# Personal Protective Equipment

## Purpose
To provide a safe working environment for students and staff working within the New Horizons (NH) Research Centre.

## Scope
All users working within a laboratory of the New Horizons Research Centre

## Policy Statement
When working within a NH laboratory the minimum Personal protective equipment (PPE) requirement is:

- Safety glasses (that meet the Australian Standard AS/NZS 1337.1)
- Laboratory coat / coveralls
- Closed toe shoes

Additional PPE is to be worn as specified with the Safe Working Instruction (SWI) / Risk Assessment (RA) of the task at hand.

For safety glasses and/or a lab coat NOT to be worn, then the whole laboratory area needs to be risk assessed out.

When entering the laboratory area of NH the following policy will apply.

- Closed toe shoes are to be worn in the whole of the laboratory wings, this includes the entry store and lift lobby areas.
- PPE is not required to be worn in the entry store and lift lobby areas

When moving between laboratory floors, either:

- Remove laboratory coat and glasses, place both items in a bag, wash hands and use the stairwells, OR
- Wash hands then use the good lift to move between floors

When exiting the laboratory area, laboratory coats and safety glasses must be removed and wash your hands.

Laboratory coats are not permitted in the office or public areas unless in a bag.

Failure to comply with this policy will result in the loss of ALL laboratory access.

## Responsibility for implementation

<p>| All Academic Staff |
| Laboratory Managers and Co-ordinators |</p>
<table>
<thead>
<tr>
<th><strong>Status</strong></th>
<th>Approved</th>
</tr>
</thead>
</table>
| **Key Stakeholders** | Academic Staff  
Research Staff  
HDR students  
UG students |
| **Recommending Body** | Name: NH Building Committee  
Meeting: NH-BMC 7-15  
Date: July 29, 2015 |
| **Approval Body** | Name: NH Governance Committee  
Meeting: No. 5  
Date: December 17, 2015  
Agenda item: 3 |

| **Date Effective** | October 1, 2014 |
| **Review Date** | October 1, 2017 |
| **Policy Owner** | NH Building Warden |
| **Content Enquiries** | Monash University: Ian Wheeler  
CSIRO: Angelica Vecchio-Sadus |

13 January 2016

S:\FITENG\Dean\NewHorizons\OHS\2016-01-13Policy-PPE.docx