

 Central Highlands Regional Council	POLICY Personal Protective Equipment	
POLICY NUMBER: CHRC0031 EFFECTIVE DATE: 9 February 2017	DEPARTMENT: Office of the CEO UNIT: Workplace Health and Safety	

1.0 Purpose and Scope

The purpose of this policy is to ensure the supply and use of personal protective equipment (PPE) where employees are required to perform their duties in an environment that involves potential hazards. This policy applies to all employees, councillors, trainees, and contractors of Central Highlands Regional Council and also includes visitors including volunteers and work experience students.

2.0 Reference

Work Health & Safety Act 2011
 Code of Conduct
 Performance and Misconduct Procedure
 Local Government Regulation 2012

3.0 Definitions

CEO refers to Chief Executive Officer

Council refers to Central Highlands Regional Council

The Act shall mean the Local Government Act 2009 (as amended).

The Regulation shall mean the Local Government Regulation 2012 (as amended).

Corporate Employee shall mean staff who in the course of carrying out their core duties, do not require the use of Personal Protective Equipment and who are covered by the Corporate Uniform Policy.

Employee shall mean all staff engaged in work or carrying out duties which require the use of Personal Protective Equipment. This includes but is not limited to, working on or around roadways, moving plant, operating plant or equipment and maintenance staff including their immediate Supervisors.

Personal Protective Equipment (PPE) includes any clothing, equipment, and substance designed to be worn by a person to protect the person from risks of injury or illness. This includes sun protection.

Approved Standards shall mean the item must comply with set Australian Standards and as specified in their publications.

4.0 Policy Statement

This policy is used in conjunction with the Cancer Council Queensland Workplaces Sunsmart Policy Guidelines and Central Highlands Regional Council's SunSmart in the Workplace Policy. PPE should only be considered as a control measure when exposure to a risk cannot be minimised in another way, or when used in conjunction with other control measures as a final barrier between the worker and the hazard as PPE does not control the hazard at the source.

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PPE requirements at Council worksites will be determined by risk assessment and must be approved for use at Central Highlands Regional Council by the Workplace Health and Safety Advisors and shall be purchased and issued by the Council's Stores personnel. Personnel required to use PPE will be instructed / trained in its proper selection, use and care. All personnel at Council worksites, including contractors and visitors, are required to use PPE whenever they are exposed to a hazard requiring its use.

Upon commencement, employees will be provided with sufficient Council clothing to cover a working week. Clothing and equipment supply will include a council uniform (in standard colours with an embroidered Council logo) and all personal protective equipment required, as per the issue schedule below.

Employees are required to take reasonable care of all clothing and equipment issued. Clothing and safety equipment will be replaced on a wear and tear basis. Worn/damaged clothing or equipment must be presented to the store personnel to obtain replacements earlier than specified in the schedule.

Clothing worn to comply with cultural or religious standards is allowable as long as it does not pose any foreseeable hazards to health and safety at work.

BRANDING

The Central Highlands Regional Council logo must be embroidered in full colour on the front left (chest area) of shirts and jackets. The letters CHRC must be embroidered on the rear waistband of any bottoms on the left hand side.

PERSONAL PRESENTATION

A high standard of personal presentation is expected of all employees at all times whilst on duty. Employees dress and appearance should at all times enhance Council's community image with all clothing to be clean and in good condition. It is expected that staff shall be dressed appropriately in the approved Council PPE during work hours and PPE is to be worn in the 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 staff members. Also grooming must allow for correct fitting of PPE i.e. beards are not compliant with respirators.

RESPONSIBILITY/ACCOUNTABILITY

Managers and Team Leaders

Managers and Team Leaders are to ensure that:

- Risk assessments are completed at Council worksites to determine the need for PPE
- Personnel using PPE are properly trained, informed and instructed in its correct selection, care and use.
- All personnel at Council worksites use appropriate PPE
- Personnel at Council worksites not using/wearing correctly maintained PPE are removed from the worksite
- All PPE provided to personnel at Council worksites meets or exceeds the relevant Australian Standard
- Risk assessments are reviewed at least annually
- PPE is properly and diligently used whenever they are exposed to a hazard requiring its use.

Employees

Employees shall:

- Participate in risk assessments to determine PPE requirements at Council worksites
- Use PPE correctly, without misuse or interference, whenever they are exposed to an identified hazard.

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- Care for and maintain PPE in a serviceable condition
- Cooperate with directions of their supervisor, including the need to use and maintain PPE, to ensure compliance with the Work Health & Safety Act 2011

Staff must cooperate with directions of their supervisor or manager, including the need to use and maintain PPE, to ensure compliance with the requirements of WH&S Act and Regulation.

Staff 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 Central Highlands Regional Council's Performance and Misconduct Procedure. Supervisors may be subject to disciplinary action initiated by their manager if they fail to ensure that prescribed PPE is used diligently by staff, or if the equipment is not maintained to a serviceable and effective level.

PPE ISSUE SCHEDULE

PPE Item	Approved Standards	Issue/Requirements/Allowances
Safety Footwear	Approved safety boots/shoes are required to be worn by all persons working in areas where injuries to feet could occur. Elastic-sided boots are not permitted.	• 1 pair lace-up work boots initially. • Replaced on a fair wear and tear basis • Life expectancy is one 1 year • Employees must wear footwear that meets the following guidelines:- – Footwear must be steel-capped. – Footwear must be suited to the requirements of the employee's work and work environment. • If specialised boots are required for medical reasons the type of boot and cost will be discussed with the Safety Advisors on presentation of a medical certificate. • To be replaced on a fair wear and tear basis or when footwear no longer meets the Australian Standards. • Safety rubber boots shall be issued on an as required basis.
Long Sleeved Shirts – Branded – Council colours – High visibility	Approved long sleeved shirts to be worn by all employees unless an exemption has been granted on genuine safety or medical grounds.	• Up to 5 Shirts bearing Council logo initially. • Replaced on a fair wear and tear basis • Maximum replacement is 5 per year • Provide a minimum UPF 40+ fabric • All shirts will have long length sleeves and collars to protect the arms and neck • All shirts will be made from a close weave, lightweight, breathable fabric and be loose fitting to allow for air circulation and comfort
Jacket/Jumper – Branded – Council colours – High visibility	To be worn by employees when required.	• 1 jacket or jumper bearing Council logo initially. • Replaced on a fair wear and tear basis • Life expectancy is two (2) years • Provide a minimum UPF 40+ fabric • Water resistant (jacket only)
Trousers – Branded – Council colours – Heavy Drill – Cargo / utility /jeans available	Wearing of long pants for all external work tasks is mandatory.	• Up to 5 pairs initially. • Replaced on fair wear and tear basis • Maximum replacement is 5 per year • Provide a minimum UPF40+
Safety Glasses / Goggles / Faceshields	Approved eye protection must be worn by all persons engaged in, or working close to any activity which may cause eye injury, and/or where there is a foreseeable risk of flying particles or dust.	• To be issued to all Employees as required.

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PPE Item	Approved Standards	Issue/Requirements/Allowances
Safety Prescription Glasses	Frames/lens conforming with Australian Standards, side protection must be maintained at all times.	To be issued to employees in accordance with the relevant procedure.
Ear Muffs / Ear plugs	Approved hearing protection must be worn when exposed to the risk of hearing damage arising from noise caused by the operation of plant, equipment or machinery on the worksite.	To be issued to all employees as required.
Respirators/ Dust Masks	Approved respiratory protection must be worn when exposed to the risk of respiratory damage arising from the handling or use of any hazardous chemical or substance, and where stipulated in accordance with the safety data sheet (SDS) or label for the particular chemical or substance. Approved dust masks must be worn in situations where dust may be generated in the course of the work.	To be issued to all employees as required
High Visibility Vests	To be worn by Employees when required, attending work sites on or near roadways, median strips, footpaths and car parks, reserves, or where there is poor visibility or when advised by Supervisory Staff.	To be issued to all employees as required
Traffic Controller Kits - Traffic Controller is to be stated on vest - Lime Yellow - High Visibility - Retro-reflective tape	To be worn by employees when required.	To be issued to all employees as required
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, Rubber/PVC Gloves must be worn in the handling and use of insecticides and or herbicides and in any other situation where health is likely to be affected in accordance with directions contained in MSDS or manufacturer's instructions.	To be issued to all employees as required
Protective Chaps/ Shin guards	To be issued to Council employees as required subject to Risk Assessment.	To be issued to all employees as required
Safety helmets - White - Orange brims	The wearing of approved safety helmets is a mandatory requirement in areas of Council operations where there is a risk of being struck by objects from overhead, this includes but is not limited to:- - When signage indicates hard hats must be worn. - Employees working in trenching operations. - Maintenance staff using overhead cranes.	- To be issued to all relevant employees. - Sun protection brims shall be worn - as determined by risk assessment. Brims are to be at least 75mm.

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PPE Item	Approved Standards	Issue/Requirements/Allowances
	- Tree pruning operations. - As advised by Supervisor or risk assessment	
Hats & hardhat brim attachments - Broad brim or style hat with brims of at least 75mm (with preference of 10cm); Bucket style hat with brims of at least 60mm.	A hat designed to reduce direct exposure to the face, neck and ears must be worn at all times whilst working outdoors.	• 1 hat initially. • Replaced on a fair wear and tear basis • Life expectancy is two (2) years • Broad brim or bucket style hat - no caps permitted • In situations where hard hats are to be worn, brim attachments must be used.
30+ sunscreen and insect repellent	To be applied to all areas of unprotected skin.	• To be issued to all employees as required
Wet weather rain coat and trousers. • Colour – lime yellow • Retro-reflective tape	To be worn in inclement weather	• To be issued to all employees as required • Replaced on fair wear and tear basis
Bowyns	To be issued to Council employees as required subject to Risk Assessment.	• To be issued to all employees as required • Replaced on fair wear and tear basis

Exceptions

Some staff or staff positions may require the issue of clothing and/or Personal Protective Equipment that is considered non-standard issue. Application for exception to the standard issue PPE may only be made on medical grounds or when the wearing of standard PPE increases a risk to workers. Application to vary PPE must be made through the Work Health and Safety Team and approved by the person's General Manager.

For certain occupations/tasks within Council, the wearing of long pants is mandatory and no exception will be made 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:

- Any staff performing work with a bituminous product;
- Electrical staff;
- Staff working in long grass,
- Staff who perform "hot work"
- Workshop staff,
- Rangers
- If it is a requirement of contractual work Council is to perform.

Further occupations/tasks may be added to the above list based on risk assessments performed.

Position Specific Requirements

Certain positions within Council may necessitate the use of PPE while still requiring the employee to wear a uniform which meets Council image requirements and defines their work unit. Specified positions which meet this criteria are:

- Rangers
- Maintenance officers (Facilities Team – C&DS)
- Airport Staff

- Saleyards Staff
- Utilities Staff
- Safety Advisors

In this instance the above table shall apply with the following exceptions:

PPE Item	Approved Standards	Issue/Requirements/Allowances
Long Sleeved Shirts – <i>Branded</i> – <i>Council colours</i>	Approved long sleeved shirts to be worn by all employees unless an exemption has been granted on genuine safety or medical grounds. Rangers, Maintenance Officers, Safety Advisors and Utilities Staff shall be issued with “Stone” coloured shirts. Airport Staff and Saleyards staff shall be issued with dark blue shirts specific to their work areas.	• Up to 5 Shirts bearing Council logo initially. • Replaced on a fair wear and tear basis • Maximum replacement is 5 per year • Provide a minimum UPF 40+ fabric • All shirts will have long length sleeves and collars to protect the arms and neck • All shirts will be made from a close weave, lightweight, breathable fabric and be loose fitting to allow for air circulation and comfort

Compliance

Failure to comply with the directions given in this policy may result in disciplinary action in accordance with Council’s Code of Conduct and Performance and Misconduct Procedure. Supervisors and Managers who fail to address breaches of this policy by employees may also be subject to disciplinary action.

First Offence

Employee will be given a verbal warning and be sent home without pay until such time as he/she returns wearing approved PPE.

Second Offence

Employee will be given a written warning and be sent home without pay until such time as he/she returns wearing approved PPE.

Third Offence

Formal disciplinary action, which may result in termination of employment.

In all instances the employee will be given the opportunity to explain his/her non-compliance with the above policy prior to action being taken

5.0 Policy Review

This policy will be reviewed when any of the following occur:

1. As required by Legislation.
2. The related documents are amended or replaced.
3. Other circumstances as determined from time to time by a resolution of Council

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.