

## Personal Protective Equipment Policy

### Purpose

1. The purpose of this policy is to ensure Roper Gulf Regional Council Staff are aware of hazards whilst at work either in an office environment or out in the field and the need for Personal Protective Equipment (PPE).

### Definition

2. Personal Protective Equipment (PPE) refers to the equipment worn by workers to reduce their exposure to hazards. Employers have a general duty of care obligation under the Work Health (OH&S) Regulations 2002 (Section 71) to ensure the health, safety and welfare of their employees and also visitors to the workplace.

### PPE include:

- a. **Eye protection** (goggles, safety glasses, sun glasses) - Appropriate eye protection must be worn by all personnel engaged in or working close to any activity which may cause eye damage eg. Abrasive blasting, power operated high speed cutting machines, use of compressed air tools, use of chemicals, acids or other corrosive substances. Ensure that the eye protection provided is suitable for the task performed;
- b. **Hearing protection** (ear plugs, ear muffs) - In industry today one of the most common safety problems is noise. Appropriate hearing protection in the form of earplugs, or earmuffs must be worn when there is a risk of damaging hearing this includes mowing, slashing and chainsaw work. Failure to take precautions against excessive noise will result in part or permanent hearing loss;
- c. **Respiratory protection** (respirators, face masks, cartridge filters) - Respiratory protection should be used when dealing with toxic chemicals, paints, thinners, insect and weed sprays or if entering a confined area or space, as many hazards are associated with entry and work in confined spaces;  
  
Some of these include: Unsafe oxygen levels, contaminated atmospheres eg: toxic flammable atmospheres, engulfment. Some hazards may exacerbate the risk such as welding, spray painting or abrasive blasting;
- d. **Foot protection** (safety boots, enclosed footwear) - All staff are required to wear enclosed footwear, steel toe capped boots are to be worn in all **workshop areas** and around any heavy equipment and or vehicles. Personnel are not to enter any workshop areas unless they have the correct footwear as listed;

**e. Head protection** (hard hats) - If staff are entering a building or demolition area a hard hat must be worn at all times in accordance with OH&S Act 1991; and

**f. Body protection** (aprons, chaps, safety harnesses, high visibility vests, long sleeved shirts, long pants, broad brimmed hats and gloves). Whilst carrying our work in the open and subject to the effects of ultraviolet radiation employees will be encouraged to wear long sleeved shirts, long trousers, hats, sunscreen and eye protection. Protective clothing and high visible vests should be worn when using heavy or dangerous equipment ie: chainsaws, whipper snippers etc.

### **Equipment register**

3. It is very important that all staff using PPE equipment and machinery are to sign them off in the equipment register available with their RSMs.

### **Maintenance**

4. Staff issued with PPE are responsible for the following:

- All PPE is to be used, maintained and stored appropriately, employees are expected to actively assist management in this area;
- Laundering or other maintenance of PPE is to occur through local arrangements; and
- Staff are encouraged to regularly arrange for the maintenance or laundering of appropriate PPE as required.

### **Replacement**

5. Staff are to regularly inspect their PPE and order replacements through their supervisor as required:

- Due to normal wear and tear;
- Should any specific damage occur which compromises the effectiveness of the clothing or equipment (eg: contamination)
- If item is lost; or
- Where an item has a specific use-by-date, it should be replaced prior to that date.

6. The staff member is to notify their supervisor in writing (email) or in person of their requirements for replacement as noted above. If an item is damaged, the item requiring replacement should be presented to their supervisor.

### **Obligation**

7. As a worker, you must co-operate with the workplace requirements stipulated by RGRC. If your supervisor rules that PPE is to be worn, then you

must wear it, Senior Management need to lead by example for employees to follow.

***Remember, for the best protection; use a combination of control measures.***

*OH&S is everyone's responsibility!*



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Michael Berto  
Chief Executive Officer

***Reference Material:***  
***OH&S Act 1991***  
***NT Worksafe***  
***Work Health Act (NT)***