

1. Purpose

To describe the process for selection, use, care and replacement of Personal Protective Equipment (PPE) at the City of Greater Dandenong (CGD).

2. Scope

This procedure applies to all employees, contractors, and volunteers at CGD workplaces.

3. Definitions

Personal Protective Equipment (PPE): clothing and equipment designed to be worn, that can provide a level of protection from injury or illness from workplace hazards.

Safe Operating Procedure (SOP): a document that provides step by step guidance for workers completing a specified task so that health and safety is maintained.

SOPs state what the potential hazards are and the precautions that need to be taken.

Safe Work Method Statement (SWMS): a document that identifies work that is high risk construction work, states the hazards and risks to health and safety of that work, describes the measures to control those risks, and describes the manner in which the risk control measures are to be implemented.

4. Responsibilities

For general OHS responsibilities refer to OHS Responsibilities Procedure.

Team Leader Risk & OHS is responsible for:

- ensuring the procedure is implemented and reviewed, as required

Managers are responsible for:

- implementing the procedure in their area of responsibility

5. Procedure

5.1 Identify Personal Protective Equipment (PPE) Requirements

Managers in consultation with relevant employees and/or their HSRs will identify where tasks require use of PPE. Refer to OHS Risk and Change Management Procedure.

When considering appropriate measures to control the risk, the hierarchy of controls **must** be addressed in the following order:

- I. **Elimination** of the hazard or, if not practicable **substitution** of a substance or hazardous process with one known to be less harmful.
- II. **Engineering Control** means changing the process, equipment or tools, i.e. machine guarding, isolation of the process, use of mechanical aids.
- III. **Administrative Controls** involve introducing and maintaining work practices which reduce risk by limiting exposure of an employee.

- IV. **PPE** should be used to protect the employee only when the above methods have not reduced the risk to an acceptable level or standard

Staff required to wear high visibility clothing must wear (combination daytime/night time conditions) clothing compliant to Part 6, Division 1, sections 77, 78, 79, 80, 81 & 82 of the Worksite Safety – Traffic Management Code of Practice under the Road Management Act 2004 **for all high visibility clothing**.

Circumstances where staff are required to wear a retroreflective garment (e.g. vest, jacket, polo shirt, overalls):

- At all times while working on road reserves
- Working near operating plant and equipment
- Construction sites
- Other areas identified within established local procedures

Sunscreen is available to all employees required to work outdoors for all or part of their day. Employees are advised to apply this cream to unprotected areas of the skin, and re-apply in accordance with the manufacturer's recommendations.

5.2 Purchase of PPE

All PPE will be purchased following OHS Purchasing Goods Procedure to meet any legislative, Australian Standard and/or Industry Standard requirements or guidelines.

Where appropriate, prior to purchase, the PPE should be trialled in consultation with relevant employees and/or their HSRs ensuring effectiveness, fit and comfort.

5.3 Use of PPE

CGD operational (or local) procedures such as SOPs and SWMS will clearly identify which items of PPE must be used, when and how. Local procedures will also include instructions for relevant staff to inspect items of PPE for damage or deterioration.

5.4 Training and Instruction regarding PPE

Persons using CGD prescribed PPE shall be instructed and trained as applicable in the appropriate fitting, use, cleaning and maintenance. Including at a minimum:

- type of hazard being controlled and level of risk
- when to use PPE
- inspection of PPE before use
- how to fit and wear PPE
- cleaning, servicing and storage
- expected life of the item and when to replace it
- health monitoring, if any, associated with the hazard

5.5 Replacement

Where CGD approves employees use of certain items of PPE for the reduction of exposure to hazards, CGD will replace those items of PPE at no cost to the employee:

- after fair wear and tear
- prior to the expiry of a "use by date"
- if unexpected failure of the item occurs

Managers will ensure that adequate supplies of PPE are available at all times within their Departments.

5.6 PPE for Visitors

Managers will provide suitable PPE. Where visitors bring in their own PPE, Managers will check it is suitable to the task and the environment.

5.7 Other PPE Requirements

The relevant Manager shall ensure, so far as reasonably practicable that:

- signage shall be displayed in all areas where mandated PPE is worn
- inspection of PPE is carried out prior to use and any defective PPE is disposed of and replaced
- adequate storage facilities are available for PPE, which prevents damage, deterioration and contamination
- compliance/spot checks of PPE is completed at frequencies relevant to the level of risk.

The above can be achieved by documenting processes in local procedures.

6. References

Occupational Health and Safety Act 2004

Road Management Act 2004 and the subsequent Code of Practice Worksite Safety – Traffic Management

Occupational Health and Safety Regulations 2017

National self-insurer OHS management system audit tool (NAT), version 3 – 3.10.15

7. Related Documents

OHS Policy

OHS Communication, Consultation and Issue Resolution Procedure

OHS Responsibility Procedure

OHS Risk and Change Management Procedure

OHS Purchasing Goods Procedure

8. Document History

Version Number	Issue Date	Approved by	Description of Change
0.1			1 st Draft from MAV/JLT
0.2		22.05.2019	Accepted by OHS Policy Sub-Committee
0.3			2 nd Draft following All Staff consultation
0.4		11.07.2019	2 nd Draft Accepted by OHS Policy Sub-Committee
1.0		July 2019	Approved by OHS Oversight Team