



**Murrumbidgee**  
COUNCIL

## Personal Protective Equipment (PPE) Policy (Revision 1)

|                     | Name            | Position         | Signature  | Date            |
|---------------------|-----------------|------------------|--|-----------------|
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## 1. Purpose

The purpose of this policy is:

- To establish the standards and guidelines for the wearing and use of Personal Protective Equipment at Murrumbidgee Council.
- Clearly identify the role that Personal Protective Equipment plays in the overall risk management process.
- To provide a framework to minimise the risk of injury or harm to employees and other persons by the correct and appropriate management and use of Personal Protective Equipment.

## 2. Scope

This policy and procedure is applicable to all employees, contractors and visitors to Murrumbidgee Council construction sites or as per signage at Depots and buildings.

### Legal Compliance & References

|                                      |  |
|--------------------------------------|--|
| Legislation / Recognised Standards   | Work Health and Safety Act 2011 No 10<br>Work Health and Safety Regulation 2017  |
| Australian / International Standards | AS/NZS 4602:1999 High Visibility Safety Garments<br>AS/NZS 4399 Sun Protective Clothing<br>AS/NZS 4804 Occupational Health and Management System |
| Other References                     | Hi Visibility Clothing – Operational Specification<br>Working in Heat Guidelines<br>Sun Protection Policy  |

## 3. Definitions

| Term                                | Definition  |
|-------------------------------------|---|
| Personal Protective Equipment (PPE) | Includes any item of clothing, equipment or a device designed to protect a person from risks of injury or illness eg. gloves, hearing protection, respirators, protective eyewear, safety helmets, sunscreen and sun hats. It includes seat belts, fall arresting devices and buoyancy devices. |
| Hazard                              | Is a situation that has the potential for harm to life, health, property or the environment. This includes any existing or potential condition in the workplace that can result in injury, damage or other losses.  |
| Worker                              | An employee, contractor or employee of a contractor, volunteer.   |
| PCBU                                | Person Conducting Business or Undertaking   |

## 4. Procedural Requirements

### 4.1 Planning

Murrumbidgee Council recognises that a process of risk management involving the hierarchy of control is the most appropriate method of determining what hazard control measures should be introduced in response to workplace risk.

The hierarchy of control is listed below:

- Elimination of the hazard - removal of the hazard at the source.
- Substitution of a hazardous process, chemical or activity with a less hazardous one.
- Engineering - changing the process or method of how the job is performed, enclosure of hazardous chemicals or activities so that employees are separated from the hazardous activity.
- Administrative controls – Signage, training, written policies and work procedures.
- Personal Protective Equipment use

*The use of Personal Protective Equipment should only be contemplated as a viable control measure when consideration of all other methods of hazard control have occurred. However, it is recognised that there are many occasions where there is either no alternative other than to use Personal Protective Equipment or where Personal Protective Equipment may be used in conjunction with one or more of those listed above.*

Murrumbidgee Council will adopt the following principles:

- Hazard analysis and risk assessment measures will be employed to determine the best means of hazard control.
- The requirements of relevant Work Health and Safety Legislation, Australian Standards and Codes of Practice will be used as a minimum to set the standards for the use and issue of Personal Protective Equipment.
- Specific procedures, guidelines and instructions will be developed for the requirements and methods of use of Personal Protective Equipment.
- An adequate and comprehensive range of Personal Protective Equipment will be available on site at all times.
- Ongoing review and assessment of Personal Protective Equipment will occur to ensure that the equipment on hand is in keeping with contemporary developments.

### 4.2 Execution

#### Procedures & Guidelines

Procedures and guidelines will be developed which give support to this Policy. These will include, but will not necessarily be limited to, the following issues:

- Overall management and control of Personal Protective Equipment.
- Head protection.

- Eye and face protection, including reference to special requirements of those who wear prescription glasses.
- Fall protection.
- Respiratory protection.
- Foot and lower leg protection.
- Hearing protection.
- Personal protective clothing.
- Other specific items of Personal Protective Equipment.
- It is the responsibility of all employees, contractors and visitors to Murrumbidgee Council to use Personal Protective Equipment in designated areas, or tasks, as defined in this Policy.
- All persons are to ensure that they have appropriate protective equipment and wear it in accordance with this Policy.
- Care of the protective safety equipment issued to employees, contractors or visitors is the responsibility of those persons to whom it is issued.
- Any person who wishes to avail themselves of protective equipment not under normal store issue should enquire through their immediate Supervisor and/or Manager if this will be approved. Any contractor or visitor to Murrumbidgee Council must also comply with these protective equipment rules, and address any concerns with their supervisor.
- Contractors will be responsible for the provision of Personal Protective Equipment for their employees and will meet or exceed Murrumbidgee Council rules and standards as they apply to Personal Protective Equipment.
- Correct disposal of Personal Protective Equipment as per site requirements is the responsibility of the individual.

**Continual failure to wear appropriate safety and protective equipment may lead to an employee's ongoing employment being jeopardised.**

#### 4.3 Procurement and Issue of Personal Protective Equipment

Only protective safety equipment that complies with Australian Standards shall be issued and/or used at Murrumbidgee Council (refer Appendix 1).

Purchasing of protective safety equipment shall only be authorised by the General Manager/Acting General Manager /Director of Infrastructure/Infrastructure Manager or the WHSRA.

Personal Protective Equipment shall be freely accessible to all workers at Murrumbidgee Council and shall be issued from the store office and supervisors offices.

Persons requiring Personal Protective Equipment to suit individual needs can discuss those needs with the Supervisor or WHSRA.

All reasonable efforts shall be made to meet individual requirements.

#### 4.4 Designated Areas

Safety glasses and safety helmets are not required to be worn in administrative areas, including designated car park areas accessing administration buildings. Enclosed footwear and suitable clothing must be worn.

#### 4.5 The Office Environment

Appropriate footwear in the office environment that will still provide foot support must be worn.

#### 4.6 Using Personal Protective Equipment

Personal Protective Equipment shall be worn or used in accordance with the manufacturer's instructions.

#### 4.7 Safety Signs

The purpose of safety signs is to draw attention to objects and situations affecting health and safety. AS1319 - Safety signs for the occupational environment - sets out the requirements for the design and use of safety signs intended for use in the workplace for the purpose of:

- (a) Prevention of accidents;
- (b) Identification of hazards;
- (c) Indicating location of things provided in the interest of safety; and
- (d) Giving direction and instruction from the person responsible for health and safety in the workplace.

Use of this sign convention will be adopted at Murrumbidgee Council. The Director of Infrastructure/Infrastructure Manager and Storeperson/s are to ensure that all new and replacement signage complies with this requirement.

Safety signs are classified as **Regulatory, Cautionary or Emergency Related.**

- (a) Regulatory signs are of two types, a prohibition sign to denote an order forbidding an action, and a mandatory sign to denote an order of obligatory action.
- (b) Mandatory signs are circular in shape with a blue background and a white symbol. The blue must cover at least 50 % of the area of the sign.

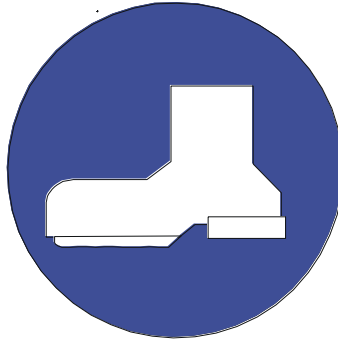
These signs are normally used to indicate that certain protective equipment is required to be worn.

#### 4.8 Mandatory Signs

Signs shall be posted in conspicuous locations on-site where it is mandatory to wear Personal Protective Equipment. These are round blue signs with icons of the Personal Protective Equipment in white. Examples follow:



**EYE PROTECTION**



**SAFETY BOOTS**



**SAFETY HELMETS**

#### 4.9 Storage and Maintenance of Personal Protective Equipment

Personal Protective Equipment shall be stored in a clean and fully operational condition. Equipment shall be stored in a readily accessible location.

Personal Protective Equipment shall be inspected before use to ensure the equipment is in a serviceable condition.

Damaged or defective Personal Protective Equipment shall be tagged out-of-service and repaired or discarded. This must always be documented by the Storeperson/s.

#### 4.10 Head Protection

All persons shall wear approved safety helmet protection on quarry sites within Murrumbidgee Council, and generally where overhead lifting is occurring, and within 3 metres of an extended arm of a backhoe, excavator or the like when in use. In all other areas persons must wear approved wide brim hats. This is a legislative requirement. Areas or instances of exemption are:

- The administration offices and lunch room areas;
- The car parks and entrances to the depot office areas;
- Inside the workshop and depot offices.

Appropriate head protection must be worn where any work is performed in these nominally exempted areas that present a risk of head injury.

- Safety helmets must be worn when anyone is working below another employee and/or where there is a risk of any objects being dislodged or dropped, such that it could injure the person below.
- Beanies may be worn under safety helmets and wide brim hats at any time.

#### 4.11 Hearing Protection

High levels of noise accelerates hearing loss and produces other side effects - increased blood pressure, pulse and breathing rate - all leading to unacceptable levels of stress.

Hearing protection must be worn when exposed to excessive noise levels. An indication of the necessity to wear hearing protection is if there is a need to raise your voice above normal speaking volumes to be heard by another person who is approximately one metre away.

Where noise exceeds the limits prescribed by this rule, the affected areas are designated as HEARING PROTECTION AREAS and the wearing of hearing protection devices becomes mandatory.

Wherever such a sign is displayed, all persons are required to wear either:

- (a) Earplugs (disposable or reusable); or
- (b) Ear muffs.

#### **Hearing protection must be worn in the following areas:**

- Near all compressors and whilst using compressed air equipment.
- While operating, being transported in or standing near diesel equipment as determined by the level of discomfort or as determined by the regular monitoring results
- As directed by Supervisors
- Where signage indicates that hearing protection is mandatory
- When noise levels are uncomfortable.

#### 4.12 Eye Protection

Eye protection must be worn **in operational areas**.

#### **Exempt areas are as follows:**

- Inside offices and lunch rooms
- Designated lunch room/rest areas – outside the actual lunch room

Suitable protection will be used for any work performed in exempt areas where the task at hand could endanger the person.

Specific eye protective equipment is designed to provide protection against hazards such as:

- Flying particles
- Dust
- Splashing materials



- UV reflection
- Harmful gases
- Vapours and aerosols
- High intensity radiation generated during welding operations
- Will be worn where specified either by appropriate signs, or by the Safe Operating Procedure
- Where a Material Safety Data Sheet (MSDS) indicates the need.

The hazards associated with a particular task or area should be evaluated and the most appropriate type of eye protection selected.

In selecting eye protection, the following should be considered:

- (a) The nature of the risk to the eyes
- (b) The condition under which the operator is working
- (c) The visual requirements of the task
- (d) The personal preference of the wearer. Comfort, lightness, ventilation and unrestricted vision are important considerations
- (e) The condition of the operator's eyesight.

A full range of eye protection and cleaning materials are available from the store. Protection for visitors on a temporary basis is available at the store; these items are expected to be returned by the user before departure.

#### 4.13 Corrective Lenses

Where it is determined by optometrists or other specialists that an employee needs to wear prescription glasses, Murrumbidgee Council will:

- Provide clip on protective glasses to protect prescription lenses.
- Shall pay the first \$300 of the safety prescription lenses and frames in a 12 month period when glasses are purchased from an Australian Eyeglass Retailer.

Where damage is sustained to an employee's prescription safety glasses as a consequence of work activities, an incident report should be completed and registered with the supervisor.

The WHSRA will authorise the cost of replacement of the prescription glasses. Replacement will be on a one for one basis.

**Employees who currently have prescription eye wear that does not meet Australian Standards shall make an appointment with their optometrist for supply of appropriate eyewear.**

#### 4.14 Protective Clothing

All employees will be issued with a supply of work clothing. The nature of the clothing issue is to be consistent with the employee's employment category and the hazards which may be reasonably expected to be encountered during the course of that employee's duties.

All employees are to wear the personal protective clothing supplied.

Protective clothing – shirts - will be made from cotton/natural fibre, high visibility, and two tones as defined in MC STD – Hi Visibility Clothing. The company logo shall be placed on the front left hand chest panel.

Pants/trousers/knee-length shorts shall be made of cotton/natural fibre as the predominant material.

These types of protective clothing shall be worn at all times whilst working in operational areas.

The wearing of long sleeved UV protective shirts buttoned at the wrist and pants/trousers/knee-length shorts for outdoor staff is mandatory.

Safety - high visibility, fire resistant vest shall be worn by all visitors and contractors who do not have a shirt that meets the requirement.

Personnel are not permitted to wear jackets or other substantive items of clothing made of fusible material in operational areas. Where this is unavoidable, appropriate protective overalls shall be worn.

For indoor staff, the wearing of long sleeved UV protective shirts buttoned at the wrist whilst attending to any outdoor jobsites or inspection areas, where you are outside for a period of more than 30 minutes, is mandatory.

Personnel working outdoors are exposed to UV radiation and should take additional precautions. These include:

- The application of sunscreen cream which has a minimum 30+ protection rating. Sunscreen should be kept in a cool place. Do not keep in the glove box of vehicles. If sunscreen is to be kept in a vehicle, place in a suitable place i.e. esky or lunchbox (plastic zip lock bags will be supplied to prevent leakage). Sunscreen will be available at all work sites and must be used for ALL staff. Notation of sunscreen application can be made on start-up sheet, diary or separate toolbox sheet for each gang. This applies to indoor staff also.
- The wearing of a broad brim and neck flap attachment on safety helmets.
- A broad brimmed hat measuring no less than 7.5cm in width, as recommended by the NSW Cancer Council, will be worn at all times. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%. Hats worn by employees whilst working in an environment exposed to UV radiation shall be light enough to wear in hot conditions and made of a fabric that is of a close

weave and does not allow the penetration of sunlight. Hats that have a gauze section are not suitable as UV rays will penetrate these.

- Biennial skin checks will be undertaken for all employees of Murrumbidgee Council.

### **Suitable Clothing for Hot Work**

Personnel engaged in welding, cutting, heating and gouging will adhere to the requirements of AS1558 – Protective Clothing for Welders.

#### 4.15 Respiratory Protection

Respirators of the approved type, selected in compliance with the relevant Australian Standards, must be worn whenever dusts, fumes, gases, or other harmful atmospheres are present.

These areas must be thoroughly ventilated. When in doubt, do not enter that space, if the air quality deteriorates, evacuate to known fresh air immediately.


#### **The rules for respiratory protection are as follows:**

- Check with a supervisor to obtain the approved type of respirator before entering poorly ventilated areas.
- Respiratory protection must be correctly fitted and inspected for damage before use. The respirator should be inspected for air leaks around the face seal, damage, unclean or inadequate filters and damage to airlines.
- Dust respirators for spray painting and light concentration of toxic fumes.
- Canister respirators for smoke or toxic fumes/gases.
- Approved respirators are mandatory in designated areas.
- Any spray painting operations in accordance with SOP E 3.83 Spray Painting or Spraying Harmful Substances.
- Grinding of metal surfaces.
- Airborne dust must be reduced to an absolute minimum by the use of effective water spray systems and watering down dusty areas as required.
- For spraying chemicals used for killing weeds and insects. As directed by chemical data sheets or as directed by a Supervisor.

#### 4.16 Protection of Hands/Fingers and Feet

Where there is risk of damage to the hands, gloves, in accordance with the relevant Australian Standard, are to be provided and worn. Some rules for the wearing of gloves are as follows:

- (a) Work gloves should be used while handling rough materials.
- (b) Rubber nitrile gloves must be worn when working with caustics, acids, solvents, lime, concrete, or cement. Only gloves with close fitting wristbands shall be used when handling hot materials.
- (c) Oxy, electric welding and cutting/heating operations use leather gloves

- (d)  DO NOT wear gloves near rotating equipment, for example rotating drill steels and pedestal grinders.
- (e) All persons on site in operational areas shall wear safety boots/footwear – boots/footwear shall be in accordance with the relevant Australian Standard and shall be provided at annual issue and as required by fair wear and tear.
- (f) All boots shall have soles with non-slip rubber tread configuration (as per Australian Standards).

#### 4.17 After Work Call Outs

All employees, contractors and visitors engaged in after work callouts are to wear PPE as outline in this policy.

**Table 1 Designated PPE requirements**

| TYPE                                | COMPULSORY/<br>RECOMMENDED                               | FOR WHOM                              | WHERE  |
|-------------------------------------|--|---------------------------------------|--|
| Safety Footwear                     | Compulsory   | All workers, contractors and visitors | All construction and quarry sites<br>All depot areas not marked as walking paths   |
| Reflective Clothing                 | Compulsory   | All workers, contractors and visitors | Any night work   |
| Enclosed Footwear                   | Compulsory   | All workers, contractors and visitors | Marked walking areas within depots, and designated areas   |
| Hard Hats                           | Compulsory   | All workers, contractors and visitors | In all designated areas/sign posted areas and as required when doing overhead work.  |
| Safety Glasses                      | Compulsory   | All workers, contractors and visitors | In all designated areas/sign posted areas and as required.   |
| Protective Gloves                   | Compulsory to carry them and have them available for use | All workers                           | Handling materials or using tools that could cause injury to the hand.   |
| High Visibility Protective Clothing | Compulsory   | All workers, contractors and visitors | All areas of operation excluding office buildings and car park.  |
| Hearing Protection                  | Compulsory   | All workers, contractors and visitors | In all designated areas/sign posted areas and as required.   |
| Full Face Shield                    | Recommended  | All workers                           | Job specific when cutting/grinding, welding, Oxy-Acetylene/LPG cutting etc. (A hard hat may not be appropriate when wearing this PPE). |

## **5. Resources Required**

As defined by document

## 6. Training

All workers shall complete training in the content of this procedure.

## 7. Accountabilities

|                                |   |
|--------------------------------|---|
| General Manager                | General Manager shall ensure that all of the provisions of this Policy are implemented and that compliance is achieved by: <ul style="list-style-type: none"><li>• Ensuring the process is designed and maintained to meet the desired outcome.</li><li>• Providing adequate resources – personnel, equipment and access to training to achieve the outcomes desired.</li><li>• Reviewing actual incident outcomes for improvement opportunities.</li></ul> |
| Managers/Supervisors and WHSRA | Will ensure all employees, contractors and visitors in their departments are thoroughly acquainted with all Personal Protective Equipment Policies and Procedures and use appropriate protection as required.   |
| WHSRA/People & Culture Officer | <ul style="list-style-type: none"><li>• Advise management of suitable Personal Protective Equipment standards.</li><li>• Continually monitor all incidents and injuries to assess the effectiveness of the use of Personal Protective Equipment across all sites.</li><li>• Inspect work areas and activities regularly to review the appropriateness of Personal Protective Equipment being used.</li></ul>  |
| All Workers                    | <ul style="list-style-type: none"><li>• All employees will support this procedure by attending medicals, participating in surveys and reporting incidents in their workplace to their Supervisor.</li><li>• Will wear Personal Protective Equipment in accordance with this Policy.</li></ul>   |
| Document Owner                 | Review this procedure in line with the requirements of the Document Control and Records Management Standard.  |

## 8. Policy Review

This Policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).

## Appendix 1

### List of Australian Standards for Personal Protective Equipment

| <b>Whole Body Protection</b> |  |
|------------------------------|--|
| AS1499                       | Personal Flotation Devices – Type 2  |
| AS2375                       | Guide to the Selection, Care and Use of Clothing for Protection against Heat and Fire  |
| AS 2626                      | Industrial safety belts and harnesses – Selection, use and maintenance   |
| AS 2919                      | Industrial clothing  |
| AS 3765                      | Clothing for protection against hazardous chemicals  |
| NFPA 70E PPE                 | Clothing for protection against arc flash hazards  |
| AS 4626                      | Industrial fall-arrest devices – Selection use and maintenance   |
| AS/NZS1906                   | Retro reflective materials and devices for road traffic control purposes - Part 4: High visibility materials for safety garments and devices |
| AS/NZS 1891                  | Industrial fall arrest systems and devices - 1 - Fall-arrest devices   |
| AS/NZS 4399                  | Sun protective clothing – Evaluation and classification  |
| AN/NZS 4453                  | Protective clothing for users of hand-held chainsaws   |
| AS/NZS 4488                  | Industrial rope access systems   |
| AS/NZS 4501                  | Occupational protective clothing   |
| AS/NZS 4503                  | Protective Clothing – Protection against Liquid Chemicals  |

| <b>Head Protection</b> |  |
|------------------------|--|
| AS1800                 | The Selection, Care and Use of Industrial Safety Helmets   |
| AS1801                 | Occupational Protective Helmets                            |
| AS4067                 | Firefighter’s Helmets –Specification                       |
| BS4033                 | Specification for Industrial Scalp Protectors (light duty) |

| <b>Eye Protection</b> |   |
|-----------------------|---|
| AS1336                | Recommended Practices for Eye Protection in the Industrial Environment    |
| AS3957                | Light-transmitting Screens and Curtains for Welding Operations (NZS 5852) |
| AS/NZS 1337           | Eye Protectors for Industrial Applications                                |
| AS/NZS1338.1          | Filters for Protection against Radiation in Welding and Allied Processes  |

| <b>Hearing Protection</b> |                                  |
|---------------------------|----------------------------------|
| AS1269                    | Acoustics – Hearing Conservation |