

Use of Protective Equipment Procedure

Essential Summary:

Audience

- Youth Officers
- Unit Supervisors: refers to the person in charge of the unit at the time; including a Unit Manager, Shift Supervisor or Court Supervisor.
- Duty Managers
- Assistant Managers
- Centre Managers
- Logistics Officer
- Team Leader
- Senior Coordinator Court Operations
- Manager Court Logistics, Classification and Placements

When to use this procedure:

Use this procedure when an authorised officer has approved the use of protective equipment in a planned use of force

This procedure must be read in combination with the Use of Force Procedure, Instruments of Restraint Procedure and the Use of Force, Protective Equipment & Instruments of Restraint Policy

Printed or saved copies of this document may not be up to date.

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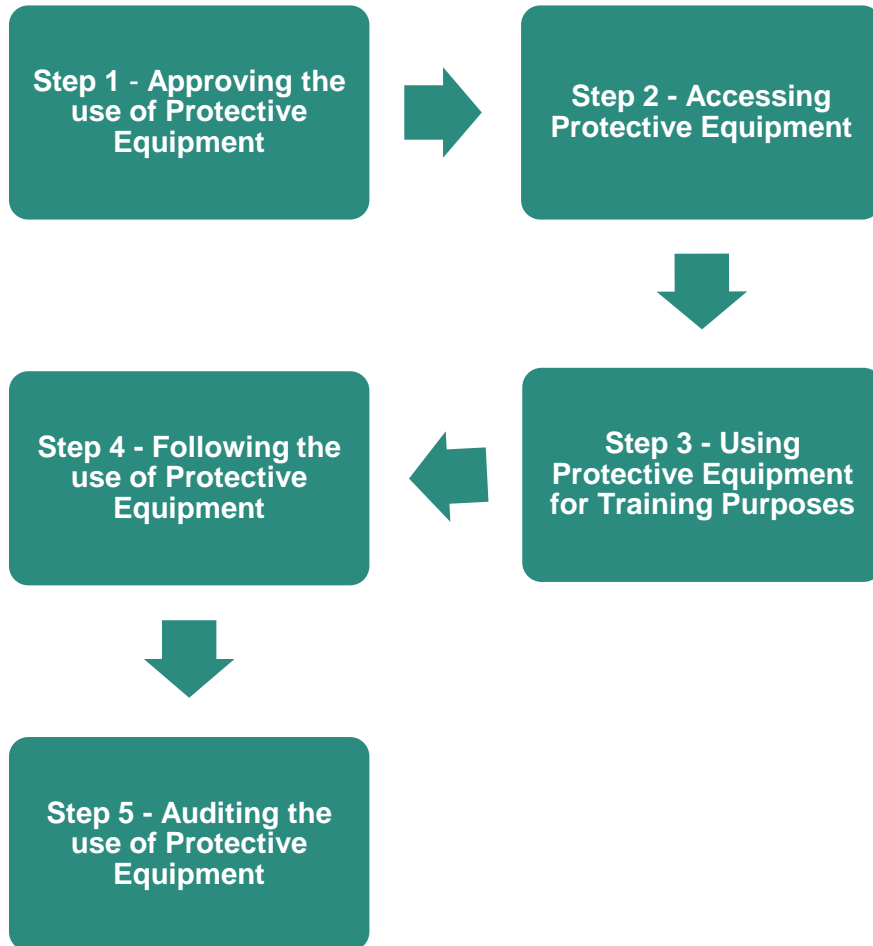
DOCUMENT DETAILS

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 Ensure that this document is the latest version to use

1 Purpose

The purpose of this procedure is to provide steps for safely accessing, using and auditing Personal Protective Equipment

2 Process Map



3 Procedural Steps

Step 1 – Approving the use of protective equipment

Responsibility: All employees (as a member of a responding team)

Tasks

[Redacted task list]

Responsibility: Unit Supervisor, Court Supervisor or Logistics Officer

Tasks

[Redacted task list]

Responsibility: Duty Manager or Team Leader Court Operations

Tasks

[Redacted task list]

Responsibility: Assistant Manager, Senior Coordinator Court Operations and above.

Tasks

[Redacted]



Step 2 – Accessing Protective Equipment

Responsibility: All employees (as a member of a responding team)

Tasks

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Use of a protective helmet

[Redacted]

[Redacted]

[Redacted]

Responsibility: Unit Supervisor / Duty Manager or Team Leader Court Operations (as the Officer in Charge OIC)

Tasks

[Redacted]

[Redacted]

[Redacted text]

Use of a protective helmet

[Redacted text]

Responsibility: Assistant Manager, Senior Coordinator Court Operations

Tasks

[Redacted text]

Provide additional support and direction to supervising employees when necessary.



Step 3 – Using Protective Equipment for training purposes

Responsibility: Training and Development Officer or Protective Tactics Instructor

Tasks

[Redacted text]

[Redacted text block]



Step 4 – Following the use of protective equipment

Responsibility: All Employees (as a member of a responding team)

Tasks

[Redacted task list for All Employees]

Responsibility: Duty Manager

Tasks

[Redacted task list for Duty Manager]

Responsibility: Assistant Manager, Senior Coordinator Court Operations

Tasks

[Redacted task list for Assistant Manager, Senior Coordinator Court Operations]

Responsibility: Centre Manager, Manager Court Logistics, Classification and Placements

Tasks

[Redacted task list for Centre Manager, Manager Court Logistics, Classification and Placements]

[Redacted]



Step 5 – Auditing the use of protective equipment

Responsibility: Unit Supervisor, Team Leader Court Operations

Tasks

[Redacted]

Responsibility: Assistant Manager, Senior Coordinator Court Operations

Tasks

[Redacted]

Responsibility: Centre Manager, Manager Court Logistics, Classification and Placements

Tasks

Check that quarterly audits are maintained of registers and equipment.

4 Supporting documents:

4.1 Legislation

Children (Detention Centres) Act 1987

Children (Detention Centres) Regulations 2015

Work Health and safety Act 2011

4.2 Policy

Incident Management, Reporting, Debrief and Review Policy

Use of Force, Instruments of Restraint and Protective Equipment Policy

Detainee Behaviour Intervention Framework

Self-Harm and Suicide Prevention Policy

4.3 Procedure

Incident Report Writing Procedure

Infection Control Procedure (YJNSW Intranet)

Self-Harm and Suicide Prevention (Custody) Procedure

Movement Out – Court Attendance Procedure

Movement Out – Hospitalisation Procedure

Movement Out –Funeral or Sick Relative Procedure

Movement Out – Police Interview

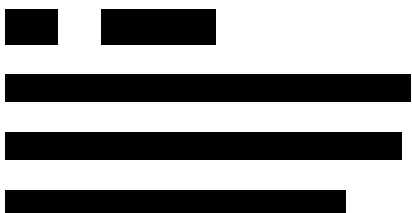
Movement Out –Outing or Camp

Movement Out –Transit or Transfer

Movement Out –Vehicles and Air Procedure

Risk Assessment Procedure

Use of Force Procedure



5 Document Information

Title:	Use of Protective Equipment Procedure
Business Centre:	Operations Unit
Author:	Project Officer (Custody)
Approver:	Director, Policy and Practice
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File Reference: ██████████

Key Words: Use of force, protective equipment, protective equipment register, protective helmet

6 Document History

Version	Date	Reason for Amendment
0.1	1st September 2009	All Juvenile Justice Centre Procedures have been changed to reflect the employee restructure within Juvenile Justice Centres The position of Unit Coordinator has been deleted and replaced with Shift Supervisor or Assistant Unit Manager
0.2	1 st September 2011	Update legislation and regulations and add links to Act and Procedures
0.3	1 st May 2014	Updated procedure to reflect changes to Work, Health and Safety legislation
0.4	30 th July 2014	Updated procedure to reflect instructions from the EDSWO
0.5	April 2016	Amendments to <i>CDC Reg 2015</i> , Shields as Protective Equipment Deletion of repeated steps & steps related to UOF procedure
0.6	17 February 2021	Procedure reviewed, updated and transcribed into new procedure template.
