Procedure Name: **Personal Protective Equipment Procedure**

1. Overview

The District Council of Cleve (**the organisation**), as part of its commitment under its hazard management policy, recognises its obligation to ensure Personal Protective Equipment (PPE) is managed appropriately.

PPE is the last option in the hierarchy of control for dealing with a hazard on its own. It should only be used:

- When there are no other practical control measures available (as a last resort);
- As an interim measure until a more effective way of controlling the risk can be used; or
- To supplement higher level control measures (as a back-up).

This procedure aims to:

a. Ensure that the organisation's Work Health and Safety (WHS) management system conforms with legislative requirements and ReturntoWorkSA: Work Health and Safety standards for Self Insured Employers, which includes the Performance Standards for Self Insurers (PSSI); and

b. Achieve the highest level of WHS performance by:

   i. Providing managers and workers with the information, instruction and training necessary to enable them to select, use, care and maintain PPE effectively;
   ii. Ensuring an effective process is in place for the selection, purchase, supply, fit, use and maintenance of PPE; and
   iii. Ensure training in the selection, use, fit and maintenance of PPE is provided when required.

2. Core Components

The core components of the organisation's Personal Protective Equipment Procedure aim to ensure:

a. A system is in place for the identification of PPE required for tasks;

b. That the use of PPE does not introduce new hazards not previously identified;

c. That workers are consulted in relation to the selection of the most appropriate PPE required;

d. A system is in place for the purchase, supply and issue of PPE;

e. That employees and volunteers are trained in and use the PPE when undertaking tasks that require their use;

f. Labour hire staff are to be provided PPE that meets the organisation's standards as per the individual labour hire agreement (e.g., provided by their employer);

g. That contractors are required to provide their own PPE that is consistent with the organisation's standards;

h. There is a system in place for monitoring the appropriateness and use of PPE; and

i. Records must be maintained.

3. Definitions

Audiometric Testing	Means the testing and measurement of the hearing threshold levels of each ear of a person by means of pure tone air conduction threshold tests. [as defined by the Work Health and Safety (WHS) Regulations 2012, Regulation 58]
Competent Person	A person who has acquired through experience, qualification or training, the knowledge and skill to carry out the task. [as defined in the WHS Regulations 2012]
Contractor	Any person engaged under a contract for services. For the purpose of this procedure, this includes a contractor, sub-contractor or an employee of a labour hire company and does not include the organisation's employees (as defined under 'employee' below).
Employee	For the purpose of this procedure, this term is attributed to all employees working directly for the organisation in paid employment.
Exposure standard for noise	in relation to a person, means— (a) LAeq,8h of 85 dB(A); or (b) LC,peak of 140 dB(C). [as defined by the WHS Regulations 2012, Regulation 56]
Health and Safety Committee known as the District Council of Cleve Safety Committee	A Health and Safety Committee brings together workers and management to assist in the development and review of health and safety policies and procedures for the workplace. [as defined by the Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination]
Health and Safety Representative (HSR)	A Health and Safety Representative is elected by a work group to represent workers in the work group on matters affecting their health, safety and welfare.

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Hierarchy of Control	If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following: (a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) isolating the hazard from any person exposed to it; (c) implementing engineering controls. If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment. [as defined by the WHS Regulations 2012, Regulation 36]
Monitor	To check, supervise, observe critically or measure the progress of an activity, action or system on a regular basis in order to identify change from the performance level required or expected.
Personal Protective Equipment (PPE)	Anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment. [as defined by the WHS Regulations 2012 Regulation 5] For the purpose of this procedure, the term clothing has been added to PPE to cover other items provided, including reflective strips on clothing.

RPE (Respiratory Protective Equipment)	Personal respiratory protective equipment that is designed to prevent the inhalation of contaminated air. The term replaces and is identical to 'respiratory protective device' or 'respirator'. [as defined in AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment] RPE is divided into two main types: • Respirators (filtering devices) use filters to remove contaminants in the workplace air. Filter selection and use requires due care and attention to ensure the safety of wearers. Respirators should never be used in situations with reduced oxygen levels. • Breathing apparatus (BA) needs a supply of air from a clean source (e.g., an air cylinder or air compressor). BA may be used in situations with reduced oxygen levels.
Volunteer	Volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses). [as per the WHS Act 2012]
Worker	A person who carries out work in any capacity for a PCBU (person conducting a business or undertaking), including work as— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer. [as per the WHS Act 2012 Section 7]

4. Procedure

4.1. Employees, volunteers and/or their representatives (HSR) shall be involved in the selection of PPE and may be involved in trials where PPE is being used for the first time and evaluated.

4.2. The choice of PPE must be 'fit for purpose' and should consider:

4.2.1. The nature of the work and any hazard associated with the work;

4.2.2. Whether the PPE is suitable for the work and workplace conditions;

4.2.3. The risk and performance requirements for the PPE;

4.2.4. The compatibility of the equipment where more than one type of PPE is required.

4.3 Safe Work Instructions (SWI) and Safe Work Method Statements (SWMS) will clearly outline tasks and the PPE required to perform the tasks safely, where applicable. This procedure or SWI should include a visual representation of the mandatory symbols.

4.4 Managers and supervisors are responsible for ensuring that mandatory personal protective signs (complying with Australian Standard 1319 – Safety signs for the occupational environment) are placed at designated hazardous areas as Mandatory Personal Protective Equipment areas, e.g., Grinding requiring Hearing Protection and Eye Protection.

4.5 Managers and supervisors must ensure employees, volunteers and labour hire staff know where to obtain and replace PPE, checking that:

4.5.1 PPE appropriate to the task ('fit for purpose') is issued to employees and volunteers free of charge;

4.5.2 All issued equipment complies with appropriate Australian Standards;

4.5.3 Where relevant, PPE should have instructions which indicate the purpose the equipment is to be used for, the correct maintenance and storage procedures and correct fitting of the equipment;

4.5.4 Where appropriate, PPE is to be issued on a permanent and individual basis for ongoing jobs/tasks, or supplied as requested by employees or volunteers for random or intermittent tasks/activities.

4.5.5 Appropriate storage facilities are provided and communicated for PPE.

4.6 Visitors shall observe mandatory PPE signage for designated hazardous work areas and shall use any PPE issued to them as mandated by the relevant SWI and SWMS, etc.

4.7 As part of the procurement process, the organisation should consider if PPE suppliers can provide all required services (e.g., fit testing/servicing) and relevant documentation.

4.8 In extenuating circumstances an employee may make an application for the provision or repair of prescription sunglasses or safety glasses. This is on the understanding that a clear case exists which demonstrates that they are unable to utilise standard PPE supplied for the prevention of eye injuries.

4.8.1 The organisation will consider covering the cost of prescription sunglasses/safety glasses of an employee who requires such eyewear to perform their work duties. The organisation will be primarily guided by the vision level suitable for the work being performed (i.e. for safety and quality). Most situations requiring prescription safety glasses/sunglasses will be for outside workers. The employee completes a Supply or Repair of Prescription Sunglasses/Safety Glasses form (refer to Appendix A) and submits it, along with an itemised quote, to their department manager for approval. Upon receiving written authorization for the prescription eyewear, the employee may proceed with their purchase from any qualified optometrist of their choice. The organization will raise a

Purchase Order, provide the optometrist with a copy, and finalise payment upon receipt of an itemized tax invoice. The organization will cover the cost of:

- A conventional style frame that conforms to the requirements of AS/NZS 1337.6 every three (3) year period
- Supply and fitting of lenses that conform to the requirements of AS/NZS 1337.6 every two (2) year period.

The organisation will **not** pay for:

- The cost of the test for the purpose of obtaining prescription eyewear
- The cost of an eye screen or test for the purpose of upgrading the eyewear
- Variation to approved frames and/or lenses.

4.9 All jobs/tasks are assessed to determine the appropriate level of PPE that is required, in line with legislation and codes of practice (refer to Appendices B and C). Employees and other workers must use or wear all required PPE in accordance with the SWI, SWMS or other reasonable instruction and training given.

4.9.1 Disciplinary processes may be commenced if an employee or worker refuses to wear or use any required PPE for any task.

4.9.2 PPE must not interfere with any medical conditions of an employee or worker using PPE.

a. Employees and volunteers where relevant may be sent for appropriate medical assessment to ensure they are fit to wear the required PPE;

b. An employee or volunteer may be deemed unfit to perform a particular task if they are unable to use or wear mandatory PPE; and

c. A risk assessment needs to be undertaken as per the organisation's Hazard Management Procedure to determine what risk controls can be introduced to ensure the level of risk for the employee or volunteer undertaking task is appropriate.

4.10 All PPE must be kept in serviceable condition and be replaced as necessary.

4.10.1 PPE must not be intentionally misused or damaged;

4.10.2 All personal issue PPE must be maintained in a serviceable condition, and replaced when necessary. Any issues must be reported to the manager or supervisor; and

4.10.3 Managers and supervisors must ensure inspection, testing, maintenance and replacement of PPE are implemented in accordance with manufacturer's instructions and any legislative requirements. (This includes specialised PPE that has a finite expiry date from either the date of issue or date of manufacture, e.g., harnesses, lanyards.)

4.11 The workers' supervisor will maintain records of all issued PPE (refer to Appendices A and D).

4.12. The effectiveness of PPE issued will be monitored and reviewed where required through testing, monitoring and/or medical assessments.

4.12.1. Examples include noise monitoring, audiometric testing, health monitoring and air monitoring.

- Where employees are provided with PPE to reduce the risks associated with noise exposure, they will be required to undergo initial audiometric testing upon recruitment and subsequent two-yearly testing.
- Where employees undertake asbestos related work, they will be required to undergo routine and regular health monitoring as per the organisation's WHS Asbestos Procedure.
- There may be other types of work that employees undertake that may involve health monitoring. Any health monitoring will be in line with relevant Australian Standards.

4.12.2. Employees and, where relevant, volunteers will be sent for a medical assessment if the use of PPE is implicated in any reported medical condition;

4.12.3. Any assessment, testing or medical information will be retained securely and confidentially; and

4.12.4. Any follow up required for any variance from previous results will be addressed in accordance with the organisation's Grievance and Disciplinary Policy (e.g., audiometric test results, health monitoring results).

5. Training

5.1. The Training Needs Analysis should identify the PPE training needs of workers.

5.2. Managers, supervisors and the HSC shall be trained in PPE management.

5.3. Persons undertaking risk assessments shall have specific training that addresses legislative requirements, where applicable.

5.4. The PPE Procedure should be explained during the induction process.

5.5. Contractors engaged by the organisation should be made aware of the PPE Procedure during the contractor tendering process.

6. Records

The following records shall be maintained:

6.1. Recording of all PPE issued upon recruitment (refer to Appendix D);

6.2. Consultation records;

6.3. Hazard identification and risk assessments;

6.4. SWIs (or other documentation generated as administrative controls);

6.5. Records of noise monitoring, audiometric assessments, health monitoring and air monitoring (note confidentiality and specific WHS Regulatory requirements);

6.7. Hazard Profile/Risk Register/WHS Corrective and Preventative Action (CAPA) Register;

6.8. Training records;

6.9. Disciplinary records.

All records must be managed in line with the current version of General Disposal Schedule 40 for Local Government.

7. Responsibilities and Accountabilities

7.1 The Management Team is accountable for:

7.1.1 Checking that the organisation manages PPE in accordance with legislative requirements;

7.1.2 Approving reasonably practicable expenditure necessary for PPE management upon receipt of expenditure requests;

7.1.3 Setting objectives, targets and performance indicators for the hazard management process, as relevant;

7.1.4 Checking that consultation, cooperation and coordination of the management of WHS risks occurs with all other persons who have a WHS duty in relation to the organisation's activities;

7.1.5 Providing managers and supervisors with training which enables them to:

a. Apply the requirements of WHS legislation within their areas and work activities, and

b. Enforce WHS procedures;

7.1.6 Monitoring the Hazard Profile/Risk Register/WHS CAPA Register and enforcing close out of action items; and

7.1.7 Reviewing the effectiveness of the WHS hazard management system.

7.2 Managers and supervisors are accountable for:

7..2.1 Consulting with workers to assist in determining appropriate PPE for each job/task performed;

7.2.2 Providing workers with the necessary information, instruction, training and supervision to apply the organisation's PPE Procedure and undertake tasks safely;

7.2.3. Confirming reasonably foreseeable hazards within their department are identified, assessed and recorded on the Hazard Profile/Risk Register/WHS CAPA Register in consultation with workers or their representatives:

a. Before the introduction of any new or used plant or substance;

b. Before the introduction of, or change to, a work practice or procedure;

c. Before changing the workplace, a work practice, or an activity or process, which may give rise to a risk to health or safety;

d. When legislative changes impact on the work or the way the work is conducted;

e. When planning to improve productivity or reduce costs;

f. When new information about workplace risks becomes available; and

g. When responding to incidents even if they have caused no injury.

7.2.4. Ensuring all Hierarchy of Control measures are considered before PPE is selected for use. For example, prior to the purchase of any plant, consideration will be given to eliminating the source of noise completely or when that is not reasonably practicable, selecting plant that does not exceed the exposure standards for noise;

7.2.5. Identifying and recording all plant, chemicals and tasks that have the potential to cause health effects. Management is to determine the jobs/tasks which require PPE as part of the risk assessment process, in consultation with employees, volunteers and/or their representatives e.g., handling treated timber, sharps, infectious waste, asbestos and hazardous chemicals; grinding and cutting exposure to elements of weather and when exposed to noise above the exposure standards;

7.2.6. Evaluating controls and reviewing them for effectiveness;

7.2.7. Communicating the outcomes of risk assessments within the department and across the organisation, as required;

7.2.8. Checking that employees and volunteers receive training from a competent person on how to use, store and maintain their PPE;

7.2.9. Counselling workers who fail to use PPE explaining that continued non-compliance may result in disciplinary action being taken in accordance with the organisation's Grievance and Disciplinary Policy;

7.2.10. Closing out Hazard Profile/Risk Register/WHS CAPA Register items within designated time frames;

7.2.11. Completing documentation associated with the hazard identification and risk assessment process;

7.2.12. Retaining records as required (within the organisation's records management system);

7.2.13. Seeking expert advice, if required; and

7.2.14. Providing required reports to the HSC and management team.

7.3 Workers are accountable for:

7.3.1 Wearing PPE as directed or required by mandatory signage or symbols or the organisation's operating instructions (e.g., SWI or SWMS);

7.3.2 Participating in PPE trials;

7.3.3. Not intentionally misusing or damaging PPE;

7.3.4. Ensuring personal issue PPE is in a serviceable condition, and where required, inform their manager or supervisor of any problems and request replacement PPE when necessary;

7.3.5. Ensuring that storage is appropriate for their personal issue PPE;

7.3.6. Attending training, fit testing and audiometric assessments when required;

7.3.7. Not using PPE for their own personal use (e.g., outside of work use); and

7.3.8. Following any reasonable instruction of the organisation in relation to this procedure.

7.4. Contractors are accountable for:

7.4.1. Demonstrating their legislative obligations in relation to hazard management, including the use of PPE, during the tender or engagement process and when undertaking work;

7.4.2. Ascertaining what the specific PPE requirements are to ensure their workers comply with all organisational and legislative requirements; and

7.4.3. Supplying their workers with PPE required for the performance of the contracted service(s) and comply with WHS legislation for its use.

7.5. The HSC is accountable for:

7.5.1. Monitoring the Hazard Profile/Risk Register/WHS CAPA Register and referring issues that require direction or enforcement to the management team.

7.6 The Administration Officer-Compliance & Governance is accountable for:

7.6.1. Facilitating consultation between relevant workers and the management team in matters relating to PPE in accordance with the WHS Consultation and Communication Procedure; and

7.6.2. Assisting in the development of WHS documentation (including hazard management procedures and SWIs);

8 Review

8.1 The PPE Procedure will be reviewed by the management team, in consultation with workers or their representatives, every three (3) years [or alternative interval] or more frequently if legislation or organisational needs change. This will include a review of:

8.1.1. Feedback from managers, workers, HSRs, HSC, contractors or others;

8.1.2 Legislative compliance;

8.1.3 Performance Standards for Self Insurers;

8.1.4 LGAWCS guidance;

8.1.5 Internal or external audit findings;

8.1.6 Changes in the operations or activities of the organisation;

8.1.7 The outcomes of any noise monitoring, hearing assessments, health monitoring and air monitoring; and

8.1.8 Incident and hazard reports, claims costs and trends; and

8.1.9 Any other relevant information.

8.2 The results may result in preventative and/or corrective actions being implemented or revision of this document.

9 References

AS/NZS 1067:2003 Amdt1:2009 Sunglasses and fashion spectacles

AS/NZS 1269.3:2005 (R2016) Occupational noise management – Hearing protector program

AS/NZS 1270:2002 Acoustics – Hearing protectors

AS/NZS 1319:1994 (R2018) Safety signs for the occupational environment

AS/NZS 1336:2014 Eye and Face Protection - Guidelines

AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications

AS/NZS 1337.6:2012 Personal eye protection: Prescription eye protectors

AS/NZS 1338.1:2012 Filters for eye protectors: Filters for protection against radiation generated in welding and allied operations

AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective devices

AS/NZS 1716:2012 Respiratory protective devices

AS/NZS 1800:1998 Occupational protective helmets – Selection, care and use

AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices

AS/NZS 2161.1:2016 Occupational protective gloves - Selection, use and maintenance

AS/NZS 2161.3:2005 Occupational protective gloves: Protection against mechanical risks

AS/NZS 2161.4:1999 (R2016) Occupational protective gloves: Protection against thermal risks (heat and fire)

AS/NZS 2161.5:1998 Occupational protective gloves: Protection against cold

AS/NZS 2161.10.1:2005 (R2016) Occupational protective gloves: Protective gloves against chemicals and micro-organisms - Terminology and performance requirements

AS/NZS 2061.10.2:2005 Occupational protective gloves: Protective gloves against chemicals and micro-organisms - Determination of resistance to penetration

AS/NZS 2161.10.3: 2005 (R2016) Occupational protective gloves: Protective gloves against chemicals and micro-organisms - Determination of resistance to permeation by chemicals

AS/NZS 2210.1: 2010 Safety, protective and occupational footwear

AS/NZS 2225:1994 Insulating gloves for electrical purposes

AS/NZS 4399:2017 Sun protective clothing – Evaluation and classification

AS/NZS 4453.3:1997 (R2016) Protective clothing for users of hand-held chainsaws – Protective legwear

AS/NZS 4602.1:2011 High visibility safety garments – Garments for high risk applications

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

General Disposal Schedule 40 for Local Government

ReturntoWorkSA: Work Health and Safety standards for Self Insured Employers, which includes the Performance Standards for Self Insurers (PSSI)

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Managing Noise and Preventing Hearing Loss at Work

Code of Practice: Managing the Risks of Hazardous Chemicals

Code of Practice: Managing the Risks of Plant in the Workplace

Code of Practice: Managing the Risks of Falls at Workplaces

Code of Practice: Spray Painting and Powder Coating

Code of Practice: Welding Processes

SafeWork Australia FAQ about PPE

10 Related Documents

WHS Asbestos Procedure

Confined Space Management Procedure

WHS Contractor Management Procedure

WHS Corrective and Preventative Action Procedure

Electrical Safety Procedure

WHS Emergency Management Procedure

Procedure Name: **Personal Protective Equipment Procedure**

Excavation and Trenching Procedure

Hazard Management procedure

Hazardous Chemicals Procedure

Hazardous Manual Tasks Procedure

Hot Work Procedure

Incident Reporting and Investigation Procedure

Isolation, Lock Out, Tag Out Procedure

Plant Procedure

Prevention of Falls Procedure

Remote or Isolated Work Procedure

UVR and Inclement Weather Procedure

WHS Induction and Training Procedure

Workplace Inspection procedure

Workzone Traffic Management Procedure

Hazard Profile/Risk Register/CAPA Register

Safe Work Instructions

SIGNED:

.....	.....
Chief Executive Officer	Chairperson, Health and Safety Committee (HSC)
Date: __/__/2020	Date: __/__/2020

11 Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	22/10/2013	New Document
	2.0	28/09/2017	Change to Health and Safety Committee title to align with the Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination. Terminology changes and additional references. Change to GDS20 reference.
	3.0	16/4/2020	Additional content, definitions, references and related documents. Change to provision of prescription safety eyewear. Appendices altered.

APPENDIX A SUPPLY OR REPAIR OF PRESCRIPTION SUNGLASSES/SAFETY GLASSES

Council will cover the cost of a conventional style frame and supply and fitting of lenses for prescription sunglasses or safety glasses that conform to the requirements of AS/NZS 1337.6.

Employee name: .....Department:.....

❑ Clear (indoor work) ❑ Tinted (outdoor work) ❑ Photochromic (if job warrants)

❑ New ❑ Replace lenses only ❑ Repair

Provide reason for your request:

.....

.....

Employee Declaration

I understand that I am responsible for maintaining my prescription sunglasses or safety glasses in a clean and safe condition and that I may not alter or tamper with the frames or lenses as supplied.

Signature: ..... Date: .....

Approval (provide original to Optometrist, retain copy on personnel file)

To: ..... (Optometrist organisation name)

Please supply:

❑ One pair of prescription sunglasses/safety glasses (circle one) which conforms to the requirements of AS/NZS 1337.6

❑ Replacement lenses for prescription sunglasses/safety glasses (AS/NZS 1337.6 compliant)

❑ Repair of AS/NZS 1337.6 compliant prescription sunglasses/safety glasses

Lens type:

❑ Clear (indoor work)

❑ Tinted (outdoor work)

❑ Photochromic (if job warrants)

❑ Other (please specify) .....

PLEASE ENSURE THAT THE TAX INVOICE ITEMISES ALL COMPONENTS OF THE GOODS SUPPLIED, E.G. FRAMES, SUPPLY & FITTING OF LENSES, TINTING OR ADDITIONAL ITEMS, ETC., AND THE AS/NZS STANDARDS THAT THE SUPPLIED GOODS COMPLY WITH.

Authorised by: ..... Date: .....

(Department manager)

OFFICE USE ONLY

Purchase Order Number: ..... Date of Invoice: .....

Procedure Name: **Personal Protective Equipment Procedure**

PERSONAL PROTECTIVE EQUIPMENT OPTIONS FOR JOBS/TASKS APPENDIX B

Defined Area / Work Hazard	Available Protection Options
Welding Operation	Eye protection Anti-flash screen Welding helmet with in-built filter Welding gauntlets Overalls Long sleeves / trousers
Grinders, Hand Tools, etc.	Eye protection Hearing protection
Roads Works/Heavy Plant	Safety footwear High visibility clothing Eye protection as required for dust Sun protection as required, including sunscreen, long sleeves, long pants, hat Hearing protection Other as determined by supervisor
Chainsaw Work	Safety helmet Eye protection Cut-resistant trousers or chaps Hearing protection Safety footwear Hand protection as appropriate
Weed Spraying	Eye protection Hearing protection Safety footwear Hand protection as appropriate Appropriate respirator Other as determined by supervisor
Mowers/Brushcutters	Safety helmet Eye protection Cut-resistant trousers Hearing protection Safety footwear Hand protection as appropriate

REQUIRED PERSONAL PROTECTIVE EQUIPMENT — APPENDIX C

Item	Activity
Safety Footwear (boots/shoes)	Will be provided where the nature of the work exposes the worker to a medium to high risk of injury to the feet, i.e. within the depot, working with plant and equipment, etc. In situations where people are visiting depots or worksites and are observing only, at a minimum, must wear closed-in shoes. Any involvement in the work activity requires the wearing of the correct safety footwear. Each worker will be supplied with, and wear, approved safety footwear.
Eye Protection (safety goggles/glasses, prescription sunglasses/safety glasses	Shall be provided where a risk of eye injury exists. Workers will wear eye protection when engaged in work with power tools, plant and machinery, as well as in construction, dusty conditions and in all eye hazard areas, including those areas not already sign posted.
Hearing Protection (ear muffs/plugs)	Will be provided where a risk of noise induced hearing loss exists. Will be worn by all people whenever operating a motorized item of machinery or when working in a proclaimed noisy area.
High Visibility Vest / Shirt	Will be worn by all people undertaking jobs/tasks on or near roadways, medium strips, footpaths, parks, or around machinery, etc.
Protective Gloves	To be worn when handling material where there is a danger of cuts, puncture wounds, etc. Gloves must be worn whilst handling debris, rubbish or any other form of refuse.
Protective Rubber/PVC Gloves, overalls and rubber boots	Will be worn in the handling and use of insecticides and/or herbicides, and in any other situation where health is likely to be affected.
Respirator	Will be worn in the handling and use of insecticides and herbicides, fertilizers, mulches and during sanding operations.
Head Protection (safety helmet)	In the form of a safety helmet will be worn where there is a possibility that a person may be struck on the head by a falling object; a person may strike their head against a fixed object or there may be inadvertent head contact with electrical hazards. The wearing of hard hats is a mandatory requirement in the following areas of the organisation's operations: • Trenching operations • Tree pruning.
Seat Belts (Vehicles)	All people who travel in the organisation's vehicles will wear seat belts in accordance with legislative requirements.

Wide Brim/Legionnaire/Bucket Hat	Will be worn by all people when working outside for greater than 10 minutes (cumulative) in any day. Note: A wide-brimmed hat should have a brim of at least 7.5cm, a legionnaire's style cap that protects the neck and ears (most suitable when work involves a lot of bending,) or a bucket hat that has a deep crown, sits low on the head and has an angled brim of at least 6cm.
Long Sleeves/Trousers	Each person will receive two sets of work clothes upon recruitment, which will be replaced in accordance with the organisation's Enterprise Bargaining Agreement. Will be worn by all people when working outside for greater than 10 minutes (cumulative) in any day.
Motorcycle Helmet	Will be worn by any person involved in activities involving motorcycles.
Protective chaps or trousers, hearing protection, safety glasses and side shields or fine mesh face approved face shield	Will be worn by any person operating a chainsaw at any time.
Drink Bottle	Supplied with a suitable drink bottle on commencement of employment.
Long Hair	Long hair is to be tied back to the nape of the neck (or approved hair net worn) so that the face is not obscured or covered, or side vision is not impaired.

Procedure Name: **Personal Protective Equipment Procedure**

PERSONAL PROTECTIVE EQUIPMENT REGISTER

APPENDIX D

PPE ISSUED	Safety Boots	Rubber Boots	Eye Protection	Head Protection (Hard Hat, etc.)	Broad Brimmed Hat	Protective Gloves	Hi Vis Long Sleeve Shirt	Long Pants	Hearing Protection	Hi Vis Polar Fleece Jumper	Respirator	Wet Weather Gear	Sunscreen	Disposable Overalls	5L Water Container	PPE Bag	Date	Signature
Name																		