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| OTAGO POLYTECHNIC MANAGEMENT POLICY | | Number: MP0408.03 | |
| Title: | Protective Clothing and Equipment | | |
| ITPNZ Standard: | 4 Staff Selection, Appraisal and Development | | |
| Chief Executive Approval: | Approval Date: 25 Jan 10 | Effective Date: | 25 Jan 10 |
| Previous Policy Number: | na | Review Date: | as required |
| Contact Authority: | Director: Organisational Development | Status: | Current |

Purpose To prevent harm to individuals (staff, students, contractors and visitors) through the use of personal protective equipment (PPE), where identified hazards cannot be eliminated or isolated.

Background Staff work in a variety of workshops and work environments, including off-campus and sometimes in uncontrolled environments such as fieldwork. Where it is impractical to eliminate or isolate hazards, protections will be provided to minimise these hazards. This includes the provision, training, wearing and maintenance of personal protective equipment.

Statutory Compliance Health and Safety in Employment Act 1992 and Amendment Act 2002, associated Regulations and Amendments, Guidelines, Codes of Practice. New Zealand Standards.

National Guidelines Department of Labour, Health and Safety Guidelines, for example

- “Hearing Protectors, Selection and Use of”
- “Respiratory Protection, A Guide To”.

AS/NZ Standards – for eye, head, hearing, hand, footwear protection.
For guidance in selection and purchasing, refer to the Health and Safety Advisor or to preferred provider sales representatives

Policy and Procedures

1. **Personal Protective Equipment Compliance**
Where it is deemed that personal protective equipment (PPE) is required for protection from hazards, it must be worn.
A supervisor/lecturer/health and safety representative or trained/company representative will demonstrate how to fit the PPE correctly if required.
2. Managers are responsible to ensure that all staff use PPE effectively, this includes:
 - keeping it ‘to hand’ so it will always be used; and
 - keeping it in clean and sound condition; and
 - replacing it as required; and
 - using it when appropriate; and
 - storing it appropriately.
3. Otago Polytechnic has a duty “to provide” PPE for employees and to bear the cost of providing it, and does so where required.
4. Otago Polytechnic has a responsibility to ensure the clothing or equipment is worn and the employee also has a responsibility to wear it.
5. Where PPE has been assessed to be necessary (by hazard identification) students MUST wear it. Lecturers have a responsibility as supervisors to ensure that students wear PPE.



6. Provision of PPE

Legislation states that organisations cannot satisfy the duty to provide PPE under law by paying an allowance or extra remuneration instead of providing the equipment. Neither can they comply by requiring the employee to provide his or her own equipment or clothing as a precondition to or as a condition of an employment agreement.

As a result, Otago Polytechnic provides PPE where required.

7. Clothing

As allowable under the Health and Safety Act, Otago Polytechnic recognises that there may be some instances where an employee finds it more convenient or comfortable to use his or her own protective *clothing*.

- In these cases, the employee might genuinely and voluntarily choose to provide his or her own protective clothing for comfort or for convenience, and thereby relieves Otago Polytechnic of the duty to provide this clothing.
- The employee must instigate such voluntary action. No suggestion of this can be made or inferred by Otago Polytechnic.
- If a staff member wishes to provide or purchase their own clothing, they may request this of the Head of School/Manager in *writing* with the reason why. **Note – this only relates to clothing – not equipment.**
- If an employee has elected to provide their own clothing, this is at their own cost.
- If the employee is approved to provide their own protective clothing, Otago Polytechnic must be satisfied that it is suitable.
- Otago Polytechnic and the employee continue to have a responsibility to ensure the protective clothing is worn.
- An employee who has elected to provide his or her own protective clothing may, at a later date, after giving reasonable notice to their Head of School/Manager, choose that Otago Polytechnic provide the clothing.

8. Purchasing PPE for staff

- Preferred providers - Otago Polytechnic has the following preferred providers of PPE:

| Supplier | Address | Telephone |
|-----------------------|---|------------------|
| New Zealand Safety | 2 Orari Street, Dunedin | 03 455 1116 |
| Or New Zealand Safety | 144 Hilton Highway, Washdyke, Timaru | 03 688 8855 |
| Protector Safety | 100 Cumberland St, Dunedin | 03 456 0200 |
| Road Materials | 6 Forth Street, Dunedin | 03 477 6390 |

- A purchase order and approval by the Head of School/Manager is required for purchase of PPE and Otago Polytechnic is to be invoiced directly.
- Where employees wish to purchase a higher grade of clothing than that which is approved by the Head of School/Manager, the employee will request this in writing to the Head of School/Manager and pay the difference – the Head of school/Manager **MUST** ensure that the clothing the employee purchases is suitable. For example, a problem would occur where an employee might feel that a different brand looks better and it may be that it compromises the protective aspects of the clothing.



- Footwear

A maximum amount of \$120 plus GST for safety footwear is allowed. If the employee wishes to select a more expensive pair of safety footwear, this must meet NZ/AS safety footwear standard.

Where this is the case, the individual will pay cash at the time of purchase for the excess amount above \$120 plus GST directly to the preferred provider and Otago Polytechnic will be invoiced directly for the \$120.

9. Special Needs

Staff and students (and their treatment providers) cannot exempt themselves from the wearing of PPE or their responsibilities, and Otago Polytechnic responsibilities, relating to hazard management as prescribed by the Health and Safety in Employment Act.

If there is a special need (usually disability related), the employee or manager, will seek the assistance of the Health and Safety Advisor. A full, documented risk assessment and hazard management plan will be agreed with the individual, the Manager and Health and Safety Advisor.

10. Students (including on work experience)

- **On Campus – workshops and studios:**

Where PPE has been assessed to be necessary (by hazard identification) students **MUST** wear it.

As students are not employees or volunteers, there is no requirement for Otago Polytechnic to pay for their PPE; however there is a requirement that students have it and wear it. Managers will ensure that either students purchase *approved* PPE (which is to an AS/NZ standard) or it is provided by Otago Polytechnic.

It is essential that they receive training on appropriate wearing/fitting of equipment. For example, in some instances, hearing protection must be worn for general workshop loud noise, not just for that of their own making; earplugs must be inserted correctly to be effective; disposable respirators and respirators with filters must not be shared; etc.

- **Off Site - Field Work / Work Experience**

(eg construction sites, engineering workshops, veterinary surgeries, hospital or community settings, adventure tourism locations, etc.)

Workplaces which host students on work experience are required under the Health and Safety in Employment Act to treat the student with the same regard to health and safety as if they were an 'employee'.

Therefore, appropriate PPE must be provided by the employer to the student, or, the lecturer/School may choose to make formal arrangements with the employer to ensure that the students take approved PPE with them to the workplace. Either way, where necessary for protection from hazards, PPE **must** be worn by the student.

11. Visitors to Otago Polytechnic

Visitors will be under the direct supervision of staff while in hazardous areas such as workshops, studios or hazardous outdoor areas. They shall be given an explanation of hazards and appropriate controls, provided with appropriate PPE before entering a hazardous area and given instructions on how to wear it. The person the visitors are there to see is deemed the host and is responsible for ensuring visitors wear and use their PPE where appropriate.



**Referral
Documents**

MP0414 Contractor Health and Safety

**Delegation of
Procedures**

**Approved by Chief Executive
Date: 25 January 2010**

