

UNSW MME Laboratories

Personal Protective Equipment and clothes (PPE&C) Protocol

This document summarizes the PPE protocol applied in the MME school laboratories, indicating that an appropriate PPE is compulsory for all lab users when working in the laboratories.

This protocol is applied to all stakeholders who undertake any activity in the MME labs, which are:

- Academics
- Technical Officers & other Professional Staff
- HDR Students
- UG/PG Coursework & Thesis Students
- Visitors¹

Protective Footwear:

- All lab users must wear sensible enclosed footwear when entering the laboratories. Shoes made of absorbent material or woven fabric (e.g., joggers, runners, and sneakers) should not be worn in laboratories where exposure to corrosives, or chemicals that are harmful by absorption through the skin, could occur.
- In certain laboratories, where heavy machinery is being used (e.g., the workshop), safety shoes or steel cap shoes must be worn. This PPE is also applied when performing heavy tasks, such as moving gas cylinders, or receiving heavy equipment from deliveries. This could be provided by the school as needed to the technical staff only.
- For activities requiring safety footwear, lab users should seek assistance from technical staff.

Protective Eyewear:

- Safety protective glasses must be worn when conducting any activity in the laboratories.
- Safety glasses designed to fit over prescription glasses will be provided for those who use prescription glasses.
- Other relevant lab appropriate safety glasses will be provided for the relevant tasks (e.g., laser safety glasses).
- The school will provide the appropriate safety glasses to **ALL** lab users (i.e., stakeholders).

¹ When there are visitors (industry partners) in large groups, and no high-risk activities are being conducted in the lab, the visitors might be exempted from wearing some of the appropriate PPE when escorted by relevant academics.

Lab Coats:

- All stakeholders must wear a lab coat when they are in the laboratories. Other relevant lab coats (e.g., lab gowns for the PC1 laboratory) must be worn where applicable.
 - Academics: The school will supply them with lab coats as needed.
 - Technical Staff: The school will supply them with color-coded dust coats with the MME technical staff label to differentiate them from other lab users. Each technical staff will have at least 2 lab coats.
 - HDR Students: The school will supply them with lab coats as needed. If students require different protective clothing (e.g., coveralls), they need to request that to the school to be purchased.
 - UG / PG Coursework & Thesis Students: Students are required to provide their own lab coat as per [Section 3.2 in the UNSW HS659 policy](#). Coursework students are not required to wear lab coats in the Undergraduate Teaching Laboratory (UTL) unless the activity conducted requires so (i.e., activities at the UTL are safely designed to not require protective clothing).
 - Visitors: Temporary lab coat can be supplied as needed.
- After the user completes their activity in the laboratory, they must remove the lab coat and hang it on the provided hangers/racks.
- Wet laboratories (i.e., Research studio 118, Microfluidics 205, and Refrigeration 210 laboratories) where work that predominantly involves the use of chemicals, particularly corrosives (acids and bases), should have their own lab coats and they should not be used in any other dry laboratories. These lab coats can only be used in that given lab space and must be hung on the provided hangers/racks before leaving the lab space. When these coats are soiled, they should be disposed of in the given laundry basket, and the user should report that to the technical officer for that given laboratory.
- No lab coats must be worn in shared communal areas (e.g., lunch break rooms, restrooms, etc.).
- Cleaning Procedure:
 - Similar to chemical disposal, one technical officer will be responsible for collecting all the dirty lab coats and taking them to the laundry facility on campus for cleaning.
 - Each stakeholder will write their ZID and name with a permanent marker (i.e., Z123456 – Name) in the inner side tag of the lab coat to know which lab coat is to whom. It is the stakeholder's responsibility to dispose of their lab coats in the cleaning basket and collect them from the lab management after they have been cleaned.
 - The cleaning procedure frequency will depend on the number of lab coats that require to be washed.



Personal Protective Equipment and Clothes needed in MME Laboratories (J18)*

Laboratory Number	PPE						
101	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
102/105/106	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
103	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
104	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
107/108/109	Safety or Laser Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
110	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	Lab Coverall (As required)
111	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
112	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
113	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
114	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	N/A	N/A	N/A	N/A	N/A
115	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
117	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	N/A	N/A	N/A	N/A	N/A
118	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	Lab Coverall (As required)
119	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	N/A	N/A	N/A	N/A	N/A
120	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (As required)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	Face Shield (As required)



Personal Protective Equipment and Clothes needed in MME Laboratories (J18) (continued)

Laboratory Number	PPE						
201/202	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (As required)	N/A	Hearing Protection (As required)	N/A	N/A
203	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	N/A	Hearing Protection (As required)	N/A	N/A
204	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	N/A	N/A	N/A	N/A	N/A
205	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	Lab Gown (As required)
209	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	Lab Gown (As required)
210	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	N/A	Face Mask/ Respirators (As required)	Lab Gown (As required)
212 Mechatronics Teaching	N/A	Closed In Footwear (Compulsory)	N/A	N/A	N/A	N/A	N/A
213 Mechatronics Teaching	N/A	Closed In Footwear (Compulsory)	N/A	N/A	N/A	N/A	N/A
214A UTL	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	N/A	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
214B	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	N/A	N/A	N/A
214C	Safety or Laser Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	N/A	N/A	N/A
215	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
216	Safety or Laser Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A
R01 Solar lab	Safety Glasses (Compulsory)	Closed In Footwear (Compulsory)	Lab Coat (Compulsory)	Gloves (As required)	Hearing Protection (As required)	Face Mask/ Respirators (As required)	N/A

* This need has been identified during the 2021 workplace inspection and been agreed on by relevant responsible academics for each lab.



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Related documents:	HS659 Personal Protective Equipment Guideline

