

## PERSONAL PROTECTIVE EQUIPMENT

### Objective

It is the duty of the employer to provide items of personal protective equipment (PPE) at no cost to the employee.

Provision of personal protective equipment at the workplace should be made known to employees before they commence work or before they are required to wear or use the personal protective equipment, as appropriate to the circumstances.

Selection of PPE is dependent on the hazard identification, risk assessment and control measures implemented. Once it is established that there is a need for PPE the provision of PPE will be appropriate to the work being carried out.

### Scope

All employees of Council who work in an environment where they are exposed to UV rays or where a risk assessment determines that PPE is required. These employees shall be supplied with personal, protective equipment and clothing to reduce the risk of exposure to UV rays and other hazards.

### Policy

#### **Supply of Protective Clothing**

Council will provide clothing and equipment to all permanent employees of Council in the form of the following:

#### Outdoor Staff

- One (1) wide brimmed hat, brim measuring no less than 8cm in width as recommended by the NSW Cancer Council. To be replaced when deemed unserviceable **OR**

One (1) bucket hat, brim measuring no less than 7cm in width.

Note: Employees may purchase their own hat as long as the brim measures not less than 7cm in width. On receipt of the purchase docket employees will be reimbursed in line with the current cost of councils supplied hats.

- One (1) pair boots. To be replaced when deemed unserviceable.

Note: Employees may purchase their own boots. On receipt of the purchase docket employees will be reimbursed in line with the current cost of Council's supplied boots.

- Lace up work boots for RMS workers

- Five (5) UPF rated fluorescent summer / winter long sleeve shirts with a minimum of UPF+48 rating (when new). Top half high visibility fluorescent green / yellow with bottom half dark green/navy blue in colour. To be replaced when deemed unserviceable.
- Five (5) lightweight or heavyweight UPF+48 (when new) trousers or knee length shorts in the colour of dark green. To be replaced when deemed unserviceable
- Two (2) UPF48+ (when new) single or double fleecy lined sloppy joes with top half high visibility fluorescent lime green and bottom dark green. To be replaced when deemed unserviceable.
- One (1) high visibility fluorescent weather resistant jacket.
- At the employees option a pair of UPF+48 (when new) overalls with top half high visibility fluorescent lime green/blue and bottom dark green may be substituted for a shirt and pair of trousers. To be replaced when deemed unserviceable.

## Office Staff

Office staff on work sites are to wear clothing meeting the minimum requirements of yellow safety vest unless high visibility clothing is worn and a broad brim hat and closed in shoes.

## Casual Employees

Casual outdoor employees will receive the following:

- One (1) wide brimmed hat, brim measuring no less than 8cm in width as recommended by the NSW Cancer Council. To be replaced when deemed unserviceable **OR**  
One (1) bucket hat, brim measuring no less than 7cm in width.  
Note: Employees may purchase their own hat as long as the brim measures not less than 7cm in width. On receipt of the purchase docket employees will be reimbursed in line with the current cost of councils supplied hats.
- One (1) pair boots. To be replaced when deemed unserviceable.  
Note: Employees may purchase their own boots. On receipt of the purchase docket employees will be reimbursed in line with the current cost of councils supplied boots.
- Two (2) UPF rated fluorescent summer / winter long sleeve shirts with a minimum of UPF+48 rating (when new). Top half high visibility fluorescent green / yellow with bottom half dark green/navy blue in colour. To be replaced when deemed unserviceable.
- Two (2) pairs of lightweight or heavyweight UPF+48 (when new) trousers or knee length shorts in the colour of dark green. To be replaced when deemed unserviceable
- One (1) UPF48+ (when new) single or double fleecy lined sloppy joes with top half high visibility fluorescent lime green and bottom dark green. To be replaced when deemed unserviceable. If an employee requires a jacket, this will be provided.

- At the employee's option, a pair of UPF+48 (when new) overalls with top half high visibility fluorescent lime green/blue and bottom dark green may be substituted for a shirt and pair of trousers. To be replaced when deemed unserviceable.

## Pool Staff

Permanent pool staff:

- Five (5) Royal Life Saving Society – Lifeguard Polo Shirt long sleeve. Yellow/Red
- Four (4) pairs knee length shorts.
- One (1) wide brimmed hat, brim measuring no less than 8cm in width as recommended by the NSW Cancer Council. To be replaced when deemed unserviceable **OR**

One (1) bucket hat, brim measuring no less than 7cm in width.

Note: Employees may purchase their own hat as long as the brim measures not less than 7cm in width. On receipt of the purchase docket employees will be reimbursed in line with the current cost of councils supplied hats.

Casual pool staff:

- Two (2) Royal Life Saving Society – Lifeguard Polo Shirt long sleeve. Yellow/Red
- Two (2) pairs knee length shorts.
- One(1) wide brimmed hat, brim measuring no less than 8cm in width as recommended by the NSW Cancer Council. To be replaced when deemed unserviceable **OR**

One (1) bucket hat, brim measuring no less than 7cm in width.

Note: Employees may purchase their own hat as long as the brim measures not less than 7cm in width. On receipt of docket employees will be reimbursed in line with Council's current acquisition costs.

## **Other Personal Protective Clothing**

Also the following items will be provided on an individual needs basis:

- Sunglasses that meet the Australian Standard.
- 30+ or higher broad spectrum, water resistant sunscreen
- All other Safety Equipment that is recommended by *WorkCover NSW* and *Safe Work Australia*
- High visibility safety vests
- Safety glasses/goggles
- Hard hats with brim
- Hearing protective muffs/plugs
- Dust masks
- Welding aprons
- Gloves
- Safety boots
- Safety jacket when required

## **Replacement Items**

Items will be replaced only if the unserviceable items are returned to the Storeman who will determine whether the item is serviceable or not.

### Responsibility

The employee will be responsible to notify the Storeman of any lost or stolen items.

### Maintenance

The employee will be responsible for the maintenance and safe keeping of all personal protective equipment at all times.

### Disputes

Any disputes regarding the replacement of unserviceable or lost items will be referred to the manager in the first instance.

### Property Ownership

At all times personal protective equipment remains the property of Gilgandra Shire Council.

## **Exemption**

As a Council employee there will be no exemptions to the wearing of personal protective clothing and equipment as well as other safety equipment.

## **Grievance Procedure**

Any employee who fails to wear any of the personal protective clothing shall be stood down without pay to such time that they are prepared to wear the personal protective equipment. The incident will be reported and the disciplinary procedure as stated in the NSW Local Government State Award or any other relevant award will be applied.

## **Education and Training of Workers**

At induction or orientation to Council all new employees are to be made aware of the Clothing and Personal Protection Policy and their duty to comply.

## **Contractors**

Contractors and their employees are required to meet the requirements of this policy, or their own policy.

Relevant Legislation

Work Health & Safety Act 2011 (NSW)  
 Work Health & Safety Regulation 2017 (NSW)  
 Local Government (State) Award 2017

Associated Documents

HR – UV Policy  
 GSC WH&S Management System Procedures – PPE & Clothing & UV WHS-16

<b>Responsible Officer:</b>	Director Corporate Services		
<b>Date Adopted:</b>	19/3/09	<b>Resolution No:</b>	102/09
	25/3/10		89/10
	18/2/15		15/15
	17/2/16		18/16
	20/3/18		48/18
	16/2/21		15/21
<b>Version:</b>	5.1	<b>Review Date:</b>	February (annually)