

PROCEDURES/GUIDELINES:-	
Current Procedure adopted at Manex	Personal Protection Equipment (PPE) Procedure
File Reference	F10/645-09
Next Review Date:	2024
RESPONSIBILITY:-	
Draft Developed by:	Coordinator WHS and Environmental Compliance
Committee/s (if any) consulted in the development::	WHS Committee
Responsibility for implementation:	General Manger
Responsibility for review:	WHS Committee

Table of Contents

1	Introduction.....	3
1.1	Purpose.....	3
1.2	Scope.....	3
1.3	Definitions	3
2	Responsibilities	5
3	Personal Protective Equipment (PPE) Process.....	6
3.1	Overview of the Process for Managing PPE.....	6
3.2	Selection of PPE.....	7
3.2.1	Considerations for the Selection of PPE	7
3.3	Issue of PPE.....	7
3.3.1	PPE Register	7
3.3.2	Training Requirements	8
3.4	Use of PPE	8
3.5	Replacement of PPE	8
3.6	Special Circumstances	9
4	Monitoring and Review	9
5	Record Keeping for PPE	10
6	Related Documents.....	10
7	Non - Compliance	10
8	References	10
	APPENDIX 1 – PPE Guidelines	13
	APPENDIX 2 – Personal Protective Equipment Register ...	Error! Bookmark not defined.
	APPENDIX 3 - Initial / Basic PPE Issue	

1 Introduction

1.1 Purpose

Council is committed to the health and wellbeing of all its workers and others. A safe and healthy workplace is the right of every worker.

The purpose of this procedure is to provide guidance to Council regarding the selection, care, provision and use of personal protective equipment (PPE).

1.2 Scope

This procedure applies to all Council workers inclusive of Executive Officers and visitors including contractors, volunteers, work experience students, trainees and clients

1.3 Definitions

Term	Definition
Competent person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
Hazard	A situation or thing that has the potential to harm, including injury or illness to people or damage to plant, property or the environment.
Hierarchy of controls	<p>A process of prioritising hazard controls in order of effectiveness as shown below:</p> <p>Level 1 controls:</p> <p><u>Elimination</u> of the hazard. e.g. remove a piece of hazardous equipment from operation.</p> <p><i>or if this is not possible, minimise the risk by:</i></p> <p>Level 2 controls:</p> <p><u>Substitution</u> - replace with a safer alternative. E.g. replace solvents with detergents, glass with plastic, etc.</p> <p><u>Isolation</u> - isolate the person exposed from the hazard or the hazards from the person.</p> <p><u>Engineering controls</u> - E.g. modify, enclose, guard, exhaust fumes, use mechanical aids, fall arrest systems.</p> <p><i>If the risk remains:</i></p> <p>Level 3 controls:</p> <p><u>Administration</u> - E.g. development of safe work procedures, training, limiting duration of exposure.</p> <p><i>If the risk still remains:</i></p> <p><u>Personal protective equipment (PPE)</u> is the least effective form of control and to be used as a last resort.</p>
PCBU	A Person Conducting a Business or Undertaking, where a person

Term	Definition
	may be an organisation or individual. Council is a PCBU. Other organisations or individuals may hold shared responsibilities as a PCBU depending on the arrangement with Council.
Personal Protective Equipment (PPE)	<p>Equipment or clothing worn to minimise exposure to workplace hazards such as contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.</p> <p>PPE includes items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, coveralls, vests and full body suits. PPE is a level 3 control within the "Hierarchy of Control" and should only be used if higher levels controls are not reasonably practicable.</p>
Reasonably practicable	<p>Doing what is reasonably able to be done to ensure the health and safety of workers and others, taking into account:</p> <ul style="list-style-type: none"> • The likelihood of the hazard or risk occurring; • The degree of harm that might result from exposure to the hazard or risk; • What the person concerned knows, or ought to reasonably know, <ul style="list-style-type: none"> ◦ about the hazard or risk, and ◦ about the ways of eliminating or minimising the risk; • The availability and suitability of controls and the cost associated with controls; and • After assessing the risk and available mean to eliminate or minimise the risk, whether the cost is grossly disproportionate to the risk.
Risk	The likelihood of harm occurring from exposure to a hazard and the likely consequences of that harm.
Residual risk	The level of risk remaining after recommended controls have been implemented.
Risk Assessment	The overall process of estimating the level of risk of a particular task, activity or process.
Risk Control Measures	Measures that eliminate or minimise a risk so far as is reasonably practicable, using the 'hierarchy of control'.
SWMS	Safe Work Method Statement
SOP	Safe Operating Procedure
Worker	<p>A worker is anyone who carries out work for a PCBU, such as:</p> <ul style="list-style-type: none"> • an employee • a contractor or sub-contractor • an employee of a contractor or sub-contractor • an employee of a labour hire company • an apprentice or trainee • a student gaining work experience • an outworker • a volunteer.

2 Responsibilities

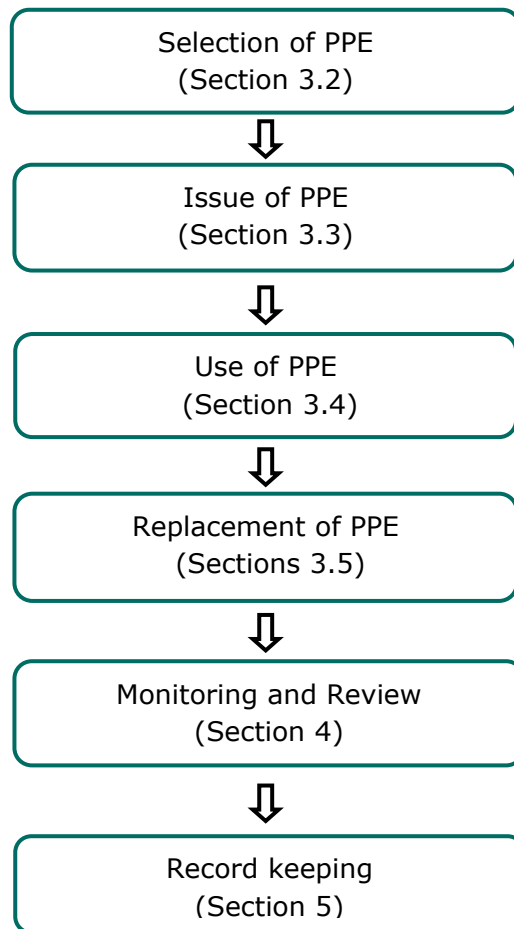
The responsibilities applicable to this procedure are summarised below:

Position	Responsibility
General Manager	<ul style="list-style-type: none"> • Ensure the overall management of personal protective equipment (PPE) including the development and implementation of the process; • Ensure adequate resources, including training, are provided to effectively manage the PPE process; and • Ensure that processes are in place for the review of this procedure and related processes every three years.
Managers	<ul style="list-style-type: none"> • Monitor the implementation and effectiveness of the PPE management process; • Ensure the development of a PPE Register that it is updated as required; • Ensure training is conducted for supervisors and workers who are involved in activities that require PPE, including the use of PPE as per the Hierarchy of Control.
Supervisors	<ul style="list-style-type: none"> • Ensure that suitable personal protective equipment (PPE) is available to all workers in their area of control; • Ensure workers have received adequate training and instruction in the use and care of required PPE prior to its use; • Monitor workers to ensure that PPE is correctly worn and maintained; • Liaise with the WHS and Environmental Compliance regarding the type of PPE, maintenance requirements and training needs, as required.
<i>Procurement Officer/ Purchasing Officers</i>	<ul style="list-style-type: none"> • Take into consideration the hazards associated with the introduction of any new plant or equipment and the required controls • Advise the <i>WHS and Environmental Compliance Section and stores</i>, prior to the purchase/lease, if new plant and equipment requires the use of PPE.
WHS and Environmental Compliance	<ul style="list-style-type: none"> • Consult with key stakeholders in the development and maintenance of the PPE management process; • Provide information to Council's management and workers on the selection, use and maintenance of PPE.
Workers	<ul style="list-style-type: none"> • Follow Council's PPE management procedure; • Undertake training for PPE as required • Ensure personal protective equipment (PPE) is correctly used and maintained as instructed.

3 Personal Protective Equipment (PPE) Process

Council will develop and implement the PPE Management process outlined in the flowchart below:

3.1 Overview of the Process for Managing PPE



3.2 Selection of PPE

All work activities, including the use of plant and equipment, will be assessed to identify any risks associated with the task. In consultation with the relevant workers, the Supervisor/Manager will identify suitable controls, which may include PPE, in accordance with the Hierarchy of Control. New plant and equipment will also be risk assessed and appropriate controls identified before the use of the plant or equipment.

Note that PPE is the lowest level of protection in the *Hierarchy of Control* and should only be used if more effective options (e.g. elimination of the hazard, engineering controls, substitution, etc.) are not reasonably practicable. PPE may be used in combination with other controls.

3.2.1 Considerations for the Selection of PPE

When selecting PPE, the Supervisor/Manager, in consultation with the relevant HSR and/or WHS and Environmental Compliance section will consider the following:

- the type of PPE recommended (e.g. in Safety Data Sheets, Risk Assessments, Manufacturer Safety Requirements)
- whether it meets Australian Standards
- The type of anticipated exposure (e.g. sharp edges, temperature, fluids, chemicals, UV, moving objects etc.) and the appropriateness of the PPE
- Suitability for the work environment (e.g. ear muffs may not be suitable when a worker is required to wear safety glasses as a proper seal around the ear may not be achieved)
- Comfort and fit for the individual user

All PPE will be made available in appropriate sizes to fit individual workers.

If the use of PPE is required, the Supervisor/Manager will liaise with the WHS and Environmental Compliance Section to ensure that this is included in related SWMSs or SOPs.

Additional information on the selection and use of PPE is provided in Appendix 1.

3.3 Issue of PPE

3.3.1 PPE Register

The Supervisor/Manager will ensure that the required PPE is issued to each worker. The Store person will record allocation in the PPE Register.

The PPE Register is used to record the issue, replacement or disposal of PPE. The register is also used as a record of acknowledgement by workers that they are trained in the use, maintenance and storage of the item

Refer to Appendix 3 for Initial PPE issue

Scale of Issue of PPE is to be determined by the risk assessment

3.3.2 Training Requirements

The Supervisor/Manager, are to ensure appropriated training has been provided for all workers required to use PPE, prior to the worker commencing the work activity.

This training will include:

- New worker inductions, including:
 - training in the correct selection, use and maintenance of PPE
 - that the use of specified PPE is mandatory
- Job-specific instructions/toolbox talks, including:
 - the tasks where PPE is required
 - PPE requirements specified in relevant Safe Work Method Statements or Safe Operating Procedures

Appropriate PPE training is also required for:

- all supervisors and managers responsible for workers who use PPE
- anyone who conducts risk assessments and/or identifies workplace control measures

3.4 Use of PPE

In general, requirements regarding the use of PPE include:

- Workers are required to use PPE in compliance with the relevant instructions provided by Council
- PPE is intended for personal use. If the circumstances require PPE to be worn by more than one worker, the Supervisor/Manager will take appropriate measures to ensure this does not create any health or hygiene problem for the different users
- When organising work, the Supervisor/Manager will consider any additional physical or mental stress which may result from using the PPE and, where necessary, prescribe breaks or other measures to allow for the increased difficulty in performing the work

3.5 Replacement of PPE

Before each use of PPE, the worker will check for any damage. If any damage is found:

- The worker must report the damage immediately to their Supervisor;
- The Supervisor will arrange for the replacement of the PPE
- PPE will be replaced upon receipt of damaged goods

3.6 Special Circumstances

Special circumstances and exceptions will be considered to the requirements of this procedure including but not limited to:

Medical conditions

- PPE is selected on the basis of risk assessment and exposure to a hazard. On rare occasions, a worker may seek approval to not wear the required PPE. This may be due to a medical condition and must be supported by a medical certificate for approval to be provided. Managers must determine whether Council can still ensure the health and safety of the employee when providing approval. Managers may seek advice from WHS and Environmental Compliance Section in these rare events. It is important that a risk assessment is undertaken to ensure that the best PPE is selected for each activity and location.

Rail corridor

- For work in the rail corridor, workers must wear high-visibility garments of the colour (eg British Rail orange) required by the relevant rail authority.

Traffic controllers

- Council traffic controllers must wear approved yellow high-visibility safety vests displaying the Council logo and the words 'Authorised Traffic Controller'.

3.7 Safety Glasses

Council will provide safety glasses that accommodate those who wear glasses.

4 Monitoring and Review

The effectiveness of the PPE procedure will be reviewed at least every three (3) years, including a review of:

- The implementation of the PPE procedure and PPE compliance;
- The suitability and effectiveness of PPE use as a risk control measure for minimising identified hazards; and
- Related findings from incident investigations.

In addition, this procedure will be reviewed if:

- It becomes apparent that the PPE process is not adequate to protect workers;
- There are legislative changes that affect the type or use of PPE; or
- Additional information on PPE becomes available that is relevant to Council's operations

5 Record Keeping for PPE

The WHS and Environmental Compliance Section will keep and maintain the following documentation relating to the PPE process:

- Risk assessments completed for work requiring PPE
- Related SWMS and SOPs

The Purchasing /Stores will keep and maintain the following documentation relating to the PPE process:

- Personal Protective Equipment Register
- Manufacturer/supplier information

The HR Section will keep and maintain the following documentation relating to the PPE process:

- Records of PPE training (e.g. specific courses, refresher sessions)
-

6 Related Documents

- *WHS Policy*
- *Sun Protection Policy*
- *WHS Risk Management Procedure*
- *Hazardous Noise Procedure*

7 Non - Compliance

The wearing of PPE is mandatory and any employee failing to comply with the requirements of this procedure may be subject to disciplinary action in accordance with Council's disciplinary procedures.

8 References

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Code of Practice: Managing Noise and Preventing Hearing Loss at Work (SafeWork NSW)
- Australian Standards for PPE
 - Head protection

- Standards Australia AS/NZS 1800 Occupational protective helmets - Selection, care and use.
 - Standards Australia AS/NZS 1801:1997 Occupational protective helmets
- Hearing protection
 - Standards Australia AS/NZS 1269.0 Occupational noise management – Overview
 - Standards Australia AS/NZS 1269.3 Occupational noise management - Hearing protector program
- Eye protection
 - Standards Australia AS/NZS 1336 Recommended practices for occupational eye protection
 - Standards Australia AS/NZS 1337 Eye protectors for industrial applications
 - Standards Australia AS/NZS 1338.1 Filters for eye protectors - Filters for protection against radiation generated in welding and allied operations
 - Standards Australia AS/NZS 1338.2 Filters for eye protectors - Filters for protection against ultraviolet radiation
- Respiratory protection
 - Standards Australia AS/NZS 1715 Selection, use and maintenance of respiratory protective devices
 - Standards Australia AS/NZS 1716 Respiratory protective devices
- Hand protection
 - Standards Australia AS/NZS 2161.1 Occupational protective gloves - Selection, use and maintenance
 - Standards Australia AS/NZS 2161.2 Occupational protective gloves - General requirements
 - Standards Australia AS/NZS 2161.3 Occupational protective gloves - Protection against mechanical risks
 - Standards Australia AS/NZS 2161.4 Occupational protective gloves - Protection against thermal risks (heat and fire)
 - Standards Australia AS/NZS 2161.5 Occupational protective gloves - Protection against cold Standards Australia AS 2225 Insulating gloves for electrical purposes
- Leg and foot protection
 - Standards Australia AS/NZS 2210, 1 Occupational protective footwear Part 1: Guide to selection, care and use
 - Whole of body protection
 - Standards Australia AS/NZS 1906.4 Retroreflective materials and devices for road traffic control purposes - High visibility materials for safety garments
 - Standards Australia AS 2919 Industrial Clothing
 - Standards Australia AS 3765.1 Clothing for protection against hazardous chemicals - Protection against general or specific chemicals
 - Standards Australia AS 3765.2 Clothing for protection against hazardous chemicals – Limited protection against specific chemicals
 - Standards Australia AS/NZS 4399 Sun protective clothing — Evaluation and classification
 - Standards Australia AS/NZS 4602 High visibility safety garments

- Welding Technology Institute of Australia (1998) *Health and safety in welding*
- Safety signage
 - Standards Australia AS 1319 Safety signs for the occupational environment.

APPENDICES

APPENDIX 1 – PPE Guidelines

APPENDIX 1 – PERSONAL PROTECTIVE EQUIPMENT OPTIONS FOR TASKS

Eye, hand and face protection at worksites	
When should eye, hand and face PPE be used?	These should be used when workers are exposed to the potential risk of eye, hand or facial injuries. Workplace situations where this could happen include (but not limited to): airborne particles or debris, radiation and hazardous substances etc (as a minimum, medium impact resistance protective eyewear must be worn) or when workers' hands are exposed to potential risk from plant, equipment or hazardous work activities.
Who needs to use eye, hand and face protection?	All workers and visitors who are exposed to the risk of eye, hand or facial injuries.
What type of eye, hand and face protection PPE are there?	<p>Eye, hand and face protection types may include:</p> <ul style="list-style-type: none">• Glasses or spectacles• Goggles• Shields, hoods or helmets• Work or protective gloves. AS/NZS 2161 suite of documents <p>These must comply with AS 1337. Selection of appropriate eye and face protection must be made following a risk assessment.</p> <p>When face shields are used, safety spectacles are also required.</p> <p>Some machines, such as grinders, are fitted with movable eye shields. These systems do not provide sufficient eye and face protection so face and eye protection must be worn while using them.</p>
Care and maintenance	All eye, hand and face protection equipment must be maintained and serviced in accordance with directions provided by the manufacturer. Damaged or deteriorated eye/face PPE must be withdrawn from service immediately.

Prescription safety glasses	<p>Conditions of approval - Approval for the purchase of prescription safety glasses is granted by the relevant operational manager following provision of:</p> <ul style="list-style-type: none"> • A prescription from a suitably qualified optical dispenser • Completed P29.F01 Supply or Repair of Prescription Safety Glasses form. <p>Prescription safety glasses must be on a standard frame, fitted with side shields, have clear lenses and be used for work only.</p>
Contact lenses	<p>The wearing of contact lenses must never be considered as an alternative to eye safety protection requirements.</p> <p>In some industrial situations where there is inadequate protection for eyes from hazardous substances, the consequences from risk exposure could be higher for contact lens wearers. Eye protection should always be worn in conjunction with contact lenses, wherever a risk assessment indicates it is required.</p> <p>Note however, there is no additional risk to wearers of contact lenses from any welding process or operation, including from arc flash.</p>

Skin protection at worksites

Workers must be protected from the effects of solar radiation and insect bites at workplaces. This must be done by using risk management-based controls to prevent exposure or by providing barrier protection through the use of PPE, including clothing and screening products. When should skin protection be used?	As determined by a risk assessment, skin protection should be used (but not limited to) when there is a risk of exposure to solar radiation or in the presence of harmful insects.
Who needs protection?	All workers are to be protected from the effects of solar radiation, insect bites and any potential skin irritants at workplaces.
Types of PPE for skin protection	<p>Following are some of the PPE for skin protection:</p> <ul style="list-style-type: none"> • Headwear –broad-brimmed hats and broad-brimmed safety helmet attachments. • Suitable clothing or outer garments that include, as a minimum, long-sleeved shirts fitted with collars long trousers and Knee length shorts • Broad-spectrum UVA/UVB sun-screen applied topically to exposed skin at the rate and frequency recommended by the supplier and which meet the standard AS 2604 <i>Sunscreen products – evaluation and classification</i> • Insect repellents • Enclosed footwear that protects ankles and feet from solar radiation exposure • When local conditions or procedures require it, gaiters or 'snake chaps' to protect against biting or stinging animals or stinging plants.

Special consideration	<p>When working outdoors, special consideration needs to be given to situations and conditions associated with higher rates of UV radiation injuries among workers. They are:</p> <ul style="list-style-type: none"> • Susceptibility of a person to sunburn • Certain medical conditions (eg albinism, xeroderma pigmentosum) • The use of photo-sensitising medications by the person • Previous exposure, if any, to photo-sensitising chemicals, such as creosote • Use of photo-sensitising chemicals during work. <p>Workers must inform their supervisor if they have a condition that:</p> <ul style="list-style-type: none"> • Prevents the use of sunscreens or insect repellents • Might increase the risk of photo-sensitivity • Means avoiding exposure to solar radiation is recommended by their doctor. <p>The worker must obtain a medical certificate from their treating doctor to support such restrictions.</p>
-----------------------	--

Footwear at work	
When should protective footwear be worn?	At all times on construction, traffic, vessels and fleet operations workplaces and other places, as determined through risk assessments. Hazards to consider include: slipping, falling, rolling, cutting, crushing, penetration of the shoes, electrical hazards (including static discharge), chemicals, heat and molten metal.
Who needs to use PPE footwear at work	All workers must wear footwear that is suitable for their duties, while at work. Workers exposed to particular workplace injury risks are to be issued with safety footwear to protect them from foot injuries and/or to isolate them from energy sources within the workplace.
Types of protective footwear	Protective footwear is classified as either Type 1 (heavy duty) or Type 4 (waterproof duty) and in accordance with AS 2210. Safety footwear must be Australian Standards compliant. For any employee who use orthotics there are safety boots that Council can purchase to accommodate orthotics where required.
Care and maintenance of protective footwear	Workers must maintain and care for safety footwear provided to them for their personal protection. Where the work performed results in faster deterioration of the safety footwear, which lessens its effectiveness or creates risks such as conduction pathways from exposed metal toe-caps etc, workers notify their supervisor who will approve replacement.
Costs	Council will accommodate up to \$200.00 per safety boots per individual employee.

High-visibility garments	
When should high visibility garments be worn?	<p>Workers on foot and visitors at workplaces should be protected from traffic and plant operations by the provision of safe, clearly delineated pedestrian access ways. In addition; high visibility garments must be worn by workers:</p> <ul style="list-style-type: none"> • When exposed to traffic and plant movements at worksites (including private roads and quarries) and while operating vehicles and plant within such workplaces • When working in or near water • Whenever they are outside a vehicle within the bounds of a road reserve • Whenever they are engaged in vehicle inspection operations • When so instructed by their supervisor, consistent with a recommendation from risk assessment.
Who should wear these?	All workers and authorised visitors must wear high visibility garments.

What types of high visibility garments are there?	<ul style="list-style-type: none"> • Class D garments – for day-time work • Class D/N garments – for work at dawn, dusk or in poor light conditions • Class N garments – for night-time work <p>High visibility garments must conform with AS 4602.1. The standard colour for high visibility garments for Roads and Maritime employees is fluorescent lime-yellow. Exceptions may apply in the specific circumstances listed in section 3.6 and when risk management considerations determine that different-coloured PPE is more suitable. Contractors to Roads and Maritime may choose their own colour of high-visibility PPE provided that choice conforms with AS 4602 and does not introduce additional risks.</p> <p>See the table Indicative guide to high-visibility garment selection below.</p>
Care and maintenance	Workers must keep their high-visibility garments clean and serviceable. High visibility garments must be replaced if they are found to be defective or become stained or faded such that their high-visibility is reduced.

High-visibility garments for workers must be suitable to the prevailing work conditions and the worksite location.

Indicative guide to high-visibility garment selection								
Work conditions	HV polo shirt	HV vest, no reflective tape	HV jumper	HV cold weather jacket	HV vest with reflective tape	HV wet weather clothing with reflective tape	HV overalls with reflective tape	Pants and HV vest or HV shirt, all with reflective tape
Day time work Class D garment required – high visibility garment without retro-reflective tape	✓	✓	✓	✓	✓	✓	✓	✓
Work at dawn, dusk or in poor visibility Class D/N garments required – high visibility garment with retro-reflective tape	Acceptable with retrorreflective tape added				✓	✓	✓	✓
Night work Class N garments required – garments with retro-reflective tape specifically designed for night use, such as headlight, floodlit or street light illumination	Acceptable with retrorreflective tape added				✓	✓	✓	✓

Noise and vibration protection

All workers and visitors to worksites are to be protected from hazardous noise and vibration energy, including those generated by vehicles, plant and equipment. When should noise and vibration PPE be used?	<p>As determined by risk assessment, noise and vibration PPE must be used when workers are exposed to hazardous noise and vibration, eg from plant, machinery or other sources:</p> <ul style="list-style-type: none"> • Continuous noise levels exceeding 85dBA • Impact noise levels approaching or exceeding 140dBA • Vibration forces for which PPE has been specified as a control • As an outcome of risk assessment of that hazard. <p>See the council Hazardous <i>Noise procedure</i> for methods of determining and measuring levels of noise.</p>
Who needs to use noise and vibration protection equipment?	All workers and visitors at worksites must be protected from hazardous noise and vibration energy, including those generated by vehicles, plant and equipment.
Types of PPE for noise control	<p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Ear plugs – disposable, reusable and custom-made models. Also headband mounted and cord-attached versions are available. • Ear muffs – effectiveness varies, depending on materials, construction, clamping force and other factors, including fit. • Communication headsets for confined space work and similar applications • Noise-occluding helmets <p>PPE issued for protection from noise may be used with the above to increase effectiveness when exposed to extreme noise sources (eg wearing earmuffs over ear plugs).</p>
Types of vibration protection	<ul style="list-style-type: none"> • Energy absorbing gloves and liners • Energy absorbing footwear and inserts • Energy absorbing matting • Energy absorbing suspension units, such as airbag or gas-filled seating systems or vehicle suspension systems.

Care and maintenance of noise and vibration PPE	<p>All noise and vibration PPE should be maintained and serviced in accordance with directions from the PPE manufacturer or Australian Standards.</p> <p>For example, cushion replacement should be considered every three to six months. Earmuffs with any damage to the cups or headband are to be withdrawn from use and destroyed. If any doubt exists about the quality or integrity of the items, they should be disposed of and new items used. In hot conditions, disposable covers that are commercially available may be fitted to the seals of hearing protectors to absorb perspiration.</p>
Workplace control measures	<p>Prevention of injury related to noise and/or vibration exposure requires effective supervision. This is in addition to instructing workers to use protective equipment against workplace noise and vibration. These measures reinforce higher level controls that might be used, including:</p> <ul style="list-style-type: none"> • Purchasing vehicles, plant and equipment where noise and vibration is controlled by the standards of design and manufacture • Maintaining vehicles, plant and equipment to a high standard with routine scheduled replacement or servicing of components impacting on noise and vibration generation

Working on or near water

Personal floatation devices	<p>Workers engaged in activities on waterborne vessels or near water need to wear appropriate personal floatation devices to protect them from potential hazards they may encounter while in or near water.</p> <p>There are three primary types of personal floatation devices:</p> <ul style="list-style-type: none">• Level 100+ (Type 1) lifejackets <p>Designed for the highest level of safety and for use on open waters, Level 100+ lifejackets provide extra buoyancy, keeping the wearer's head above the water, even if unconscious. Wet weather jackets and windproof vests that incorporate inflatable lifejackets are also available in the range.</p> <ul style="list-style-type: none">• Level 50 (Type 2) lifejackets <p>A Level 50 lifejacket is designed to keep a conscious person afloat. It is suitable for boating on sheltered waters, where help is generally close at hand. These lifejackets are considered to be more comfortable than a foam Level 100+ lifejacket and its bright colours make search and rescue easier.</p> <ul style="list-style-type: none">• Level 50S (Type 3) lifejackets <p>The Level 50S range has the same buoyancy characteristics of Level 50 lifejackets, but without the highly visible colours. These lifejackets provide great comfort and style. Best used where help or the shoreline is nearby.</p>
-----------------------------	---

PPE Summary 2020 (Appendix 3)

Note: Additional or substitute PPE can be provide upon receipt of damaged PPE or a Risk Assessment signed by Management.

PPE	Crew Truck Drivers	Construction, Maintenance, Grading, Gangs	Workshop	Parks and Gardens	Bridge Crew	Water and Sewer	Waste	Roadside growth
Initial / Basic/ Mandatory								
<u>Tinted / Safety Glasses (UV protection)</u>	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required
<u>Clear Safety Glasses</u>	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required
<u>Boots – Steel capped</u>	X2 Replace as required	X2 Replace as required	X2 Replace as required	X2 Replace as required	X2 Replace as required	X2 Replace as required	X2 Replace as required	X2 Replace as required
<u>Jumpers. Hi Vis.</u>	X3 Replace as required	X3 Replace as required	X3 – non flammable	X3 Replace as required	X3 Replace as required	X3 Replace as required	X3 Replace as required	X3 Replace as required
<u>Winter Trousers – Mole skins</u>	X3 Replace as required	X3 Replace as required	X3 non- flammable	X3 Replace as required	X3 Replace as required	X3 Replace as required	X3 Replace as required	X3 Replace as required
<u>Summer Trousers</u>	X3 Replace as required	X3 Replace as required	X3 non- flammable	X3 Replace as required	X3 Replace as required	X3 Replace as required	X3 Replace as required	X3 Replace as required
<u>Shorts (Knee Length)</u>	X2 Replace as required	X2 Replace as required		X2 Replace as required	X2 Replace as required	X2 Replace as required		X2 Replace as required

<u>Shirts</u> <u>Hi Vis</u> <u>With Night</u> <u>Vis Strip</u>	X5	X5	X5 non- flammable	X5	X5	X5	X5	X5
<u>Beanie</u>	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required
<u>Winter</u> <u>Gloves (for</u> <u>warmth)</u>	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required
<u>Broad Rim</u> <u>hat</u>	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required	X1 Replaced as required
<u>Heavy duty</u> <u>winter coat</u>	X1	X1	X1	X1	X1	X1	X1	X1
<u>Light rain</u> <u>jacket</u>	X1	X1	X1	X1	X1	X1	X1	X1
Task specific / Supplementary Issue								
Hard Hat	X1 every 3-5 years or as damaged/ expired	X1 every 3-5 years or as damaged/ expired	X1 every 3-5 years or as damaged/ expired	X1 every 3-5 years or as damaged/ expired	X1 every 3-5 years or as damaged/ expired	X1 every 3-5 years or as damaged/ expired	X1 every 3-5 years or as damaged/ expired	X1 every 3-5 years or as damaged/ expired
Gloves – various types	issue as required dependent on Task R/A Requirements	issue as required dependent on Task R/A Requirements	issue as required dependent on Task R/A Requirements	issue as required dependent on Task R/A Requirements	issue as required dependent on Task R/A Requirements	issue as required dependent on Task R/A Requirements	issue as required dependent on Task R/A Requirements	issue as required dependent on Task R/A Requirements
Overalls – disposable and cotton	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required
Ear Plugs	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required

Ear Muffs		X1	X1	X1	X1	X1	X1	
Respiratory mask (rubber P3)				X1				X1
Disposable face masks (P2)	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required	Issue as required
Other		X1 Full face shield with hard hat and earmuffs combined	Requested that each person is issued a separate welding mask due to Covid 19	Chainsaw Chaps X1 each		X2 steel capped gum boots		Rain trousers x2
Other		X1 pair of industrial steel capped gum boots	X1 pair of flame retardant overalls	X1 Full face shield with hard hat and earmuffs combined		X1 safety arrest fall harness		elbow length chemical gloves for mixing
Other		Chainsaw Chaps X1 each	X1 pair industrial steel capped gum boots			X1 light rain pants		
Other		X1 Full face shield (changing grounding implements)				X1 – Breathing apparatus (BA)		