



# POLICY REGISTER

**Subject: OCCUPATIONAL HEALTH & SAFETY – Personal Protective Clothing**

	<i>Current</i>	<i>Previous</i>	<i>Prior</i>	<i>Prior</i>
<b>Minute No:</b>	<b>171</b>			
<b>Meeting Date:</b>	<b>09/02/2004</b>			

## POLICY

### 1.0 OBJECTIVE

To establish standards for the type, issue, replacement and wearing of personal protective clothing.

### 2.0 POLICY STATEMENT

Council will supply appropriate personal protective clothing to meet the safety needs of employees in their workplaces.

Employees are required to wear personal protective clothing as supplied in accordance with the OHS Act 2000.

### 3.0 SCOPE OF POLICY

This Policy sets out the standards for personal protective clothing and does not address personal protective equipment. The need for additional personal protective clothing may arise out of practical needs or risk assessments carried out for an activity. Additional requirements will be authorised by the responsible Manager if appropriate.

The following places of work (operational sites) must meet the standard of personal protective clothing as set out in this Policy:

- All Water Treatment Plants
- All Works Depots
- All Waste Water Treatment Plants
- Parks and Recreation Depot
- All outdoor worksites
- Any other site as determined through the risk management process

Staff located primarily in an office environment, at an operational site must meet the minimum personal protective clothing standard (see 4.4) as determined through the risk management process.

Where a visiting employee, being a person who is not primarily located at a place of work (operational site), enters a place of work which requires the standard of personal protective clothing, the minimum standard (see 4.4) must be worn unless a risk assessment has identified additional personal protective clothing requirements.

Pool employees will adhere to The Royal Life Saving Society Australia - Guidelines for Safe Pool Operations.

#### **4.0 PERSONAL PROTECTIVE CLOTHING TYPES**

##### **4.1 Standard Day Wear Clothing**

Personal protective clothing will be, at a minimum, designed for industrial use purposes and meet the requirements set out in AS/NZS 4602. Shorts will be knee length.

##### **4.2 Night Wear Clothing**

Any employee working at night must wear white overalls (disposable or non-disposable) with retroreflective stripes in accordance with Roads & Traffic Authority guidelines.

##### **4.3 Wet Weather Clothing**

All wet weather clothing must be made of high visibility material and will be supplied on an as needs basis.

Under night conditions the wet weather clothing must be to the retroreflective stripe standard required in Night Wear Clothing.

##### **4.4 Personal Protective Clothing Minimum Standard**

The minimum standard set for Protective Clothing requirements will be a Safety Vest which is compliant with AS/NZS 4602.

#### **5.0 PERSONAL PROTECTIVE CLOTHING ISSUED**

The following minimum personal protective clothing will be issued to appropriate employees:

<b>Item</b>	<b>No. Initially</b>	<b>No. Annually Thereafter</b>
Trousers *	3	3
High Visibility Long Sleeve Shirts	5	3
High Visibility Jacket	1	1 (every 2 years)
High Visibility Sloppy Joe (Optional)	2	2
*Knee Length Shorts	Up to two pairs of knee length shorts may be substituted for trousers in any year.	

An approved Council identifier/Logo will be sewn on all personal protective clothing.

Employees are expected to look after their clothing in a responsible manner. If clothing is damaged, worn out or becomes not wearable with good reason, items will be replaced on their return.

If clothing is stolen the employee will be required to complete a Statutory Declaration outlining the circumstances. An investigation shall be carried out to determine any further action that may be required.

## **6.0 SPECIAL NEEDS**

There may be some circumstances where employees have special needs which restrict them from wearing standard clothing issue items. These special needs may include, but are not limited to:

- Non-standard sizing
- Maternity clothing

Council will address individual needs as they are identified.

## **7.0 BREACH OF POLICY**

The co-operation of all employees in the application of this policy is required under the OHS Act 2000 "*Employees at work to take care of others and to co-operate with employer*".

No employee shall be permitted to enter a place of work without wearing the appropriate personal protective clothing issued for that purpose. In the event an employee presents for work inappropriately dressed:

- In the first instance an employee will be counselled and directed to return home to obtain the necessary clothing.
- Any further breaches will be dealt with in accordance with the disciplinary procedures set out in the Local Government (State) Award. The employee will be directed to return home to obtain the necessary clothing at their own expense.

## **RESPONSIBILITIES**

### **General Responsibilities: All Employees**

It is the employee's responsibility to:

- Work in accordance with Council Policy;
- Notify their supervisor of any situation where Council Policy has been breached;
- Look after clothing and not misuse, intentionally or recklessly interfere with it;
- Take reasonable care for the health and safety of themselves and other people who are at their place of work;
- Correctly wear the items of protective clothing.

### **Additional Responsibilities: Supervisors**

It is the supervisor's responsibility to:

- Ensure that all individuals in their area of responsibility are aware of and comply with the requirements of Council Policy. This includes visitors;
- Ensure that Council Policy is applied consistently and fairly;
- Take prompt and appropriate action to address any breaches of Council Policy;
- Ensure employees are aware of the limitations of the use of the personal protective clothing.

### **Additional Responsibilities: Managers**

It is the manager's responsibility to:

- Ensure this Policy is implemented within their area of responsibility;
- Ensure all areas and activities which require personal protective clothing have been identified and the appropriate personal protective clothing is available in proper working order;
- As required, review the use of personal protective clothing to determine if other control measures may be more appropriate;
- Ensure that supervisors understand and implement this Policy in all their areas of responsibility;
- Take immediate action when a breach of Council Policy has occurred;
- Ensure that contracts contain measures that are compatible with this Policy;

### **Additional Responsibilities: General Manager**

It is the General Manager's responsibility to:

- Ensure that adequate resources are allocated for the education, training, and other requirements of this Policy throughout Council;
- Recommend any change to this Policy;
- Recommend the adoption and implementation of this Policy;
- Audit and review this policy annually to ensure it is meeting its purpose and that it is being consistently applied across Council.

### **Contractors and Visitors Responsibilities**

All Contractor's and Visitor's must comply with Policy S5/5 Occupational Health and Safety- Personal Protective Clothing Contractors and Visitors.

	<i><b>Current</b></i>	<i><b>Previous</b></i>	<i><b>Prior</b></i>	<i><b>Prior</b></i>
<b>Protective Clothing Meeting Date Referred:</b>	<b>13.11.03</b>			
<b>Consultative Meeting Date Referred:</b>				
<b>MANEX Meeting Date for Recommendation:</b>	<b>17.12.03</b>			
<b>OHS Committee Meeting Date Referred:</b>	<b>26.11.03</b>			

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