

	PERSONAL PROTECTIVE EQUIPMENT POLICY	Version No:	V01.03
		Issued:	April 2019
		Next Review:	April 2024

1. Overview

This policy outlines the requirements and practices for the management of personal protective equipment (PPE) to assist with the correct selection, supply, use, replacement, maintenance, training and storage.

The need for PPE shall be determined from the process of hazard identification, risk assessment and development of control measures, as per Hazard Management procedure.

- (a) The use of PPE is the lowest in the hierarchy of control. This method of control should not be relied upon as the primary means of risk control until the options higher in the list of hierarchy of hazard controls have been exhausted. PPE may be used in conjunction with other controls where necessary.
- (b) If PPE has been identified as one of the control measures to minimise exposure to a risk, the employer must make sure such equipment is provided.
- (c) The employer should also provide training and instruction in the use of PPE to ensure workers received the desired level of protection from the equipment.
- (d) The following list of PPE is typical items, but not limited to, supplied by Council:
 - High visibility garments
 - Safety footwear
 - Coveralls
 - Hats
 - Ear muffs
 - Ear plugs
 - Safety glasses
 - Gloves
 - Sunscreen
 - Water

2. Core Components

2.1 Use

Council shall as far as is reasonably practicable eliminate or minimise hazards in the workplace. Personal protective equipment and clothing shall only be employed as a control measure where:

- (a) It is not otherwise practicable to eliminate or control the hazard effectively; or where effective, as a temperate means of control whilst improved means are investigated and implemented;
- (b) As an additional protective measure to existing control mechanisms

Managers and supervisors shall ensure that:

- (a) The selection of personal protective equipment and clothing is appropriate for the specific task;
- (b) The requirement to use personal protective equipment and clothing is enforced;
- (c) Personal protective equipment and clothing are issued, inspected and maintained, and
- (d) Clear and appropriate signs are positioned in areas where personal protective equipment and clothing must be worn

Workers must recognise their personal responsibility for their own safety by:

- (a) Using protective equipment and clothing for the purpose provided and in the manner required;
- (b) Taking proper care and maintenance of the equipment provided for their use;
- (c) Immediately inform their supervisor / manager of any defects or deficiencies in personal protective equipment or clothing of which they become aware

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2.2 Selection

- (a) The selection of appropriate PPE requires consideration for the hazards of the work process.
- (b) The hazard identification process should ensure hazards of the work process are clearly identified.
- (c) When selecting PPE it should be considered if it is required for a specific risk or to control multiple risks presented by the same hazard or a combination of hazards.
- (d) PPE should be selected that will best protect workers in the circumstances.
- (e) A secondary risk may be created by the use of PPE and this should be evaluated.
- (f) PPE shall comply to any legislative, Australian Standard and / or Industry standard requirements or guidelines.
- (g) Health and Safety representative (HSR) for the relevant worker / workgroup should be consulted as part of the selection process.

2.3 Supply

- (a) Senior management team will determine the number of PPE items that is to be supplied to each relevant worker / workgroup and when it is to be supplied ie upon commencement of employment or as required based on hazard identification process.
- (b) Supply of PPE will vary between Administrative based staff and Outside staff ie Infrastructure workers.

2.4 Issue

- (a) As with supply of PPE, frequency of issue will also vary between Administrative based workers and Outside workers.
- (b) At induction, there will be an initial issue of PPE according to the workers position. After induction, unless stated, frequency of issue will be determined by manager based on the request by the worker.
- (c) Requests for PPE are to be made to manager. The worker requiring the PPE shall make his / her request to their manager outlining equipment required and the purpose for which it is to be used as a control measure. Manager will determine the merit of the request.

2.5 Replacement

- (a) Replacement PPE will be issued, at no cost, if damaged due to reasonable 'wear and tear', work related accidental damage or as determined by their manager.
- (b) New PPE must be immediately utilised with the old / worn PPE, unless otherwise stated, surrendered.
- (c) Clothing replacement requests will be via 'Clothing requisition form'

2.6 Maintenance

- (a) It is essential that PPE is maintained to ensure its continued effective use.
- (b) Maintenance should be in accordance with manufacturers specifications.

2.7 Training

- (a) Managers shall ensure that workers are trained in the correct use and maintenance of PPE.
- (b) Training can be at induction or on the job training.

2.8 Annual check of PPE

- (a) Managers will ensure that on an annual basis, PPE that has been issued to workers within their workgroups is checked.
- (b) This annual check will ensure that workers hold the PPE and that it is maintained in a serviceable condition.
- (c) PPE annual check form is to be completed by the employee and retained in records.

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2.9 Records

(a) PPE register is maintained by WHS Coordinator to record issue of PPE to staff.

	When completed	Who completes	Authorisation	Ordering
Initial PPE Issue	Prior to or at induction	Manager	Manager	Manager
Clothing Requestion form	Either new issue (ie induction or initial issue) or fair wear/ tear replacements	Employee	Manager	Manager
Annual clothing issue	Annually (Infrastructure)	Employee	Manager	Manager
PPE annual check form	Annually	Employee	Manager	Manager

Uniform

(excluding volunteers, casuals and employees on probation)

Council will supply high visibility vests to all employees

Use	High visibility is a legal requirement for work in close proximity to vehicles and mobile plant and must be worn at all times in these environments	
Supply (after probationary period)	Admin: As required – refer to manager	Outside: 2 x High visibility long sleeve shirt 1 x High visibility windcheater 2 x Trousers (Jeans/Cotton)
Issued	Admin: As required	Outside: Annually - 5 pieces of clothing
Replacement	Fair wear & tear basis on surrender of worn clothing (As per clothing requisition form)	
Maintenance	Clothing should be laundered regularly	

Trousers – HSC meeting 5/06/2017 – 10.2 (but brought up in previous HSC meeting a few years back) – HSC have indicated that wearing trousers with pockets on the sides is not safe so therefore not allowed

HSC meeting 18/04/2019 – 7.3 – HSC approved outside staff can wear jeans or navy drill pants
HSC approved drill pants can have flat pockets, but not expandable pockets

Shirts – HSC meeting 28/02/2017 – 10.4 – Was brought up that in the storms last year, employees were hard to see. HSC decided that all shirts to have high vis on them.

HSC meeting 13/03/2017 – 13.7 – High vis reflects in the windows of the trucks, so HSC decided that shirts do not need high vis on them but employees must at all times outside a vehicle wear a safety vest with high vis strips.

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Wet Weather Gear

Use	Some tasks are required to be undertaken in unfavourable weather conditions ie wet, cold and windy, and may also have additional hazards such as poor visibility and slippery surfaces.	
Supply	Admin: Council has communal stock	Outside: Available to relevant staff as authorised by Manager
Issue	Admin: Council has communal stock	Outside: Available to relevant staff as authorised by Manager
Replacement	Fair wear and tear basis on surrender of worn item	

Footwear

Use	Safety footwear is to be worn where a significant risk has been identified of being struck on the foot by an object or other material	
Supply	Admin: As required – refer to manager	Outside: 1 x pair steel capped boots (to value \$160.00)
Issue	Admin: As required	Outside: Upon commencement of employment
Replacement	Fair wear and tear basis of worn boots (1 pair at a time)	
Maintenance	Clean footwear regularly and ensure they are in a safe condition. Dirt should be brushed away from welts and seams	

Coveralls

Use	Coveralls are to be worn over normal working clothes for extra protection	
Supply	Admin: As required – refer to manager	Outside: As required – refer to manager
Issue	As required	
Replacement	As required	
Maintenance	Coveralls should be disposed of after use	

Hats

Use	To assist in the reduction of UV-B exposure to the eyes and to reduce exposure of the face, neck and ears to potentially life threatening skin cancers, headwear is mandatory by all outside workers and are to be worn during the daylight saving period or when in sun for more than 20 minutes at a time
Supply	Hat supplied by Council to all applicable staff: 1 x hat (wide brimmed with 7.5cm brim) Legionnaires neck flap optional
Issue	Upon commencement of employment
Replacement	Fair wear and tear basis on surrender of worn hat
Maintenance	Hats to be maintained in a serviceable condition

Ear muffs/plugs

Use	Where noise levels cannot be reduced by instigating purchasing or engineering controls, hearing protection will need to be worn.	
Supply	Admin: As required – refer to manager	Outside: As required – refer to manager
Issue	As required	
Replacement	Fair wear and tear basis on surrender of old muffs. Ear plugs disposable	
Maintenance	Ear muffs must be stored in a clean, protected environment and foam inserts regularly washed in soapy water. Ear plugs are a single use disposable item. Care must be taken regarding ear hygiene when inserting ear plus as they can push wax and debris further into the ear cavity	

Respirators - disposable

Use	Respirators are designed to filter or clean contaminated air before inhaled	
Supply	Admin: As required – refer to manager	Outside: As required – refer to manager
Issue	As required	
Replacement	As required	
Maintenance	Workers to inspect respirators before and after use	

Gloves

Use	Gloves are to protect the hands from contamination, weather, damage by friction, abrasion and chemicals	
Supply	Admin: As required – refer to manager	Outside: As required – refer to manager
Issue	As required	
Replacement	As required	
Maintenance	Gloves to be maintained in a serviceable condition	

Sunscreen

Use	Sunscreen is used to protect the skin from harmful effects of the sun. Sunscreen also helps decrease the risk of skin cancer.	
Supply	Admin: As required – refer to manager	Outside: As required – refer to manager
Issue	As required	
Replacement	As required	

Glasses /sun glasses

Use	Eyes are considered one of the most important organs. Approximately 10% of industrial injuries occur to the eye. Work practices that produce air borne particles as in grinding, chainsaw operation, hammering and the like require the wearing of safety glasses for personal eye protection. The provision of UV-B absorbing sunglasses is to increase protection against the risk of the development of eye cataracts. In addition, the use of sunglasses can stop the need to apply sun screen close to the eyes. They also reduce sun glare related issues. Sun glasses should have the appropriate UV protection rating	
Supply	Admin: As required – refer to manager	Outside: As required – refer to manager
Issue	As required	
Replacement	As required	
Maintenance	Keep glasses clean	

Re-imburement for safety glasses –

Council will pay the gap between normal prescription subscription lenses to safety lenses, but a copy of certification to Australian Standards is required.

Communication to your Manager before you organise the above is appreciated.

Water

Use	Water is available to keep hydration up and is good for your health	
Supply	Admin: As required – refer to manager	Outside: As required – refer to manager
Issue	As required	
Replacement	As required	
Maintenance	Clean water bottles regularly	

SIGNED:

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Chief Executive Officer

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Chairperson, Health Safety Committee

Date:

Date: