related documents

a. Work Health and Safety Act 2011
b. AS 2243 Safety in Laboratories (Parts 1-10)
c. AS/NZS 1269.3 Occupational noise management – Part 3: Hearing protection program
d. AS/NZS1270 Acoustic – hearing protectors
e. AS/NZS 1336 Recommended practices for occupational eye protection
f. AS/NZS 1715 Selection, use and maintenance of respiratory protection devices
g. AS/NZS 1801 Occupational protective helmets
h. AS/NZS 2161.6 Occupational protective gloves
i. AS 2210.5 Occupational protective footwear
j. CSU Biosafety Manual
k. FoSH Chemical Handling Policy
l. Work Health and Safety Act 2011
m. Radiation Protection and Nuclear Safety Agency (ARPANSA), Occupational Exposure to Ultraviolet Radiation RPS Publication No. 12 December 2006
n. AS/NZS AS/NZS 3838 Helmets for Horse riding and horse-related activities
o. CSU Work Health and Safety Risk Management Procedure
p. CSU Protection from Ultraviolet Radiation for outdoor workers Procedure,

q. CSU Radiation Management Plan
r. Code of Conduct
s. FOSH Risk Assessment Procedure
t. FOSH Waste Management Procedure

APPENDIX A Personal Protective Equipment list

PPE type (examples)		**Standards** (including but not limited to)	**PPE symbol/signs** (AS 1319-1994)
Protective clothing	Lab coats Waterproof aprons, coats, hats and trousers Fieldwork fleece jacket Fieldwork head torch High-visibility clothing Safety vests Lead aprons	AS/NZS 4501.1 – Occupational protective clothing AS 2243 Safety in Laboratories (Parts 1-10) AS/NZS IEC 61331.3:2022 – Protective clothing for radiation AS 4399- Sun protective clothing ARB standard 1.1998 – Equine approved safety vests	
Protective headwear	Helmets Hard hats	AS/NZS 1801:2024 – Occupational protective helmets AS/NZS 1698:2006 – Protective helmets for vehicle users **For horse handling and riding** Australian standard AS/NZS 3838 (2006 onwards) *provided they are SAI Global marked.* Australian standard ARB HS 2012 *provided they are SAI Global marked.* American standard ASTM F1163 (2004a or 04a onwards) *provided they are SEI marked.* American standard SNELL E2001. British standard PAS 015 (1998 or 2011) *provided they are BSI Kitemarked.* Interim European Standard VG1 (01.040: 2014-12) *with or without BSI Kitemark.* VG1 (01.040: 2014-12) with or without BSI Kitemark (remains until 31 December 2026). From 1 January 2027, VG1 must be accompanied by a quality testing label (Safety Mark). e.g. BSI kitemark or INSPECC EN1384:2023 with a quality testing label (Safety Mark) e.g. BSI kitemark or INSPECC	

Footwear	Fully enclosed shoes Safety boots Non-slip footwear Steel cap boots Belcher (mesh) gloves Gumboots Shoe covers	AS 2210.5 Occupational protective footwear AS 2210.3 Safety footwear	
Gloves	Gloves (nitrile, chemical resistant, vinyl, latex) Freezer gloves (heat and cold resistant) Gardening gloves	AS/NZS 2161.6 Occupational protective gloves	
Eyewear	Safety glasses Goggles Sunglasses	AS/NZS 1336 – eye and face protection guidelines	
Breathing	P2 respirators Masks Respirators Masks for handling formaldehyde plus filters	AS/NZS 1715 Selection, use and maintenance of respiratory protection devices	
Hearing protection	Ear plugs Earmuffs	AS/NZS1270 - Acoustics - Hearing protectors AS/NZS 1269.3 Occupational noise management – Part 3: Hearing protection program	
Hair	Hair net	AS/NZS 4501.1 – Occupational protective clothing	
Sun/UV	Sun hat Sunscreen SPF trousers and shirts Insect repellent / sunscreen/lip balm	AS 4399- Sun protective clothing	

Status and Details

Effective Date	19/12/2025
Review Date	Policies and procedures must be reviewed at latest by 3 years.
Approval Authority	See the Delegation and Approval Policy, delegation schedule A for advice on approval authorities for different document types.
Unit Head	Faculty of Science and Health
Author	Version number: 1.0 — Date: 07/2012 — Authorisation: — Short description of amendment: Version number: 2.0 — Date: 11/2013 — Authorisation: Kylie Kent — Short description of amendment: Updated after Faculty of Science Review 2013. Version number: 3.0 — Date: 12/2025 — Authorisation: — Short description of amendment: Updated by J. Newman
Enquiries Contact	FOSH-Tech-SupportUnit techsupportunit@csu.edu.au