

# PPE Restricted Stores Process



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 DHHS; Western Health is beginning the transition back to business-as-usual ordering processes. These changes will take place over a number of months.

## Goal

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

Refer to Supply page for PPE ordering form.

[Supply Services \(sharepoint.com\)](#)

Refer to product information for a list of PPE related products.

[PPE Product Information \(sharepoint.com\)](#)

## 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. The PPE Supply team will monitor usage rates and audit usage as required and advise if any changes to the orders are 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:

Restricted stores will be delivered by the Supply team based at each site as per the schedule below.

SITE	WARD DELIVERY DAYS	URGENT SUPPLY
Footscray	Monday, Wednesday, Friday	AHA
Sunshine Hospital	Monday, Wednesday, Friday	AHA
Williamstown Hospital	Tuesday	AHA
Sunbury Hospital	Thursday Fortnightly	N/A
Bacchus Marsh and Melton	Within 24 hours of receiving order	AHA

**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 - 1430	0466 813 640	AHA
Sunshine Hospital	Mon-Fri 0730 - 1430	0466 813 640	AHA
Williamstown Hospital	Deliveries Tues AM	0466 813 640	AHA
Sunbury Day Hospital	Fortnightly - Thursday	0466 813 640	N/A
Bacchus Marsh / Melton	Mon - Friday	5367 9197	N/A