	Personal Protective Equipment & Clothing (PPEC) Management Procedure		Version No:	1.2
			Issued:	21/08/2022
			Next Review:	August 2026

OVERVIEW

The District Council of Peterborough as part of its commitment under its hazard management policy, recognises its obligation to ensure PPE&C is managed appropriately.

PPE&C is the last option in the hierarchy of control for dealing with a hazard on its own. It should be used:

- When there are no other practical control measures available (as a last resort);
- As an interim measure until a more effective way of controlling the risk can be used; or
- To supplement higher level control measures (as a back-up).

This procedure aims to:

- Ensure that the organisation's Work Health and Safety (WHS) management system conforms with legislative requirements and ReturnToWorkSA's Performance Standards for Self-Insurers (PSSI);
- Achieve the highest level of WHS performance by:
 - Providing managers and workers with the information, instruction and training necessary to enable them to select, use, care and maintain PPE&C effectively;
 - Ensuring an effective process is in place for the selection, purchase, supply, fit, use and maintenance of PPE&C; and
 - Ensure training in the selection, use, fit and maintenance of PPE&C is provided when required.


SIGNED:

CEO

Date: 21 / 08 / 2022

Chairperson, Health & Safety
Committee (HSC)

Date: 21 / 08 / 2022

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CORE COMPONENTS

The core components of the Council's Personal Protective Equipment and Clothing procedure aim to ensure:


- (a) A system is in place for the identification of PPE&C required for tasks;
- (b) That the use of PPE&C does not introduce new hazards not previously identified;
- (c) That workers are consulted in relation to the selection of the most appropriate PPE&C required;
- (d) A system is in place for the purchase, supply and issue of PPE&C;
- (e) That workers and volunteers are trained in the use and maintenance of PPE&C;
- (f) Workers and volunteers must undergo fit testing and be instructed in fit checking by a competent person;
- (g) That workers and volunteers use the PPE&C when undertaking tasks that require their use;
- (h) Labour hire staff are to be provided PPE&C that meets Councils standards as per the individual labour hire agreement (e.g. provided by their employer);
- (i) That contractors are required to provide their own PPE&C that is consistent with Councils standards;
- (j) There is a system in place for monitoring the appropriateness and use of PPE&C; and
- (k) PPE&C records must be maintained.

DEFINITIONS

Audiometric Testing	Means the testing and measurement of the hearing threshold levels of each ear of a person by means of pure tone air conduction threshold tests. [as defined by the Work Health and Safety Regulations 2012, Regulation 58]
Competent Person	A person who has acquired through experience, qualification or training, the knowledge and skill to carry out the task. [as defined in the Work, Health and Safety Regulations 2012]
Contractor	Any person engaged under a contract for services. For the purpose of this procedure, this includes a contractor, sub-contractor or an employee of a labour hire company and does not include Council employees (as defined under 'worker' below).
Exposure standard for noise	in relation to a person, means— (a) LAeq,8h of 85 dB(A); or (b) LC,peak of 140 dB(C). [as defined by the Work Health and Safety Regulations 2012, Regulation 56]
Fit testing	A suitable (validated) consistent method used to test and checks that the PPE: (a) properly fits the individual person who will be wearing it; and (b) determines the brand and size of the PPE suited to the individual person who will be using the PPE.
Health & Safety Representative	A Health Safety Representative (HSR) is elected by a work group to represent workers in the work group on matters affecting their health, safety and welfare.

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Hierarchy of Control	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following:</p> <ul style="list-style-type: none"> (a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) isolating the hazard from any person exposed to it; (c) implementing engineering controls. <p>If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 36]</p>
Monitor	To check, supervise, observe critically or measure the progress of an activity, action or system on a regular basis in order to identify change from the performance level required or expected.
PPE&C (Personal Protective Equipment and Clothing)	<p>Anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012 Regulation 5]</p> <p>For the purpose of this procedure, the term clothing has been added to PPE to cover other items provided, including reflective strips on clothing etc.</p>
Respiratory Protective Equipment (RPE)	<p>Personal respiratory protective equipment that is designed to prevent the inhalation of contaminated air. The term replaces and is identical to 'respiratory protective device' or 'respirator'.</p> <p>[as defined in AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment]</p> <p>RPE is divided into two main types:</p> <ul style="list-style-type: none"> • Respirators (filtering devices), use filters to remove contaminants in the workplace air. Filter selection and use requires due care and attention to ensure the safety of wearers. Respirators should never be used in situations with reduced oxygen levels. • Breathing apparatus (BA) needs a supply of air from a clean source (e.g. an air cylinder or air compressor). BA may be used in situations with reduced oxygen levels.
Volunteer	<p>Volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).</p> <p>[as per the Work Health and Safety Act 2012]</p>
Worker	<p>A person who carries out work in any capacity for a PCBU, including work as—</p> <ul style="list-style-type: none"> (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or

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	(e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer. [as per the Work Health and Safety Act 2012 Section 7]
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4. Procedure

4.1. Workers and/or their representatives (HSR) should be involved in the risk assessment process, in the selection of PPE and clothing and may be involved in trials where PPE and clothing is being used for the first time and evaluated.

4.2. The choice of PPE and clothing must be 'fit for purpose' and should consider:

4.2.1. The nature of the work and any hazard associated with the work. In circumstances where there is likely to be asbestos present, first check DCP's Asbestos Register for the work location. Refer Attachment A – PPE for asbestos related work.

4.2.2. Whether the PPE is suitable for the work and workplace conditions

4.2.3. The risk and performance requirements for the PPE

4.2.4. The compatibility of the equipment where more than one type of PPE is required

4.3. Safe Operating Procedures, Safe Work Instructions and Safe Work Method Statements will clearly outline tasks and the PPE and clothing required to perform the tasks safely, where applicable. The procedure or work instruction should include a visual representation of the mandatory symbols.

4.4. Managers and supervisors are responsible for ensuring that mandatory personal protection signs (complying with Australian Standard 1319: Safety signs for the occupational environment) are placed at designated hazardous areas as Mandatory Personal Protective Equipment Areas, e.g., Grinding requiring Hearing Protection and Eye Protection.

4.5. Managers and supervisors must ensure workers and labour hire staff know where to obtain and replace PPE and clothing, checking that:

4.5.1. PPE and clothing which is appropriate to the task (fit for purpose') is issued to workers free of charge;


4.5.2. All issued equipment and clothing complies with appropriate Australian Standards;

4.5.3. All workers who are provided with PPE and clothing should be provided with instruction which indicates the purpose the equipment is to be used for, the correct method for fitting of the equipment (e.g. *respirator or hearing protection*); the correct maintenance of the PPE and storage procedure;

4.5.4. Appropriate storage facilities are provided and communicated for PPE.

4.5.5. Where appropriate, PPE and clothing is to be issued:

(i) on an individual basis for ongoing jobs/tasks, or

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(ii) supplied as required to workers for random or intermittent tasks/activities.

4.6. Visitors to Council worksites and Council depots shall observe mandatory PPE signage for designated hazardous work areas and shall use any PPE and clothing issued to them as mandated by the relevant SOP's SWI and SWMS etc.

4.7. Workers and labour hire staff must undergo fit testing (using the appropriate quantitative or qualitative method) as required and be instructed in fit checking by a competent person. Records of the allocation of PPE and fit testing must be retained.

4.7.1. Managers and supervisors must schedule regular fit testing (once a year) to ensure PPE remains effective. This can be achieved by using a PPE check sheet training should be captured within Councils TNA and training plan.

4.7.2. As part of the procurement process, Council should consider if PPE suppliers can supply Council with all required services (e.g. fit testing/checking) and relevant documentation;

4.7.3. In extenuating circumstances, a worker may make an application for the provision of prescription safety eyewear. This is on the understanding that a clear case exists which demonstrates that they are unable to utilise standard PPE supplied for the prevention of eye injuries. The normal prescription spectacles (as distinct from prescription safety eyewear) are generally inadequate against flying objects or particles and are therefore NOT suitable as PPE. Please see information in appendix C for further information on prescription safety eyewear.

4.8. Workers must use or wear all required PPE and clothing in accordance with the Safe Operating Procedures, Work Instructions, Safe Work Method Statement or other reasonable instruction and training given.

4.8.1. Disciplinary processes may be commenced if a worker refuses to wear or use any required PPE or clothing for any task.

4.8.2. PPE must not interfere with any medical conditions of a worker using PPE.


(i) Employees and volunteers where relevant may be sent for appropriate medical assessment to ensure they are fit to wear the required PPE;

(ii) A worker may be deemed unfit to perform a particular task if they are unable to use or wear mandatory PPE or protective clothing. A risk assessment needs to be undertaken as per the WHS hazard management procedure to determine what risk controls can be introduced to ensure the level of risk for the employee undertaking task is appropriate.

4.9. All PPE and clothing must be kept in serviceable condition and be replaced as necessary.

4.9.1. PPE and clothing must not be intentionally misused or damaged;

4.9.2. All personal issue PPE and clothing must be maintained in a serviceable condition, and replaced when necessary. Any issues must be reported to the manager or supervisor;

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4.9.3. Managers and supervisors must ensure inspection, testing, maintenance and replacement programs for PPE and clothing are implemented in accordance with manufacturer's instructions and any legislative requirements. (This includes specialised PPE that has a finite expiry date from either the date of issue or date of manufacture e.g. harnesses lanyards etc.).

4.10. The effectiveness of PPE issued will be monitored and reviewed where required through testing, monitoring and/or medical assessments.

4.10.1. Examples include noise monitoring, audiometric testing, health monitoring and air monitoring.

(i) Where workers are provided with PPE to reduce the risks associated with noise exposure, they will be required to undergo initial audiometric testing upon recruitment and subsequent two yearly testing.

(ii) Where workers undertake asbestos related work, they will be required to undergo routine and regular health monitoring as per Councils Asbestos Management Procedure.

(iii) There may be other types of work tasks that workers undertake that may involve health monitoring. Any health monitoring will be in line with relevant part of the WHS Regulations and Australian Standards.

4.10.2. Workers will be sent for a medical assessment if the use of PPE is implicated in any reported medical condition;

4.10.3. Any assessment, testing or medical information will be retained securely and confidentially;

4.10.4. Any follow up required for any variance from previous results will be addressed in accordance with Council's procedures (e.g. audiometric test results, health monitoring results).

5. Training

5.1. The Training Needs Analysis (TNA) should identify the PPE and clothing training needs of workers.

5.2. Managers, supervisors and the members of the Health and Safety Committee should be trained in PPE and clothing management.


5.3. Persons undertaking risk assessments should have specific training that addresses legislative requirements, where applicable.

5.4. The PPE and clothing procedure should be explained during the induction process.

5.5. Contractors engaged by the Council should be made aware of the PPE and clothing procedure during the contractor tendering process.

6. Records

The following records shall be maintained:

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- 6.1. Recording of all PPE and clothing issued;
- 6.2. Consultation records;
- 6.3. Hazard identification and risk assessments;
- 6.4. Safe Operating Procedures, Safe Work Instructions (or other documentation generated as administrative controls);
- 6.5. Fit testing and fit checking records;
- 6.6. Records of noise monitoring, audiometric assessments, health monitoring and air monitoring (note confidentiality and specific WHS Regulatory requirements);
- 6.7. Hazard Register, Risk Register and Corrective Action Register;
- 6.8. Training records;

All records must be managed in line with the current version of General Disposal Schedule 20 for Local Government.


7. Responsibilities and Accountabilities

7.1 The Senior Leadership Team is accountable for:

- 7.1.1. Checking that the organisation manages PPE and clothing in accordance with legislative requirements;
- 7.1.2. Approving reasonably practicable expenditure necessary for PPE and clothing management upon receipt of expenditure requests;
- 7.1.3. Setting objectives, targets and performance indicators for the hazard management process, as relevant;
- 7.1.4. Checking that consultation, cooperation and coordination of the management of WHS risks occurs with all other persons who have a WHS duty in relation to the organisation's activities;
- 7.1.5. Providing managers and supervisors with training which enables them to:
 - (i) Apply the requirements of WHS legislation within their areas and work activities,
 - (ii) Enforce WHS procedures;
- 7.1.6. Monitoring the Hazard Register, Risk Register and Corrective Action Register and enforcing close out of action items;
- 7.1.7. Reviewing the effectiveness of the WHS hazard management system; and

7.2. Managers and supervisors are accountable for:

- 7.2.1. Providing workers with the necessary information, instruction, training and supervision to apply the organisation's PPE and clothing Procedure and undertake tasks safely;
- 7.2.2. Confirming reasonably foreseeable hazards within their department are identified, assessed and recorded on the Hazard Register, Risk Register and Corrective Action Register in consultation with workers or their representatives;

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- i. Before the introduction of any new or used plant or substance;
- ii. Before the introduction of, or change to, a work practice or procedure;
- iii. Before changing the workplace, a work practice, or an activity or process, which may give rise to a risk to health or safety;
- iv. When legislative changes impact on the work or the way the work is conducted;
- v. When planning to improve productivity or reduce costs;
- vi. When new information about workplace risks becomes available; and
- vii. When responding to incidents even if they have caused no injury.

7.2.3. Ensuring all Hierarchy of Control measures are considered before PPE is selected for use. For example, prior to the purchase of any plant, consideration will be given to eliminating the source of noise completely or when that is not reasonably practicable, selecting plant that does not exceed the exposure standards for noise.

7.2.4. Identifying and recording all plant, chemicals and tasks that have the potential to cause health effects. Management is to determine the jobs and tasks which require PPE as part of the risk assessment process, in consultation with employees, volunteers and or their representatives e.g., handling treated timber, sharps, infectious waste, asbestos and hazardous chemicals; grinding and cutting exposure to elements of weather and when exposed to noise above the exposure standards.

7.2.5. Evaluating controls and reviewing them for effectiveness. Communicating the outcomes of risk assessments within the department and across the organisation, as required;

7.2.6. Ensuring that employees and volunteers undertake fit testing and fit checking in line with the requirements in this procedure. Note: This procedure covers fit testing and fit checking for hearing, respiratory, eye and face, hand, head, footwear and knee protection. There may be other protective equipment and clothing that may need to be checked outside of this procedure. For example, there are some specific requirements around fit testing for RPE (qualitative and quantitative checking as required).

7.2.7. Checking that employees and volunteers receive training from a competent person on how to use, store and maintain their PPE.


7.2.8. Counselling workers who fail to use personal protective equipment explaining that continued non-compliance may result in disciplinary action being taken in accordance with the Council procedures for managing misconduct.

7.2.9. Closing out [Hazard /Risk /Corrective Action Register] items within designated time frames;

7.2.10. Completing documentation associated with the hazard identification and risk assessment process;

7.2.11. Retaining records as required (within the organisation's records management system);

7.2.12. Seeking expert advice, if required; and

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7.2.13. Providing required reports to the HSC and management team.

7.3. **Workers are accountable for:**

- 7.3.1. Wearing PPE and clothing as directed or required by mandatory signage or symbols or Councils operating instructions (e.g. SOP's SWI or SWMS);
- 7.3.2. Not intentionally misusing or damaging PPE or clothing;
- 7.3.3. Ensuring personal issue PPE is in a serviceable condition, and where required, inform their manager or supervisor of any problems and request replacement PPE when necessary;
- 7.3.4. Ensuring that storage is appropriate for their personal issue PPE and clothing;
- 7.3.5. Attending training, fit testing and audiometric assessments when required;
- 7.3.6. Not using PPE or clothing for their own personal use (e.g. outside of work use);
- 7.3.7. Presenting all PPE items at an annual inspection to be conducted by the manager/supervisor; and
- 7.3.8. Following any reasonable instruction of the organisation in relation to this procedure.

7.4. **Contractors are accountable for:**


- 7.4.1. Demonstrating their legislative obligations in relation to hazard management, including the use of PPE, during the tender or engagement process and when undertaking work;
- 7.4.2. Ascertaining what the specific PPE requirements are to ensure their workers comply with all council and legislative requirements;
- 7.4.3. Supplying their workers with PPE and clothing required for the performance of the contracted service(s) and comply with WHS legislation for its use.

7.5. **Health & Safety Committee are accountable for:**

- 7.5.1. Facilitating consultation between relevant workers and the management team in matters relating to PPE and clothing in accordance with the Communication and Consultation Procedure;
- 7.5.2. Assisting in the development of WHS documentation (including hazard management procedures and safe work instructions);
- 7.5.3. Monitoring the [Hazard /Risk /Corrective Action Register] and referring issues that require direction or enforcement to the management team.

8. Review

The PPE and clothing procedure will be reviewed by the management team, in consultation with workers or their representatives, every four (4) years or more frequently if legislation or

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organisational needs change. This will include a review of:

- Feedback from managers, workers, HSRs, HSC, contractors or others;
- Legislative compliance;
- Performance Standards for Self Insurers;
- LGAWCS guidance;
- Internal or external audit findings;
- Changes in the operations or activities of Council;
- The outcomes of any noise monitoring, hearing assessments, health monitoring and air monitoring;
- Incident and hazard reports, claims costs and trends; and
- Any other relevant information.

The reviews may result in preventative and/or corrective actions being implemented or revision of this document.

9. References

Work Health and Safety Act (SA) 2012

Work Health and Safety Regulations (SA) 2012

General Disposal Schedule 40 for Local Government

ReturnToWorkSA's Performance Standards for Self-Insurers

Code of Practice: How to Manage Work Health and Safety Risks. June 2020

Code of Practice: Managing Noise and Preventing Hearing Loss at Work June 2020

Code of Practice: Managing the Risks of Hazardous Chemicals June 2020

Code of Practice: Managing the Risks of Plant in the Workplace June 2020

Code of Practice: Managing the Risks of Falls at Workplaces June 2020

Code of Practice: Spray Painting and Powder Coating June 2020

Code of Practice: Welding Processes June 2020


NOTE: this is not an exhaustive list. Many Codes of Practice refer to PPE

AS/NZS 1336:2014 Eye and Face Protection Guidelines

AS/NZS 1337.6:2012 Personal eye protection, Part 6: Prescription eye protectors

AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective devices

AS/NZS 1716:2012 Respiratory protective devices


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AS/NZS 2161.1:2016 Occupational protective gloves Part 1: Selection, use and maintenance

[SafeWork Australia FAQ about PPE](#)


10. Related Documents

Asbestos Management procedure
 Confined Space Management Procedure
 Contractor Management Procedure
 Corrective and Preventative Action Procedure
 Electrical Safety Procedure
 Excavation and Trenching procedure
 Hazard Management procedure
 Hazardous Chemicals procedure
 Hazardous Manual Tasks procedure
 Hot work procedure
 Plant procedure
 Prevention of Falls procedure
 UVR and Inclement Weather procedure
 Workzone Traffic Management procedure
 [Hazard /Risk /Corrective Action Register]

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11. Document Review History

Document History:	Version No:	Issue Date:	Description of Change:
DCP	1.0	9/4/2020	New Document
	1.1	09 /08/2021	Management Team changed to Senior Leadership Team Document review time frame updated from three years to four years to align with other 'one system' procedures. GDS 20 updated to GDS 40. Codes of Practice reference updated to June 2020
	1.2	21 /08/2022	Minor formatting and grammar updates Added: Asbestos Management Plan to Section 10 - Related Documents; Attachment A – PPE for Asbestos related work, and reference to Attachment A in Section 4.2.1

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Attachment A – PPE for Asbestos related work.

Personal Protective Equipment (PPE) must be used in combination with other effective control measures when working with asbestos. **The selection and use of PPE should be based on a risk assessment of the task.**

The ease of decontamination should be one of the factors considered when choosing PPE.

Disposable coveralls should be used as protective clothing unless it is not reasonably practicable to do so.

For PPE that is not clothing and cannot be disposed of, it must be decontaminated and kept in a sealed container until it is reused for the purposes of asbestos-related work.

Respiratory Protective Equipment

The selection of suitable Respiratory Protective Equipment (RPE) depends the outcome of the risk assessment undertaken for the task, and should consider the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work, and any personal characteristics of the wearer that may affect the facial fit of the respirator (for example, facial hair and glasses). Persons wearing disposable and half face respirators must be clean shaven.

RPE should comply with AS/NZS 1716- 2012 *Respiratory Protective Devices* and be selected, used and maintained in accordance with AS/NZS 1715-2009 *Selection, Use and Maintenance of Respiratory Protective Devices*. They must always be worn under fitted hoods.

RPE should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal and personal washing has been completed. RPE should be properly stored when not in use.

Further information on decontamination and asbestos waste disposal, and respirable PPE is available in the *Code of Practice: How to Safely Remove Asbestos, June 2020*.

For tools and equipment, including vacuum cleaners used with asbestos related work – refer DCP's Asbestos Management Plan