



Catholic Schools Office
Diocese of Broken Bay

PROVISION AND USE OF
PERSONAL PROTECTIVE CLOTHING
AND EQUIPMENT POLICY
FOR DIOCESAN SYSTEMIC SCHOOLS

OPERATIONAL POLICY

October 2004

PURPOSE

The purpose of this policy is to assist schools within the Diocesan School System to implement procedures to protect the health, safety and welfare of employees, students, and other persons who are legally on school premises at any time. Within the context of this policy personal protective equipment (PPE) 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, minimised, or controlled (in part or fully). PPE includes such items as eye protection, hearing protection, respiratory protection, foot protection, head protection and body protection.

Clause 15 of the OHS Regulation 2001 an employer must provide each person at risk with the personal protective protection equipment and ensure that:

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

In accordance with Cl.5 of the Regulation, the CSO/School is required to provide PPE to be worn or used by employees, and in certain activities other persons and students, during work, educational activities or other purposes in school or other premises.

POLICY FRAMEWORK

The Diocesan School System acknowledges that the dignity, safety and well being of people are central to the church's teaching. The Diocesan School System also recognises that it is responsible and accountable for ensuring the health safety and welfare of employees, students, volunteers and other people who either enjoy or use the services of the facilities of the Diocesan School System, or provide services to the Diocesan School System.

This policy recognises that Personal Protective Equipment is the least satisfactory method in the prevention of injury or illness but is needed to be implemented when other alternative risk control methods are not possible.

POLICY CONTENT

To meet this obligation for identified work and educational activities:

1. Employees, students, volunteers and other persons shall be required to wear or use PPE provided by the CSO or school, when;
 - 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 PPE is not used;
 - the risk management strategy identifies the use of PPE as either the sole means of minimising 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; and
 - the use of PPE, and type of PPE to be used, has been arrived at through consultation with employees.



2. No PPE will be provided to employees until all requirements of Cl.15 of the Regulation have been subject to consultation.
3. Any interference with, misuse of, or wilful damage or destruction to PPE provided to an employee, student, volunteer and other person is illegal under s.21 of the Act, and may be reported to WorkCover. The CSO also reserves the right to take other legal action against any person found to have committed an offence against s.21 of the Act in accordance with CSO procedures.
4. Employees, students, volunteers and other persons provided with PPE are required to report to the designated person at each School all PPE that:
 - is damaged
 - requires replacement
 - requires maintenance
 - specialised cleaningin accordance with CSO procedures.

Failure to report any identified damaged, faulty, unhygienic or dirty PPE by an employee, student, volunteer or other person is also illegal under s.20 (2) and s.21 of the Act.

5. The CSO/School (designated person) is responsible for ensuring that all PPE provided complies with relevant standards and is:
 - adequately and safely stored in facilities provided for this purpose.
 - replaced when damaged or unusable,
 - maintained or cleaned in accordance with manufacturer's specifications,or,
meets any other requirement imposed by present or future Regulation, Code of Practice or WorkCover guidance material.
6. No employee, student, volunteer or other person can refuse to wear or use PPE provided unless supported by a medical certificate or medical report. The CSO and/or School Principal will consult with the employee, student, volunteer or other person in all such instances of the practicable employment, educational or other adjustments open to the CSO/School in such instances, for the period specified by the medical certificate or medical report.

If the placement of an employee, student, volunteer or other person who is unable to wear or use PPE cannot be carried out by the CSO and/or School Principal, without undue hardship to the CSO or School, they shall reserve the right to take appropriate steps to determine appropriate duties and/or legal steps to resolve the matter.

7. Any employee, student, volunteer or other person who refuses to wear, or fails to wear or use PPE provided or required, without good reason, following a verbal direction by the Principal or delegated teacher, or other staff member to wear, or use, the PPE provided or required, or;

Continued deliberate misuse, damage to PPE provided, or removal of PPE provided from the classroom without the authority of the Principal or delegated teacher or other staff member shall:

- in the case of an employee be subject to disciplinary action which may include a formal written warning, suspension, stand down, demotion or dismissal;
- in the case of a student be subject to disciplinary action in accordance with the school's discipline policy;
- in the case of volunteers or of other persons be subject to appropriate steps which may include legal steps to resolve the matter;
- The Principal may report the incident to WorkCover under s.20(2) of the Act.

8. The CSO reserves the right to require employees, students, volunteers and other persons to consider advice provided on appropriate PPE and to maintain PPE for their personal use in designated education and other activities.
9. This policy does not apply to contractors, or sub-contractors of a principal contractor engaged by the CSO or a School.

RELATED POLICIES AND PROCEDURES

Occupational Health and Safety Policy for Diocesan Systemic Schools
Sample Occupational Health and Safety Policy for Diocesan Systemic Schools
Draft First Aid Policy for Diocesan Systemic Schools
Administration of Medication Policy
Guidelines for Administering Medication in Schools

CONTACT PERSON

The person responsible for the implementation of this policy is the Consultant responsible for Occupational Health and Safety compliance.

POLICY REVIEW

The policy shall 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 organisational change that would warrant a review.

POLICY DATES

Br Tony Whelan cfc
Director of Schools
Catholic Schools Office Diocese of Broken Bay