

Personal protective equipment claims and reimbursement procedure

This is a mandated procedure under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

This procedure describes the processes for the supply and reimbursement of personal protective equipment for department employees.

Scope

This procedure applies to all department employees.



Contents

Personal protective equipment claims and reimbursement procedure	1
Overview	1
Scope	1
Detail	3
Claims and reimbursement inclusions	3
Claims and reimbursement exclusions	3
Protective clothing allowance for teachers and SSOs	3
Protective clothing provision and reimbursement for weekly paid staff.....	4
Safety footwear provision and reimbursement for all staff.....	5
Sun protection provision and reimbursement	5
Roles and responsibilities	6
Site leaders	6
Employees	7
People and Culture Operations	7
Definitions	7
lightweight protective clothing	7
site leader	7
workplace	7
Supporting information	7
Related legislation	8
Related policies.....	8
Record history	8
Approvals.....	8
Revision record	8
Contact	9

Detail

Personal protective equipment (PPE) is anything used or worn by a department employee to minimise risks to their health and safety.

Claims and reimbursement inclusions

Claims and reimbursements are provided for the following PPE:

- protective clothing
- safety footwear, including boots
- sun hats
- sunglasses

Claims and reimbursement exclusions

Claims and reimbursements are not provided for the following PPE:

- ear muffs and plugs
- respirators
- eye and face protection including but not limited to the following:
 - safety glasses
 - face shields
 - goggles
- high visibility vests
- life jackets.

Provision of the above PPE is a site responsibility.

Protective clothing allowance for teachers and SSOs

The protective clothing allowance is payable to the following eligible primary school and secondary school teachers and school services officers (SSOs)::

- secondary teachers of art, science, design and technology, home economics, VET/STEM, agricultural studies and physical education
- primary teachers of art, science and physical education
- teachers and school services officers (SSOs) who work in special schools and disability units
- SSOs who work in school laboratories, design and technology, home economics, VET/STEM, agricultural studies and sports support

In line with the [part-time teachers \(schooling sector\) operational procedure \(PDF 397KB\)](#), eligible part-time teachers working for a full school year will receive the same entitlements to the protective clothing allowance as full-time teachers.

Eligible part-time SSOs working in the relevant curriculum areas for the full school year will also receive the full protective clothing allowance.

Refer to [personal protective equipment \(PPE\) claims and reimbursements](#) for details on how to claim the protective clothing allowance.

Protective clothing provision and reimbursement for weekly paid staff

Weekly paid staff, including grounds persons, caretakers and handypersons may be provided with protective clothing.

For the first provision:

- 2 pairs of combination overalls, and
- 2 sets of lightweight protective clothing.

Subsequent provision, annually, commencing 2 years after the first provision:

- 1 pair of overalls, or
- 1 set of lightweight protective clothing.

Subsequent provision is limited to 1 pair or set per year, on request. Normally, replacement will be 1 pair of overalls and 1 set of lightweight clothing every second year on an alternating basis.

Site leaders should ask the employee to return a pair of overalls or a set of lightweight clothing before authorising subsequent issue, to confirm they are beyond useful wear and effective repair.

Earlier replacements may be authorised where clothing is damaged due to the nature of work and through no fault of the employee.

Where, for safety reasons, employees cannot wear lightweight protective clothing, overalls should be replaced annually commencing 1 year after initial issue.

If a weekly paid employee is working at multiple sites, reimbursement will only be available from 1 of those sites.

Laundering and maintenance of overalls and lightweight protective clothing is the responsibility of the employee.

Provision of protective clothing is subject to the employee signing a [request for protective clothing and safety footwear \(DOCX 167KB\)](#) form. Site leaders must make sure the request form is completed and filed in site records.

See [personal protective equipment \(PPE\) claims and reimbursements](#) for details on how to claim reimbursement for protective clothing.

For more guidance and instruction, see [Conditions of Employment Weekly Paid Employees December 2013 \(PDF 1MB\)](#).

Safety footwear provision and reimbursement for all staff

Grounds persons, caretakers, handypersons and secondary school teachers in design and technology, agricultural studies and VET studies are entitled to 1 pair of safety footwear. This includes:

- new employees – on starting employment
- current employees.

Eligible employees are entitled to a free replacement pair of safety footwear when the site leader considers that the current safety footwear is:

- worn out beyond useful wear and effective repair, or
- damaged due to work requirements.

Indications that safety footwear needs to be replaced include cracks or breaks in the leather, exposed toecaps, separation of the upper from the sole, and faults in the fastening system such as zips, laces and eyelets.

The employee's second pair of safety footwear may be approved when the initial pair needs repair and will be unavailable due to the repairs.

Employees must wear the safety footwear provided at all times during working hours when working in the roles identified above. The only exception to this is where an employee has an appropriate medical certificate stating the reason why and the time period they are unable to wear safety footwear.

Provision of safety footwear is subject to the employee signing a [request for protective clothing and safety footwear \(DOCX 167KB\)](#) form. Site leaders must make sure the request form is completed and filed in site records. See [personal protective equipment claims and reimbursements](#) for details on how to claim reimbursement for safety footwear.

Sun protection provision and reimbursement

Employees in permanent, fixed term, contract, casual, placement or work experience positions may be eligible for provision of sun protection.

Eligible department employees that need to work more than 50% of their time in direct sun are entitled to receive sunglasses, sun hats and sunscreen.

Swimming and aquatics instructors can order equipment directly from the Water Safety team – see [sun protection in water safety](#) for further information.

Other eligible employees should follow this procedure. They can include, but are not limited to:

- agricultural studies, preschool and physical education teachers
- grounds persons.

Provision of sun protection is subject to the employee signing a [request for sun protection equipment \(DOCX](#)

[166KB](#)) form. Site leaders must make sure the request form is completed and filed in site records.

See [personal protective equipment claims and reimbursements](#) for details on how to claim reimbursement for sun protection.

Sun protection provision frequency and reimbursement amount

Item of PPE	Initial provision	Maximum reimbursement	Replacement frequency
Sunglasses	One pair of sunglasses that: <ul style="list-style-type: none">• are close fitting or wrap around• cover as much of the eye area as possible• are compliant with AS/NZS 1067:2016• have lenses of category 2, 3 or 4• have an eye protection factor (EPF) of 9 or 10. Refer to SunSmart fact sheet: sunglasses (PDF 267KB) for guidance.	\$39.95	3 yearly or earlier if damaged beyond useful wear or effective repair.
Sun hat	One sun hat in any of the following styles: <ul style="list-style-type: none">• broad brimmed with a brim width of at least 7.5cm• legionnaire style with a back flap that meets the sides of the front peak• bucket style with a deep crown that sits low on the head and an angled brim at least 6cm wide. Refer to SunSmart fact sheet: sun protective hats (PDF 246 KB) for guidance.	\$22.00	3 yearly or earlier if damaged beyond useful wear or effective repair.
Sunscreen	Broad spectrum, water resistant sunscreen of SPF30 or higher. Refer to SunSmart fact sheet: sunscreen (PDF 252KB) for guidance.	No limit set	As required.

Roles and responsibilities

Site leaders

Make sure employees receive adequate and appropriate PPE.

Determine the eligibility of employees for provision and reimbursement of PPE.

Approve the initial and subsequent provision of protective clothing and safety footwear.

Inspect protective clothing, safety footwear, sun hats and sunglasses before authorising replacement, to

confirm they are beyond useful wear and effective repair.

Employees

Use PPE in accordance with any information, training and instructions provided by the department.

Inform your manager or site leader if your PPE is damaged or defective and needs replacing.

People and Culture Operations

Review the Protective Clothing Allowance annually in line with changes to the Consumer Price Index (for the September to September quarters of the previous year).

Definitions

lightweight protective clothing

Lightweight protective clothing is specially designed to be lightweight and cool. It's intended to be worn when working in hot weather. If work is regularly performed outdoors, it should be designed to provide maximum sun protection to protect the wearer from exposure to UV radiation. For example long trousers and shirts with long sleeves and collar.

site leader

Any person who has the responsibility, management or control of a department workplace or work unit. This includes, but is not limited to, executive directors, education directors, directors, principals, preschool directors, managers and supervisors.

workplace

A place where an employee carries out work for the department, including any place where an employee goes, or is likely to be, while at work. Includes all facilities and property, including land, buildings, structures and outside areas whether owned, rented, or leased by the department, and all vehicles owned, leased, rented, contracted for, or controlled by the department used for transportation.

Supporting information

[Conditions of Employment Weekly Paid Employees December 2013 \(PDF 1MB\)](#)

[Request for protective clothing and safety footwear \(DOCX 167KB\)](#)

[Request for sun protection equipment \(DOCX 167KB\)](#)

Related legislation

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

Related policies

[Safety management procedure](#)

Record history

Published date: September 2023

Approvals

OP number: 177

File number: DE20/10800

Status: approved

Version: 4.4

Policy officer: Manager, Work Health and Safety

Policy sponsor: Director, Work Health and Safety

Responsible executive director: Executive Director, People and Culture Division

Approved by: Director, Work Health and Safety

Approval date: 29 August 2023

Next review date: 29 August 2026

Revision record

Version: 4.4

Approved by: Director, Work Health and Safety

Approved date: 29 August 2023

Review date: 29 August 2026

Amendment(s): Minor edit: Updates to template, references and hyperlinks to supporting information.
Wording edited to improve clarity.

Version: 4.3

Approved by: Director, Workplace Health and Safety

Approved date: 22 September 2020

Review date: 22 September 2023

Amendment(s): Updates to template, references and hyperlinks to supporting information. Minor editing to wording to improve clarity.

Version: 4.2

Approved by: Director, Workplace Health and Safety

Approved date: 27 November 2019

Review date: 15 March 2020

Amendment(s): Update to department name throughout document.

Version: 4.1

Approved by: Director, Workplace Health and Safety

Approved date: 30 March 2017

Review date: 15 March 2020

Amendment(s): Minor Edit to fix 2 grammatical errors.

Version: 4.0

Approved by: Chief Operating Officer

Approved date: 15 March 2017

Review date: 15 March 2020

Amendment(s): Major Edit. Document change from Protective clothing, safety footwear and sun protection equipment claims and reimbursement guidelines to current procedure.

Version: 3.0

Approved by: Chief Operating Officer

Approved date: 26 April 2016

Review date: 26 April 2019

Amendment(s): Major Edit.

Version: 2.0

Approved by:

Approved date: 15 January 2014

Review date: 15 January 2017

Amendment(s): Health & Safety Services review.

Contact

Business unit: Work Health and Safety

Email: Education.WHS@sa.gov.au

Phone: 8226 1440