



Policy Subject/Title: **PROVISION OF PERSONAL PROTECTIVE EQUIPMENT, CLOTHING AND FOOTWEAR**

Policy Number: **HR/004**

Responsible Officer: Chief Executive Officer

Legislative or Regulatory Reference:

Workplace Health and Safety Act 2011
Workplace Health and Safety Regulation 2011
Code of Practice – Managing Risks of Plant in the Workplace 2013
Code of Practice – How to Manage Work Health and Safety Risks 2011
Manual of Uniform Traffic Control Devices Part 3
Works on Roads 2013 (Appendix C)

Related Policies / Procedures:

Code of Conduct HR/001
Workplace Health and Safety Policy HR/002
Uniform and Dress Standards Policy HR/003

Application: The policy is applicable but not limited to all workers who require personal protective equipment (PPE)

Authorised by: Somerset Regional Council

Authorised on: 9 April 2008

Review / Amendment dates:

27 October 2010
11 July 2013
14 May 2014 [Doc Id 755321]
24 June 2020 [Doc Id 1206989]
24 March 2021 [Doc Id 1279151]
13 October 2021[Doc Id 1336104]

1. Purpose

Somerset Regional Council recognises the importance of the provision of personal protective equipment to ensure the safety of workers.

Where it has been identified by a Council risk assessment, a statutory requirement or a manufacturer's requirement that personal protective equipment is required as a control measure to manage risk, Council will allocate to workers the approved personal protective equipment that meets the relevant standard.

2. Objective

The objective of this document is to establish guidelines for the allocation and issue of personal protective equipment (PPE), clothing and footwear for Somerset Regional Council workers.

Personal protective equipment (PPE) shall be required to be worn in the manner specified by the manufacturer so as to minimise the risk of injury to the employee.

3. Scope

The policy is applicable but not limited to all workers who require personal protective equipment (PPE). The policy addresses standard issue items utilised as PPE.

4. Supplier

Various.

5. Guidelines

Allocation of PPE Clothing

PPE clothing will be allocated to all permanent Council workers whose work role requires personal protective equipment on the following maximum basis: *(NB- Administration staff who require PPE clothing on an intermittent or casual nature i.e. not primary role are to refer to the Uniform and Dress Standard Policy for allocation guidelines, as they may be allocated less than the following limits):*

- 5.1 Five (5) long-sleeve high viz shirts of an approved type with a minimum UPF50+ rating shall be issued on an annual basis. If shirts become damaged or faded due to normal wear and tear they may be replaced upon the instruction of the relevant Supervisor / Foreman. Workers have a responsibility to request replacement of damaged or faded shirts.

High viz shirts are required to be worn as external clothing except when an approved winter jacket is being worn. Shirts are to be worn with the sleeves covering the full length of worker's arms.

- 5.2 Five (5) workwear long pants of an approved type with a minimum UPF50+ rating shall be issued on an annual basis.

- The wearing of long pants for all outdoor work tasks will be mandatory.
- If workwear long pants become damaged or faded due to normal wear and tear they must be replaced upon the instruction of the relevant Supervisor. Workers have a responsibility to request replacement of damaged or faded

items.

5.3 Where the nature of a worker's duty dictates the wearing of specific clothing or personal protective equipment as a requirement of the position or to perform specific tasks:

- (a) Council shall allocate the specific clothing or personal protective equipment of an approved type.
- (b) A worker must use the equipment when deemed required at all times.
- (c) The amount of specific clothing issued annually may be mutually agreed between the worker and the relevant Manager/Director.

5.4 One (1) approved broad brimmed sun hat may be issued on commencement of employment and replacement hats generally will be issued on a fair wear and tear basis. This hat shall be worn at all times while working outdoors¹ except in circumstances where a different broad brimmed hat (supplied personally by the employee) is worn or other approved head gear.

- (a) One (1) hat may be issued to all workers required to spend time in outdoor environments e.g. Workshop employees, design staff, engineers, inspectors and store personnel etc.
- (b) Should workers wish to provide their own hats, the hats shall give equal or better protection than the issued.
- (c) Whether the hats are supplied by workers or issued they are to be worn at all times when working outdoors except when:
 - (i) wearing a hat would create secondary safety risks, and
 - (ii) a hard hat should be worn. When working in outdoor environments a sun safe brim must be affixed to the hard hat, unless 5 (c)(i) applies.
- (d) The type/style of hat supplied by Council will be approved by the Workplace Health and Safety Officer.
 - (i) Broadbrimmed hats must have a brim that is 7cm or greater.
 - (ii) Caps will not be permitted to be worn as a protection from working in the sun risks.
- (e) Hats to be replaced are to be presented to the store for disposal where possible.

5.5 All workers whose duties require them to work outdoors shall generally be allocated with one suitable winter jacket each two (2) years that meets required standards. However, in the case of damage to the jacket as a result of work related fair wear and tear earlier replacement may be approved by the relevant Supervisor / Foremen via email.

This jacket is to be worn as external clothing during periods of cold weather when on Council works.

Where an employee requests replacement of a jacket other than on the basis of work related fair wear and tear, the employee shall contribute to the replacement cost on the following scale 100% of cost within 6 months of original allocation, 75% of cost 6 –12 months, and 50% of costs 12 months up to 2 years.

¹ Refer to P195 for scope of outdoor work definition. Outdoors may include work in vehicles/plant unless appropriate shade protection is assessed.

Protective clothing shall be worn in the manner specified by the manufacturer so as to minimise the risk of injury to the employee.

PLEASE NOTE: For night work or low light situations the outer garment required must meet the relevant day/night visibility and reflectivity standards.

5.6 *Allocation of Safety Footwear to “At Risk” Workers*

Where a worker is deemed to be “at risk” of foot injury by virtue of responsibilities, duties or occupation, Council will allocate and meet the cost of provision of approved safety footwear that meets the relevant Australian Standard.

Generally, such safety footwear shall be standard safety boots. Council stock and allocate a standard range of appropriate footwear. Elastic sided boots are not deemed appropriate footwear.

Replacement Council stock footwear shall be provided (on the same basis as described above) subject to fair wear and tear, and on return of the footwear to the store for disposal.

Where, in extenuating circumstances or in the case of genuine medical need, a worker considers there is a requirement for footwear of a different style other than the standard range supplied by Council, they must follow this process:

- Employee to complete a F514 Non-Standard Footwear Authorisation.
- Employee must provide details describing make, model, style, size and estimated cost intending to purchase with the completed and signed F514 to relevant Manager and Safety personnel.
- Once approved has been granted by a completed and signed F514, the employee or representative will discuss requirements with Stores who can then source items through approved suppliers where possible.

5.7 *Sun Protection*

Suitable sunscreen and other applicable sun protection items may be issued to an employee whose duty requires them to work outdoors². The employee should utilise these products in the manner specified by the manufacturer so as to minimise the risk of injury to the employee. These products will be supplied at no cost to the employee. Refer to P195.

5.8 *Other Personal Protective Equipment*

Equipment not supplied by the Store will be purchased by the Supervisor for the task. This excludes shirts, pants or boots. Workers shall be required to wear and utilise this equipment as required by any reasonable instruction, applicable Council procedure and in the manner specified by the manufacturer of the equipment item so as to minimise the risk of injury.

5.9 *Trainees, Volunteers, Casuals and Temporary Workers*

The provision of personal protective equipment, to trainees, volunteers, casuals and

² Refer to P195 for scope of outdoor work definition. Outdoors may include work in vehicles/plant unless appropriate shade protection is assessed.

temporary workers will be issued as required / assessed on the responsibilities of the role and required tasks in accordance with agreed supply arrangements considering Workplace Health and Safety standards. Any issues over and above the agreed supply arrangements will be assessed by the Supervisor / Foreman in consultation with the Workplace Health and Safety Officer dependent upon the duration of employment and the duties the worker will be performing.

5.10 Staff Responsibilities

- **Care and maintenance of uniform / PPE**

It is important that uniform/PPE items are clean, neatly pressed where necessary and maintained in good order so its effective life is maximised. The manufacturer's care and washing instructions should be followed. Store PPE, as per manufacturer's instructions, in clean and fully functioning condition when not in use.

- **Damaged / used Personal Protective Equipment**

Damaged / used items must be available to be handed in on replacement, or termination of employment, within a reasonable timeframe.

5.11 Alterations

No alterations that diminish the purpose of any personal protective equipment are to be made. Any alteration that diminishes the purposes of the personal protective equipment will be seen as a breach of this policy and its conditions. Alterations must be made at the employees cost.

5.12 Appropriate Use

Personal protective equipment provided by Somerset Regional Council shall be worn and / or utilised as specified by Council and manufacturer instruction. Abuse and/or misuse of personal protective equipment is not appropriate and may lead to disciplinary action.

5.13 Breaches

A breach of this policy and its conditions will cause the offender to be subject to the normal disciplinary measures which apply under the *Local Government Act 2009*.

6. Purchase

- 6.1 Specialist personal protective equipment required to perform specific work tasks may not be provided from the store. This equipment is to be purchased by the Supervisor for the task.

Personal protective equipment items unable to be sourced through Stores purchased must comply with relevant Australian Standards.

- 6.2 Safe use information provided by the supplier on purchase of the personal protective equipment must be available to the user with the PPE item issue.

7. Replacement

- 7.1 PPE must be replaced when it no longer provides an adequate level of protection or is damaged.

- 7.2 Boots, shirts, pants and hats that are unused or in a clean brand-new condition are to be returned to the store.
- 7.3 Inform your supervisor and arrange replacement if specialist protective equipment is damaged during works and needs replacement.
- 7.4 Discard damaged or out of date PPE into the general rubbish to ensure it is removed from the workplace.

8. Date of Resolution

This amended policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council on 24 March 2021.

9. Review

This Policy is reviewed internally for applicability continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- The related documents are amended
- The related documents are replaced by new documents

Any amendment made through this process is to be approved by the Chief Executive Officer.

Signed: 

Date: 24 March 2021