



POLICY REGISTER

Subject: OCCUPATIONAL HEALTH & SAFETY – Personal Protective Clothing Contractors and Visitors

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

POLICY

1.0 OBJECTIVE

To establish standards for the type and use of personal protective clothing to be worn by contractors and visitors at Council places of work (operational sites).

2.0 POLICY STATEMENT

Council recognises its duty of care to contractors and visitors and is defining the standard of appropriate personal protective clothing required to meet safety needs in the workplace.

Contractors and Visitors must wear personal protective clothing whilst working for or on a site under the control of Council.

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.

Contractors

Contractor's conducting activities at a place of work (operational site), must meet the standards of personal protective clothing identified within this Policy. An exception may arise when a risk assessment has identified an activity does not require the entire personal protective clothing standard to be applied.

The following places of work (operational sites) require 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

Visitors

Where a visitor, being a person who is not primarily located at a place of work (operational site), enters a place of work which 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.

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 and shirts will be long sleeved.

4.2 Nightwear Clothing

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

4.3 Wet Weather Clothing

Contractors or visitors wet weather clothing must be made of high visibility material. Minimum requirements will be in accordance with AS/NZS 4602.

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 ISSUE OF PERSONAL PROTECTIVE CLOTHING

Contractors will supply their own protective clothing and maintain the condition and effectiveness of such clothing in accordance with AS/NZS 4602 & OHS Act 2000 and Regulations 2001.

Council will issue personal protective clothing required by this Policy, to visitors only.

6.0 SPECIAL NEEDS

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

- Non-standard sizing
- Maternity clothing

Council in consultation with the contractor or visitor will address these needs as they are identified.

7.0 BREACH OF POLICY

The co-operation of all contractors and visitors 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 or other person to enable compliance*".

No contractor or visitor shall be permitted to enter a place of work without wearing the appropriate personal protective clothing.

The contractor is required to take prompt and appropriate action to address any breaches of Council Policy.

In the event a contractor's employee is inappropriately dressed, the Contractor Manager will be notified that further breaches of this Policy may result in termination of contract.

RESPONSIBILITIES

General Responsibilities: All Contractors and Visitors

It is the contractors' and visitors' responsibility to:

- 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 in accordance with this Policy.

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