

## SCU Personal Protective Equipment (PPE) – Field Guide

This field guide provides key requirements for the safe issue, use, and management of Personal Protective Equipment (PPE) at Southern Cross University. PPE is the last line of defence and must be used alongside higher-level controls.

### Hierarchy of Controls

- PPE must only be used where higher-level controls are not practicable, or in combination with them.
- Always attempt elimination, substitution, isolation, engineering or administrative controls first.

### Selection, Fit and Compatibility

- PPE must be suitable for the hazard, properly fitted to the individual, and compatible with other PPE.
- All tight-fitting respirators must undergo fit testing in accordance with AS/NZS 1715 before use and annually thereafter.

### Maintenance and Replacement

- PPE must be inspected before issue and kept clean and serviceable.
- Replace damaged or expired PPE immediately.
- Maintain a PPE Maintenance Register recording inspection and replacement dates.

### Training and Competency


- Users must receive training on correct use, limitations, storage and care of PPE before first use.
- Refresher training must occur at least annually or when tasks/equipment change.

### Worker and Supervisor Responsibilities

- Workers must use PPE correctly and not misuse or damage it.
- Supervisors must monitor PPE use and address non-compliance.

### Records

- Keep training records, fit-testing results, issue logs, and maintenance registers for at least 5 years.

 *PPE is your last line of defence – always check it is fit for purpose before starting work.*