



Personal Protective Equipment (PPE) Policy

	Name	Position	Signature	Date
Responsible Officer	Alison Coe	Assistant General Manager – Corporate and Community Services		
Authorised By	Craig Moffitt	General Manager		

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1. PURPOSE

The purpose of this policy is:

- To establish the standards and guidelines for the wearing and use of personal protective equipment at Murrumbidgee Council.
- Clearly identify the role that personal protective equipment plays in the overall risk management process.
- To provide a framework to minimise the risk of injury or harm to employees and other persons by the correct and appropriate management and use of personal protective equipment.

2. SCOPE

This policy and procedure is applicable to all employees, contractors and visitors to Murrumbidgee Council construction sites or as per signage at Depots and buildings.

Legal Compliance & References

Legislation / Recognized Standards	Work Health and Safety Act 2011 No 10 Work Health and Safety Regulation 2011
Australian / International Standards	AS/NZS 4602:1999 High Visibility Safety Garments AS/NZS 4399 Sun Protective Clothing AS/NZS 4804 Occupational Health and Management System
Risk Assessment	??
Other References	Hi Visibility Clothing – Operational Specification Working in Heat Guidelines Sun Protection Policy

3. DEFINITIONS

Term	Definition
Personal Protective Equipment (PPE):	Includes any item of clothing, equipment or a device designed to protect a person from risks of injury or illness eg. Gloves, hearing protection, respirators, protective eyewear, safety helmets, sunscreen and sun hats. It includes seat belts, fall arresting devices and buoyancy devices.
Hazard:	Is a situation that has the potential for harm to life, health, property or the environment This includes any

	existing or potential condition in the workplace that can result in injury, damage or other losses.
Worker	An employee, contractor or employee of a contractor, volunteer.
PCBU	Person Conducting Business or Undertaking

5 PROCEDURAL REQUIREMENTS

5.1 PLANNING

Murrumbidgee Council recognises that a process of risk management involving the hierarchy of control is the most appropriate method of determining what hazard control measures should be introduced in response to workplace risk.

The hierarchy of control is listed below:

- Elimination of the hazard - removal of the hazard at the source.
- Substitution of a hazardous process, chemical or activity with a less hazardous one.
- Engineering - changing the process or method of how the job is performed, enclosure of hazardous chemicals or activities so that employees are separated from the hazardous activity.
- Administrative controls – Signage, training, written policies and work procedures.
- Personal Protective Equipment use

The use of personal protective equipment should only be contemplated as a viable control measure when consideration of all of the other methods of hazard control has occurred. However it is recognised that there are many occasions where there is either no alternative other than to use personal protective equipment or where personal protective equipment may be used in conjunction with one or more of those listed above.

Murrumbidgee Council will adopt the following principles:

- Hazard analysis and risk assessment measures will be employed to determine the best means of hazard control.
- The requirements of relevant Work Health and Safety Legislation, Australian Standards and Codes of Practice will be used as a minimum to set the standards for the use and issue of personal protective equipment.

- Specific procedures, guidelines and instructions will be developed for the requirements and methods of use of personal protective equipment.
- An adequate and comprehensive range of personal protective equipment will be available on site at all times.
- Ongoing review and assessment of personal protective equipment will occur to ensure that the equipment on hand is in keeping with contemporary developments.

5.2 EXECUTION

PROCEDURES & GUIDELINES

Procedures and guidelines will be developed which give support to this Policy. These will include but will not necessarily be limited to the following issues:

- Overall management and control of personal protective equipment.
- Head protection.
- Eye and face protection, including reference to special requirements of those who wear prescription glasses.
- Fall protection.
- Respiratory protection.
- Foot and lower leg protection.
- Hearing protection.
- Personal protective clothing.
- Other specific items of personal protective equipment.
- It is the responsibility of **all** employees and visitors to Murrumbidgee Council to use in designated areas, or tasks, as defined in this Policy.
- All persons are to ensure that they have appropriate protective equipment and wear it in accordance with this Policy.
- Care of the protective safety equipment issued to employees, contractors or visitors is the responsibility of those persons to whom it is issued.
- Any person who wishes to avail themselves of protective equipment not under normal store issue should enquire through their immediate Supervisor and/or Manager if this will be approved. Any contractor or visitor to Murrumbidgee Council must also comply with these protective equipment rules, and address any concerns with their supervisor.
- Contractors will be responsible for the provision of personal protective equipment for their employees and will meet or exceed Murrumbidgee Council rules and standards as they apply to personal protective equipment.

- Correct disposal of PPE as per site requirements is the responsibility of the individual.

Continual failure to wear appropriate safety and protective equipment may lead to an Employee's ongoing employment being jeopardised.

4.5 PROCUREMENT AND ISSUE OF PPE

Only protective safety equipment that complies with Australian Standards shall be issued and/or used at Murrumbidgee Council (refer Appendix 1).

Purchasing of protective safety equipment shall only be authorised by the, General Manager/Assistant General Manager – Infrastructure and Environment/Operations Engineers/or the WHS/HR Officer.

PPE shall be freely accessible to all workers at Murrumbidgee Council and shall be issued from the store office and supervisors offices.

Persons requiring PPE to suit individual needs can discuss those needs with the Supervisor or WHS Officer.

All reasonable effort shall be made to meet individual requirements.

4.6 DESIGNATED AREAS

Safety glasses and safety helmets are not required to be worn in administrative areas, including designated car park areas accessing administration buildings however enclosed footwear and suitable clothing must be worn.

The office environment;

Appropriate footwear in the office environment that will still provide foot support must be worn. Closed in shoes MUST be worn in areas such as the depot area and in the field (excluding those areas where safety shoes/boots are required).

Refer to Table 1 for specific guidance on designated areas.

4.7 USING PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment shall be worn or used in accordance with the manufacturer's instructions.

4.8 SAFETY SIGNS

The purpose of safety signs is to draw attention to objects and situations affecting health and safety. AS1319 - Safety signs for the occupational environment, sets out the requirements for the design and use of safety signs intended for use in the workplace for the purpose of:

- (a) Prevention of accidents;
- (b) Identification of hazards;
- (c) Indicating location of things provided in the interest of safety; and

- (d) Giving direction and instruction from the person responsible for health and safety in the workplace.

Use of this sign convention will be adopted at Murrumbidgee Council. The Operations Manager and Store person is to ensure that all new and replacement signage complies with this requirement.

Safety signs are classified as **Regulatory, Cautionary or Emergency Related**.

- (a) Regulatory signs are of two types, a **prohibition** sign to denote an order forbidding an action, and a **mandatory** sign to denote an order of obligatory action.
- (b) Mandatory signs are circular in shape with a blue background and a white symbol. The blue must cover at least 50 % of the area of the sign.

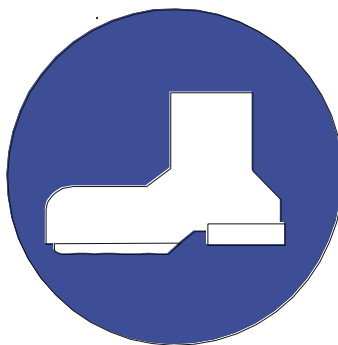
These signs are normally used to indicate that certain protective equipment is required to be worn.

4.9 MANDATORY SIGNS

Signs shall be posted in conspicuous locations on-site where it is mandatory to wear PPE. These are round blue signs with icons of the PPE in white. Examples follow:



EYE PROTECTION



SAFETY BOOTS



SAFETY HELMETS

4.10 STORAGE AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

PPE shall be stored in a clean and fully operational condition. Equipment shall be stored in a readily accessible location.

PPE shall be inspected before use to ensure the equipment is in a serviceable condition.

Damaged or defective PPE shall be tagged out-of-service and repaired or discarded. This must always be documented by the store person.

4.11 HEAD PROTECTION

All persons shall wear approved safety helmets protection on Quarry sites within Murrumbidgee Council and generally where overhead lifting is

occurring. In all other areas persons must wear approved wide brim hats. This is a legislative requirement. Areas or instances of exemption are:

- The administration offices and crib room areas;
- The car parks, entrances to the depot office areas and fuel bowsers;
- Inside the workshop and depot offices.

Appropriate head protection must be worn where any work is performed in these nominally exempted areas that present a risk of head injury.

- Safety helmets must be worn when anyone is working below another employee and/or where there a risk of any objects being dislodged or dropped such that it could injure the person below.
- Bump hats may be worn in workshop areas as authorised by the General Manager.
- Beanies or skull caps may be worn without wide brim protection, up until 9:30am. Skull caps and or beanies maybe worn under Safety Helmets and Wide brim hats at any time.

4.12 HEARING PROTECTION

High levels of noise accelerates hearing loss and produces other side effects - increased blood pressure, pulse and breathing rate - all leading to unacceptable levels of stress.

Hearing protection must be worn when exposed to excessive noise levels. An indication of the necessity to wear hearing protection is if there is a need to raise your voice above normal speaking volumes to be heard by another person who is approximately one metre away.

Where noise exceeds the limits prescribed by this rule, the affected areas are designated as HEARING PROTECTION AREAS and the wearing of hearing protection devices becomes mandatory.

Wherever such a sign is displayed, all persons are required to wear either:

- (a) Earplugs (disposable or reusable); or
- (b) Ear muffs.

Hearing protection must be worn in the following areas:

- Near all compressors and whilst using compressed air equipment.
- While operating, being transported in or standing near diesel equipment as determined by the level of discomfort or as determined by the regular monitoring results.
- As directed by Supervisors.
- Where signage indicates that hearing protection is mandatory.

- When noise levels are uncomfortable.

4.13 EYE PROTECTION

Eye protection must be worn **in operational areas**.

Exempt areas are as follows:

- Inside offices and crib rooms
- Designated crib/rest areas – outside the actual crib room

Suitable protection will be used for any work performed in exempt areas where the task at hand could endanger the person.

Specific eye protective equipment is designed to provide protection against hazards such as:

- Flying particles
- Dust
- Splashing materials
- UV Reflection
- Harmful gases
- Vapours and aerosols
- High intensity radiation generated during welding operations
- Will be worn where specified either by appropriate signs, or by the Safe Operating Procedure
- Where an M.S.D.S indicates the need.

The hazards associated with a particular task or area should be evaluated and the most appropriate type of eye protection selected.

In selecting eye protection, the following should be considered:

- (a) The nature of the risk to the eyes
- (b) The condition under which the operator is working
- (c) The visual requirements of the task
- (d) The personal preference of the wearer. Comfort, lightness, ventilation and unrestricted vision are important considerations
- (e) The condition of the operator's eyesight.

A full range of eye protection and cleaning materials are available from the store. Protection for visitors on a temporary basis is available at the store; these items are expected to be returned by the user before departure.

4.14 CORRECTIVE LENSES

Where it is determined by optometrists or other specialists that an employee needs to wear prescription glasses, Murrumbidgee Council will:

- Provide clip on protective glasses to protect prescription lenses.
- Shall pay the first \$300 of the safety prescription lenses and frames in a 12 month period when glasses are purchased from a contracted optometrist with Murrumbidgee Council.

Where damage is sustained to an employee's prescription safety glasses as a consequence of work activities an incident report should be completed and registered with the supervisor.

The Operations Manager will authorise the cost of replacement of the prescription glasses. Replacement will be on a one for one basis.

Employees who currently have prescription eye wear, that does not meet Australian Standards shall make an appointment with their optometrist for supply of appropriate eyewear.

4.15 PROTECTIVE CLOTHING

All employees will be issued with a supply of work clothing. The nature of the clothing issue is to be consistent with the employee's employment category and the hazards which may be reasonably expected to be encountered during the course of that employee's duties.

All employees are expected to wear the personal protective clothing supplied.

Protective clothing – shirts - will be made from cotton/natural fibre, high visibility, and two tones as defined in MC STD – Hi Visibility Clothing.

The company logo shall be placed on the front left hand chest panel. This type of protective clothing shall be worn at all times whilst working in operational areas.

Knee-length shorts/pants/trousers shall be made of cotton/natural fibre predominant material.

Safety - high visibility, fire resistant vest shall be worn by all visitors who do not have a shirt that meets the requirement

Personnel are not permitted to wear jackets or other substantive items of clothing made of fusible material in operational areas. Where this is unavoidable appropriate protective overalls shall be worn.

The wearing of long sleeved UV protective shirts buttoned at the wrist and trousers for outdoor staff is mandatory.

The wearing of long sleeved UV protective shirts buttoned at the wrist whilst attending to any outdoor jobsites or inspection areas, in which you are outside for a period of more than 30 minutes for indoor staff is mandatory.

.Personnel working outdoors is exposed to UV radiation and should take additional precautions. This includes;

- The application of sunscreen cream which has a minimum 30+ protection rating. Sunscreen should be kept in a cool place. Do not keep in the glove box of vehicles. If sunscreen is to be kept in a vehicle, place in a suitable place i.e. esky or lunchbox (Plastic zip lock bags will be supplied to prevent leakage). Sunscreen will be available in all Murrumbidgee Offices and must be used for **ALL** staff. Notation of sunscreen application can be made on start-up sheet, diary or separate toolbox sheet for each gang. This applies to indoor staff also.
- The wearing of a broad brim and neck flap attachment on safety helmets.
- A broad brimmed hat will be worn at all times measuring no less than 7.5cm in width, as recommended by the NSW Cancer Council. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%. Hats worn by employees whilst working in an environment exposed to UV radiation shall be light enough to wear in hot condition and made of a fabric that is of a close weave and does not allow the penetration of sunlight. Hats that have a gauze section are not suitable as UV rays will penetrate these.
- Biennial skins checks will be undertaken for all employees of Murrumbidgee Council.

Suitable clothing for Hot Work

Personnel engaged in welding, cutting, heating and gouging will adhere to the requirements of AS1558 – Protective Clothing for Welders.

4.16 RESPIRATORY PROTECTION

Respirators of the approved type, selected in compliance with the relevant Australian Standards must be worn whenever dusts, fumes, gases, or other harmful atmospheres are present.

These areas must be thoroughly ventilated. When in doubt, do not enter that place, if the air quality deteriorates, evacuate to known fresh air immediately.

The rules for respiratory protection are as follows:

- Check with a supervisor to obtain the approved type of respirator before entering poorly ventilated areas.
- Respiratory Protection must be correctly fitted and inspected for damage before use. The respirator should be inspected for air leaks around the face seal, damage, unclean or inadequate filters and damage to airlines.
- Dust respirators for spray painting and light concentration of toxic fumes.
- Canister respirators for smoke or toxic fumes/gases.
- Approved respirators are mandatory in the following areas.
- Any spray painting operations in accordance with SOP E 3 .83 Spray Painting or Spraying Harmful Substances.

- Grinding of metal surfaces.
- Airborne dust must be reduced to an absolute minimum by the use of effective water spray systems and watering down dusty areas as required.
- For spraying chemicals used for killing weeds and insects. As directed by chemical data sheets or as directed by a Supervisor.

4.17 PROTECTION OF HANDS/FINGERS AND FEET

Where risk of damage to the hands, gloves in accordance with the relevant Australian Standard are to be provided and worn. Some rules for the wearing of gloves are as follows:

- (a) Work gloves should be used while handling rough materials.
- (b) Rubber nitrile gloves must be worn when working with caustics, acids, solvents, lime, concrete, or cement. Only gloves with close fitting wristbands shall be used when handling hot materials.
- (d) Oxy, electric welding and cutting/heating operations use leather gloves
- (e) ..



DO NOT wear gloves near rotating equipment, for example, rotating drill steels and pedestal grinders.

- (f) All persons on site in operational areas shall wear safety boots/footwear – boots/footwear shall be in accordance with the relevant Australian Standard and shall be provided at annual issue and as required by fair wear and tear.
- (g) All boots shall be soles with non-slip rubber tread configuration shall be used (as per Australian Standards).

Table 1 Designated PPE requirements

TYPE	COMPULSORY/ RECOMMENDED	FOR WHOM	WHERE
Safety Footwear	Compulsory	All workers and visitors	All construction and quarry sites All depot area not marked as walking paths
Reflective	Compulsory	All workers and visitors	Any night work

Clothing			
Enclosed Footwear	Compulsory	All workers and visitors	marked walking areas within depot Offices? Other locations?
Hard Hats	Compulsory	All workers and visitors	In all designated areas/sign posted areas and as required when doing overhead work.
Safety Glasses	Compulsory	All workers and visitors	In all designated areas/sign posted areas and as required.
Protective Gloves	Compulsory to carry them & have them available for use	All workers	Handling materials or using tools that could cause injury to the hand.
High visibility Protective Clothing	Compulsory	All workers & visitors	All areas of operation excluding office buildings and car park.
Hearing Protection	Compulsory	All workers & visitors	In all designated areas/sign posted areas and as required.
Full face shield	Recommended	All workers	Job specific when cutting/grinding, welding, Oxy-Acetylene /LPG cutting etc. (hard hat may not be appropriate when wearing this PPE)

6 RESOURCES REQUIRED

As defined by document

7 TRAINING

All workers shall complete training in the content of this procedure.

8 ACCOUNTABILITIES

General Manager	<p>General Manager shall ensure that all of the provisions of this Policy is implemented and that compliance is achieved by:</p> <ul style="list-style-type: none"> Ensuring the process is designed and maintained by persons qualified to meet the desired outcome of well managed control of exposure to excess noise.
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	<ul style="list-style-type: none"> • Providing adequate resources – personnel, equipment and access to training to achieve the outcomes desired. • Reviewing actual incident outcomes for improvement opportunities.
Assistant General Managers/ Managers / Supervisors	Will ensure all employees, contractors and visitors in their departments are thoroughly acquainted with all Personal Protective Equipment Policies and Procedures and use appropriate protection as required.
WHS/HR Officer	<ul style="list-style-type: none"> • Advise management of suitable Personal Protective Equipment Standards. • Continually monitor all incidents and injuries to assess the effectiveness of the use of personnel protective equipment across all sites. • Inspect work areas and activities regularly to review the appropriateness of Personal Protective Equipment being used.
All Workers	<ul style="list-style-type: none"> • All employees will support this procedure by attending medicals, participating in surveys and reporting excessive noise in their workplace to their Supervisor. • Will wear hearing protection where indicated by mandatory signage.
Document Owner	Review this procedure in line with the requirements of the Document Control & Records Management Standard.

9. REVIEW HISTORY

Date of review	Revision Number	Trigger for review	New revision Number
16/03/2017	1	15/03/2019	

Appendix 1– List of Australian Standards for Personal Protective Equipment

Whole Body Protection	
AS1499	Personal Flotation Devices – Type 2
AS2375	Guide to the Selection, Care and Use of Clothing for Protection against Heat and Fire
AS 2626	Industrial safety belts and harnesses – Selection, use and maintenance
AS 2919	Industrial clothing
AS 3765	Clothing for protection against hazardous chemicals
NFPA 70E PPE	Clothing for protection against arc flash hazards
AS 4626	Industrial fall-arrest devices – Selection use and maintenance
AS/NZS1906	Retro reflective materials and devices for road traffic control purposes - Part 4: High visibility materials for safety garments and devices
AS/NZS 1891	Industrial fall arrest systems and devices - 1 - Fall-arrest devices
AS/NZS 4395	Sun protective clothing – Evaluation and classification
AN/NZS 4453	Protective clothing for users of hand-held chainsaws
AS/NZS 4488	Industrial rope access systems
AS/NZS 4501	Occupational protective clothing
AS/NZS 4503	Protective Clothing – Protection against Liquid Chemicals

Head Protection	
AS1800	The Selection, care and use of Industrial Safety Helmets
AS1801	Occupational protective helmets
AS4067	Fire fighter’s Helmets – Specification
BS4033	Specification for Industrial Scalp Protectors (light Duty)

Eye Protection	
AS1336	Recommended Practices for Eye Protection in the Industrial Environment
AS3957	Light-transmitting Screens and Curtains for Welding Operations (NZS 5852)
AS/NZS 1337	Eye Protectors for Industrial Applications
AS/NZS1338.1	Filters for Protection against Radiation in Welding and Allied Processes
Hearing Protection	
AS1269	Acoustics – Hearing Conservation