

WHS15 Personal Protective Equipment and Clothing Policy

The Organisation is committed to providing and maintaining Personal Protective Equipment (PPE) to protect the health and safety of all employees. The need for PPE will be determined through the risk management process.

Appropriate PPE will be provided to control the risk for personnel. Instruction and training for the correct use, maintenance and storage will be provided.

Where other forms of hazard control cannot be applied, personal protective equipment (PPE) will be supplied and worn as appropriate by employees/workers exposed to the relevant hazard(s). As such equipment is personal; all dealings with PPE will take into account each individual likely to require such protection where reasonably practicable. This will include, but not be limited to considering such issues as body size (e.g. where protective clothing is needed); sight imperfections (e.g. when considering safety-glasses); facial hair (e.g. when considering the correct seal around a breathing apparatus).

The Organisation will ensure:-

- PPE is issued to personnel in accordance with the requirements of their role.
- PPE is appropriate for the person and controls the risk for that person.
- Instruction, training and information is provided to employees required to wear PPE in its fit, use and maintenance.
- Professional advice is sought where necessary, to identify the most suitable types of PPE to be provided.
- PPE purchased is in compliance with all appropriate Australian Standards.
- Areas of known hazard that require PPE use, are appropriately sign posted to warn all personnel.
- PPE provided is in a clean and hygienic condition.
- A regular review of the effectiveness of the Organisations' Personal Protective Equipment program is performed.

Managers/Supervisors Responsibilities:-

- Determine whether PPE is required to be worn and what type if an officer is performing duties outside their normal tasks. Specific jobs may require more personal protective equipment or clothing. For example:
 - Hand, face and eye protection
 - Hearing protection in noisy areas(e.g. ear muffs or plugs)
 - Foot protection (safety boots)
 - Hand protection (gloves)
 - Protective clothing in hot and cold environments
 - Sunscreen and eye protection for outside workers
- Ensure PPE is worn by personnel during all job tasks which require such protection

Employees/ Workers & Contractors Responsibilities:-

- Required to wear PPE provided as part of their cooperation with legal requirements for health and safety at work.
- Participate in training provided.
- Report any damaged PPE to the Supervisor or HR Officer.
- Do not use the PPE unless appropriate training and instruction in its use has been delivered.
- Observe any signage in the area that you are working in to see if there is any particular PPE that is required for known hazards.
- Ensure the PPE is worn at all times when performing the work task.
- All PPE is to be returned in a clean condition and stored in the appropriate facility.
- Request PPE where you believe it is required for the job and has not been provided.
- Take good care of PPE and any special clothing used as part of the job.
- Follow manufacturer's instructions for care and maintenance of PPE.

Purchasing

Prior to purchasing PPE, consideration on whether other forms of hazard control from higher up the hierarchy of hazard control can be implemented needs to be taken into account.

All personal protective equipment must comply with relevant Australian Standards. Since PPE is PERSONAL, when purchasing, the individual needs of staff MUST be considered. Such needs will include, but not be limited to, individual body size, impairments, capabilities etc.

All employees/workers – including managers – associated with PPE, require training in correct selection, fitting, use, maintenance and storage of the PPE.

Sun Smart Allowances

Field staff are required to wear long sleeve shirts, pants, closed in shoes, hat, sunglasses and apply sunscreen at a minimum when attending outdoor activities for protection.

FBA	Please refer to HR06 Dress Policy for uniform allowance details.
DCCA	Provide long sleeve shirts (replaced on a basis of fair wear and tear), a hat and a pair of sunglasses.
FRCC	\$100 Uniform Allowance, able to be used to purchase PPE if required.
CHRRUP	Purchase PPE required for employees.

Relevant Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*