



New Horizons Research Centre

Policy Title	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	<p>When working <u>within</u> a NH laboratory the minimum Personal protective equipment (PPE) requirement is:</p> <ul style="list-style-type: none"> • Safety glasses (that meet the Australian Standard AS/NZS 1337.1) • Laboratory coat / coveralls • Closed toe shoes <p>Additional PPE is to be worn as specified with the Safe Working Instruction (SWI) / Risk Assessment (RA) of the task at hand.</p> <p>For safety glasses and/or a lab coat NOT to be worn, then the <u>whole</u> laboratory area needs to be risk assessed out.</p> <p>When <u>entering</u> the laboratory area of NH the following policy will apply.</p> <ul style="list-style-type: none"> • 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 <p>When <u>moving between</u> laboratory floors, either:</p> <ul style="list-style-type: none"> • 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 <p>When <u>exiting</u> the laboratory area, laboratory coats and safety glasses must be removed and wash your hands.</p> <p>Laboratory coats are not permitted in the office or public areas unless in a bag.</p> <p>Failure to comply with this policy will result in the loss of ALL laboratory access.</p>
Responsibility for implementation	<p><i>All Academic Staff</i></p> <p><i>Laboratory Managers and Co-ordinators</i></p>

Status	<i>Approved</i>
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	<i>October 1, 2014</i>
Review Date	<i>October 1, 2017</i>
Policy Owner	<i>NH Building Warden</i>
Content Enquiries	Monash University: Ian Wheeler CSIRO: Angelica Vecchio-Sadus

13 January 2016

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