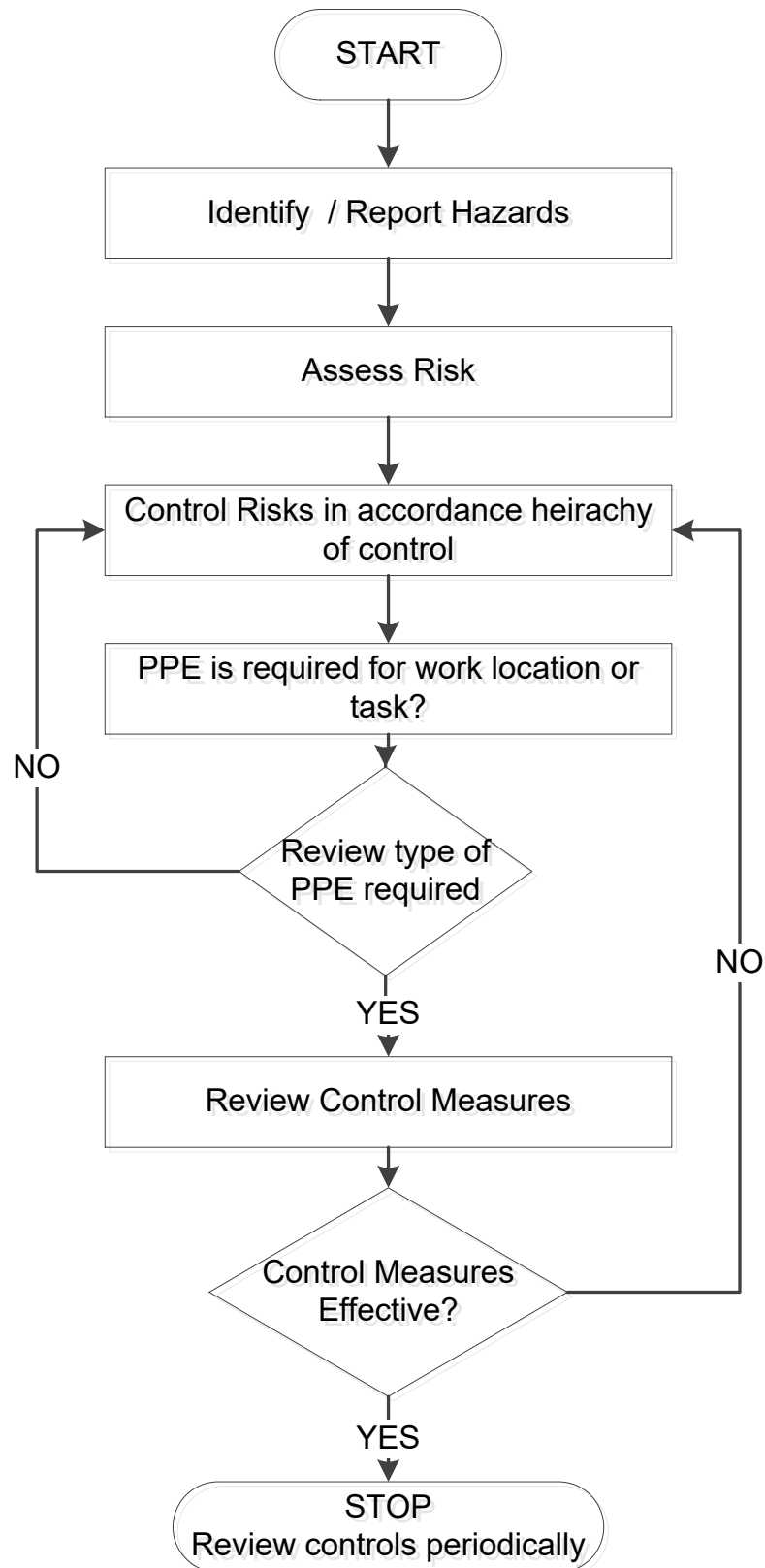


# P29 PERSONAL PROTECTIVE EQUIPMENT (PPE)

## 1.0 SUMMARY / FLOWCHART



## 2.0 RESPONSIBILITIES

Organisational Level	Health and Safety Responsibilities
<b>Level 1</b> ( <i>Chief Executive Officer, Directors</i> )	Provide adequate resources to ensure that workers are trained and their competency, to undertake their respective roles / tasks effectively and safely, assessed and verified.
<b>Level 2</b> ( <i>Department Manager, Team Manager / Team Co-ordinator, Project Manager</i> )	Counselling workers who fail to use appropriate equipment and continued noncompliance may result in disciplinary action being taken in accordance with Council policy.
	Consulting with workers to assist in determining appropriate PPE for each job / task performed.
<b>Level 3</b> ( <i>Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator</i> )	Ensuring that all PPE is fitted correctly, stored satisfactorily and maintained in a serviceable condition.
	Ensuring that each worker is trained in the use and maintenance of PPE.
	Providing workers with advice on usage, compliance with wearing, and appropriateness of, the PPE within Council.
<b>Level 4</b> ( <i>Team Member, Operator Attendant, Trainee, Apprentice</i> )	Wearing all PPE identified for any job / task they are performing.
	Ensuring that the equipment is suitable, in good condition and used in the correct manner.
	Cleaning and maintaining all PPE they use.
	Requesting PPE if not readily available to undertake a job / task.
	Reporting to supervisors any failure / problem with PPE.
	Actively participating in PPE trials.
<b>Level 5</b> ( <i>Volunteer, Contractor, Other</i> )	Wearing all PPE identified for any job / task they are performing.
	Ensuring that the equipment is suitable, in good condition and used in the correct manner.

## 3.0 PURPOSE & SCOPE

### 3.1 PURPOSE

3.1.1 Shoalhaven City Council is committed to ensuring the safety of its workers. The purpose of this procedure is to set the minimum requirements for the purchase, supply, issue, use and maintenance of Personal Protective Equipment (PPE).

- 3.1.2 Where it is not practicable to eliminate risks to health and safety, higher level control measures such as engineering controls are required to be implemented. PPE is to be used in combination with the higher level control measures.

## 3.2 SCOPE

- 3.2.1 The Personal Protective Equipment (PPE) Procedure applies to all Shoalhaven City Council workers inclusive of visitors including contractors, volunteers, work experience students, trainees and clients.

## 4.0 PROCEDURE

- 4.1 Workers, Contractors and Visitors are to comply with Personal Protective Equipment (PPE) signage and use.
  - 4.1.1 PPE provided must meet or exceed the specifications of the relevant Australian Standard.
  - 4.1.2 Managers and supervisors are to ensure that workers using PPE are properly trained, informed and instructed in its correct selection, care and use.
- 4.2 Workers shall use PPE correctly whenever they are exposed to the hazard without misuse or interference. Workers provided with PPE shall care for and maintain it in a serviceable state.
  - 4.2.1 Workers issued with PPE must ensure that they have it readily accessible on a daily basis to use when required.
  - 4.2.2 Workers who do not use the PPE, or maintain it in a serviceable state, will be removed from the hazard immediately by their supervisor until the required PPE is in place.
- 4.3 Workers must cooperate with directions of their supervisor or manager, including the need to use and maintain PPE, to ensure compliance with the requirements of the WHS Act and Regulation.
  - 4.3.1 Workers who do not respond to their supervisor's instructions on the correct use and maintenance of PPE may be subject to disciplinary action in accordance with the SCC's Disciplinary Policy. Supervisors may be subject to disciplinary action initiated by their manager if they fail to ensure that prescribed PPE is used diligently by workers, or if the equipment is not maintained to a serviceable and effective level.

## 5.0 BRANDING

- 5.1 The SCC logo, with wording may be embroidered on the left chest of shirts. Other PPE to be included in the branding process will be safety helmets (hard hats).

## 6.0 PERSONAL PRESENTATION

- 6.1 Workers shall be dressed appropriately in the approved Council PPE during work hours. PPE is to be worn in a manner for which it is intended to be used. Long hair must be worn up and back when working in areas with machinery and other situations in which it could pose a risk to the employee or other workers members. Also grooming must allow for correct fitting of PPE i.e. beards are not compliant with respirators.

## **7.0 PRESENTATION**

- 7.1 PPE clothing is to be clean and maintained in good condition. The manufacturer's care and washing instructions are to be followed. Garments are not to be altered in any way except where necessary for correct fitting.

## **8.0 MONITORING**

- 8.1 Managers / Supervisors are responsible for ensuring that workers meet their obligations regarding the wearing of PPE.

## **9.0 WORKPLACE HEALTH AND SAFETY**

- 9.1 In accordance with the SafeWork 'Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Australia' publication, and The Cancer Council Australia's 'Skin Cancer and Outdoor Work Guide for Employers' publication,
- 9.2 Long sleeved shirts and long pants must be worn by all workers that are required to work outside as part of their normal duties unless, an exemption has been granted based on a task Risk Assessment or on identified safety or medical issues at the discretion of the Department Manager.
- 9.3 For certain occupations/tasks within Council, the wearing of long pants is mandatory due to other mitigating factors, for example, it is a requirement of contractual work, exposure to chemicals, specific legislative requirements etc. Those occupations/tasks include:
- 9.3.1 Any workers performing work with a bituminous product;
  - 9.3.2 Electrical workers;
  - 9.3.3 Workers working in long grass;
  - 9.3.4 Workers who perform "hot work";
  - 9.3.5 Workshop workers;
  - 9.3.6 Weed Control Officer;
  - 9.3.7 If it is a requirement of contractual work that Council is to perform.
- 9.4 Further occupations/tasks may be added to the above list based on a risk assessment.
- 9.5 Broadbrim, legionnaire, and bucket hats are the only style of hats provided by Stores. Wearing of these styles of hats are highly recommended between the months of August to May when the UV index is higher.

- 9.6 Council will be reviewing the latest guidance material and information in relation to that contained within this PPE Procedure on a regular basis to ensure the document reflects best practice and legislative requirements.

## **10.0 RETURN OF PPE UPON TERMINATION OF EMPLOYMENT**

- 10.1 Workers are required to return PPE which has the Council logo to the Procurement Team on termination. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented in the future.

## **11.0 NON-COMPLIANCE**

- 11.1 The wearing of PPE is mandatory and any employee failing to comply with the requirements of this procedure may be subject to disciplinary action in accordance with SCC's disciplinary procedures.

## **12.0 SPECIAL CIRCUMSTANCES AND EXCEPTIONS**

- 12.1 Special circumstances and exceptions will be considered to the requirements of this policy including but not limited to, maternity wear, religious restrictions/requirements, illnesses or accidents that prevent workers from wearing the relevant PPE. In such cases workers are required to contact the Chief Safety Officer or Manager – People and Culture to discuss their needs and SCC's expectations. The Director may be consulted if the matter is still unresolved for final determination.

## **13.0 PRESCRIPTION SAFETY GLASSES**

- 13.1 Council will consider covering the cost of prescription safety spectacles / sunglasses by a worker who requires such eyewear to perform their work duties. Council 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 will be for outside workers.
- 13.2 The worker completes a P29.F01 Supply or Repair of Prescription Safety Glasses form and submits it to their department manager for approval. Upon receiving written authorisation for the prescription eyewear, the worker may proceed with their purchase from any qualified optometrist. Council will cover the cost of:
- 13.2.1 A conventional style frame as specified by Council every three (3) year period
- 13.2.2 Supply and fitting of lenses every two (2) year period.
- 13.3 Council will not pay for:
- 13.3.1 The cost of the test for the purpose of obtaining prescription eyewear
- 13.3.2 The cost of an eye screen or test for the purpose of upgrading the eyewear

13.3.3 Variation to approved frames and/or lenses.

## **14.0 PURCHASING AND USE OF PPE**

- 14.1 All safety equipment must be approved for use by SCC and shall be obtained or purchased through the Procurement Team.
- 14.2 The table at Appendix 2 is not meant to be an exhaustive list of Personal Protective Equipment. Other PPE outside this list will be required from time to time in accordance with relevant legislation and standards

## **15.0 REFERENCES & ASSOCIATED DOCUMENTS**

- 15.1 Work Health and Safety Act, 2011
- 15.2 Work Health and Safety Regulation, 2017
- 15.3 General Disposal Schedule 20 for Local Government
- 15.4 Standards Australia SAA HB9:1994 Occupational personal protection
- 15.5 AS/NZS 1067:2003 Sunglasses and fashion spectacles
- 15.6 AS/NZS 1269.3:2005 Occupational noise management – Hearing protector program
- 15.7 AS/NZS 1270:2002 Acoustics – Hearing protectors
- 15.8 AS/NZS 1319:1994 Safety signs for the occupational environment
- 15.9 AS/NZS 1336:1997 Recommended practices for occupational eye protection
- 15.10 AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications
- 15.11 AS/NZS 1337.6:2012 Personal eye protection – Prescription eye protectors against low and medium impact
- 15.12 AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective devices
- 15.13 AS/NZS 1716:2012 Respiratory protective devices
- 15.14 AS/NZS 1800:1998 Occupational protective helmets – Selection, care and use
- 15.15 AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices
- 15.16 AS/NZS 2161:2008 Occupational protective gloves
- 15.17 AS/NZS 2210.1: 2010 Safety, protective and occupational footwear
- 15.18 AS/NZS 4399:1996 Sun protective clothing – Evaluation and Classification
- 15.19 AS/NZS 4453.3:1997 Protective clothing for users of hand-held chainsaws  
AS/NZS 4602.1:2011 High visibility safety garments

## **APPENDIX 1 – DEFINITIONS**

<b>ARA</b>	Authorities, Responsibilities and Accountabilities
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<b>Elimination of the Hazard</b>	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.
<b>Elimination of the Risk</b>	Ensuring workers are not likely to come into contact with the hazard.
<b>Substitution of the Hazard</b>	Replacing the plant, substance or other hazard with an item of plant or substance that is non-hazardous or less hazardous.
<b>Engineering controls</b>	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.
<b>Administrative controls</b>	Includes such things as procedures, signage, training and instructions to workers.
<b>Personal Protective Equipment (PPE)</b>	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, sun protection, leg protection, hard hat / head protection, high visibility clothing, respirators, shin guards, gloves, safety harnesses and overalls.

## APPENDIX 2 – PERSONAL PROTECTIVE EQUIPMENT OPTIONS FOR TASKS

Eye, hand and face protection at worksites	
When should eye, hand and face PPE be used?	These should be used when workers are exposed to the potential risk of eye, hand or facial injuries. Workplace situations where this could happen include (but not limited to): airborne particles or debris, radiation and hazardous substances etc (as a minimum, medium impact resistance protective eyewear must be worn) or when workers' hands are exposed to potential risk from plant, equipment or hazardous work activities.
Who needs to use eye, hand and face protection?	All workers and visitors who are exposed to the risk of eye, hand or facial injuries.
What type of eye, hand and face protection PPE are there?	<p>Eye, hand and face protection types may include:</p> <ul style="list-style-type: none"> <li>• Glasses or spectacles</li> <li>• Goggles</li> <li>• Shields, hoods or helmets</li> <li>• Work or protective gloves. AS/NZS 2161 suite of documents</li> </ul> <p>These must comply with AS 1337. Selection of appropriate eye and face protection must be made following a risk assessment.</p> <p>When face shields are used, safety spectacles are also required.</p> <p>Some machines, such as grinders, are fitted with movable eye shields. These systems do not provide sufficient eye and face protection so face and eye protection must be worn while using them.</p>
Care and maintenance	All eye, hand and face protection equipment must be maintained and serviced in accordance with directions provided by the manufacturer. Damaged or deteriorated eye/face PPE must be withdrawn from service immediately.
Prescription safety glasses	<p>Conditions of approval - Approval for the purchase of prescription safety glasses is granted by the relevant operational manager following provision of:</p> <ul style="list-style-type: none"> <li>• A prescription from a suitably qualified optical dispenser</li> <li>• Completed P29.F01 Supply or Repair of Prescription Safety Glasses form.</li> </ul> <p>Prescription safety glasses must be on a standard frame, fitted with side shields, have clear lenses and be used for work only.</p>
Contact lenses	<p>The wearing of contact lenses must never be considered as an alternative to eye safety protection requirements.</p> <p>In some industrial situations where there is inadequate protection for eyes from hazardous substances, the consequences from risk exposure could be higher for contact lens wearers. Eye protection should always be worn in conjunction with contact lenses, wherever a risk assessment indicates it is required.</p> <p>Note however, there is no additional risk to wearers of contact lenses from any welding process or operation, including from arc flash.</p>



<b>Skin protection at worksites</b>	
Workers must be protected from the effects of solar radiation and insect bites at workplaces. This must be done by using risk management-based controls to prevent exposure or by providing barrier protection through the use of PPE, including clothing and screening products. When should skin protection be used?	As determined by a risk assessment, skin protection should be used (but not limited to) when there is a risk of exposure to solar radiation or in the presence of harmful insects.
Who needs protection?	All workers are to be protected from the effects of solar radiation, insect bites and any potential skin irritants at workplaces.
Types of PPE for skin protection	<p>Following are some of the PPE for skin protection:</p> <ul style="list-style-type: none"> <li>• Headwear –broad-brimmed hats and broad-brimmed safety helmet attachments.</li> <li>• Suitable clothing, including Roads and Maritime uniforms (when required by the business unit), or outer garments that include, as a minimum, long-sleeved shirts fitted with collars and long trousers</li> <li>• Broad-spectrum UVA/UVB sun-screen applied topically to exposed skin at the rate and frequency recommended by the supplier and which meet the standard AS 2604 <i>Sunscreen products – evaluation and classification</i></li> <li>• Insect repellents</li> <li>• Enclosed footwear that protects ankles and feet from solar radiation exposure</li> <li>• When local conditions or procedures require it, gaiters or ‘snake chaps’ to protect against biting or stinging animals or stinging plants.</li> </ul>
Special consideration	<p>When working outdoors, special consideration needs to be given to situations and conditions associated with higher rates of UV radiation injuries among workers. They are:</p> <ul style="list-style-type: none"> <li>• Susceptibility of a person to sunburn</li> <li>• Certain medical conditions (eg albinism, xeroderma pigmentosum)</li> <li>• The use of photo-sensitising medications by the person</li> <li>• Previous exposure, if any, to photo-sensitising chemicals, such as creosote</li> <li>• Use of photo-sensitising chemicals during work.</li> </ul> <p>Workers must inform their supervisor if they have a condition that:</p> <ul style="list-style-type: none"> <li>• Prevents the use of sunscreens or insect repellents</li> <li>• Might increase the risk of photo-sensitivity</li> <li>• Means avoiding exposure to solar radiation is recommended by their doctor.</li> </ul> <p>The worker must obtain a medical certificate from their treating doctor to support such restrictions.</p>

<b>Footwear at work</b>	
When should protective footwear be worn?	At all times on construction, traffic, vessels and fleet operations workplaces and other places, as determined through risk assessments. Hazards to consider include: slipping, falling, rolling, cutting, crushing, penetration of the shoes, electrical hazards (including static discharge), chemicals, heat and molten metal.
Who needs to use PPE footwear at work	All workers must wear footwear that is suitable for their duties, while at work. Workers exposed to particular workplace injury risks are to be issued with safety footwear to protect them from foot injuries and/or to isolate them from energy sources within the workplace.
Types of protective footwear	Protective footwear is classified as either Type 1 (heavy duty) or Type 4 (waterproof duty) and in accordance with AS 2210. Safety footwear must be Australian Standards compliant.
Care and maintenance of protective footwear	Workers must maintain and care for safety footwear provided to them for their personal protection. Where the work performed results in faster deterioration of the safety footwear, which lessens its effectiveness or creates risks such as conduction pathways from exposed metal toe-caps etc, workers notify their supervisor who will approve replacement.
Scale of issue	Managers and supervisors are required to approve the issue of suitable safety footwear. Following the initial issue, two pairs of safety footwear for each worker are provided annually on an exchange basis.

High-visibility garments	
When should high visibility garments be worn?	<p>Workers on foot and visitors at workplaces should be protected from traffic and plant operations by the provision of safe, clearly delineated pedestrian access ways. In addition; high visibility garments must be worn by workers:</p> <ul style="list-style-type: none"> <li>When exposed to traffic and plant movements at worksites (including private roads and quarries) and while operating vehicles and plant within such workplaces</li> <li>When working in or near water</li> <li>Whenever they are outside a vehicle within the bounds of a road reserve</li> <li>Whenever they are engaged in vehicle inspection operations</li> <li>When so instructed by their supervisor, consistent with a recommendation from risk assessment.</li> </ul>
Who should wear these?	All workers and authorised visitors must wear high visibility garments.
What types of high visibility garments are there?	<ul style="list-style-type: none"> <li>Class D garments – for day-time work</li> <li>Class D/N garments – for work at dawn, dusk or in poor light conditions</li> <li>Class N garments – for night-time work</li> </ul> <p>High visibility garments must conform with AS 4602.1. The standard colour for high visibility garments for Roads and Maritime employees is fluorescent lime-yellow. Exceptions may apply in the specific circumstances listed in section 2.1 and when risk management considerations determine that different-coloured PPE is more suitable. Contractors to Roads and Maritime may choose their own colour of high-visibility PPE provided that choice conforms with AS 4602 and does not introduce additional risks.</p> <p>See the table Indicative guide to high-visibility garment selection below.</p>
Care and maintenance	Workers must keep their high-visibility garments clean and serviceable. High visibility garments must be replaced if they are found to be defective or become stained or faded such that their high-visibility is reduced.

High-visibility garments for workers must be suitable to the prevailing work conditions and the worksite location.

Indicative guide to high-visibility garment selection								
Work conditions	HV polo shirt	HV vest, no reflective tape	HV jumper	HV cold weather jacket	HV vest with reflective tape	HV wet weather clothing with reflective tape	HV overalls with reflective tape	Pants and HV vest or HV shirt, all with reflective tape
<b>Day time work</b> Class D garment required – high visibility garment without retro-reflective tape	✓	✓	✓	✓	✓	✓	✓	✓
<b>Work at dawn, dusk or in poor visibility</b> Class D/N garments required – high visibility garment with retro-reflective tape	Acceptable with retroreflective tape added				✓	✓	✓	✓
<b>Night work</b> Class N garments required – garments with retro-reflective tape specifically designed for night use, such as headlight, floodlit or street light illumination	Acceptable with retroreflective tape added				✓	✓	✓	✓

<b>Noise and vibration protection</b>	
All workers and visitors to worksites are to be protected from hazardous noise and vibration energy, including those generated by vehicles, plant and equipment. When should noise and vibration PPE be used?	<p>As determined by risk assessment, noise and vibration PPE must be used when workers are exposed to hazardous noise and vibration, eg from plant, machinery or other sources:</p> <ul style="list-style-type: none"> <li>• Continuous noise levels exceeding 85dBA</li> <li>• Impact noise levels approaching or exceeding 140dBA</li> <li>• Vibration forces for which PPE has been specified as a control</li> <li>• As an outcome of risk assessment of that hazard.</li> </ul> <p>See the procedure <i>Noise</i> for methods of determining and measuring levels of noise.</p>
Who needs to use noise and vibration protection equipment?	All workers and visitors at worksites must be protected from hazardous noise and vibration energy, including those generated by vehicles, plant and equipment.
Types of PPE for noise control	<p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Ear plugs – disposable, reusable and custom-made models. Also headband mounted and cord-attached versions are available.</li> <li>• Ear muffs – effectiveness varies, depending on materials, construction, clamping force and other factors, including fit.</li> <li>• Communication headsets for confined space work and similar applications</li> <li>• Noise-occluding helmets</li> </ul> <p>PPE issued for protection from noise may be used with the above to increase effectiveness when exposed to extreme noise sources (eg wearing earmuffs over ear plugs).</p>
Types of vibration protection	<ul style="list-style-type: none"> <li>• Energy absorbing gloves and liners</li> <li>• Energy absorbing footwear and inserts</li> <li>• Energy absorbing matting</li> <li>• Energy absorbing suspension units, such as airbag or gas-filled seating systems or vehicle suspension systems.</li> </ul>
Care and maintenance of noise and vibration PPE	<p>All noise and vibration PPE should be maintained and serviced in accordance with directions from the PPE manufacturer or Australian Standards.</p> <p>For example, cushion replacement should be considered every three to six months. Earmuffs with any damage to the cups or headband are to be withdrawn from use and destroyed.</p> <p>If any doubt exists about the quality or integrity of the items, they should be disposed of and new items used. In hot conditions, disposable covers that are commercially available may be fitted to the seals of hearing protectors to absorb perspiration.</p>
Workplace control measures	<p>Prevention of injury related to noise and/or vibration exposure requires effective supervision. This is in addition to instructing workers to use protective equipment against workplace noise and vibration. These measures reinforce higher level controls that might be used, including:</p> <ul style="list-style-type: none"> <li>• Purchasing vehicles, plant and equipment where noise and vibration is controlled by the standards of design and manufacture</li> <li>• Maintaining vehicles, plant and equipment to a high standard with routine scheduled replacement or servicing of components impacting on noise and vibration generation</li> </ul>

	<ul style="list-style-type: none"> <li>• Enclosing, isolating and attenuating sources of noise and vibration energy at source</li> <li>• Properly sign-posting or otherwise highlighting hazard areas or plant where risks to hearing injuries exist</li> <li>• Limiting the duration of personal exposure to damaging noise and vibration by effective worker time management at workplaces.</li> </ul>
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<b>Working on or near water</b>	
Workers on board waterborne vessels need to wear a range of PPE, according to the relevant conditions.	Workers on board waterborne vessels need to wear a range of PPE, according to the relevant conditions. For example, vessels surveyors, boating safety officers (BSOs) and wharf inspectors should wear overalls, disposable gloves, hardhats, and eye and ear protection where necessary. This requirement is for larger vessel inspections that may require workers to enter engine rooms and other machinery spaces, while machinery is operating.
Personal floatation devices	<p>Workers engaged in activities on waterborne vessels or near water need to wear appropriate personal floatation devices to protect them from potential hazards they may encounter while in or near water.</p> <p>There are three primary types of personal floatation devices:</p> <ul style="list-style-type: none"> <li>• <b>Level 100+ (Type 1) lifejackets</b> Designed for the highest level of safety and for use on open waters, Level 100+ lifejackets provide extra buoyancy, keeping the wearer's head above the water, even if unconscious. Wet weather jackets and windproof vests that incorporate inflatable lifejackets are also available in the range.</li> <li>• <b>Level 50 (Type 2) lifejackets</b> A Level 50 lifejacket is designed to keep a conscious person afloat. It is suitable for boating on sheltered waters, where help is generally close at hand. These lifejackets are considered to be more comfortable than a foam Level 100+ lifejacket and its bright colours make search and rescue easier.</li> <li>• <b>Level 50S (Type 3) lifejackets</b> The Level 50S range has the same buoyancy characteristics of Level 50 lifejackets, but without the highly visible colours. These lifejackets provide great comfort and style. Best used where help or the shoreline is nearby.</li> </ul> <p>PN06</p>