

# PPE Restricted Stores Process

Updated 7 April 2022



Western Health

COVID - 19

Be Safe -- Be Smart -- Be Kind

## Background

Throughout the COVID-19 pandemic there has been an increased demand for PPE throughout Western Health. The health and safety of all staff members is a top priority for the organisation. Western Health wants to ensure that all staff have timely access to PPE and that all areas of the hospital have adequate stock required for staff to perform their job safely. This new process will ensure the health and safety of staff by being accountable for PPE usage which will preserve critical PPE for as long as possible.

As an established supply of PPE is now available through DH, Western Health is beginning the transition back to business as usual ordering processes. Steps will be taken as supply teams are able to adjust ordering processes.

## Goal

To begin the transition of restricted stores ordering back to ward/area led; with the support of the PPE Clinical Coordinators and Supply and Logistics teams.

## Restricted and Unrestricted PPE Stores:

Category	Supplier	Product Description	Ordering
Isolation Gown	Multiple	Impervious Regular, Over Size (O/S)	Restricted
Mask N95/P2	Multiple	N95 Regular, N95 Small	Restricted
Surgical Mask Level 1, 2, 3	Multiple	Mask L1, L2, L3	Restricted
Hand Sanitiser	Ecolab	Hand sanitiser 500mls Sprigel/SkinMan N/Avagard	Restricted
Testing	Dorevitch	Testing Swab	Restricted
Eye Wear/Visor	Multiple	Goggles, face shields, lenses, frames	Restricted
Rapid Antigen tests	Multiple	RATs	Restricted
Apparel	Multiple	Aprons	Unrestricted
Gloves	NUM, Medline, Mayo	Cytotoxic Exam Gloves S, M, L, XL	Unrestricted
Gloves	Multiple	Exam Gloves S, M, L, XL	Unrestricted
Hand Sanitiser	Ecolab	Hand sanitiser 1.2L Skinman 30 & 90	Unrestricted
Spacers	Multiple	Asthma Spacer	Unrestricted
Surface Cleaner	GAMMA HEALTHCARE	Wipe Surface Universal Disinfectant (Clinell)- 200, 50 packs	Unrestricted
Waste	SENTRY MEDICAL	BODY BAG STANDARD	Unrestricted
Waste	PRIME PLASTIC BAGS	BAG PLASTIC INFECT WASTE YELLOW	Unrestricted

[Click on this link to access an up-to-date listing of COVID-19 PPE Product Information](#)

**Ordering Process:**

1. Area Manager/NUM/ANUM will be required to complete order template attached and email to PPE team by 10am the day prior to order being received – noting delivery days are set for ward areas. Please note there are order limits on some items. The PPE Clinical Coordinators team are required to monitor usage rates and audit usage as required.
2. Orders must be clearly labelled with location and area contact phone number to ensure timely and accurate delivery.
3. email to: [COVID-19PPE@wh.org.au](mailto:COVID-19PPE@wh.org.au)

**Delivery schedule and process:**

1. Restricted stores will be delivered by the PPE and supply team based at each site following the schedule below:

Site	Ward Delivery Days	Urgent Supply
Footscray Hospital	Monday, Wednesday, Friday,	Phone PPE team (BH) or AH contact
Sunshine Hospital	Monday, Wednesday, Friday,	
Williamstown Hospital	Tuesday	
Sunbury Day Hospital	Thursday fortnightly	

**Storage and staff access to PPE:**

In order for staff to access PPE on the ward or office area the following steps must be taken:

1. NUM/ Area Manager will be responsible for the secure storage of PPE and implementation of local strategies to ensure appropriate use of all restricted PPE items

**PPE Team Contact Details:**

During business hours below either phone the PPE team or email to: [COVID-19PPE@wh.org.au](mailto:COVID-19PPE@wh.org.au)

Site	Business Hours availability	Business Hours phone number	After hours contact
Footscray Hospital	Mon-Fri 0730 - 1600	0466 813 640	AHA
Sunshine Hospital	Mon-Fri 0730 - 1600	0466 813 640	51460
Williamstown Hospital	Deliveries Tues 0730 – 12.00 noon	0466 813 640	AHA
Sunbury Day Hospital	Deliveries Thurs fortnightly	0466 813 640	N/A