

Guideline Title: Personal Protective Equipment Guideline

Guideline Owner: Director, Human Resources Services Centre

Keywords: Health, Safety, Personal Protective Equipment, PPE

This guideline supports the University to operationalise the Health and Safety Policy [PL139] and must be complied with.

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1. INTENT

The purpose of this guideline is to outline the requirements for the correct selection, supply and purchase, use, maintenance, training, and storage of personal protective equipment (PPE). PPE does not control the hazard at the source and users should only consider PPE after other means to reduce the risk are considered and are not practicable, or to support other control measures through increased protection or as an interim measure while control measures higher in the hierarchy of control are being implemented.

2. ORGANISATIONAL SCOPE

All workers, ECU students and visitors.

If working off campus at other host institutions/organisation workers or ECU students must consider the host's specific PPE requirements.

3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this guideline:

Term:	Definition:
Hazard	Situations or things that have the potential to harm a person. In Riskware this is sometimes referred to as a 'Risk Factor'.
Hierarchy of Control	The hierarchy of risk control shows ways of controlling risks, ranked from the highest level of protection and reliability to the lowest. The aim is to eliminate the risk, which is the most effective control. If this is not reasonably practicable, the risk must be minimised by working through the other alternatives in the hierarchy. Refer to Appendix 1.

Term:	Definition:
Manager/Supervisor	The person with line management responsibility for any employee including all full time, part time and casual staff. A person responsible for controlling activities areas, workers or students.
Person Conducting a Business or Undertaking (PCBU)	The WHS Act places the primary duty of care on the PCBU. The term PCBU is an umbrella concept used to capture all types of working arrangements or structures. A PCBU can be a: company; unincorporated body or association; sole trader or self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.
Reasonably Practicable	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 including — <ul style="list-style-type: none"> (a) the likelihood of the hazard or the risk concerned occurring. (b) the degree of harm that might result from the hazard or the risk; (c) what the person concerned knows, or ought reasonably to know, about — <ul style="list-style-type: none"> (i) the hazard or the risk; and (ii) ways of eliminating or minimising the risk; (d) the availability and suitability of ways to eliminate or minimise the risk; and (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Riskware	ECU's online risk management software solution used for recording enterprise and health and safety risk assessments and registers, incidents and hazards, Radiation Biosafety and Hazardous Substances applications, workers compensation and injury management data, fieldtrip event and travel management and audits and inspections.
Safety Data Sheet (SDS)	SDS are documents that provide critical information about hazardous chemicals. For example, they include information on: <ul style="list-style-type: none"> ▪ the chemical's identity and ingredients ▪ health and physical hazards ▪ safe handling and storage procedures ▪ emergency procedures ▪ disposal considerations.

Term:	Definition:
	Businesses should use SDS when they assess the risks of hazardous chemicals in the workplace.
Safety Employment Relations (SER) Team	The team that provides advice on health, safety and employment relations, as part of the Human Resources Services.
Worker	Any person who carries out work for a person conducting a business or undertaking (PCBU), including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

4. GUIDELINE CONTENT

4.1. Guideline Overview

- Administrative controls and personal protective equipment (PPE) are the least effective in the hierarchy of control at minimising risk, because they do not control the hazard at the source and rely on human behaviour and supervision. These control measures should only be used:
 - to supplement higher level control measures, such as engineering, isolation and substitution;
 - as a short-term interim measure until a more effective way of controlling the risk can be used; or
 - when there are no other practical control measures available (as a last resort).
- Members of Chancellery, Executive Deans, Deans and Directors are accountable for taking reasonable steps to eliminate the hazard to minimise risks to the health and safety of workers, students and visitors.
- If it is not reasonably practicable to eliminate, substitute, isolate or engineer the hazard, then the risk must be minimised by considering PPE or Administration controls, which sits as the last line of defence.
- School and Centres may also have their own specific requirements on PPE eg: School of Nursing and Midwifery uniform policy stipulates the requirement of black or white non-permeable enclosed footwear for certain areas and sandshoes and court shoes are not permitted.

4.2. Issuing and Purchasing of PPE

- The University must ensure that suitable PPE is provided to their workers who may be exposed to a hazard or risk to their health or safety, while conducting work for ECU.
- University teaching staff and Research Supervisors must discuss appropriate PPE requirements that meet the requirements of this guideline with their students as part of their course / unit of study or research project activities. In some instances, before

commencing any task, students may be required to purchase the PPE as part of the course resource requirements.

- Members of Chancellery, Executive Deans, Deans and Directors are accountable for ensuring suitable PPE is purchased, issued and all equipment necessary for cleaning and maintaining PPE, is supplied at the University's expense.
- Managers or Supervisors are responsible for ensuring suitable PPE is purchased, issued and maintained for the work area.
- PPE will be supplied according to the outcome of the work health and safety hazard risk assessment that the workers, students and visitors perform or are to be performed. The risk assessment shall be recorded in Riskware and in consultation with the workers and students involved in the activities.
- Where a shared duty of care exists between the University and another PCBU, the Responsible Officer should consult with the PCBU and agree on the appropriate PPE to ensure contractors or consultants wear, clean and maintain appropriate PPE for the activities they perform or may perform.
- Visitors to the University must be provided with appropriate PPE for the work area they are visiting or activities they are observing by the relevant School or Centre and they are required to wear PPE as instructed by their ECU contact person.

4.3. Selection and Suitability of PPE

- PPE must be selected based on the hazards and risks identified during the completion of a work health and safety hazard risk assessment and recorded in Riskware for the activities performed or to be performed.
- Appendix 2, The Guideline Matrix is to be used as a guide only in selecting PPE and lists some suggested PPE to wear for use when operating specific equipment, conducting certain activities or operating in various conditions. Determination of the most appropriate PPE should be documented in the approved work health and safety hazard risk assessment in Riskware.
- All PPE selected must comply with the relevant legislation, Australian Standards, Codes of Practice or Safety Data Sheet (SDS) requirements for PPE. The Safety and Employment Relations (SER) team can provide guidance on appropriate PPE if required.
- No components of the PPE can be modified, unless advised by the original manufacturer. Care should be taken to ensure that any accessories fitted or fixed to the PPE do not reduce the original health and safety characteristics of the PPE.

a) Protective Helmets

- Protective helmets are worn to reduce the severity of injury caused by an impact to the head including an impact caused by a falling object and must comply with the requirements of the Australian Standard *AS/NZS1801 Occupational protective helmets*.

- Accessories fitted to the helmet, such as earmuffs or chin straps (when working at height) must be designed for use with a helmet and continue to comply with the standard above.
- The date of issue of the helmet must be marked on the manufacturer's sticker inside the shell of the helmet and the helmet must be replaced every two years from the date of issue or following a significant impact to the helmet. If the issue date is not recorded, then the manufacturer date should be used.

b) Footwear

- Workers, students and visitors are responsible for ensuring that they are wearing footwear that provides appropriate protection for their feet whilst conducting University activities.
- Footwear that **is recommended** as the minimum requirement in the workplace include closed in flat shoes/boots, sandshoes, court shoes and sandals that include support around the back of the ankle. Footwear that is **not recommended** include ugg boots, thongs and high and/ or pointy heels as they may be caught in stair treads and/or flooring gaps.
- Additional protective footwear may be required depending on the activity and level of risk as determined by the appropriate WHS hazard risk assessment in consultation with the worker or student. Some work areas may require mandatory wearing of enclosed shoes that cover the foot up to the ankle or steel capped footwear. Examples of work which may require foot protection include:
 - working with certain chemicals and hazardous materials
 - relocating heavy items / equipment
 - working in laboratories and workshops
 - performing grounds and building maintenance work
 - field work
- Protective footwear should be selected in accordance with the *Australian Standard, AS/NZS 2210 Safety, protective and occupational footwear*. This standard recommends practices for the selection, care and use of safety protective footwear.

c) Protective Clothing

- Protective clothing may be required where a person may be or is exposed to hazards such as hazardous chemicals, biological material, heat/cold and extreme weather conditions.
- Protective clothing must be suitable to protect the user from the hazards of the job whilst also ensuring it does not create new hazards such as restricting movement, making the person uncomfortable or getting caught up in equipment.
- Selected protective clothing must meet at a minimum, the Australian safety design standards for the work to be performed, for example the clothing must adequately protect the body by preventing injury or illness through absorption or physical contact, e.g.: long sleeves and trousers.

Some examples of protective clothing include but are not limited to:

- Suitable weather-proof clothing required to work outside in inclement conditions.
 - Reflective clothing or vests to increase visibility in accordance with AS/NZS 1906.4602 High Visibility safety garments. This clothing signals the presence of the user in places and situations which may cause potential threats to their health and safety. (e.g. gardeners working near to a road).
 - Laboratory workers and students must be supplied with protective equipment including laboratory coats that are compliant with AS/NZS 2243 Safety in laboratories standards.
 - In some cases, disposable laboratory coats may be required and must not be used when activities involve chemicals or contact with flames.
 - Suitable PPE such as aprons and chemical suits that protect the user from the effects of impacts and hazardous substances. PPE requirements for hazardous substances are outlined in the associated chemical safety data sheet (SDS).
- Protective clothing must be provided and maintained in a sanitary condition and any defective or damaged equipment must be withdrawn from use and appropriately disposed of.

d) Protective Gloves

- The type of protective gloves used depends on the nature of the hazard and can protect from lacerations and abrasions, hazardous chemicals, vibrations, biohazards, impacts and burns etc.
- Protective gloves should allow as much dexterity as possible to perform the task. In some cases, such as working with delicate objects, where fine dexterity is crucial, a bulky glove may pose more of a hazard. The size of the glove is also important as one size does not fit all and if the fit is too loose or tight, it may make work more difficult or cumbersome.
- *AS/NZS 2161 Occupational protective gloves*, provides recommendations on the selection, care and use of protective gloves. The manufacturer's instructions must be followed for the use, replacement, and care of the gloves.
- Gloves showing signs of wear, tear and other defects (such as discoloration, swelling and cracking) must be withdrawn from use and appropriately disposed of.

e) Hearing Protection

- Workers, students and visitors must wear the appropriate level of personal hearing protection if there is no other way to reduce the noise levels and whenever they are exposed to a noise as outlined in the *Noise Management Guideline*.
- Selection, care and use of personal hearing protection such as disposable ear plugs, and earmuffs should be used in accordance with the *Noise Management Guideline* and in accordance with a hearing protector program outlined in *AS/NZS 1269.3 Occupational Noise Management*. Hearing protection should be selected based on the class method specified in *AS/NZS 1269.3*.
- Occupational Hygienists are available to assist with a workplace noise assessment and can be arranged by contacting the Safety and Employment Relations (SER) team.

f) Eye Protection

- All workers, students and visitors are to wear appropriate level of eye protection where there is a hazard to or risk of damage to the eyes.
- The eye protection must fit properly, be suitable for the task, be compatible with other PPE and be inspected for faults, cleaned and maintained regularly.
- Protective eye protection must comply with *AS/NZS 1337.1 Personal eye protection – Eye and face protectors for occupational applications* and be selected in accordance with the requirements of *AS/NZS 1336 Recommended practices for personal occupational eye protection*.
- Protective safety glasses with side shields, face shields or goggles must be worn in all areas where there is the possibility of eye damage from projectiles or airborne particles. Wearing this type of eye protection will assist in more comprehensive protection for example: during grinding activities, face shields may be worn for extra protection from high temperatures, high density/impact particles etc.
- Suitable eye protection should also be provided to all employees who spend >50% of their time working in the outside during the day.
- Where it is not possible to eliminate or adequately control hazards that may cause eye damage, workers may require prescription eye protection.
- Where prescription eye protection is required the worker will need to provide confirmation it is necessary to undertake their duties. Written confirmation from an optometrist, ophthalmologist, medical practitioner, or other appropriately qualified persons will need to be provided.
- The worker must then discuss the requirement for prescription eye protection with their direct line manager or supervisor. Where it is deemed that workers require prescription eye protection the reasonable cost of providing this PPE will be borne by the University in accordance with section 4.1 of this guideline.

g) Sun and Insect Protection

- Where workers are exposed to the ultraviolet (UV) radiation from the sun for extended periods and cannot be protected by eliminating, substituting, isolating or engineering controls, provision and use of the following Ultraviolet Protection Factor (UVF) 50+ PPE is recommended:
 - work clothing (i.e. long sleeve collared shirts/trousers)
 - protective hats or protective hats for safety helmets
 - sunglasses
 - sunscreen
- Workers and students who are required to work outdoors, where an insect borne disease may be hazard/risk, must be supplied with the appropriate in date insect repellent or other protective device such as insect nets.

h) Respiratory Protection Equipment (RPE)

- Where it is not practicable to prevent workers being exposed to environments that may be hazardous to health, via inhalation, the employer must provide appropriate respiratory protection in accordance with *AS/NZS 1715 Selection, use and maintenance of respiratory protective devices* and *AS/NZS 1716 Respiratory Protective devices*. These standards set out consideration when selecting respiratory protection for mechanically generated particulates, thermally generated particulates, gases and vapours and combined particulates vapours and gases.
- Selection of suitable respiratory protection must be based on informed knowledge of the airborne contaminant that is presenting the hazard, information may come from sources such as SDS's or occupational hygiene monitoring undertaken in the workplace. Each airborne contaminant hazard will have characteristics, and the nature, toxicity, physical form and concentration of each contaminant must be considered.

4.4. PPE Fit testing

- Individual RPE fit testing is mandated by *AS/NZS 1715* and is recommended for hearing protection to ensure optimum protection.
- Assistance with organising fit testing of PPE can be arranged by contacting the SER team.
- The benefits of fit testing RPE include but are not limited to, providing an indication as to whether or not the RPE provides an adequate fit and therefore the expected level of protection for the individual.
- Respiratory protection equipment fit testing is a requirement of *AS/NZS 1715 Selection, use and maintenance of respiratory devices* and can be conducted either qualitatively or quantitatively and carried out by a competent person.
- Hearing protection fit testing is recommended to ensure the expected attenuation of the is achieved.

- Fit testing records should be documented and include the steps taken to select appropriate PPE, train the individual in use and fit for the PPE.
- When conducting PPE fit testing the factors below should be considered to ensure new hazards are not created for the individual:
 - the type of working and environment
 - comfort and individual preferences,
 - appropriate size and fit for the worker
 - sensitivities such as allergic reactions
- Workers, students and visitors who are required to wear PPE must do so in accordance with any information, training or reasonable instruction provided by the University and must not intentionally misuse or damage the PPE. They are also required to inform the relevant person outlined in section 4.1 of any damage, defect or need to clean or decontaminate any of the PPE when identified.

4.5. Signage

- Where there is a requirement for PPE for a task, Associate Deans, Managers and Supervisors are accountable for ensuring that signage is compliant with *AS/NZS 1319 Safety signs for the occupational environment* and displayed in the required areas. The provision and installation of this signage is managed by Facilities Service Desk within Digital and Campus Services.
- Care must be taken to ensure that each sign is located in a position that it is prominent and legible under all likely viewing conditions. Signs must be maintained regularly to ensure that this level of visibility is maintained.

4.6. Training, Instruction and Consultation

- Associate Deans, Managers and Supervisors are responsible for consulting with the workers, students and the supplier to make sure PPE is suitable for the user and the workplace conditions and does not interfere with any medical conditions.
- Associate Deans, Managers and Supervisors are responsible to provide any information, training and instruction in relation to the use (including information about any limit to the effectiveness of the equipment) to ensure that the equipment minimises the risk to the person.
- All workers, students and visitors must wear the required PPE when performing the task as directed and in accordance with any instructions provided by the University.
- Where a shared duty of care exists between the University and another PCBU, the ECU Responsible Officer should consult with the other PCBU and ensure suitability and training of PPE required.
- Workers and students may raise any issues they have regarding PPE with their Manager or Supervisor and/or their Health and Safety Representative.

- As documented in the *Hazard Resolution Procedure*, any issues that workers have with the performance, fit, comfort or suitability of the available PPE can be raised with their Manager or Supervisor according to the process outlined in the aforementioned procedure.

4.7. Cleaning, Maintenance and Storage

a) Cleaning and Maintenance

- PPE must be inspected, tested, maintained and cleaned in accordance with manufacturers recommendations.
- Associate Deans, Managers and Supervisors are responsible for providing systems to ensure that the recommended inspection, maintenance and cleaning regime is followed, including the requirement for equipment to be inspected for any signs of damage, malfunction or wear and tear that may indicate reduced protection and therefore must initiate immediate withdrawal from service and appropriate disposal.
- PPE must not be shared between employees until it has been properly sanitised in accordance with the original equipment manufacturers instructions. Any faults or concerns around the effectiveness must be reported to the Supervisor or Manager immediately so it can be repaired or replaced before the PPE can be used.
- All users of PPE must take proper care and maintain the equipment as per the manufacturer's specifications. Any defects or failure of equipment must be immediately withdrawn from service and request repair or replacements by Supervisor or teaching staff.

b) Storage

- When PPE is not in use, it should be stored in an appropriate and accessible location to avoid damage or contamination that may reduce its effectiveness such as moisture, sunlight, dust etc. Storage requirements should comply with the manufacturer's recommendations, be included in any relevant procedure, and be communicated to the users of the PPE.

4.8. Review of PPE Requirements

- The Safety and Employment Relations team can assist with reviewing the task risk assessment and assess the effectiveness of the selected PPE.
- All stakeholders involved in the task will be notified of any changes.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

- The Guideline Owner, the Director Human Resources Services, has overall responsibility for the content of this guideline.
- University Executive Members, Deans, Executive Deans and Directors have a strategic and operational accountability to ensure that the requirements of this guideline are implemented into their School/Service Area. This includes the provision of human and

financial resources required for the development and ongoing management of all aspects of this guideline.

- Associate Deans, Managers and Supervisors are responsible for ensuring that the requirements of this guideline are implemented and monitored.
- The Safety and Employment Relations Team is delegated the responsibility for implementing, reviewing and amending this guideline and supporting documentation as appropriate.
- Workers are required to comply with the content of this guideline and to seek guidance in the event of uncertainty as to its application.
- A RASCI matrix is attached at Appendix 3 outlining the specific accountabilities and responsibilities in relation to this guideline.

6. RELATED DOCUMENTS

Australian Standards, Codes of Practice and Legislation

Australian Standards, Codes of Practice and Legislation are available online via the ECU Library databases:

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Australian Standard AS/NZS 1319 Safety signs for the occupational environment
- Australian Standard AS/NZS 1801 Occupational protective helmets
- Australian Standard AS/NZS 2210 Safety, protective and occupational footwear
- Australian Standard AS/NZS 1906.4602 High Visibility safety garments.
- Code of Practice – Personal Protective Clothing and Equipment 2002
- Australian Standard AS/NZS 2243 Safety in laboratories
- Australian Standard AS/NZS 2161 Occupational protective gloves
- Australian Standard AS/NZS 1269.3 Hearing protector programs
- Australian Standard AS/NZS 1269 Occupational Noise Management
- Australian Standard AS/NZS 1336 Recommended practices for personal eye protection
- Australian Standard AS/NZS 1337.1 Personal eye protection – Eye and face protectors for occupational applications.
- Australian Standard AS/NZS 2604 Sunscreen products – Evaluation and classification
- Australian Standard AS/NZS 1715 Selection, use and maintenance of respiratory devices
- Australian Standard AS/NZS 1716 Respiratory Protective devices

Operational documents and resources

This guideline is supported by the following documents and are available from the Human Resources Website:

- ECU's Health and Safety Policy
- Health and Safety Hazard Identification and Risk Management Guideline
- Noise Management Guideline

- Hazard Resolution Procedure
- Complying with WHS Consultative requirements guideline

7. CONTACT INFORMATION

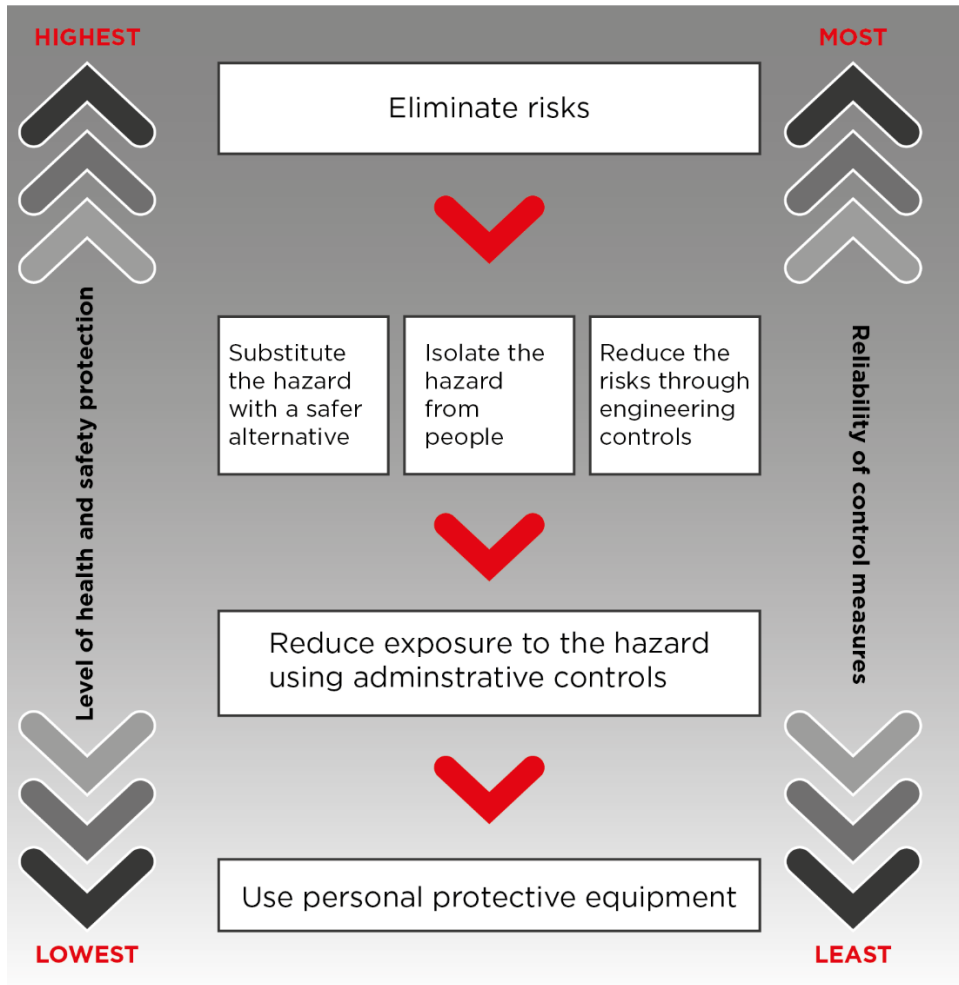
For queries relating to this document please contact:

Guideline Owner	Director Human Resources Service Centre
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8. APPROVAL HISTORY

Guideline approved by:	Director Human Resources Services Centre
Date guideline first approved:	September 2021
Date last modified:	New Guideline Created (PPE Policy rescinded, updated to reflect WHS Legislation terminology, detail around specific PPE, review of responsibilities and accountabilities).
Revision history:	N/A
Next revision due:	September 2024
HPCM file reference:	HSMS/370

Appendix 1 – HIERARCHY OF CONTROL



* The effectiveness of these controls relies on human behaviour; therefore, it is recommended that a combination of controls, including higher level controls, are considered in the first instance.

Appendix 2 - Guideline Matrix for PPE (used as a guide only) PPE requirements should be further documented in task specific procedures

ACTIVITY	BODY						FEET	EYES AND FACE						EARS		HANDS			HEAD		RESPIRATORY			
	Leather Jacket or Apron	Overalls or Long Sleeves / Trousers	Full Wet Weather Gear	PVC Apron	Ice Vest	Safety Harness	Gum Boots	Safety Glasses	Safety Glasses and Face shield	Goggles and Face shield	Safety Glasses and Welding Helmet	Goggles and Welding Helmet	Goggles	Oxy Goggles	Ear Plugs	Earmuffs	Welding Gauntlets	Riggers Gloves	PVC Gloves	Hard Hat with Chin Strap	Hair Net for Long Hair	Disposable Filter / Dust Mask	Racal Helmet	Ventilation Required
Air/Electric Buffs		X						X or	X					X or	X						X	X*		
Angle Grinders	X*	x						X or	X					X or	x							x		
Band Saw - Steel Docking								X or	X					X or	X									
Bending Machine												X		X or	X	X*								
Chain Saw	CHAPS	X							X					X or	X						X	X*		
Drop Saw / Friction Cut Off		X						X or	X					X or	X									
Dusty Environment												X										X*		
Explosive Power Tools								X						X or	X									
Guillotines		X						X						X or	X									
High Pressure Wash		X	X*	X*			X	X or	X					X or	X				X					X
Lathes / Milling Machine								X						X or	X						X			
Magnetic Base Drill								X						X or	X						X			
Oxy Acetyl Cutting or Welding	X*	X										X	X	X or	X	X						X		X
Oxy Gouging												X	X	X or	X									
Paint & Solvents		X		X*				X										X						X
Pedestal Drills or Grinders		X						X or	X					X or	X						X			
Pressing												X		X or	X	X*								
Thermal Lancing												X	X	X or	X							X		
Welder Plasma	X*	X										X	X	X		X								
Welder Tig		X						X or	X	X or	X	X		X		X								
Welding / Arc Air Gouging	X*	X								X or	X	X		X or	X	X					X			X
Welding / Flux Corded Gasless		X	X							X or	X	X		X		X								
Wet Environment			X*				X	X*																

Appendix 3 – RASCI Matrix

<div style="text-align: right;"> </div> <h2 style="text-align: center;">RASCI MATRIX</h2> <p> Responsible: The person who does the work to achieve the task. Accountable: The person who is accountable for the correct and thorough completion of the task. Support: The people who provide help/ resources to Responsible members to carry the project to completion. Consulted: The people who provide information for the project and with whom there is two-way communication. Informed: The people kept informed of progress and with whom there is one-way communication. </p>										
ECU Personal Protective Equipment Guideline	Chancellor Council QARC Vice-Chancellor Chancellery	Executive Deans	Deans & Directors	Associate Deans, Managers & Supervisors	Director Human Resources Services	Safety and Employment Relations Team (SER)	Local WHS Committee Chairs	Health and Safety Representatives	Responsible Officers	Workers, Students, Contractors and Visitors
Meet the overall accountability of the management of the Personal Protective Equipment Guideline within ECU including maintaining and updating the content of the documents.	A, I	A, I	A, I	A, I	A, I	R, C	C, I	S, C		
Conduct Risk Assessment on the task being performed and determine relevant PPE requirements				R, I, C	S	S	C, I	C, I	S	
Communicate and train on this PPE Guideline and any specific requirements around PPE			A, I	R, I	S	S	R, C, I	C, I	R, S, C	
Ensure PPE is maintain, storage, cleaned and disposed of in the correct manner			A, I	R, I	S, C	S, C	C, I	S, C, I	S, C, I	C, I
Advise Supervisor of any issues with PPE			A, I	A, I, C	A, S	S, C	R, C, I	R, C, I	R, S, C, I	R, C, I