Personal Protective Equipment Policy and Procedure

HiFlex Physio

Purpose and Scope

To ensure that the environment is safe for all people who access all sites.

To ensure staff use personal protective equipment.

To meet the requirements of the Work Health and Safety Act 2011.

To comply with our requirements as Person Conducting and Business or Undertaking (PCBU).

Policy

Staff are required to use their personal protective equipment as a means of preventing or reducing risks to self and others.

Procedure

HiFlex Physio staff must ensure access to and use of Personal Protective Equipment (PPE) and wear appropriate footwear as listed in this policy and procedure.

Personal Protective Equipment

Feet - Footwear

Due to wet, hot and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash, staff at HiFlex Physio gymnasium sites must wear enclosed shoes, to reduce risks of injuries from equipment and trips and falls. Footwear should be:

- flat shoes and enclosed shoes
- well fastened and firmly grip the foot
- flexible, cushioned sole
- support and grip around the heel

Acceptable footwear includes sneakers, enclosed shoes with laces or Velcro, boots

Unacceptable footwear includes thongs, sandals, high heels.

Eyes Protection

Staff must be aware of potential injury to their eyes from chemical or metal splash, dust, projectiles, gas and vapour or radiation

HiFlex Physio will supply safety equipment such as safety spectacles or goggles. Whilst we do not have high-risk environment for this type of injury, there may be occasions when work is occurring at the site.

1. Select the spectacles or goggles

2. Make sure that the equipment fits your face firmly

Head and Neck Protection

Staff must be aware of their environment and the impact from falling or flying objects, risk of head bumping, hair getting tangled in equipment, climate or temperature.

To reduce and eliminate risk, staff may be required to wear hairnets and firefighters' helmets.

- Fire wardens must wear firefighter's helmet during all fires and drills.
- Long hair must be worn up or a hair net used if leaning over equipment
- If work is being undertaken at the site, then hard hats may be required

Ear Protection

Staff are to monitor noise levels, including the levels of music that are used at the site. Problems may arise from sound levels and duration of exposure; very high-level sounds are a hazard even with short duration. Ear plugs are the chosen protectors that reduce noise to an acceptable level while allowing for safety and communication.

- check music levels upon arrival at the site
- ensure music is evident, but voices do not have to be raised to speak over the sound level.
- Wear earplugs if required.

Hands and Arms protection

Staff are obliged under WHS policies to use gloves if there are risks of abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, vibration, biological agents and prolonged immersion in water.

HiFlex Physio will supply gloves, gloves with a cuff, gauntlets and sleeving that covers part or all of the arm to meet the needs of the action being undertaken.

Staff are not to use barrier creams as a substitute for proper PPE.

Cross-Contamination and Biological Hazard

Gloves

Staff must access and wear disposable gloves if there is a possibility of being in contact with body fluids. Gloves protect you whenever you touch blood; body fluids; mucous membranes; or broken, burned or scraped skin. The use of gloves decreases the risk of disease transmission and cross contamination.

HiFlex Physio will supply gloves that have been placed in different locations around each site.

1. Always wear gloves for handling items or surfaces soiled with blood or body fluids.

2. Place gloves on hands prior to handling any bodily fluid or chemicals.

3. Clean up fluids with disposable materials

4. Take off used gloves and disposed in proper bin to minimise the risk of contamination.

Lung Protection

Staff may be at risk if there is an oxygen-deficient atmosphere, dust, gases and vapours. Whilst it is not envisaged that HiFlex Physio Staff will need **respiratory protective equipment (RPE**). Manager will contact PCBU in any case.

Skin Protection

Staff must apply sunscreen 20 minutes prior to taking any classes in the outside environment. HiFlex Physio will supply sunscreen.

Work on Site

If any building work is occurring on the site, staff will be required to wear high visibility vests supplied by HiFlex Physio.