

KATHERINE TOWN COUNCIL

PERSONAL PROTECTIVE EQUIPMENT POLICY AND PROCEDURE



TITLE: PERSONAL PROTECTIVE EQUIPMENT POLICY AND PROCEDURE

ADOPTED BY: COUNCIL

RESPONSIBILITY: CHIEF EXECUTIVE OFFICER

NEXT REVIEW DATE: 01/03/2019

Version	Decision Number	Adoption Date	History
1		28/02/2017	
2			
3			
4			

1. PERSONAL PROTECTIVE EQUIPMENT POLICY

The Personal Protective Equipment (PPE) Policy relates to Katherine Town Council (Council).

2. COMMENCEMENT OF POLICY

The Policy will commence from 01/03/2017; it replaces all other policies, if any, relating to Personal Protective Equipment (PPE) (whether written or not).

3. SCOPE

This Policy applies to:

- New workers
- Apprentices/trainees
- Volunteers undertaking duties for the council

4. PURPOSE

The purpose of this Policy is to provide general guidance on the management of PPE in accordance with applicable Legislation, Codes of Practice and Australian Standards for the Council.

Additionally, this policy is to ensure that the Council takes every reasonable practical measure to provide any information, training, instruction or supervision that is necessary to protect all workers from risk to their health and safety arising from work

5. POLICY STATEMENT

Council is committed to a PPE process that includes:

- Risks are reduced in the first instance by means other than PPE and that PPE is used in conjunction with other controls where the risk of exposure is high;
- Minimal risk of injury or harm to Council workers and others through the effective selection, issue, training, use, maintenance, storage and replacement of PPE;
- The use of PPE is assessed so that secondary risks are not introduced as a result and do not cause any additional safety or health problems;
- All aspects of the selection, issue, training, use, maintenance, storage and replacement of PPE complies with legislative and industry standards; and
- At all times that Council workers and others on all sites use appropriate PPE as required.

6. APPLYING THIS POLICY

Council seeks the co-operation of all workers, contractors, visitors and others whom may be affected by our business or undertakings.

Council encourages and supports suggestions to create a safe working environment and promotes all reasonable preventative measures being taken.

7. REVIEWING THIS POLICY

Council will review this policy every two (2) years, unless legislative changes trigger an earlier review, in consultation with workers:

- to assess the effectiveness of the policy,
- by reviewing our overall health and safety performance,
- by monitoring the effectiveness of policies and procedures.

8. COMMUNICATING THIS POLICY

This policy (and related procedures) shall be displayed in our workplace/s.

All workers, contractors and others affected by our business or undertakings will be provided with a copy through their manager/supervisor.

New workers will be provided with a copy as part of their induction.

9. ACKNOWLEDGEMENT

I acknowledge:

- *receiving the Policy and Procedure,*
- *that I will comply with the Policy and Procedure, including the use or wearing of the PPE in accordance with any information, training or reasonable instructions,*
- *that I will not intentionally misuse or damage the PPE, and:*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name: _____

Signed: _____

Date: _____

10. ATTACHMENTS

- A. PPE Procedure
- B. Use of PPE Flowchart
- C. Australian Standards for PPE
- D. Council Protective Clothing Guidelines
- E. Claim for Reimbursement of PPE Costs Form



Attachment A

PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

1. Objectives

The objectives of the PPE Procedure are:

- To minimise the risk of injury or harm to workers and others through the effective issue, training, use, storage, maintenance and replacement of PPE;
- To ensure that all aspects of the selection, use, maintenance and replacement of PPE complies with legislative and industry standards; and
- To ensure that at all times Council workers and others on all sites use and wear appropriate PPE as required.

2. Principles

To achieve these objectives the Council will adopt the following principles:

- Hazard analysis and risk assessment measures will be used to determine the best means of hazard control;
- The requirements of relevant Work Health and Safety (National Uniform Legislation), Australian Standards and Codes of Practice will be used as a minimum to set the standards for the issue and use of PPE;
- Specific procedures, guidelines, instructions and training will be developed for the requirements and methods of use of PPE;
- An adequate and comprehensive range of PPE will be available on site at all times; and
- Ongoing review and assessment of PPE will occur to ensure it provides an adequate level of protection against the risk present.

3. Hazard Identification and Risk Assessment

The need to provide PPE shall be determined from the process of hazard identification, risk assessment and development of risk control measures. These shall be completed to ensure that risks are reduced by means other than PPE and that the provision of PPE is used in conjunction with other appropriate control options. Standard Work Procedures may also describe the appropriate PPE required for tasks.

Records of risk assessment shall be kept to ensure hazards have been controlled and improvements made through design, substitution, isolation or administration in preference to the provision of safety equipment.

Consideration shall be given to the need for protecting persons who are working nearby or passing close to hazardous areas.

4. Correct Selection

PPE shall be selected to ensure it provides an adequate level of protection against the risk of the task.

5. Purchase of PPE

PPE shall conform to any legislative, Australian Standard and/or Industry Standard requirements or guidelines. Council shall consult with the supplier to ensure personal protective equipment is suitable for the task and workplace conditions.

PPE items shall be purchased from suppliers who can assure that only approved (Australian Standard or equivalent marking) PPE will be provided and include the following services:

- advice on PPE;
- information relating to any test results;
- advice on personal fitting, use, cleaning, maintenance and storage of PPE;
- a range of sizes (where appropriate);
- information on the availability and need for replacement parts,;
- demonstration of the PPE; and
- immediate replacement of any defective PPE.

6. Training

Council workers and others required to use PPE shall be provided with training and information on the correct use of the PPE.

This will include instruction on the correct selection, fitting, use, testing, maintenance and storage of the PPE or clothing. Council workers and others shall be made aware of the limitations in the use of the PPE.

General information about PPE shall be included in an induction training program for new workers. Ongoing training shall be provided as work practices or equipment is updated or changed.

7. Use

Required PPE

Circumstances in which PPE may be required to be worn include:

- **Head Protection** in the form of a safety helmet shall be worn where there is a risk that a person may be struck on the head by a falling object, a person may strike his/her head against a fixed object, or there may be head contact with electrical hazards.
- **Eye Protection** shall be worn where a risk of eye injury exists. Typical hazards might include flying particles, dust, splashing substances, aerosols, and high intensity radiation from welding operations.
- **Hearing Protection** shall be worn where a risk of noise induced hearing loss exists. The need for hearing protection shall be assessed through noise surveys in potential noise hazard areas.
- **Respiratory Protection** shall be worn where there is a risk of exposure to inhalation of hazardous substances and shall be appropriate for the risk.

- **Protective Clothing** and sunscreen shall be worn by workers and others who are required to work outdoors and are exposed to the sun's rays for continuous periods in a day. Direct exposure of the skin to UV radiation from outdoor work shall be minimised by providing hats/wide brims for hard hats, long sleeves/trousers and an adequate supply of sunscreen.
- **Hand Protection** shall be worn where there is an identified hazard associated with a potential for hand injury.
- **Protective Footwear** (safety footwear) shall be worn where the worker is exposed to a medium or high risk of injury to their feet. It is generally required where there is a risk of heavy objects falling and causing crush injuries to feet.
- **High Visibility Clothing** shall be worn where there is a risk of injury associated with working on or near moving traffic or moving plant by day and night.
- **Full Body Harness** shall be worn when working at height, a fully body fall arrest harness shall be worn, appropriately anchored by a lanyard or other fall arrest device such as an inertia reel, Ladder safe system, etc.

Compliance with requirements to use PPE by individuals shall be monitored. Where there is non-compliance this shall be investigated and handled in accordance with the Council's disciplinary procedures.

8. Maintenance

PPE shall be maintained in a condition that ensures its continued effective use. This includes making sure the equipment or clothing is clean, hygienic and in good working order. A system to manage the appropriate maintenance of PPE shall be implemented to include the responsibilities for maintenance according to the manufacturer's specifications. This needs to include the designation of staff, storage procedures, cleaning procedures, checking procedures, the protective life of the PPE, the training on correct maintenance of PPE and the criteria for the replacement, maintenance or calibration of PPE.

9. Replacement

Damaged or defective PPE shall be discarded or repaired according to the manufacturer's specifications. When usage, accidental damage or age has resulted in the deterioration of the PPE to a stage where its use could itself be hazardous, or where the PPE no longer complies with the relevant standard it needs to be replaced. Council workers and others must inform their supervisor as soon as they become aware of any defects in the PPE.

10. Storage

PPE shall be stored correctly to ensure it is clean, safe from damage and is easily accessible when required. PPE shall be checked regularly during storage and in use, as specified by the manufacturer or supplier, to ensure it is in good working order.

11. PPE Program

All Council Departments shall develop a PPE program (See Annex D Protective Clothing Guidelines) outlining:

- approved PPE items and where they shall be worn;
- who is required to wear it and whether it is provided for general or exclusive use;
- how PPE will be issued;
- the initial training and ongoing instruction needed;

- specific precautions that apply, e.g. cleaning/replacement;
- replacement arrangements;
- who is to clean and/or service the PPE and how often;
- signage required at the point of required use;
- what supervision will be provided;
- what regular inspections of PPE are necessary; and
- storage arrangements.

12. Purchase and Issue of PPE

Only PPE that complies with Australian Standards shall be purchased and issued to workers and others by the Council Group (refer Annex A).

Selection and purchasing of PPE shall only be from the approved list.

PPE shall be freely accessible to all workers at Council

Persons requiring PPE to suit individual needs can discuss those needs with their supervisor or safety representative.

All reasonable effort shall be made to meet individual requirements.

Care of the PPE issued to workers and others is the responsibility of those persons to whom it is issued.

Any workers and others who wish to access and use PPE not stocked at their workplace should enquire through their immediate supervisor as the availability of such items.

Contractors will be responsible for the provision of PPE for their workers and shall meet or exceed Council requirements and standards as they apply to PPE.

13. Using PPE

It is the responsibility of all workers and others to wear approved PPE as supplied by Council or approved by Council for use in designated areas, or tasks, as defined in this Procedure.

PPE shall be used in accordance with the manufacturer's instructions.

All workers and others must comply with these PPE requirements, and address any concerns with their supervisor or Safety Rep.

14. Mandatory Signs

Signs shall be posted in visible locations at workplaces where it is mandatory to wear PPE. These signs shall comply with Australian Standards **AS1319 Signs for Occupational Environments**. **Signs shall be** round blue signs with icons of the PPE in white and indicate the PPE which shall be worn in that area. See examples below:



EYE PROTECTION



SAFETY BOOTS



SAFETY HELMETS

15. Storage and Maintenance of PPE

PPE shall be stored in a clean and fully operational condition, in a readily accessible location.

PPE shall be inspected before use to ensure the equipment is in good working order.

Damaged or defective PPE shall be tagged out-of-service, repaired or discarded and the supervisor shall be advised as soon as is practicable.

16. Head Protection

Shall comply with the relevant Australian Standard/s AS 1800, AS1801, AS4067, and BS 4033

All workers and others shall wear approved head protection where there is a risk of head injury and on identified sites unless otherwise exempted by the client's representative depending on site specific requirements. This is a legislative requirement. Areas or examples of exemption are:

- The administration offices and crib room areas.
- The car parks and entrances to the site office area.
- The main entrance road to the mines.
- Enclosed vehicle/machinery operator's compartment.

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

Hard hats must be worn when anyone is working below another worker and/or where there is a risk of any objects being dislodged or dropped such that it could injure the person below.

Bump hats may be worn in workshop areas if authorised by the workshop supervisor.

Safety helmets shall be replaced every 3 years as advised by Australian Standards. The date of manufacture is stamped onto the inside of the shell near the peak of the helmet.

16.1 Correct Fitting of Hard Hats

- Head bands of hard hats shall fit snugly and shall be adjustable;
- There shall be sufficient clearance between the shell of the hard hat and the suspension for ventilation and distribution of impact;
- The hat should not bind, slip or fall off;
- Hard hats should be worn over the forehead so that the brim of the hat is parallel with the ground; and
- When wearing a hard hat, don't use the space between the shell and the suspension to store items as this can affect the ability of the hat to absorb the shock of an impact.



17. Hearing Protection

Shall comply with the relevant Australian Standard/s AS 1269 and AS 1270

High levels of noise accelerates hearing loss and produces other side effects such as increased blood pressure, pulse and breathing rate which can lead to unacceptable levels of stress.

Areas of particular concern are:

- operating machinery;
- areas where earth moving plant is operating;
- workshop environments;
- equipment at start up;
- metal fabricating;
- grinding and gouging activities; and

The Council standard for hearing conservation is as prescribed in AS 1269 - Acoustics - Hearing conservation. The Workplace Exposure Standards adopted here shall be:

- (a) Eight-hour equivalent continuous A-weighted sound pressure level (LAeq. 8h) of 85dB(A) . LAeq.12 hr of 82 dB(A); or
- (b) A maximum sound pressure level limit, which the unprotected ear may not be exposed to, of 115dB(A).

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

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

In order to establish these areas, the Department Manager for the individual departments is to:

- (a) Have a noise survey conducted on a regular two yearly basis or more frequently as deemed necessary by risk assessment; and,
- (b) Signpost hearing protection areas.

Signs designating hearing protection areas are to be in accordance with AS1319 Signs for the Occupational Environment.

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

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

Hearing protection shall 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 regular monitoring results;
- While working near earthmoving equipment;
- While using angle grinders and cut-off saws;
- As directed by Supervisors;
- Where signage indicates that hearing protection is mandatory; and
- When noise levels are uncomfortable.

17.1 Correct Fitting of Hearing Protection

17.1.1 Earplugs

- Hands and plugs should be clean prior to use;
- The plug needs to be rolled into a very thin crease-free cylinder as small in diameter as possible;
- Insert the plug into the ear canal which is easiest achieved when the canal is straightened and enlarged by pulling the outer ear outward and upward during insertion(see picture below);

- After insertion, it may be necessary to hold the plug in place with a fingertip for a few moments until it begins to expand and block the noise; and
- If the initial fit is inadequate, remove the plug, reroll it, and try again.



17.1.2 Earmuffs

- Pull the cups of the earmuffs outward and position so that the cushions fully enclose the ears and seal tightly against the head;
- Adjust the height of each cup equally on both sides while holding headband on crown of head creating a snug and comfortable fit; and
- To establish whether the earmuffs are a proper fit, place palm of hands on both cups and push cushions towards head and if there is a difference in the noise level, the ear muffs are probably not fitted properly.



18. Eye Protection

Shall comply with the relevant Australian Standard/s - AS 1336, AS 3957, AS 1337, AS 1338.1

Eye protection must be worn in all operational areas and other areas where there is a risk of damage to eyes.

Exempt areas are as follows:

- Inside offices and crib rooms;
- Designated crib/rest areas . outside the actual crib room;

- Inside vehicles and machine cabins if the doors are closed; and
- Training rooms and visitor car parks.

Suitable protection shall be used for any work performed in exempt areas where the task at hand could endanger workers or others.

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

- Flying particles;
- Dust;
- Splashing materials and molten metals;
- Solar radiation;
- Harmful gases;
- Vapours and aerosols;
- High intensity radiation generated during welding operations;
- Where specified either by appropriate signs, or by the procedures; and
- Where an S.D.S 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; and
- (e) The condition of the operator's eyesight.

A suitable range of eye protection shall be maintained on all Council sites. Protection for visitors on a temporary basis shall also be available and these items are expected to be returned by the user before departure from the work site.

18.1 Correct fitting of Eye Protection

18.1.1 Safety Glasses

- It is important that safety glasses are comfortable and do not visually impair the user;

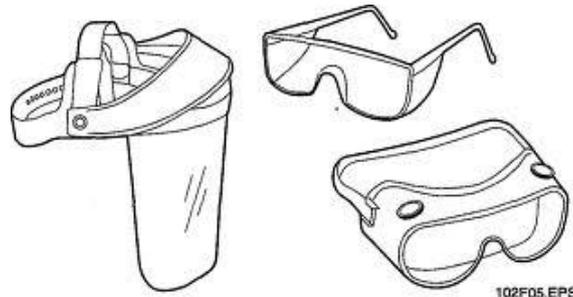
- The frame should be as close to the face as possible and adequately supported by the bridge of the nose;
- The closer the safety eyewear fits to the face, the less chance of an object getting in and around the edge of the eyewear and injuring the eye; and
- If safety glasses become scratched, they should to be replaced.

18.1.2 Safety Goggles

- Ensure goggles are tight fitting and completely cover the eyes and the area immediately surrounding the eyes.

18.1.3 Face Shields

- The head piece should be adjusted to ensure it fits snugly; and
- They do NOT provide adequate protection against high impact hazards, in which case goggles or safety glasses **shall** also be worn.



19. Corrective Lenses

Shall comply with the relevant Australian Standard/s – AS 1336 and AS 1338.1

Where it is determined by optometrists or other specialists that a worker needs to wear prescription glasses, Council shall reimburse workers for prescription safety glasses up to a maximum of \$300.00 annually. Reimbursement can be claimed through the use of the form at Attachment E and receipts must be supplied. Workers may also be entitled to claim the costs of prescription safety glasses through their Tax returns

Where damage is sustained to a worker's prescription safety glasses as a consequence of work activities an incident report shall be completed and given to the supervisor.

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

Workers who currently wear prescription eye wear that does not meet Australian Standards and are working in roles that are identified as requiring eye protection should make arrangements through their optometrist for the supply of appropriate eyewear.

20. Protective Clothing

Shall comply with the relevant Australian Standard/s – AS 2375, AS 2604, AS 2919, AS 3765, AS 1906, AS 4399, AS 4503, AS 4501 AS/NZS ISO2801 and ISO8194

Protective Clothing Guidelines (Refer to Annex C).

All workers shall be issued with a supply of work clothing. The nature of the clothing issue is to be consistent with the workers' environment and the hazards which may be reasonably expected to be encountered during the course of the workers' duties.

All workers and others shall wear the protective clothing supplied.

Protective clothing such as shirts will be made from cotton/natural fibre of high visibility orange, yellow or blue with reflective stripes on the clothing.

The council logo shall be placed on the front left hand chest panel.

This type of protective clothing shall be worn at all times whilst working in operational areas.

Pants/trousers need not be high visibility material but shall be made of cotton/natural fibre predominant material.

Workers and others who do not wish to wear the high visibility clothing shall wear safety, high visibility, fire resistant, reflective vests. Vests shall be issued on work sites as required.

Workers outdoors who are potentially subjected to UV radiation should take appropriate precautions. These include:

- The wearing of long sleeved shirts and long trousers;
- The application of sunscreen cream which has a 30+ protection;
- The wearing of a broad brim and neck flap attachment on hard hat;
- It is highly recommended that long sleeves and long trousers are worn by all outdoor workers; and
- Sleeves should not be rolled up.

Workers and others shall ensure that cuffs are buttoned to avoid getting caught up in moving equipment.

Protective clothing appropriate to a task shall be worn by workers and others at all times while performing that task.

Suitable clothing for Hot Work

Workers engaged in welding, cutting, heating and gouging will comply with the AS1558 Protective Clothing for Welders. Refer to Attachment D for the appropriate clothing standard.

21. Respiratory Protection

Shall comply with the relevant Australian Standard/s – AS 2704, AS/NZ 1715 and AS/NZ 1716

Respirators of the approved type, selected in compliance with AS1715 shall be worn whenever dusts, fumes, gases, or other harmful atmospheres are present.

Workers and others may only enter confined spaces in accordance with the relevant Procedure.

Workers and others shall not enter places with insufficient ventilation until it has been determined by means of approved testing equipment that:

- the air complies with the relevant M.A.C. values and or AS2865;
- that the air contains no flammable or toxic gases or vapours; and
- that the oxygen level is adequate.

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

The requirements 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 shall be inspected for air leaks around the face seal, damage, unclean or inadequate filters and damage to airlines. If unsure about the serviceability of the Respiratory Protection do not use; and
- Workers and others who wear respiratory protection in their work shall be clean-shaven.

Generally, the following types of respirators shall be used unless otherwise determined by risk assessment:

- Dust masks or respirators for naturally contaminated atmospheres, including operations where dust suppression fails;
- Dust respirators for spray painting and light concentration of toxic fumes;
- Airline respirators, with clean breathing air, for heavy fume conditions and all sandblasting; and
- CABA breathing units are mandatory for working in oxygen deficient atmospheres.

Approved respirators are mandatory in the following areas on the work site:

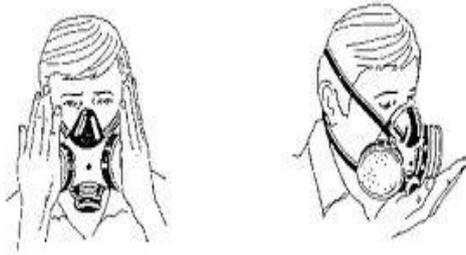
- Any spray painting operations;

- For spraying chemicals used for killing weeds and insects;
- For spraying shotcrete, fibrecrete or grout; and
- As directed by chemical safety data sheets or as directed by a supervisor.

21.1 Correct Fitting for Respiratory Protective Equipment (RPE)

21.1.1 Respirators

- To ensure the correct device is being used, the initial selection of RPE should include fit testing. RPE should have a tight-fitting face piece;
- The performance of the face piece relies heavily on the quality fit to the wearer's face and an inadequate fit will significantly reduce the protection provided;
- The presence of facial hair in the region of the face seal will significantly reduce the protection provided; and
- RPE must be matched to the task, the environment, the anticipated airborne contaminant exposure level, and the wearer.



21.1.2 Dust Masks

- Ensure the dust mask fits properly to prevent leaks around the edges;
- Be aware of the limitations of dust masks . they do not filter out chemical vapours, may not be suitable for highly toxic dusts;
- The presence of facial hair will reduce the protection provided;
- Dust masks cannot be cleaned or repaired if damaged;
- Replace dust masks if breathing becomes difficult; and
- Dispose of dust masks at the end of the shift.



22. Protection of Hands/Fingers

Shall comply with the relevant Australian Standard/s – AS 2161, AS 2225, AS 4011, AS/NZ 2210

Where a risk of damage exists to the hands, gloves shall be provided and worn in accordance with AS2161. Some requirements for the wearing of gloves are as follows:

- Work gloves should be used while handling rough or sharp materials;
- Rubber nitrile gloves must be worn when working with, acids, solvents, lime, concrete, or cement;
- Only gloves with close fitting wristbands shall be used when handling hot materials;
- Jewellery should not be exposed (rings, bracelets, or neck chains) when working;
- Oxy, electric welding and cutting/heating operations use leather gloves;
- Gloves shall be readily available to all workers and others;
- Where provided glove clips should be used to ensure that workers have gloves on their person whilst at work;
- Procedures shall be followed at all times;
- If unsure of glove requirements for a task, proceed with a JHA.
- Gloves **must not** be worn near rotating equipment.

Gloves worn by workers and others shall be appropriate to the task being performed i.e. gloves specifically designed for the handling of chemicals, gloves specifically designed for use when performing maintenance on machinery etc.

22.1 Correct Fitting of Hand Protection

- Hand protection shall fit well enough to allow proper dexterity for the task being performed;

- The gloves should not feel too tight when the hand is closed and there must not be loose edges or extra length at the finger tips;
- Consult Chemical Safety Data Sheets to ensure correct glove selection when exposed to chemicals; and
- Wash hands after removing gloves and do not attempt to re-use disposable gloves.



23. Protection of Feet

- All Council workers and others in operational areas (workshops) shall wear safety boots/footwear at all times. Boots/footwear will be provided at annual issue and as required by normal wear and tear.
- All boots/footwear shall be enclosed with steel/kevlar toe caps fitted and have soles with non-slip rubber tread. Boots/footwear shall be of the lace-up type or pull-on type and lace-up ones shall be fully laced up at all times.
- All boots shall be maintained in good condition and shall provide the wearer with suitable ankle support.
- The maximum allowance for workers' boots shall be \$250.00 per year. Workers may choose to purchase their own protective footwear and claim reimbursement up the maximum allowance using the Form at Attachment E. Receipts must be supplied.

23.1 Correct Fitting of Safety Boots

- Workers shall ensure that their boots are a correct fit.
- Safety boots shall be fitted to ensure they do not cause unusual tiring or irritation to the feet;
- Ensure boots are laced up all the way in order to support the ankle joint and to avoid becoming a tripping hazard; and
- Ensure heels and soles are not worn out as they may not provide proper traction and may increase the risk of a slip or fall.



24. Fall Protection

Shall comply with the relevant Australian Standard/s – AS/NZ 1891, AS 4626

Where a danger of falling more than 2m exists, and suitable edge protection (scaffolding, guardrails etc.) cannot be provided, fall protection in accordance with AS2626 shall be provided. General requirements for fall protection at Council are:

- Fall protection shall only be used by competent workers and others who have the necessary EWP and/or working at heights permit;
- Safety harnesses and lifelines shall be used when other safeguards, such as nets, decking, or scaffolding cannot be used, or where guard rails, are not installed. Ensure safety lines are independent of other rigging;
- Lanyards shall only reach the fall edge . they must not be long enough to enable a fall from the edge;
- A risk assessment shall be used to determine when fall arrest protection is to be used when working at heights exceeding 2.4 metres;
- Lifelines shall be secured to a structural member or point of anchorage capable of withstanding (3) tonne load; and
- Refer to the Working at Heights Procedure for more detailed instructions.

24.1 Fall Protection Systems

24.1.1 Harness Fitting

- Harness shall be sized for the worker;
- The chest strap must be tightened at mid chest;
- The harness should have proper snugness from shoulder to hips;
- Leg straps should be snug but not binding;
- D+ring should be between the shoulder blades; and
- Butt strap supports the load.



24.1.2 Lanyards

- Must not be tied back to themselves unless specifically designed for such use;
- Should have the appropriate clip for the intended anchorage points; and
- Do not knot or wrap around sharp objects.

25. Torches

- Torches shall be issued to all workers and others required to work night shift;
- Risk assessment shall determine the need for torches for specific tasks;
- Replacement of torches thereafter shall be on a normal wear and tear basis . new for old only;
- Globes, lenses and batteries shall be replaced as required;
- Torches shall be issued by supervisors only; and
- Supervisors shall ensure the provision of adequate spares as above.

26. Visitors

Visitors to the work sites shall be issued with appropriate PPE. These items are required to be returned by the user before departure from the work site.

27. Performance Indicators and Improvement

27.1 Compliance

Compliance with standard PPE requirements shall be evidenced by audits performed by managers, supervisory staff, WHS Representatives on all working areas.

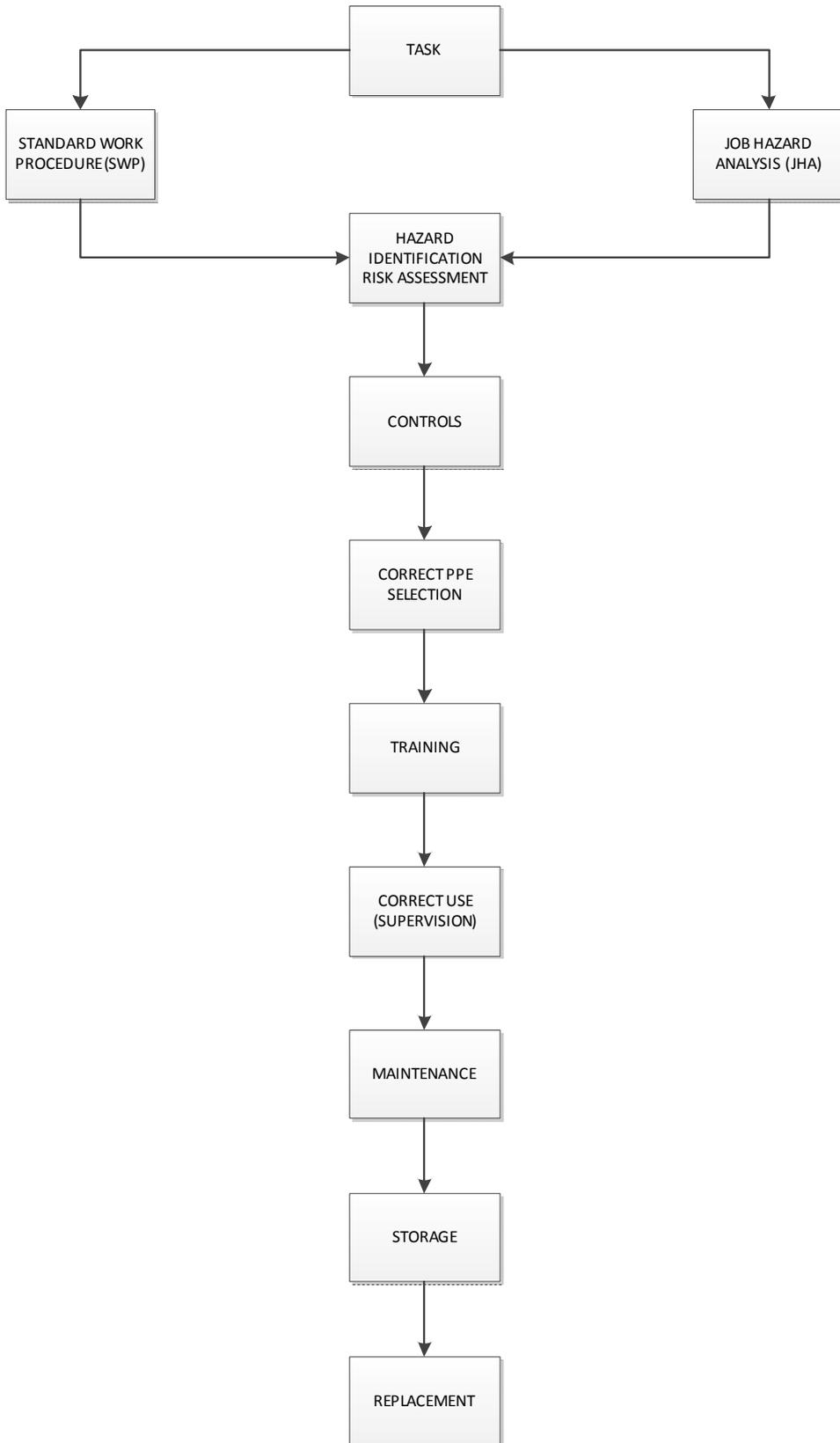
Incident/injury trend monitoring shall be performed by the Workplace Health and Safety Representative Committee on an ongoing basis

27.2 Audits

Audits shall be carried out by Council to ensure protective equipment is being worn and properly utilised. Workers and others not complying with these requirements will be counselled and if deemed necessary re-trained.

Continued failure to wear appropriate PPE shall result in disciplinary action up to and including dismissal.

Attachment B Use of PPE Flowchart





Whole Body Protection	
AS1499:1996	Personal Floatation Devices . Type 2
AS1558	Protective Clothing for Welders
AS2375:1980	Guide to the Selection, Care and Use of Clothing for Protection against Heat and Fire
AS 2626:1983	Industrial safety belts and harnesses . Selection, use and maintenance
AS 2919:1987	Industrial clothing
AS 3765:1990	Clothing for protection against hazardous chemicals
AS 4626:1993	Industrial fall-arrest devices . Selection use and maintenance
AS/NZS1906:1990	Retro reflective materials and devices for road traffic control purposes - Part 4: High visibility materials for safety garments and devices
AS/NZS1891.4:2009	Industrial fall arrest systems and devices - 1 - Fall-arrest devices
AS/NZS2604:1998	Sunscreen products . Evaluation and classification
AS/NZS4399:1996	Sun protective clothing
AS/NZS4453:1997	Protective clothing for users of hand-held chainsaws
AS/NZS4488:1997	Industrial rope access systems
AS/NZS4501:2008	Occupational protective clothing
AS/NZS 4501.1:2008	Occupational protective clothing . Guidelines on the selection, use, care and maintenance of protective clothing
AS/NZS 4503.2:1997	Protective Clothing . Protection against Liquid Chemicals
AS/NZS ISO 2801:2008	Clothing for protection against heat and flame . General recommendations for selection, use, care and maintenance
ISO8194:1987	Radiation protection . Clothing for protection against radioactive contamination . design, selection, testing and use
Head Protection	
AS1800:1998	Occupational Protective Helmets Selection Care
AS1801:1997	Occupational Protective Helmets
AS4067:2004	Fire-fighters Helmets . Specification
BS4033:1966	Specification for Industrial Scalp Protectors (light Duty)
Eye Protection	
AS1336:1997	Recommended Practices for Occupational Eye Protection
AS3957:1991	Light-transmitting Screens and Curtains for Welding Operations (NZS 5852)
AS/NZS 1337:1992	Eye Protectors for Industrial Applications
AS/NZS1338.1	Filters for Protection against Radiation in Welding and Allied Processes

Hearing Protection	
AS1269:2005	Occupational Noise Management
AS1270:1999	Acoustics . Hearing Protectors
Respiratory Protection	
AS/NZS1715:2009	Selection, use and maintenance of respiratory protective devices
AS/NZS1716:2003	Respiratory Protective Devices
Protection for Hands and Feet	
AS2161:2000	Occupational Protective Gloves
AS2225:1994	Insulating Gloves for Electrical Purposes
AS/NZS4011:1997	Single-use examination gloves - Specification
AS/NZS2210:1994	Occupational Protective Footwear



Employment Category	Possible Hazards	Protective Recommended Clothing	Comments
Electricians, Fitters and Boilermakers	<ul style="list-style-type: none"> • Electrical • Mechanical • UV Radiation • Thermal • Chemical 	Natural Fibre Work shirts (long sleeves) Long trousers or overalls Non fusible winter jackets Wool/cotton socks.	Standard Personal Protective Equipment. If hot work, leather apron or jacket, gloves, spats and boots shall be worn. Full protective clothing as per AS 1558 while welding or cutting.
Waste Management	<ul style="list-style-type: none"> • Mechanical • UV Radiation • Thermal • Chemical 	Natural Fibre Work shirts (long sleeves) Long trousers or overalls Non fusible winter jackets (Equipment operators in enclosed cabins may wear shorts and short sleeves).	Normal Personal Protective Equipment.
Animal Control	<ul style="list-style-type: none"> • UV Radiation • Biological • Thermal • Chemical 	Natural Fibre Work shirts (long sleeves) Long trousers or overalls Non fusible winter jackets	Normal Personal Protective Equipment.
Municipal Services workers	<ul style="list-style-type: none"> • Electrical • Mechanical • UV Radiation • Thermal • Chemical 	Natural Fibre Work shirts (long sleeves) Long trousers or overalls Non fusible winter jackets (Equipment operators in enclosed cabins may wear shorts and short sleeves).	Normal Personal Protective Equipment. If hot work, leather apron or jacket, gloves, spats and boots shall be worn. Full protective clothing as per AS 1558 while welding or cutting.
Contractors and Trainees	<ul style="list-style-type: none"> • As per the relevant category above 	As per the relevant category above.	As per the relevant category above.

Visitors to Operational Areas (Council Depot, Waste Management)	<ul style="list-style-type: none"> • Dependent upon the area to be visited 	Nil special unless specific hazards associated with the area to be visited.	Normal Personal Protective Equipment. Where any doubt, conduct Risk Assessment.
Administrative Personnel	Occasional exposure to: <ul style="list-style-type: none"> • Electrical • Mechanical • UV Radiation • Thermal • Chemical 	Nil special, non-fusible jackets and clothing. Personal protective clothing as required dependent upon the work to be performed and the area to be visited.	Normal Personal Protective Equipment as required in operational areas. Where any doubt, conduct Risk Assessment.

Attachment E: Claim for Reimbursement of PPE Costs



Katherine Town Council
Claim for Reimbursement of PPE Costs

Workers Name (Please Print)			
Type of PPE	Footwear <input type="checkbox"/>	Eye Protection <input type="checkbox"/>	Other (Please write details) <input type="checkbox"/>
Reason for Reimbursement	Annual Allowance: <input type="checkbox"/>		Damage: <input type="checkbox"/> Incident Report Completed: Yes / No
Receipt Attached:	Yes / No (Please Circle One)		
Signature of Worker			Date:
Name of Supervisor:	Approved: Yes / No	Signature of Supervisor: Date:	
Comments:			
Processed for Payment Yes / No	Signature:	Date:	