

## Procedure

# Personal protective equipment claims and reimbursement

### Summary

This procedure describes the claims and reimbursement for personal protective equipment.

Table 1 - Document details

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<b>Related legislation</b>	<i>Work Health and Safety Act 2012 (SA)</i> <i>Work Health and Safety Regulations 2012 (SA)</i>
<b>Related policies, procedures, guidelines, standards, frameworks</b>	Work Health and Safety Policy Hazard Management Procedure Inclement Weather Procedure
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<b>Executive director responsible (position and office)</b>	Executive Director, People and Culture
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<b>Approved by</b>	Senior Executive Group
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Table 2 - Revision record

Date	Version	Revision description
15/01/2014	2.0	Health & Safety Services Review.
26/04/2016	3.0	Major Edit.
15/03/2017	4.0	Major Edit. Document change from Protective clothing, safety footwear and sun protection equipment claims and reimbursement guidelines to current procedure.
30/06/2017	4.1	Minor Edit to fix two grammatical errors

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## 1. Title

Personal protective equipment claims and reimbursement procedure.

## 2. Purpose

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

## 3. Scope

This procedure applies to all DECD employees.

## 4. Procedure detail

### 4.1 Personal protective equipment

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

#### 4.1.2 Claims and reimbursement inclusions

Claims and reimbursements are provided for the following PPE:

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

#### 4.1.3 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
  - shields
  - goggles
- high visibility vests
- life jackets

The provision of the above PPE is a site responsibility.

## 4.2 Protective clothing allowance

The protective clothing allowance is payable to those eligible primary school and secondary school teachers and school services officers (SSOs) who work with students in the curriculum areas as detailed in Table 3 for at least 50% of their time.

In accordance with [Part-time Teachers \(Schooling Sector\) Operational Procedure](#), eligible part-time teachers working for a full year will receive the same entitlements to the protective clothing allowance as is applicable to full-time teachers.

Eligible part-time SSO's working in the relevant curriculum areas for the full school year will also be paid the full protective clothing allowance as is applicable to full-time teachers.

Eligible primary and secondary school teachers and SSOs working in the curriculum areas stated in Table 3 for less than the full school year will receive a pro-rata allowance on the basis of their period of employment in the relevant area.

Refer to Appendix 1 for details on how to claim the protective clothing allowance.

Table 3 – Protective clothing allowance eligibility

Role/position	Workplace	Curriculum Areas
Teachers	Primary Schools	<ul style="list-style-type: none"> <li>art</li> <li>science</li> <li>physical education</li> <li>special classes or units in mainstream schools</li> </ul>
	Secondary Schools	<ul style="list-style-type: none"> <li>art</li> <li>science</li> <li>design &amp; technology</li> <li>home economics</li> <li>agricultural studies</li> <li>physical education</li> <li>special classes or units in mainstream schools</li> </ul>
	Special Schools	
School Services Officers	Primary Schools	<ul style="list-style-type: none"> <li>special classes or units in mainstream schools</li> </ul>
	Secondary Schools	<ul style="list-style-type: none"> <li>school Laboratories</li> </ul>
	Special Schools	

## 4.3 Protective clothing provision and reimbursement

Groundspersons, caretakers and handypersons may be provided with protective clothing as detailed in Table 4.

The replacement of the protective clothing will occur as one pair of overalls and one set of lightweight clothing, every second year on an alternating basis, commencing two years after initial issue.

If a weekly paid employee is working at multiple sites, reimbursement will only be available from the one site.

Management and associated costs of the laundering and maintenance of protective clothing is the responsibility of the employee concerned.

If an employee reports for duty without appropriate protective clothing the site manager must ensure the employee is not permitted to commence duty until the risk of exposure to hazards is eliminated or minimised.

The issue of protective clothing is subject to the employee signing an undertaking, Appendix 2. Site managers must ensure the undertaking form is completed and filed in site records.

Refer to Appendix 1 for details on how to claim the protective clothing provision and reimbursement.

Refer to the [Conditions of Employment Weekly Paid Employees December 2013](#) for further guidance and instruction.

Table 4 – Protective clothing issue

Initial Issues	Subsequent Issues	Special considerations
2x combination overalls  AND  2x sets of lightweight protective clothing	1x overalls  OR  1x set of lightweight protective clothing (long pants and shirts with a collar and long sleeves)  <ul style="list-style-type: none"> <li>Subsequent issues will occur at not less than yearly intervals, and at a rate of not more than one pair per year.</li> <li>Site managers can request the return of a pair of overalls or lightweight clothing prior to subsequent issues in order to determine if they are beyond useful wear and effective repair.</li> </ul>	Earlier replacements may be given to cases where: <ul style="list-style-type: none"> <li>Clothing is damaged due to the nature of work and through no fault of the employee.</li> <li>For safety reasons employees cannot wear lightweight protective clothing replacement of overalls should be on an annual basis commencing one year after initial issue.</li> </ul>

#### 4.4 Safety footwear provision and reimbursement

Groundspersons, caretakers and handypersons and secondary school teachers in curriculum areas detailed in Table 5 are entitled to one pair of safety footwear as follows:

- On commencement of employment. This includes employees of a South Australian State Government Department or State Statutory Authority who may be transferring from one of these organisations to another DECD site and who are in receipt of free or subsidised footwear at the time of transfer.
- When site manager deems that the current issue of safety footwear is worn out beyond useful wear and effective repair.

Table 5 – Safety footwear eligibility

Role/position	Designated/speciality areas
Secondary school teachers	<ul style="list-style-type: none"> <li>Design &amp; Technology</li> <li>Agricultural Studies</li> <li>VET</li> </ul>
Groundspersons/ caretakers/ handypersons	<ul style="list-style-type: none"> <li>All sites</li> </ul>

The employee's second pair of safety footwear may be approved when the initial pair has reached the stage when repairs are necessary and they will be unavailable due to the repairs.

The employee must wear the safety footwear provided at all times during working hours.

If an employee reports for duty without appropriate safety footwear the site manager must ensure the employee is not permitted to commence duty until the risk of exposure to hazards is eliminated or minimised.

The issue of safety footwear is subject to the employee signing an undertaking, Appendix 2. Site managers must ensure the undertaking form is completed and filed in site records.

Refer to Appendix 1 for details on how to claim the safety footwear provision and reimbursement.

#### 4.5 Sun protection provision and reimbursement

All department employees that are required to work more than 50% of their time in direct sun are eligible to receive sunglasses, sun hats and sunscreen. Eligible employees can include, but is not limited to the following:

- Agricultural studies, preschool and physical education teachers
- Aquatic and swim instructors
- Groundspersons

Sun protection provisions and reimbursements are detailed in Table 6.

The provision of sun protection is subject to the employee signing an undertaking, refer to Appendix 2. Site managers must ensure the undertaking form is completed and filed in site records.

A receipt or proof of purchase is required to be submitted with all claims.

The role/position of claimant must be stipulated on the general purpose claim form.

Refer to Appendix 1 for details on how to claim the sun protective provision and reimbursement.

Table 6 – Sun protection provision and reimbursement

Item of PPE	Initial issue	Amount	Replacement frequency
Sunglasses	1x pair sunglasses <ul style="list-style-type: none"> <li>Close fitting/wrap around</li> <li>Cover as much of the eye area as possible</li> <li>Compliant with AS/NZS 1067:2003</li> <li>Category 2, 3 or 4</li> </ul>	\$39.95	3 yearly

	<ul style="list-style-type: none"> <li>Eye protection factor of 10</li> </ul>		
Sun hat	1x sun hat <ul style="list-style-type: none"> <li>Brim width of at least 7.5 cm</li> <li>Legionnaire style</li> <li>Bucket style</li> </ul>	\$22	3 yearly
Sun screen SPF30+	Unlimited	Unlimited	As required

## 5. Roles and responsibilities

Table 7 - Roles and responsibilities

Role	Authority/responsibility for
Site Managers	<ul style="list-style-type: none"> <li>Ensuring employees receive adequate and appropriate PPE.</li> <li>Determining the eligibility of employees for provision and reimbursement of PPE.</li> <li>Approving the initial and subsequent issues of protective clothing and safety footwear.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>Use PPE whenever appropriate and practicable.</li> </ul>

## 6. Monitoring, evaluation and review

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

This procedure will be subject to review every 3 years by Workplace Health and Safety, or earlier if there has been a change in any legislation or government policy.

Grievances about the policy will be addressed in line with DECD Complaint Resolution Procedures.

## 7. Definitions and abbreviations

Table 8 - Definitions and abbreviations

Term	Meaning
DECD	The Department for Education and Child Development
Employee	A person employed by DECD for wages or salary.



Term	Meaning
Lightweight protective clothing	Lightweight protective clothing is specially designed to be lightweight and cool. It is intended to be worn when working in hot weather, and, if work is regularly performed outdoors, it should be designed to provide maximum sun protection and provide protection from UV radiation.
PPE	Personal Protective Equipment
Protective clothing allowance	The protective clothing allowance is payable to primary and secondary teachers and school services officers (SSO) who work with students in the specified curriculum areas at least 50% of their time.
Site manager	Any person who has the responsibility, management or control of a DECD workplace or work unit. This includes, but is not limited to Executive Directors, Education Directors, Directors, Principals, Pre-school Directors, Managers and Supervisors.
SPF	Sun Protection Factor
SSO	School Services Officer
WHS	Work Health and Safety
Workplace	All facilities and property, including land, buildings, structures, outside areas whether owned, rented, or leased by DECD, and all vehicles owned, leased, rented, contracted for, or controlled by DECD used for transporting others.

## 8. Supporting documents

[Inclement Weather Procedure](#)

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

## 9. References

[Conditions of Employment Weekly Paid Employees December 2013](#)

## Appendix

[Appendix 1 Personal Protective Equipment \(PPE\) Claims & Reimbursement](#)

[Appendix 2 Request for Protective Clothing and Safety Footwear](#)

[Appendix 3 Request for Sun Protection Equipment](#)

