

## WS005 – Personal Protective Equipment Policy

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### 1. POLICY CERTIFICATION

Policy title:	<b>Personal Protective Equipment Policy</b>
Policy number:	<b>WS005</b>
Category:	<b>Council Policy</b>
Classification:	<b>Work Safe</b>
Link to Strategic Plan Goals:	<b>Goal 1: Strong Leadership through Good Governance. Strong Financial Management, Corporate Planning and Operational Support</b>
Link to Strategic Plan Strategy:	<b>Goal 1: That Council adhere to it's Work Health and Safety obligations</b>
Link to Business Plan Strategy:	<b>Goal 1: Adhere to Work Health and Safety best practice</b>
Status:	<b>Approved</b>

### 2. PURPOSE

Roper Gulf Regional Council (RGRC) is committed to workplace safety, and the safety of all persons engaged by RGRC to carry out an activity or undertaking, or otherwise on RGRC premises.

RGRC is committed to hazard minimisation through the use of the hierarchy of control, which includes the provision and use of Personal Protective Equipment (PPE) as the final method of hazard mitigation.

### 3. ORGANISATIONAL SCOPE

This policy applies to all RGRC Councillors, Local Authority Members, Staff Members, and all Visitors, or any other persons on RGRC premises, and/or whilst engaged by RGRC to carry out any activity or undertaking.

### 4. POLICY STATEMENT

RGRC provides a variety of Core and Agency Services across the Roper Gulf Region which stretches over 186,000 square kilometers. Due to the variety of activities and undertakings RGRC staff members engage in, it is not always possible to remove every hazard. RGRC has a comprehensive Work Health and Safety (WHS) programme to ensure the safety and wellbeing of all staff, and any other persons on RGRC premises, or engaged in a RGRC activity or undertaking.

Part of RGRC's commitment to WHS includes hazard control and minimisation through the hierarchy of control:

1. **Elimination** of hazard;
2. **Substitution** of hazard;
3. **Engineering** control measures to mitigate hazard;

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4. **Administrative** control of hazard through training and licencing;
5. **Personal Protective Equipment (PPE)** as the final barrier between a person and a hazard.

This policy pertains to the use of PPE, and sets out what RGRC expects of its staff members, or any other person on RGRC premises, or otherwise carrying out an activity or undertaking for RGRC.

### 5. DEFINITIONS

<b>CEO</b>	Chief Executive Officer
<b>RGRC</b>	Roper Gulf Regional Council
<b>PPE</b>	Personal Protective Equipment. Anything used or worn by a parson to minimise risk to the person’s health and safety including air-supplied respiratory equipment.

### 6. PRINCIPLES

Personal Protective Equipment is the final barrier which protects a person from a hazard. Hazard identification and mitigation is the responsibility of every RGRC elected and appointed member, staff member, contractor, visitor, or any other person on RGRC premises or otherwise engaged by RGRC.

The Work Health and Safety business unit is dedicated to the maintenance and promotion of WHS throughout the Organisation, however all persons have a responsibility to contribute to workplace safety.

All RGRC activities and undertakings undergo initial and regular risk analysis to identify hazards and applicable control methods. Part of this process involves the identification of the appropriate PPE for any given activity or undertaking.

RGRC will supply the appropriate PPE as required, and will provide training on the correct usage thereof.

It is the responsibility of every person to ensure that they were the prescribed PPE for the activity or undertaking they are engaged in, in the correct manner.

The maintenance of supplied PPE is an individual responsibility and any PPE which is either no longer fit for purpose, damaged, worn, or suspected of any of the former, must not be used.

If a staff member, or any other person who is issued with RGRC PPE suspects, believes or knows that the PPE is not fit for purpose, they must not use it, and immediately raise this concern with the relevant person such as the Council Service Coordinator or with WHS directly.

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### Examples of 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 e.g. 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 required;
- e) **Head protection** (hard hats) – All persons who are entering a construction, building or demolition area must ensure that they are a hard hat at all times in accordance with *Work Health and Safety (National Uniform Legislation) Act*; 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 i.e.: chainsaws, whipper snippers etc. or entering a construction, building or demolition area.

### 7. REFERENCES

Related Policies	<b>WS003 Work Health and Safety Policy</b>
Related Publications	<b><i>Local Government Act</i></b> <b><i>Work Health and Safety (National Uniform Legislation) Act</i></b>

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### 8. DOCUMENT CONTROL

Policy Number	WS005
Policy Owner	WHS Coordinator
Approved By	Council
Approval Date	2009
Revisions	July 2017
Amendments	23 August 2017
Next revision due	June 2021

### 10. CONTACT PERSON

Position                                               **Manager – Governance and Corporate Planning**  
 Contact number                                      **08 8972 9005**