

## PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING MANAGEMENT

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	People and Culture
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1.	Objective.....	2
2.	Application .....	2
3.	Definitions.....	2
4.	Procedure .....	4
4.1.	General requirements .....	4
4.1.1.	Introduction .....	4
4.1.2.	PPE/C variations .....	4
4.1.3.	Site specific PPE/C requirements for Shire controlled sites .....	5
4.1.4.	Supply .....	5
4.1.5.	Instructions, fitting and training .....	6
4.1.6.	Replacement and returns .....	6
4.2.	PPE/C application.....	7
4.2.1.	Overview – PPE/C minimum requirements.....	7
4.2.2.	PPE/C minimum requirements .....	7
4.2.3.	High visibility clothing .....	8
4.2.4.	Use of sunscreen .....	9
4.2.5.	Eye protection .....	9
4.2.6.	Hearing protection .....	12
4.2.7.	Head protection .....	12
4.2.8.	Hats.....	12
4.2.9.	Foot protection .....	13
4.2.10.	Respiratory protection .....	13
4.2.11.	Hand protection.....	13
4.2.12.	Safety harness (working at heights).....	14
4.3.	Budget and ordering .....	14
4.4.	Administrative and other controls.....	14
4.5.	Roles and responsibilities .....	15
4.5.1.	Line Managers.....	15
4.5.2.	Direct (report) Line Managers, WHS Advisor and Specialist Consultants .....	15
4.5.3.	Contractors.....	15
4.5.4.	Workers, volunteers and visitors.....	16
5.	Appendices .....	16
6.	Related Legislation .....	16
7.	Related Documents .....	16

## 1. OBJECTIVE

The purpose of this procedure is to define the Shire's minimum requirements for selecting, using and maintaining Personal Protective Equipment (PPE) and Personal Protective Clothing (PPC) (PPE/C).

## 2. APPLICATION

This procedure applies to all Shire workers who attend Shire controlled and/or operated workplaces where it has been identified that PPE/C is required. For the purpose of this procedure, the definition of workers include, contractors, visitors and volunteers.

Additional PPE/C and other control measures may be required for specific tasks, which are not referenced by this procedure (e.g. for working at heights, working with hazardous materials, or working with firearms). Refer to relevant activity specific safe work documents for more details on particular risk control measures.

This procedure should be read in conjunction with the "Hazard Identification and Management Procedure" (OSH-14).

This procedure will be reviewed periodically by the Work Health and Safety Committee.

## 3. DEFINITIONS

<b>contractor</b>	any person or business, sub-contractor and its workers or labour-hire personnel engaged on a contract for service.
<b>hazard</b>	a source or a situation with a potential for harm in terms of human injury or ill health, damage to property, environment, or a combination of these.
<b>line manager</b>	the person who is responsible for day-to-day supervision of an employee.
<b>outdoor worker</b>	for the purpose of this procedure, is defined as a person who works outdoors for all or part of their day and it is a requirement of their role. This includes workers working in the following workplaces: <ol style="list-style-type: none"><li>Operations Services;</li><li>Lake Leschenaultia;</li><li>Aquatic Centres;</li><li>Community Safety and Emergency Management; and</li><li>Family and Children's Services.</li></ol>

**outdoor worker** /cont

Other Shire workers may be defined as outdoor workers 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.

**personal protective equipment and clothing (PPE/C)**

any equipment or clothing a worker uses for protection to reduce the risk of illness or injury from exposure to workplace hazards. Examples include:

- a. skin/body protection (safety garments, harnesses, gloves, hats, sunscreen);
- b. eye protection (safety glasses, goggles, face shield);
- c. foot protection (safety shoes or boots);
- d. head protection (hard hats);
- e. hearing protection (earplugs, earmuffs); and
- f. respiratory protection (air supplied respirators or face masks).

**risk**

the likelihood and consequence of the occurrence of injury, illness and harm.

**risk control**

taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.

**worker**

any person who carries out work in any capacity as defined by the *Work Health and Safety Act 2020* including:

- a. an employee;
- b. a contractor or subcontractor;
- c. an employee of a contractor or subcontractor;
- d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking;
- e. an outworker;
- f. an apprentice or trainee;
- g. a student gaining work experience;
- h. a volunteer; or
- i. a person of a prescribed class.

**workplace**

where work is carried out for a business or undertaking as defined by the *Work Health and Safety Act 2020* (WHS Act) and includes any place where a worker goes, or is likely to be, while at work including:

- a. offices, factories, shops, construction sites, vehicles, ships, vessels, aircrafts or other mobile structures; and

<b>workplace</b> /cont	b. any waters and any installation on land, on the bed of any waters or floating on any waters.
<b>visitor</b>	a person other than a worker who attends a Shire workplace.
<b>volunteer</b>	a person or group who undertake activities on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

## 4. PROCEDURE

### 4.1. General requirements

#### 4.1.1. Introduction

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

Other forms of PPE/C and control measures which are not referenced by this procedure may be required as identified by Legislation, Codes of Practice (CoP), the Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or the Safe Work Procedure (SWP). Workers must refer to the relevant document and/or manufacturer's instructions before commencing a task to ensure the correct PPE/C is used.

#### 4.1.2. PPE/C variations

The direct line manager must review and approve a variation of the minimum PPE/C requirements where:

- the risk to the individual is likely to be increased through the use of a component of PPE/C;
- the requirement to wear one item of PPE/C may impede the wearing of another item of PPE/C;
- the work or environment is of such a nature that prohibits the effective wearing of PPE/C; or
- other controls eliminate a specific hazard.

The direct line manager must seek advice from appropriate specialist/s or WHS Advisor and ensure other suitable controls have been implemented to protect the worker's health and safety.

For a variation of the minimum PPE/C requirements, a record of the following information (as applicable) is to be recorded in the SWMS and/or JSA documentation:

- a clear description of the task or activity where the PPE/C variation is requested;
- why the change is required;
- information relating to the hazard or risk;

- d. changes to the likelihood or consequence associated with relevant hazards or risks;
- e. changes to existing or new controls;
- f. who will be impacted and who has been consulted (this may require sign off from more than one line manager); and
- g. other changes to documentation that may be impacted.

A variation may be declined where:

- a. the variation does not align to Australian Standards/Industry best practice or Codes of Practice;
- b. the introduction of the variation will alter the risk of the activity through an elevated consequence;
- c. other work groups have not been consulted with appropriately; or
- d. any other consideration that has the ability to impact on the safety of the individual or activity.

The decision to decline a variation must be provided in writing with the rationale to the direct line manager supporting the variation. A record of the decision should be included in the SWMS or JSA.

Approved changes will be communicated through bulletins or other communication methods.

Where a diagnosed medical condition impacts the wearing of PPE/C it should be discussed with the direct line manager, who may consult further with the WHS Advisor or the Executive Leadership Team on the appropriate action.

#### 4.1.3. Site specific PPE/C requirements for Shire controlled sites

Site specific PPE/C requirements must be communicated through:

- a. site induction processes;
- b. access restrictions, escorting or other processes;
- c. displaying safety signage at Shire facilities; and
- d. marking walkways and exclusion areas and/or controlling access via electronic systems.

Where practicable, Shire sites must have signage indicating the PPE/C requirements for the site. Where PPE/C signage is used, it must be placed in a prominent position in the workplace.

#### 4.1.4. Supply

The Shire provides for a range of PPE/C to their workers that must be relevant to the work activity and risk exposure. Initial PPE/C is provided during the probation period and is replaced under the following circumstances:

- a. at the end of the item's life as indicated by manufacturer's instructions;
- b. being consumable items such as mask filters;
- c. reasonable wear and tear;

- d. when the item has been damaged;
- e. annual clothing provisions for outdoor staff; or
- f. as deemed necessary by the direct line manager or nominated representative.

The selection, provision and replacement process and related requirements or allowances for PPE/C must be communicated to workers and PPE/C requests must be reviewed and approved by the workers' direct line manager.

#### 4.1.5. Instructions, fitting and training

All workers required to wear PPE/C will be provided with adequate instructions/fitting/training prior to its use. For some types of specialised PPE/C a competency based training and assessment is required. It is the responsibility of the direct line manager to ensure relevant training has been undertaken.

Records of relevant qualifications, licenses, training and their currencies and refresher requirements must be recorded in the Shire's training and skills registers.

All workers must use, wear and maintain their PPE/C in accordance with any information, training or reasonable instruction provided in a manner to avoid or minimise unacceptable risks by ensuring:

- a. suitability for the purpose;
- b. a correct fit;
- c. adequate storage to protect the PPE/C;
- d. inspections are carried out prior and after each use; and
- e. appropriate maintenance (including cleaning).

#### 4.1.6. Replacement and returns

Workers must report to their direct line manager any damage to, defect with, or need to decontaminate any PPE/C. Any repairs and maintenance of PPE/C must be undertaken by a competent person/outsourced service provider.

Workers must not use any damaged, defective or contaminated PPE/C.

Where a worker identifies damaged PPE/C, they are not to proceed with the work activity and must report the matter immediately to their direct line manager.

Damaged or defective PPE/C items must be removed from the work area and tagged 'out of service' (the tag must be attached to the item and state the damage/defect). Once tagged 'out of service', the item must be placed in a designated area or be given to the direct line manager. If the item is not fit for repair, it must be disposed of appropriately. If the item has been repaired according to manufacture specifications, the tag can be removed and the item can be put back into the workplace for use.

Damaged, excessively worn or contaminated PPE/C should be disposed of in a way that it cannot be used again.

Consumable PPE/C items (i.e. gloves, safety glasses) that have been damaged, or worn out due to excessive use, may be discarded and replaced with new.

When a worker ceases employment with the Shire, they must return their PPE/C to their direct line manager.

## 4.2. PPE/C application

### 4.2.1. Overview – PPE/C minimum requirements

The following minimum requirements apply to the use of PPE/C at the Shire.

All PPE/C must comply with relevant Australian/New Zealand Standards and organisational requirements.

Workers must ensure that required PPE/C is available at all times and at all workplaces, including work vehicles.

PPE/C must be worn when:

- a. specified by this procedure and other hazard specific safe work documents (e.g. procedures, work instructions, Safe Work Practices or Safe Work Method Statements);
- b. required by legislation;
- c. signposted by mandatory signs;
- d. determined by risk assessment;
- e. recommended in Safety Data Sheets (SDS); or
- f. directed by a line manager or person in control of a work site/work area.

### 4.2.2. PPE/C minimum requirements

As a standard, long sleeved shirts, hats with brim and trousers for the scope of work must be worn, to reduce the risk of immediate physical injury or damage to the skin. Where practicable, clothing fabric of 50+ or greater Ultraviolet Protection Factor (UPF) will be supplied.

The standard dress code applies all year round. Exceptions and/or exemptions to this standard may be considered on a case-by-case basis (i.e. upon written medical advice, or extenuating circumstances), or applied as stated below:

- a. To help alleviate the adverse effects of hot weather, or dependent on the activity being undertaken, **outdoor workers** may elect to wear long shorts i.e. just above the knee. A high visibility long sleeved safety shirt must still be worn. This variation to the minimum requirements is at the discretion of the Service Area Manager.
- b. **Aquatic centre workers** may be required to perform water rescues, the requirement for wearing long pants is therefore



- waived. Aquatic centre workers can wear appropriate long or mid length sleeved shirts as issued by the Shire.
- c. Regular rotation of tasks will be arranged to reduce the level of sun exposure.
  - d. **Family and Children's Services workers** (working in childcare) and **Community Safety Services** will be provided with an appropriate uniform of similar protection.
  - e. Workers at the administration centre who are required to undertake site visits, as a minimum, must wear the following PPE/C to any outdoor site visit within the Shire:
    - high visibility clothing (vest, shirt or jacket);
    - safety boots;
    - hat (September through to April); and
    - sunscreen (September through to April).
  - f. 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/assisting at a bushfire.
  - g. Other appropriate PPE/C for high risk situations and tasks will be identified and approved by the appropriate manager in consultation with relevant line managers, workers and WHS Advisor / specialists within a service area (e.g. fire management PPE/C).

Note: 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 determine whether the cuffs must be fastened or rolled up above the elbows for the duration of the task.

#### 4.2.3. High visibility clothing

All workers must be able to be seen by operators of mobile plant, equipment, vehicles etc., therefore high visibility clothing (either high visibility vests, shirts, jumpers or jackets) must be worn according to the location where activities are being undertaken.

Exemptions may apply to designated areas within the workplace depending on the activity undertaken. For example, stepping out of a vehicle at the Depot's fuel station for the sole purpose of refilling the vehicle.



Note: Exempt areas should not be left to doubt. If this is the case, high visibility clothing must be worn until advice has been received from a line manager.

#### 4.2.4. Use of sunscreen

All workers required to work outdoors will be supplied with sunscreen which should be applied to their uncovered skin in accordance with the manufacturer's instructions. Extra care should be taken to apply to the face, nose, necks, ears, backs of hands, and legs where applicable. The sunscreen provided shall be at least the SPF 50+ Broad Spectrum type as per Australian Standards.

It is recommended that all workers who work in direct sunlight on a daily basis wear a broad brimmed hat (or equivalent) and sunscreen. The Shire will supply this PPE/C to its workers.

#### 4.2.5. Eye protection

Appropriate hazard-specific eye protection will be provided for all workers where a risk of eye injury exists.

##### a. Selection of eye protection equipment

The following should be considered:

- nature of risk to the eyes e.g. 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; and
- 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 moulded into the frames with or without side shields, and held in position by the side arms;

- Tinted Safety Spectacles/Goggles - These may be provided as per relevant Australian standards (by the employer) to workers who require eye protection and 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.

b. 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 Employee Health Screening and Immunisation Procedure (HR-23).

c. Eye protection against ultraviolet and infrared radiation

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

- For workers working primarily outdoors standard sunglasses, including clip-on 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, e.g. 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.

d. 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.

e. 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.

f. 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.

g. 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.

4.2.6. Hearing protection

Workers who are exposed to a noise level of 85dB over an eight-hour shift shall wear hearing protection. As an example, noise hazards of 85dB (depending on make/model) and above include ride-on mowers, line trimmers, chain saws, concrete saws, angle grinders and fire appliances/pumps.

Hearing protection (includes ear plugs and ear muffs) must be worn in accordance with SWMS, JSA's and/or procedures and as per a line manager's instructions where the work is deemed high risk in relation to noise.

4.2.7. Head protection

Head protection shall be worn where there is the risk of a worker being struck on the head by a falling object or a worker striking their head on a fixed object. Head protection includes hard hats and other protective helmets that must be worn in accordance with SWMS, JSA's and/or procedures.

4.2.8. Hats

Broad-brimmed, legionnaire, bucket or frill neck style hats must be used when there is a risk of exposure to (ultraviolet) radiation with an index of 3 or greater for 15 minutes or longer. 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's stock of hats are not suitable, a contribution allowance will be made for the purchase of hats for sun protection to relevant workers up to a maximum value of \$60 per annum per worker, providing the hat complies with the specifications above. A valid purchase receipt must be provided with a reimbursement claim form.

#### 4.2.9. Foot protection

Workers shall wear foot protection where there is a risk of injury to feet. Hazardous environments include workshops, parks and gardens, road works and maintenance works. Foot protection includes safety boots and shoes, which must comply with AS/NZS 2210.1:2010 Safety, Protective and Occupational Footwear Guide to Selection, Care and Use.

#### 4.2.10. Respiratory protection

Workers shall wear respiratory protection if there is a risk of exposure to a hazardous atmosphere via inhalation. Such hazards include dust, smoke, vapour, hazardous chemicals, fumes, harmful gases and aerosols. Respirator protection includes disposable dust masks, particulate respirators, half-face respirators, full-face respirators and supplied air respirators and must comply with AS/NZS 1715-2009 Selection, Use and Maintenance of Respiratory Protective Equipment and AS/NZS 1716:2012 Respiratory Protective Devices.

#### 4.2.11. Hand protection

Workers shall wear hand protection where they are exposed to hazards that may cause injuries to hands. Hazards include, but not limited to, handling high temperature materials, hazardous chemicals, biological substances, sharps, timber, sheet metal, vegetation, loading of materials, using power tools, machinery and equipment.

Hand protection includes chemical gloves, riggers gloves, welding gauntlets and gardening gloves which must comply with AS/NZS 2161.1:2016 Occupational Protective Gloves Selection, Use and Maintenance.

Note: In some situations, wearing gloves may cause a risk in itself, as they could be a hindrance when performing intricate work with the hands. In these situations the need to remove gloves must be included in the relevant SWMS risk assessment.

#### 4.2.12. Safety harness (working at heights)

Workers carrying out duties where there is a risk of falling from a height of more than two (2) metres, must adhere to the specified SWMS and/or procedure put in place to carry out the work.

A safety harness must be provided and used in accordance to the manufacturers instructions and training requirements. The harness must be worn by the person in order to prevent, so far as is reasonably practicable, injury to the person as a result of a fall.

For the purpose of this procedure, harness means a work positioning harness that is designed and certified, in accordance with AS/NZS 1891.1:2007 (Industrial fall-arrest systems and devices — Harnesses and ancillary equipment), for the purpose of lifting and suspending a person.

#### 4.3. Budget and ordering

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

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

#### 4.4. 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:

- a. having ample supplies of fresh cool water;
- b. exploiting the use of natural shade;
- c. erection of temporary shade where practicable;
- d. rotation of tasks to reduce sun exposure;
- e. rescheduling of particularly heavy work outside the period 10am to 2pm where practicable;
- f. consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced;
- g. scheduling frequent breaks to rehydrate and possibly self-dousing with tepid (not chilled) water;
- h. having fans in workshop; and
- i. air-conditioning in vehicles.



## 4.5. Roles and responsibilities

### 4.5.1. Line Managers

- Provide leadership and set a good example in the use of PPE/C.
- Provide workers with adequate and suitable PPE/C where it is necessary to ensure their health and safety.
- Ensure that the PPE/C is provided in a clean and hygienic condition, and is properly stored, maintained and repaired.
- Ensure only approved variations of PPE/C are used.
- Ensure all PPE/C requirements are clearly identified and included in all risk assessments and standard operating procedures.
- Ensure PPE/C is in a condition to perform the function for which it was designed.
- Ensure workers are informed of the limitations in the use of the PPE/C.
- Ensure the PPE/C fits correctly and individuals are instructed and trained in its correct use, storage and maintenance. This includes new employees or when new PPE/C is issued.
- If seeing someone not using PPE/C where they should, stop work immediately, warn them of the risk they are taking and not recommence until the appropriate PPE/C is in use.
- Ensure records are kept of any training and replacement of PPE/C requirements.

### 4.5.2. Direct (report) Line Managers, WHS Advisor and Specialist Consultants

- Provide subject matter advice on risk control and preventative measures.
- Assist with any risk based assessment in relation to decisions regarding PPE/C.
- Ensure the suitability of PPE/C available / supplied to workers.
- Verify compliance with PPE/C requirements by conducting regular audits.
- Conduct regular reviews of safe work documents (e.g. SWMS) to ensure they remain adequate.

### 4.5.3. Contractors

- Provide the PPE/C required for the work they are performing.
- Ensure their workers are trained in the correct use, maintenance and storage of PPE/C.
- Provide evidence to the Shire that this training has taken place.
- Ensure that PPE/C provided complies with legislative requirements, Codes of Practice and current and relevant Australian Standards.



#### 4.5.4. Workers, volunteers and visitors

- Must cooperate with the Shire's health and safety requirements and use PPE/C when required and/or directed to do so.
- Must not commence work until the required PPE/C is worn or used and they are competent in its use.
- Must not use PPE/C that is unable to perform the function for which it is designed.
- Must use and wear appropriate PPE/C in accordance with manufacturer's instructions and in accordance with any training and instruction received.
- Undertake regular training in the use, fitting and maintenance of PPE/C, as required.
- Ensure the proper laundering of protective clothing in accordance with the manufacturer's instructions.
- Store PPE/C in a safe place.
- Must not use damaged or defective PPE/C.
- Must not misuse or damage the PPE/C; and must, as soon as practicable after becoming aware of any contamination/damage/malfunction, seek further advice from their direct line manager;
- Are required to return the PPE/C, supplied by the Shire after completion of use/engagement or when seeking replacement PPE/C.

## 5. APPENDICES

### Appendix 1 Standards

## 6. RELATED LEGISLATION

*Work Health and Safety Act 2020*

*Work Health and Safety (General) Regulations 2022*

## 7. RELATED DOCUMENTS

Hazard Identification and Management Procedure (OSH-14)

Employee Health Screening and Immunisation Procedure (HR-23)