

# PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

Version No	2.0
Issued	3 <sup>rd</sup> Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

## 1. OVERVIEW

The Flinders Ranges Council as part of its ongoing commitment to providing a safe work environment for its workers will provide and maintain appropriate Personal Protective Equipment (PPE) in line with legislation and Codes of Practice. This includes taking all reasonable precautions to protect its workers from any hazards associated with undertaking a wide range of jobs / tasks.

SIGNED: .....  
Chief Executive Officer

.....  
Chairperson, WHS Committee

Date: 3 / 9 / 2014

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## 2. CORE COMPONENTS

The core components of The Flinders Ranges Council PPE procedure aim to ensure:

- All tasks are assessed to determine the appropriate level of PPE.
- All reasonable practicable measures have been taken to control the risk, through the hierarchy of control (elimination, substitution, engineering, administrative, PPE); and
- The provision and use of personal protective equipment or clothing would minimise the risk.

NOTE: PPE is the last option for dealing with a hazard and should only be used when it is not practicable to control the hazard by other measures.

## 3. DEFINITIONS

Elimination of the Hazard	taking the hazard away by removal of the process, taking away the need to carry out a particular function or removal of the substance or piece of plant from the workplace.
Elimination of the Risk	ensuring that workers are not likely to come into contact with the hazard.
Substitution of the Hazard	replacing the plant, substance or other hazard with an item of plant or substance that is non-hazardous or less hazardous
Engineering controls	includes modifying plant items to minimize the hazard, or to either separate workers from the process or provide guarding of the equipment to separate the hazard from the worker
Administrative controls	includes such things as procedures, signage, training and instructions to workers.
Personal Protective Equipment (PPE)	includes the wearing of devices by the workers to minimize the effects of the hazard on the worker. PPE includes but is not limited to: safety footwear, eye protection, hearing protection, high visibility clothing, sun protection, respirators, shin guards, hard hat / head protection, gloves, safety harnesses, overalls and leg protection
Code of Practice	Managing the Work Environment and Facilities

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## 4. PROCEDURES

- 4.1 Safe work instructions will clearly outline tasks and the PPE required to perform the tasks safely.
- 4.2 Mandatory Personal Protective Signs (complying with AS 1319 – Safety Signs for the Occupational Environment) are to be placed at designated hazardous areas as Mandatory PPE areas, eg grinding require hearing protection and eye protection.
- 4.3 All issued equipment shall comply with appropriate Australian Standards.
- 4.4 Where appropriate, PPE is to be issued on a permanent and individual basis for ongoing jobs / tasks or supplied as requested by workers for random or intermittent tasks / activities.
- 4.5 Appropriate storage facilities shall be provided for the PPE.
- 4.6 Equipment appropriate to the task will be issued, be suitably fitted to the workers, and maintained according to manufacturers' instructions.
- 4.7 Workers and any relevant Health & Safety Representatives are to be involved in the selection of PPE and may be involved in trials or surveys, etc.
- 4.8 Where relevant, PPE shall have instructions which indicate the job / tasks the equipment is to be used for, the correct maintenance and storage procedures and correct fittings of the equipment.
- 4.9 All PPE must be kept in serviceable condition. Proper care and maintenance procedures will ensure the conservation and reliability of personal protective equipment.
- 4.10 Equipment shall be replaced as necessary. Workers are responsible for ensuring personal issue PPE is in a serviceable condition and must request replacement equipment when necessary.
- 4.11 In an effort to ensure the safety of workers, the wearing of PPE issued must be enforced by the relevant supervisory personnel.
- 4.12 All jobs / tasks are assessed to determine the appropriate level of personal protective equipment that is required, in line with legislation and codes of practice (refer Attachment 1).
- 4.13 Supervisors are aware of the disciplinary procedures for non-compliance of personal equipment standards and that disciplinary procedures are implemented as necessary.
- 4.14 The Works Administration Officer will maintain records of all issued PPE (refer Attachment 3).

## 5. TRAINING

- 5.1 Managers / supervisors, where possible, must arrange for workers to receive training on how to use, store and maintain their equipment with suppliers of PPE.

## 6. RECORDS

The following records shall be maintained in accordance with GDS20 compliance:

- 6.1 Training records – 85 years after workers date of birth or seven (7) years from the date of training (whichever date is later).
- 6.2 PPE Register
- 6.3 PPE manufacturer's instructions

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## 7. RESPONSIBILITIES

- 7.1 *Managers & Supervisors* are accountable for:
- 7.1.1 Counselling workers who fail to use appropriate equipment and continued non-compliance may result in disciplinary action being taken in accordance with Council policy.
  - 7.1.2 Consulting with workers to assist in determining appropriate personal protective equipment for each job / task performed.
  - 7.1.3 Ensuring each worker is issued with all necessary personal protective equipment required to perform their jobs / tasks (refer to Attachment 5).
  - 7.1.4 Ensuring that all personal protective equipment is fitted correctly, stored satisfactorily and maintained in a serviceable condition.
  - 7.1.5 Ensuring that each worker is trained in the use and maintenance of personal protective equipment.
  - 7.1.6 Maintaining records on the issuing of personal protective equipment and ensure that Workers sign on receipt.
  - 7.1.7 Providing workers with advice on usage, compliance with wearing and appropriateness of the personal protective equipment within Council.
- 7.2 *Workers* are accountable for:
- 7.2.1 Wearing all personal protective equipment identified for any job / task they are performing, as documented in Attachment 1, 2, 3.
  - 7.2.2 Ensuring that the equipment is practicable, in good condition and used in the correct manner.
  - 7.2.3 Cleaning and maintaining all personal protective equipment that they use.
  - 7.2.4 Requesting personal protective equipment if not readily available to undertake a job / task.
  - 7.2.5 Reporting to Supervisors any failure / problem with personal protective equipment.
  - 7.2.6 Actively participating in trials of personal protective equipment

## 8. REVIEW

The Personal Protective Equipment Procedure shall be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or Council needs change. This may include a review of:

- 8.1 Legislative compliance issues
- 8.2 Changes in work performed
- 8.3 Other relevant information

## 9. REFERENCES

- Work Health & Safety Act 2012
- Work Health & Safety Regulations 2012
- SAA HB9 Occupational personal protection
- AS/NZS 1269.3 Occupational noise management – hearing protection program
- AS/NZS 1270 Acoustics – hearing protectors
- AS/NZS 1336 Recommended practices for occupational eye protection
- AS/NZS 1337 Eye protectors for industrial applications
- AS/NZS 1800 Selection, use and maintenance of respiratory protective devices
- AS/NZS 1801 Occupational protective helmets
- AS/NZS 1891 Industrial fall-arrest systems and devices
- AS/NZS 2161 Occupational protective gloves
- AS/NZS 2210.1 Occupational protective footwear – guide to selection, care and use
- AS/NZS 6529 Protective Clothing: Protection against Chemicals
- As/NZS 4453.3 Protective clothing for users of chain saws – protective leg wear
- AS/NZS 4602 High visibility safety garments

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## 10. ATTACHMENTS:

- Attachment 1 PPE Vs Task Requirements
- Attachment 2 Required PPE – Works
- Attachment 3 Required PPE – Administration
- Attachment 4 PPE Register
- Attachment 5 Clothing Supplied

## 11. REVIEW HISTORY

<b>Version No:</b>	<b>Issue Date:</b>	<b>Description of Change:</b>
1	May 2007	Adopted
2	Sept 2014	Reformatted into One System Format



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<b>Version No</b>	2.0
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## ATTACHMENT 1

### PPE VS TASK REQUIREMENTS

Defined Area / Work Hazard	Available Protection Options
Welding Operation	Eye protection Anti flash screen Welding gauntlets / gloves Overalls Long sleeves / trousers Leather coat / apron
Grinders, hand tools, etc	Eye protection Hearing protection Breathing apparatus Gloves Coveralls NO SYNTHETIC CLOTHING
Roads Works / Heavy Plant	Safety footwear High visibility clothing Eye protection as required for dust Sun protection as required including cream, long sleeves and trousers, hat Hearing protection Other as determined by supervisor Coveralls (cotton with reflective strip)
Chainsaw Work	Safety helmet (full) Eye protection 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 (full) Eye protection Hearing protection (optional, depending on mower) Safety footwear Hand protection as appropriate
Swimming Pool Pump / Plant Room	Eye protection Safety footwear Hand protection as appropriate Apron Other as determined by supervisor

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## ATTACHMENT 2 – WORKS

### REQUIRED PPE

Item	Activity
<p>Safety Footwear (boots / shoes)</p> <p>No heels, flat shoes only</p>	<p>Shall be provided where the nature of the work exposes the worker to a medium to high risk of injury to the feet, ie within the depot, working with plant and equipment, etc. Each worker will be supplied with and wear approved safety footwear.</p> <p>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.</p>
<p>Eye Protection (safety goggles / glasses)</p>	<p>Shall be provided where a risk of eye injury exists.</p> <p>Workers shall 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 not already signed.</p> <p>Should any worker require glasses with prescription lenses and are used as safety glasses during working hours, Council will reimburse the cost of chemical hardening and tinting to the worker up to \$250 of out-of-pocket expenses within a 2 year window. (Frames are not covered).</p>
<p>Hearing Protection (ear muffs / plugs)</p>	<p>Shall be provided where a risk of noise induced hearing loss exists.</p> <p>Shall be worn by all workers whenever in vicinity of a motorised item of machinery or when working in a proclaimed noisy area.</p>
<p>High Visibility Vest / Shirt *</p> <p>(* see Note 1 at bottom of section)</p>	<p>Shall be worn by all workers at all times.</p>
<p>Protective Gloves (leather)</p>	<p>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.</p>
<p>Protective Rubber / PVC Gloves, overalls &amp; rubber boots.</p>	<p>Shall be worn in the handling and use of insecticides and or herbicides and in any other situation where health is likely to be affected.</p>
<p>Respirator (appropriate to task)</p>	<p>Shall be worn in the handling and use of insecticides and herbicides, fertilisers, mulches and during sanding operations and dusty conditions. Also applies when cutting and welding.</p>
<p>Head Protection (safety helmet)</p>	<p>In the form of a safety helmet shall 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.</p> <p>The wearing of hard hats is a mandatory requirement in the following areas of Council operations:</p> <ul style="list-style-type: none"> <li>• Workers working in trenching operations</li> <li>• Tree pruning</li> <li>• Around operational plant</li> </ul>
<p>Seat Belts (Vehicles)</p>	<p>All workers who travel in Council vehicles shall wear seat belts in accordance with legislative requirements.</p>
<p>Wide Brim / Legionnaire Hat</p>	<p>Shall be worn by all workers when working outside for greater than 10 minutes (cumulative) in any day.</p>



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Long Sleeves / Trousers * (* see Note 1 at bottom of section)	All workers will receive work clothes allowance which will be replaced in accordance with Council's Policy (refer to Attachment 4). Shall be worn by all workers when working outside for greater than 10 minutes (cumulative) in any day.
Protective chaps or trousers, hearing protection, safety glasses and side shields or fine mesh face approved face shield.	Shall be worn by any worker operating a chainsaw at any time.
Drink bottle	Supplied with a suitable drink bottle on commencement of employment and replaced as required.
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.

### Note 1:

\* *In the case of swimming pool supervisors, employees and volunteers:*

- *Light weight tracksuit pants and long sleeved cotton t-shirts (to be worn when working in and around the pool area) and;*
- *Cotton trousers and long sleeve shirts (to be worn when working in the pump room).*

[Extract from WHS Inclement Weather Procedure]



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## ATTACHMENT 3 – ADMINISTRATION

### REQUIRED PPE

Item	Activity
<p>Safety Footwear (boots / shoes)</p> <p>No heels, flat shoes only</p>	<p>Shall be provided where the nature of the work exposes the worker to a medium to high risk of injury to the feet, ie within the depot, working with plant and equipment, etc. Each worker will be supplied with and wear approved safety footwear.</p> <p>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.</p>
<p>Eye Protection (safety goggles / glasses)</p>	<p>Shall be provided where a risk of eye injury exists.</p> <p>Workers shall 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 not already signed.</p> <p>Should any worker require glasses with prescription lenses and are used as safety glasses during working hours, Council will reimburse the cost of chemical hardening and tinting to the worker up to \$250 of out-of-pocket expenses within a 2 year window. (Frames are not covered).</p>
<p>Hearing Protection (ear muffs / plugs)</p>	<p>Shall be provided where a risk of noise induced hearing loss exists.</p> <p>Shall be worn by all workers whenever in vicinity of a motorised item of machinery or when working in a proclaimed noisy area.</p>
<p>High Visibility Vest / Shirt *</p> <p>(* see Note 1 at bottom of section)</p>	<p>Shall be worn by all workers when necessary.</p>
<p>Head Protection (safety helmet)</p>	<p>In the form of a safety helmet shall 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.</p> <p>The wearing of hard hats is a mandatory requirement in the following areas of Council operations:</p> <ul style="list-style-type: none"> <li>Workers working in trenching operations</li> <li>Tree pruning</li> <li>Around operational plant</li> </ul>
<p>Seat Belts (Vehicles)</p>	<p>All workers who travel in Council vehicles shall wear seat belts in accordance with legislative requirements.</p>
<p>Wide Brim / Legionnaire Hat</p>	<p>Shall be worn by all workers when working outside for greater than 10 minutes (cumulative) in any day.</p>
<p>Long Sleeves / Trousers *</p> <p>(* see Note 1 at bottom of section)</p>	<p>All workers will receive work clothes allowance which will be replaced in accordance with Council's Policy (refer to Attachment 4).</p> <p>Shall be worn by all workers when working outside for greater than 10 minutes (cumulative) in any day.</p>
<p>Drink bottle</p>	<p>Supplied with a suitable drink bottle on commencement of employment and replaced as required.</p>
<p>Long Hair</p>	<p>When necessary, 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.</p>





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- *Light weight tracksuit pants and long sleeved cotton t-shirts (to be worn when working in and around the pool area) and;*
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- [Extract from WHS Inclement Weather Procedure]



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## ATTACHMENT 4

### PERSONAL PROTECTIVE EQUIPMENT REGISTER



#### WORK HEALTH & SAFETY PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

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PPE ISSUED EMPLOYEE	Safety Boots	Rubber Boots	Eye Protection	Protection (Hard Hat, Sunscreen)	Broad Brimmed Hat	Riggers Gloves	Vinal Gloves	Ninja Gloves	Anti Vibration	4 Way Wet Weather Jacket	Hi Vis Long Sleeve Shirt	Long Pants	Hearing Protection	Hi Vis Polar Fleece	Ice Neck Ties	Respirator	Wet Weather Gear	Sunscreen	Insect Repellant	Hi Vis Vest	Overalls Disposable	5L Water Container	PPE Bag	Welders Jacket	Hand Cleaner
Employee																									
Employee																									

Refer to PPE Register found at:

W:\A - GDS 20 - 01JUL10\12 Human Resource Management\12.16 Compliance\12.16.1 Records relating to management and Planning OHS&W Disposal Permanent\12.16.1.1 Master Control

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## ATTACHMENT 5

### CLOTHING SUPPLIED

#### WORKS STAFF:

An allowance of \$1300 per financial year for new employees and an allowance of \$700 per financial year for continuing workers.

The following is an example of clothing supplied and equal to the allowance provided:

#### First Year:

- 2 Pairs Trousers
- 3 shirts (long sleeve)
- 1 jumper / windcheater
- 1 four-in-one jacket (rain, winter jacket / vest) or
- 2 pairs steel cap boots
- 1 wide brimmed hat (or legionnaires cap with flap)
- 1 set wet weathers ('Rain Set in a Bag')
- 1 pair rubber boots
- 1 water bottle (10 litre)
- 1 coveralls (cotton with reflective strip)
- 1 PPE canvas bag

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#### Subsequent Years:

- 2 pairs trousers
- 2 shirts (long sleeve)
- 1 jumper / windcheater
- 1 pair steel cap boots
- 1 four-in-one jacket or 'Bomber' jacket
- 1 coveralls
- 1 wide brimmed hat (or legionnaires cap with flap)
- 1 pair rubber boots
- 1 set wet weathers ('Rain Set in a Bag')
- 1 water bottle (10 litre)

Catalogues will be available to workers to select.

#### ADMINISTRATION STAFF:

An allowance of \$550 per financial year for new employees (following probation period) and an allowance of \$350 per financial year will be available using the Pacific Brands catalogue and/or as approved by Management. Unspent monies will roll over into the new financial year.

Should any Administration Staff require additional PPE as part of their duties, these will be approved by Management and not included in their annual allowance (eg safety boots, reflective jackets).

#### POOL STAFF:

For wearing when working in and around the pool area (eg supervising and cleaning):

- Light weight tracksuit pant (full length) (x 2)
- Long sleeved cotton t-shirt (x 2)
- Steel cap runner shoe

For wearing when working in the pump room:

- Cotton trousers (x 2)
- Cotton long sleeve shirt (x2)
- Steel cap boot

Also the following items will be supplied:

- Hat
- Water Bottle
- Safety Sunglasses