



Personal Protective Clothing and Equipment Policy Document

Purpose

The purpose of this Policy is to assist Korowal School and its personnel to implement procedures to protect the health, safety and welfare of workers, students, and other persons who are legally on the school premises at any time.

Within the context of this Policy, personal protective equipment (PPCE) means any item of clothing, equipment or product designed for the purpose of eliminating or controlling exposure to a work-related hazard, that cannot be otherwise eliminated, minimized or controlled (in part or fully). PPCE includes such items as eye, hearing, foot, head and body protection.

WHS Legislation 2011 requires a PCBU (employer) to provide each person at risk with the personal protective protection equipment, and to ensure so far as is reasonably practicable, that:

- the equipment provided is appropriate for the person and controls the risk for that person
- the person is informed of any limitations of the equipment
- the person is provided with the instruction and training necessary to ensure that the equipment controls the risk for the person
- the equipment is properly maintained and is repaired or replaced as frequently as is necessary to control the risk for the person
- the equipment is provided in a clean and hygienic condition to the person
- the equipment is stored in a place provided by the employer for the purpose
- areas in places of work where PPC&E must be used are clearly identified.

In accordance with the WHS Regulation, Korowal School is required to provide PPC&E to be worn or used by School employees, and in certain activities by students, during work, educational activities or other purposes both at Korowal School and in other premises.

Policy Framework

Korowal School acknowledges that the dignity, safety and well being of people are central to the values of the School and accepts responsibility and accountability for ensuring, as far as is reasonably practicable, the health safety and welfare of workers, students and other people who use the facilities of Korowal School, or provide services to Korowal School.

The Policy recognizes that PPC&E is the least satisfactory method in the prevention of injury or illness but is required to be implemented in combination with other more effective risk control measures and/or when more effective alternatives are not possible.

Policy Content

To meet this obligation for identified work and educational activities:

1. School employees, students, volunteers and other persons shall be required to wear or use PPC&E provided by Korowal School, when;
 - a. the risk assessment has identified a hazard or potential hazard arising from the work or other educational activity, and the potential for death, injury or illness exists if PPC&E is not used
 - b. the risk management strategy identifies the use of PPC&E as either the sole means of minimizing or controlling exposure to a particular risk to health or safety, or as part of a risk management strategy developed to adequately control the particular risk
 - c. the use of PPC&E, and type of PPC&E to be used, has been arrived at through consultation with workers.
2. No PPC&E will be provided to workers until all requirements of the legislation have been subject to consultation.
3. Any interference with, misuse of, or willful damage or destruction of PPC&E provided to workers, including volunteers, student and other person is illegal under the *WHS Act 2011*, and may be reported to the relevant workplace regulator. Korowal School also reserves the right, in accordance with school procedures, to take other legal action against any person found to have committed an offence against the *Act*.
4. School employees, students, volunteers and other persons provided with PPC&E are required to report to the designated person at the School all PPC&E that:
 - a. is damaged
 - b. requires replacement
 - c. requires maintenance
 - d. requires specialized cleaning in accordance with School procedures.Failure to report any identified damaged, faulty, unhygienic or dirty PPC&E by a school employee, student, volunteer or other person is also illegal under that *Act*.
5. Korowal School is responsible for ensuring that all PPC&E provided complies with relevant standards and is:
 - a. adequately and safely stored in facilities provided for this purpose
 - b. replaced when damaged or unusable
 - c. maintained or cleaned in accordance with manufacturer's specifications
 - d. meets any other requirement imposed by present or future Regulations, Codes of Practice or WorkCover (or other State Authority) guidance material.
6. No School employee, student, volunteer or other person can refuse to wear or use PPC&E provided unless supported by a medical certificate or medical report. The School Principal will consult with the staff member, student or other person in all such instances about the practicable employment, educational or other adjustments open to the School for the period specified by the medical certificate or medical report.

7. Any:
 - a. School employee, student, volunteer, or other person who refuses to wear, or fails to wear or use PPC&E provided or required, without good reason, following a verbal direction by the Principal, delegated teacher, or other staff member to wear or use the PPC&E provided or required, or
 - b. continued deliberate misuse, damage to PPC&E provided, or removal of PPC&E provided from the classroom without the authority of the Principal or delegated teacher or other staff member shall:
 - i. in the case of a School employee, be subject to disciplinary action, which may include a formal written warning, suspension or stand down
 - ii. in the case of a student, be subject to disciplinary action in accordance with the School discipline policy
 - iii. in the case of volunteers or of other persons, be subject to appropriate steps which may include legal steps to resolve the matter
 - iv. give the Principal cause to report the incident to the workplace regulator
 - v. the School reserves the right to require employees, students and other persons to follow advice provided on and/or with required PPC&E provided for their personal use in designated education and other activities.
8. This policy does not apply to contractors, or sub-contractors of a principal contractor engaged by the School.

Policy Contact Person

The person responsible for the implementation of this Policy is Steve Garthwin who is the current WHS Officer at the School and is responsible for Work Health and Safety compliance.

Related Policies and Documents

Work Health and Safety Policy; First Aid Policy; Administration of Medication Policy

Policy Review

This policy will be reviewed periodically, or in the event of any information, incident, injury or illness that would demonstrate the need for a review, or resulting from any legislative or organizational change that would warrant a review.

Policy reviewed	October 2016
Next review	October 2018
Signed: 	