Shire of Mundaring

PROCEDURE

PERSONAL PROTECTIVE EQUIPMENT

Procedure Ref: OSH-35 File Code: GV.OPP 3

Originating

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Responsible Officer: **OSH Officer**

Policy Reference: OSH-01 Occupational Safety and Health

OP Reference: N/A

Procedure Reference: OSH-03 Working in Hazardous Weather Conditions

> OSH-04 Working in Isolation OSH-25 Hazardous Substances

HR-23 Employee Health Screening and Immunization

Statute Reference: Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Code of practice: First Aid Facilities and Services; Other Reference:

> Workplace Amenities and Facilities; Personal Protective Clothing and Equipment, Commission for Occupational

Safety and Health, 2002

Code of Practice: Managing Noise at Workplaces, WorkSafe Western Australia Commission 2002

Reducing your risk of skin cancer, Sun-safe hats, Cancer

Council Western Australia

Australian Standards-Refer Appendix 1

PURPOSE

To outline requirements for the provision, use, wearing and maintenance of personal protective equipment (PPE) and to ensure, so far as reasonably practical, workers and visitors are protected from hazards and risks at Shire workplaces.

The Shire of Mundaring is committed to reducing and controlling risks by applying the hierarchy of controls system ie, through elimination, substitution, isolation, engineering or administration.

Where the use of personal protective equipment (PPE) is deemed appropriate, the Shire of Mundaring is committed to ensuring that personal protective clothing or equipment complies with the requirements of the relevant Australian Standards and task performed; ensure workers and visitors are instructed in using PPE

appropriately; and it is providing the appropriate protection to workers and applicable visitors. Shire of Mundaring will supply PPE to employees and, where necessary, to visitors and volunteers. Contractors will provide their own PPE.

Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric provided by the Shire of Mundaring will be rated 50+ or better.

Refer also to related Policy and Procedures listed above.

Definitions

Personal Protective Equipment (PPE)—is equipment used, substance (eg sunscreen) or clothing worn by workers to reduce the risk of illness or injury from exposure to workplace hazards.

Examples of personal protective equipment include:

- Skin/body protection (safety garments, harnesses, gloves, hats, sunscreen);
- Eye protection (safety glasses, goggles, face shield);
- Foot protection (safety shoes or boots);
- Head protection (hard hats);
- Hearing protection (earplugs, earmuffs); and
- Respiratory protection (air supplied respirators or face masks).

Outdoor Employee - for the purpose of this procedure, is defined as a person whose regular daily duties require them to be in direct sunlight for more than two hours/day on a cumulative basis. This includes employees working in the following workplaces:

- Operations Services;
- Lake Leschenaultia;
- Aquatic Centres;
- Community Safety and Emergency Management; and
- Family and Children's Services.

Other Shire of Mundaring employees may be defined as outdoor employees where their work takes them outdoors during specified months or at specified times and requires them to be in direct sunlight for more than two hours/day on a cumulative basis.

Contractor – Any person or business, sub-contractor and its employees or Labour-Hire personnel engaged on a contract for service. A contractor is not an employee.

Worker - A person who carries out work in any capacity for the Shire including Shire employees, contractors, sub-contractors and their employee(s), Labour-Hire personnel, trainees, students on work experience and volunteers.

Visitor – a person other than worker who attends Shire's workplace.

Procedure

This Procedure applies to workers and visitors where it has been identified that PPE is required.

Responsibilities

Managers/Supervisors

Where PPE is used at the workplace, Managers/Supervisors must ensure that:

- They provide leadership and set a good example in the use of PPE;
- Workers (excluding Contractors) and visitors are supplied and familiarised with all the necessary PPE required to be worn prior to any exposure; and instructed in the correct fitting, use, selection, testing, maintenance and storage of the clothing or equipment;
- Contractors have been supplied with PPE and instructed in its use by their employer;
- Workers are informed of the limitations in the use of the clothing or equipment;
- The clothing or equipment is clean and hygienic and maintained in good condition and / or good working order;
- The clothing or equipment is replaced when it no longer provides the level of protection required against the particular hazard;
- The area of the workplace at which the clothing or equipment is required is identified by signs in accordance with the relevant Australian Standard;
- All repairs to PPE are to be done by a competent person, and are to be conducted in accordance with the specifications of the manufacturer; and
- Workers and visitors correctly wear the appropriate PPE where required.

Workers

Persons to whom PPE is provided or made available:

- Are required by law to use and wear PPE as appropriate to the task and in the manner in which he/she has been properly instructed to use it; including instructions from safe work method statements (SWMS), job safety analysis (JSA), specific work procedures, supervisory staff, Shire procedures and Material Safety Data Sheets (MSDS);
- Must not commence work until the required PPE is worn or used and they are competent in its use;
- Must not misuse or damage the PPE; and must, as soon as practicable after becoming aware of any damage/malfunction/need to clean or sterilise, advise the supervisor of the damage, malfunctioning or need to clean/sterilise;
- Must return PPE supplied by the Shire to the Shire after completion of use / engagement.

An employee who fails to cooperate with the employer in the carrying out the obligations imposed under the OSH Act commits an offence and will face disciplinary action that may result in dismissal.

Contractors must:

- Provide the PPE required for the work they are performing
- Ensure their employees are trained in the correct use, maintenance and storage of PPE; and confirm with the Shire that this training has taken place i.e. provide evidence to the Shire; and
- Ensure that PPE provided complies with legislative requirements and current and relevant Australian Standards.

Visitors must:

- Comply with PPE requirements
- Return borrowed PPE prior to leaving Shire's workplace.

Standard Dress (PPE) – Protective Clothing

Workers are required to meet the minimum standard dress that meets the Australian standards and organisational requirements.

The basic dress code for outdoor employees is long sleeved shirts and trousers, however, to help alleviate the adverse effects of hot weather during the months of September through to April, outdoor employees may elect to wear long shorts i.e. just above the knee. A high visibility safety long sleeved shirt will be provided by the Shire to also assist with the hot weather

<u>Note</u>: loose fitting/unbuttoned cuffs may present an increased risk of entrapment or entanglement in and around moving parts of machinery. An appropriate risk assessment must be conducted prior to undertaking a task that may result in such entrapment or entanglements of clothing, jewellery or watch; this will then determine whether the cuffs must be fastened or rolled up above the elbows for the duration of the task.

The basic dress code applies all year round. Exemptions may be considered based upon written medical advice.

Where there is an obvious risk of immediate physical damage to the skin, the option to wear long shorts will **not** apply. This includes, but is not limited to:

- Persons performing welding or mechanical repairs/maintenance;
- Operators of brush cutters, concrete/bitumen saws and chainsaws;
- People handling bitumen; or
- People who handle chemicals, i.e. pesticides, herbicides and burning operations or assisting at a bushfire.

These workers **must wear** trousers and long sleeve shirts or overalls.

As **Aquatic Centre** employees may be required to perform water rescues, the requirement for wearing long pants is waived. Aquatic Centre employees will be issued with and can wear appropriate long or mid length sleeved shirts.

Regular rotation of tasks will be arranged to reduce the level of sun exposure.

Family and Children's Services employees (working in childcare) and **Community Safety Services** will be provided with an appropriate uniform of similar protection.

Employees at the **administration** centre who are required to undertake **site visits**, as a minimum must wear the following PPE to any outdoor site visit within the Shire of Mundaring:

- High visibility clothing (vest, shirt or jacket)
- Safety boots
- Hat (September through to April)
- Sunscreen (September through to April)

Other appropriate PPE for special situations and tasks will be identified and approved by the appropriate Manager in consultation with supervisors, employees and health and safety representatives of the service area (e.g. fire management PPE).

High Visibility Garments

Workers who work outside are required to be easily seen by vehicle/plant users. High visibility clothing (either high visibility shirt, jumper, jacket or vest), of some description must be worn by workers who work within the road reserve, near vehicle access ways or other circumstances where high visibility of the worker is required.

Should over garments (e.g. jumpers and parkas) be needed, then a high visibility vest must be worn over other garments.

Gloves

Gloves should be worn where appropriate to the task as determined by supervisor's instructions, SWMS, JSA, MSDS, and procedures or after a risk assessment has been conducted that deems the use of gloves is required.

Gloves are mandatory for high risks tasks such as, but not limited to, the following:

- Welding or mechanical repairs/maintenance;
- Operation of brush cutters, concrete/bitumen saws and chainsaws;
- Handling bitumen;
- Handling of chemicals i.e. pesticides and herbicides; or
- Hazard reduction burns and fire management.

Latex gloves or equivalent standard should be worn by workers who may be handling food or exposed to possible contamination from human/animal waste.

Safety Boots

Safety boots are a mandatory requirement to be worn by all outdoor workers and workers who may conduct outdoor work site visits.

The level of protection of the boots should be determined by the level of risk the work entails.

Hearing Protection

Hearing protection is to be worn in accordance with SWMS, JSA and/or procedures and as per supervisors' instructions where the work is deemed high risk in relation to noise.

Respiratory Protectors

Where it is not practicable to prevent workers being exposed to toxic atmospheres the employer must provide respiratory equipment. Workers should use respirators for protection from contaminants in the air only if other hazard control methods are not practical or possible under the circumstances. Respirators should only be used:

- When following the "hierarchy of control" is not possible (elimination, substitution, isolation, engineering, or administrative controls)
- While engineering controls are being installed or repaired
- When emergencies or other temporary situations arise (e.g., maintenance operations).

Refer to the Code of Practice: Personal Protective Clothing and Equipment and relevant Australian Standards for guidance in relation to the selection process for respiratory equipment relevant to the identified hazards.

Head Protection

Protective helmets must be worn in all areas which are designated hard hat areas and in accordance with SWMS, JSA and/or procedures. Hard hats should be within date.

Hats

Except for the months of May, June, July and August, a broad brimmed (at least 7.5cm) hat, legionnaire, bucket or frillneck style hat (covers the front and back of neck) **must** be worn. Hats are to be rated 50+ UPF or better and are to provide protection to the face, ears, neck and head.

Where safety helmets are to be worn, sun protection accessory fittings are available and will be supplied as required and must be attached.

UV protection fly nets giving 40% UV protection will be supplied providing no task-specific safety issues are identified.

Where the Shire of Mundaring stocks of hats are not suitable, a contribution allowance will be made for the purchase of hats for sun protection to relevant employees up to a maximum value of \$60 per annum per employee, providing that hat complies with the specifications above. A valid purchase receipt must be provided with a reimbursement claim form.

Sunscreen

Outdoor employees will be supplied with sunscreen cream that is to be applied to uncovered skin in accordance with the manufacturer's directions.

Between the months of September through to April sunscreen should be applied at least 20 minutes prior to going outside,e.g. at tool box session, then be re-applied to exposed skin at least every two hours even if sunscreen label states that it provides four hours protection. The cream provided will comply with Australian Standards and will be at least the SPF 30+ Broad Spectrum type.

Exemptions may be considered based upon written medical advice.

Supplies of sunscreen will be stored and maintained within the identified service areas for the use of those employees. Sunscreen must be stored below 30 degrees Celsius.

It is recommended that all workers who work in direct sunlight for more than thirty minutes (but less than one hour) per day on a daily basis wear a broad brimmed hat (or equivalent) and sunscreen. The Shire will supply this PPE to its employees.

Eye Protection

Appropriate hazard-specific eye protection will be provided for all employees where a risk of eye injury exists. Typical hazards might include: flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation from welding operations, lasers and strong heat sources.

Selection of eye protection equipment

The following should be considered:

- Nature of risk to the eyes eg radiation, impact, dust/abrasive particles, liquid/chemical splash or spray etc.
- Conditions under which the person is working.
- Visual requirements of the task.
- Personal preference/comfort of wearer. This may include weight, ventilation and unrestricted vision.
- Condition of person's eyesight.

The following general eye protection equipment is available:

- Goggles An eye protector fitting the contour of the face and held in position by an adjustable headband.
- Wide Vision Goggles An eye protector in which the lens or lenses extend over the full width of the face affording a large field of vision.
- Welding Helmet A rigid eye protector which is worn by the operator to shield the eyes, face, forehead and front of the neck.

- Welding Hand Shield A rigid eye protector which is held in the hand to shield the eyes, face, forehead and front of the neck.
- Face Shield A device which includes a transparent visor, supported in front of the face to shield the eyes.
- Safety Spectacles An eye protector with protective lenses mounted in spectacle-type frames, or integrally molded into the frames with or without side shields, and held in position by the side arms.
- Tinted Safety Spectacles/Goggles These may be provided (by the employer) to workers who require eye protection and who are generally required to work outdoors.

It should be noted that prescription spectacles (reading glasses) are not adequate forms of eye protection PPE as these do not provide any side protection or impact resistance.

Issue and Fitting of Eye Protection

Arrangements should be made for the issuing of personal eye protectors to ensure:

- Use of the correct type of eye protector; and
- That, wherever practicable, eye protectors are fitted to the wearer by a person who is competent to select the correct size and type.

Eye protectors may be issued in any of the following ways:

- · For exclusive use by one worker.
- For temporary use by a worker for a particular operation.
- For temporary use by a visitor.

The choice between issue for exclusive use by one worker and temporary issue to different workers will depend on the frequency and duration of exposure to hazards; the type of eye protector provided; and the ability to sanitise the protector after use.

In general, only standard Shire approved or provided eye protection is to be used. However, to encourage the use of appropriate protective eyewear, the Shire may allow alternative protective eyewear to be purchased and utilised for work purposes, where the equipment meets the relevant safety standards. Refer to Procedure HR-23 Employee Health Screening and Immunization.

Eye Protection against Ultraviolet and Infrared Radiation

Processes requiring **moderate reduction** of visible radiation and protection from ultraviolet and infrared radiation:

- For employees working primarily outdoors standard sunglasses, including clipon sunglasses, will be available.
- For gas welding and cutting and resistance welding and brazing, suitable eye
 protection must be provided to guard against possible invisible radiation.
 Sufficient protection will usually be given by goggles fitted with filters of shade
 number 3 to 7 inclusive.

Processes requiring **considerable reduction** of visible radiation and protection from ultraviolet and infrared radiation:

- In processes producing ultraviolet light but where Infrared radiation is not a hazard, eg photographic reproduction work or use of trans-illuminators, eye protectors with ultraviolet filters should be used.
- For work near furnaces or other intense heat sources, where both heat and visible light are produced but ultraviolet light is not a hazard, eye protectors with Infrared filters should be used.
- For arc welding and cutting operations, protection must be provided against invisible radiation. Adequate face and eye protection in these cases can be obtained by the use of a helmet or hand shield fitted with filters having shade numbers 8 to 15 inclusive, as appropriate.

Welding Operations

Arc welding and similar operations should be carried out in screened enclosures. Where this is not possible, the use of mobile screens is recommended to shield other persons from stray radiation. Galvanised sheeting used for screening or other materials, which have relatively large reflective surfaces should be painted or treated with some form of light-absorbing substance.

Where a welder is likely to be exposed to stray radiation from similar nearby processes, it is essential that the person be protected while the helmet or hand shield is not in use. This can be achieved by wearing either goggles or safety spectacles assembled with glass or plastic lenses of appropriate thickness and incorporating opaque side shields. These eye protectors will also offer protection during the removal of slag after welding.

Where welding operations are to take place, appropriate signage should be put in place at the point of entry. No other person should enter, pass through or remain in areas in which welding operations are carried out.

Fogging and Perspiration

When necessary, suitable anti-fogging compound will be made available for use with eye protectors. Sweatbands may be necessary for extreme conditions. Anti-fog type goggles are also readily available.

Maintenance and Re-Issue

Measures should be taken to ensure proper maintenance of eye protectors. These measures include the following:

- The provision of proper facilities for storage, cleaning, servicing, and replacement of eye protectors and lenses.
- A system to ensure that all personnel are familiar with the arrangements for cleaning, repairing and replacing damaged or faulty equipment, and for correcting or adjusting uncomfortable eye protectors.

• Inspection and cleaning of all eye protectors at regular intervals, after use, and before re-issue to another person.

The manufacturer's instructions for the cleaning of eye protectors, where provided, should be adhered to. In the absence of such instructions, the eye protector should be washed thoroughly with non-abrasive soap or detergent and warm water using a soft cloth, then rinsed and dried.

Suitable cleaning equipment will be provided.

Replacement

Eye protectors and lenses must be replaced when usage, accidental damage or age has resulted in deterioration of the properties of the eye protectors to a stage where continued use could itself be hazardous; or where the eye protectors no longer comply with the relevant standard.

Training

Training will be provided to all employees who use PPE which will include:

- An explanation of the risk present and why PPE is needed
- How and when to use the PPE including the correct use and fitting
- How to inspect and maintain PPE; and
- Cleaning and storage requirements

The Shire will also provide ongoing training as a function of structured training plans for outdoor employees about sun exposure, skin cancer risks and protection strategies this includes skin cancer screenings as per health and wellbeing initiatives. Appropriate records will be kept of this training.

Maintenance and Storage of PPE

Workers (excluding contractors) issued with PPE, by the Shire are responsible for the following:

- Using, maintaining and storing the PPE appropriately;
- Regularly inspecting their PPE for normal wear and tear (including holes in clothing) and for specific damage which may adversely affect the equipment's effectiveness; and
- Arranging for the maintenance, sanitisation, or laundering of the PPE; and replacement as required through supervisors.

Contractors who are issued PPE by their employer have the same responsibility.

The Shire of Mundaring will replace any items deemed unserviceable due to normal wear and tear at no cost to the employee.

A worker may be liable for the cost of placement equipment if the loss or damage is a result of negligence or misuse.

Budget and Ordering

Each manager is responsible for ensuring that they allow for PPE provisions within their budget to provide their employees with the required PPE as set out in this and related procedures and to ensure they are appropriately protected. Provision should also be made for issue of PPE to trainees, students on work experience and volunteers as and when required to mitigate risk of harm.

Ordering the PPE is to be done by each service after an assessment of their requirements.

Administrative and Other Controls

While these guidelines are essentially about the type of garments worn, the implications for the wearer with respect to comfort and overheating problems require consideration.

Some steps which may be taken to reduce overheating include:

- Having ample supplies of fresh cool water;
- Exploiting the use of natural shade;
- Erection of temporary shade where practicable;
- Rotation of tasks to reduce sun exposure;
- Rescheduling of particularly heavy work outside the period 10.00am to 2.00pm where practicable
- Consideration of **temporary** cessation from physically demanding work for the time when severe heat related conditions are experienced;
- Scheduling frequent breaks to rehydrate and possibly self-dousing with water.
- Having fans in workshop; and
- Air-conditioning in vehicles.

For further information refer to OSH-03 Working in Hazardous Weather Conditions.

This procedure was approved by:	
Garry Bird	
DIRECTOR CORPORATE SERVICES	3

Date: 11 May 2021_

APPENDIX 1: Australian Standards

Users should refer to SAI Global for the latest version

AS/NZS 1067.1:2016

Eye and face protection – Sunglasses and fashion spectacles, Part 1: Requirements

AS/NZS 1067.2:2016

Eye and face protection – Sunglasses and fashion spectacles, Part 2: Test methods (ISO 12311:2013, MOD)

AS/NZS 1269.0:2005

Occupational noise management, Part 0: Overview and general requirements

AS/NZS 1269.1:2005

Occupational noise management, Part 1: Measurement and assessment of noise emission and exposure

AS/NZS 1269.3:2005

Occupational noise management, Part 3: Hearing protector program

AS 1319:1994

Safety signs for the occupational environment

AS/NZS 1336:2014

Eye and face protection - Guidelines

AS/NZS 1337.1:2010 >

Personal eye protection, Part 1: Eye and face protectors for occupational applications

AS/NZS 1337.6:2012 >

Personal eye protection, Part 6: Prescription eye protectors against low and medium impact

AS/NZS 1337.2:2012 >

Personal eye protection, Part 2: Mesh eye and face protectors for occupational applications

AS/NZS 1337.5:2011 >

Eye and face protection, Part 5: Eye protectors for adjustment work on lasers and laser systems (laser adjustment eye-protectors)

AS/NZS 1337.4:2011 >

Eye and face protection, Part 4: Filters and eye protectors against laser radiation (laser eye-protectors)

AS/NZS 1338.1:2012 >

Filters for eye protectors, Part 1: Filters for protection against radiation generated in welding and allied operations

AS/NZS 1338.2:2012 >

Filters for eye protectors, Part 2: Filters for protection against ultraviolet radiation

AS/NZS 1338.3:2012 ►

Filters for eye protectors, Part 3: Filters for protection against infra-red radiation

AS/NZS 1715:2009 ►

Selection, use and maintenance of respiratory protective equipment

SA RUL RP.1-2013 >

Protection factor for Class P3 filters (Ruling to AS/NZS 1715:2009)

AS ISO 16900.11:2015 >

Respiratory protective devices - Methods of test and test equipment, Part 11: Determination of field of vision

AS ISO 16900.3:2015 >

Respiratory protective devices - Methods of test and test equipment, Part 3: Determination of particle filter penetration

AS ISO 16900.2:2015 **•**

Respiratory protective devices - Methods of test and test equipment, Part 2:

Determination of breathing resistance

AS ISO 16972:2015 >

Respiratory protective devices - Terms, definitions, graphical symbols and units of measurement

AS ISO 16900.4:2015 >

Respiratory protective devices - Methods of test and test equipment, Part 4:

Determination of gas filter capacity and migration, desorption and carbon monoxide dynamic testing

AS/NZS 1800:1998 >

Occupational protective helmets - Selection, care and use

AS/NZS2161.1:2016

Occupational protective gloves, Part 1: Selection, use and maintenance

AS/NZS 2161.2:2020

Occupational protective gloves, Part 2: General requirements and test methods (ISO 21420:2020, MOD)

AS/NZS 2161.3:2020

Occupational protective gloves, Part 3: Protection against mechanical risks

AS/NZS 2161.4:1999

Occupational protective gloves, Part 4: Protection against thermal risks (heat and fire)

AS/NZS 2161.5:1998

Occupational protective gloves, Part 5: Protection against cold

AS/NZS 2161.6.2014

Occupational protective gloves, Part 6: Protective gloves for structural firefighting – Laboratory test methods and performance requirements

AS/NZS 2161.8:2002

Occupational protective gloves – Part 8: Protection against ionizing and radioactive contamination

AS/NZS 2161.10.1:2005

Occupational protective gloves – Part 10.1: Protective gloves against chemicals and micro-organisms – Terminology and performance requirements

AS/NZS 2210.1:2010 >

Safety, protective and occupational footwear, Part 1: Guide to selection, care and use

AS/NZS 2210.4:2009 >

Occupational protective footwear, Part 4: Specification for protective footwear (ISO 20346:2004, MOD)

AS 2210.2:2019 **>**

Personal protective equipment, Method 2: Test methods for footwear (ISO 20344:2011, MOD)

AS 2210.3:2019 >

Personal protective equipment, Part 3: Safety footwear (ISO 20345:2011, MOD)

AS 2210.5:2019 ▶

Personal protective equipment, Part 5: Occupational footwear (ISO 20347:2012, MOD)

AS 2604:2012 **>**

Sunscreen products – Evaluation and classification

AS/NZS 4501.1:2008

Occupational protective clothing, Part 1: Guidelines on the selection, use, care and maintenance of protective clothing

AS/NZS ISO 2801:2008

Clothing for protection against heat and flame – General recommendations for selection, care and use of protective clothing

AS/NZS 4602.1-2011 >

High visibility safety garments - Part 1: Garments for high risk applications AS/NZS 4602.2:2013 ▶

High visibility safety garments, Part 2: Garments for fire service personnel **AS/NZS 4821:2014** ▶

Protective footwear for firefighters - Requirements and test methods (EN 15090:2012, MOD)

AS/NZS 4821:2014 Rul 1:2015 >

Protective footwear for firefighters - Requirements and test methods (EN 15090:2012, MOD) (Ruling 1 to AS/NZS 4821:2014)

AS/NZS ISO 6530:2006

Protective clothing – Protection against liquid chemicals – Test method for resistance of materials to penetration by liquids