

PROCEDURE

Personal Protective Equipment (PPE)



Issued with the authority of the Chief Commissioner
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
Sponsor	Head of Risk		
Document type	Procedure	Date of issue	July 2018
Document code & no.	PRO28	Version number	1.0
Document title	PPE (Personal Protective Equipment)	Due for review	July 2021

Personal Protective Equipment (PPE)

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1 Purpose and scope

Scouts Australia NSW is a volunteer organisation that has paid workers and subsequently, has responsibilities under WHS laws. Our volunteers are called workers under WHS laws and they have the same WHS obligations as a paid worker. Therefore, Scouts Australia NSW WHS Procedures apply to workers, members and volunteer supporters (which are all described collectively in the WHS Procedures as *workers*).

This policy applies to any a worker operating plant at a Scouts NSW workplace and to others in the workplace participating in specific Adventurous Activities where PPE use is required as determined by a job safety or risk assessment or as part of the SOP for the equipment being used.

Scouts Australia NSW will supply all PPE to workers who do not provide their own approved PPE. Scouts Australia NSW also will supply essential PPE to others in the workplace participating in the specific Adventurous Activities offered at Scouts Australia NSW Activity Centres requiring the use of PPE.

2 Types of PPE

PPE includes items such as:

- eye protection for example, goggles, glasses and face shields
- hearing protection for example, ear plugs and ear muffs
- respiratory protection for example, filter respirators, airline respirators and SCBA
- foot protection for example, safety shoes and boots, spats and rubber gum boots
- head protection for example, hard hats, helmets and broad brimmed hats
- body protection for example, harnesses, aprons, overalls, gloves and high visibility clothing
- any substance used to protect health, for example, sunscreen.

3 Managing PPE

1. A PPE inventory shall be completed where relevant and reviewed when PPE is inspected or when new PPE is purchased. See [Appendix 1 Personal Protective Equipment \(PPE\) Inspection Record](#).
2. Inspection should occur at a frequency recommended by the manufacturer, or earlier. Inspection should be conducted by a competent person. Any faulty equipment must be removed from service and repaired or disposed of.
3. The requirement for PPE in the workplace will be determined through risk assessments, legislation and industry information.
4. Workers who are issued PPE will be provided with training on use and maintenance of such equipment & recorded in the PPE Register. Such information should be available from the supplier/manufacturer. Workers must use the PPE in accordance with this instruction.



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5. PPE must be well maintained, repaired or replaced as required. PPE should be inspected regularly by the worker and any issues requiring attention reported as a matter of urgency to the supervisor or manager. PPE that is unable to be repaired back to a safe working standard so that it continues to minimise risk, must be replaced by Scouts Australia NSW.
6. Provided PPE will be correct for the nature of the work and the related hazards and of a suitable size, fit and reasonable comfort for the worker.
7. High visibility vests must be worn by licensed ride on fork lift operators and staff/contractors /visitors entering signed hi-vis PPE required areas

4 Recreational scouting activities

Activity leaders and relevant leaders in charge are responsible for determining what PPE, if any, is required for the activity. Where PPE is mandated in legislation or standards, that PPE must be implemented and included in the written procedures and risk assessment. Where PPE is NOT mandated by standards or legislation, PPE requirements are to be determined by a risk assessment and reviewed as per the requirements of [WHS Procedure 018 WHS Risk Management](#).

Where the Activity SOP's or other relevant document require it, Activity Leaders must maintain inspection records (refer to [Appendix 1 Personal Protective Equipment \(PPE\) Inspection Record](#)) and Activity usage log (refer to [Appendix 2 –Activity equipment usage Log](#)).

5 Records & references

- WHS Volunteers Guide (Safe Work Australia)
- Plant and Equipment Register
- Activity Usage Log (where relevant)
- Plant Evaluation Checklists and Risk Assessments
- WHS Regulation Clause 44

6 Associated forms

- Nil

7 Appendices

- Appendix 1 - Personal Protective Equipment (PPE) Inspection Record
- Appendix 2 –Activity equipment usage Log



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Appendix 1 –Personal Protective Equipment (PPE) Inspection Record

This template, or a similar template, should be used to list an inventory of PPE and record results of PPE inspections.

SITE: _____

Item Location	Item Description	ID or Serial Number	Date in Service (if applicable)	Expiry / Retire Date (if applicable)	Result If a fault or other issue is observed, record the action taken in the next column	Action Taken (if an issue was observed) Tick all that apply
					<input type="checkbox"/> Satisfactory OR <input type="checkbox"/> Issue observed:	<input type="checkbox"/> Item handed into manager <input type="checkbox"/> Item disposed of_ Other:
					<input type="checkbox"/> Satisfactory OR <input type="checkbox"/> Issue observed:	<input type="checkbox"/> Item handed into manager <input type="checkbox"/> Item disposed of_ Other:
					<input type="checkbox"/> Satisfactory OR <input type="checkbox"/> Issue observed:	<input type="checkbox"/> Item handed into manager <input type="checkbox"/> Item disposed of_ Other:
					<input type="checkbox"/> Satisfactory OR <input type="checkbox"/> Issue observed:	<input type="checkbox"/> Item handed into manager <input type="checkbox"/> Item disposed of_ Other:



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Appendix 2 –Activity equipment usage Log

Use this form, or similar, to record the sign-out and return of activity equipment, and to communicate any items that needs addressing. Sites may adjust this form to suit the specific needs of the site.

SITE: _____ ACTIVITY: _____

Equipment Sign-out						Equipment Sign-in (return)					
Equipment Type	Date	Time	Staff Member	Comments/ Actions	Date	Time	Staff member	Comments / Actions			



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