

**OCCUPATIONAL HEALTH, SAFETY
& WELFARE PROCEDURE**



**PERSONAL PROTECTIVE
CLOTHING AND EQUIPMENT**

OHS PROC # 4.46

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1.0 PURPOSE

The purpose of this procedure is to set out the minimum requirements for the purchase, supply, issue, maintenance and use of personal protective clothing and equipment where persons are required to perform their duties in an environment that involves potential hazards.

This procedure is to be read in conjunction with Council' OHS&W Policy #11 - Inclement Weather and Ultra Violet Radiation Protection, OHS&W Procedure 4.45 - Inclement Weather and Ultra Violet Radiation Protection and relevant SWPs (Safe Work Procedure) and MSDS' (Material Safety Data Sheets).

2.0 OBJECTIVE

The objective of this procedure is to ensure the appropriate management of the selection, purchase, supply, issue, use, care and maintenance of protective clothing and equipment where better methods of controlling risks are not feasible. Other methods of managing risks will be used when appropriate.

3.0 SCOPE

This procedure applies to all persons. Volunteers, contractors, sub-contractors, their employees and agents and labour hire employees engaged to perform work on behalf of Council will be responsible for providing personal protective clothing and equipment to a standard consistent with this procedure.

4.0 DEFINITIONS

At Risk Group shall mean those persons who are exposed to Ultra Violet Radiation from the sun as part of their normal work duties and include the following:

- Persons predominantly working outdoors on a daily basis throughout the year.
- Persons working outdoors for short periods (over 10 minutes for any single exposure or a total exposure of 30 minutes or more on any one day) throughout the year.

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UVR is ultra violet radiation, and shall mean that part of sunlight that causes sunburn and skin damage leading to premature ageing of the skin and skin cancer (Anti Cancer Foundation).

Persons shall mean all Council employees, labour hire staff, trainees, work experience, volunteers, contractors, sub-contractors their employees and their agents working for the City of Marion where Council, as principal, has control over the contractor's work practices in line with the requirements of Section 4 of the **South Australian Occupational Health, Safety and Welfare Act, 1986**. (The Act).


Managers include all levels of management from Team Leader/Supervisor and above.

5.0 PROCEDURE

Providers of Council's personal protective clothing and equipment shall be reviewed and determined periodically.

If clothing supplied by the approved provider does not fit individual employees, then clothing that complies with policy and procedures may be sourced elsewhere with the approval of management.

Schedule 5.1 following, details the protective clothing and equipment (to relevant Australian Standards) to be worn by all persons whilst engaged in the described activities.

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5.1 SCHEDULE – PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

| <i>ITEM</i> | <i>ACTIVITY</i> | <i>COUNCIL ISSUE</i> |
|---------------------------|--|--|
| Safety Boots/Shoes | <i>Approved safety boots/shoes are required to be worn by all persons working in designated areas or performing activities where injuries to feet could occur.</i> | <p><i>Safety boots to a value of \$120.00 before GST will be supplied. For any boots over this value, Council will only contribute \$120.00 towards the cost.</i></p> <p><i>Employees may select footwear that meet the following guidelines:</i></p> <ul style="list-style-type: none"> ▪ <i>Footwear must be steel-capped.</i> ▪ <i>Footwear must be suited to the requirements of the person's work and work environment.</i> <p><i>If specialised boots are required for medical reasons, the type of boot and cost will be discussed with management on presentation of a medical certificate.</i></p> <p><i>Employees shall replace shoes on an 'old for new' basis approximately every 12 months, or when footwear no longer meets the provisions of AS2210 because of wear and tear.</i></p> |

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| | | <p><i>Persons shall not select footwear that does not comply with the provisions of this procedure without approval from management (refer Clause 7.0 Exemptions).</i></p> <p><i>It is mandatory for persons who are provided with safety footwear to wear that footwear in the workplace.</i></p> |
| Long Sleeved Shirts | <i>Approved long sleeved shirts to be worn, as designed, by all persons in the at risk group.</i> | <p><i>A total of 5 Shirts bearing Council's logo and comprising any combination fabric every 12 months as approved. (To be supplied in July of each year).</i></p> <p><i>Replacements during the year will only be issued on exchange of worn or damaged clothing.</i></p> <p><i>Colour – blue or khaki or high visibility</i></p> <p><i>Shirts to meet UPF 15+ or greater rating. Fabric to suit summer or winter temperatures as appropriate.</i></p> |
| Windcheaters | <i>Approved long sleeved windcheater to be worn, as designed.</i> | <p><i>One (1) windcheater to be issued per employee in July of each year.</i></p> <p><i>Colour – blue or khaki or high visibility.</i></p> |

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| | | <i>Replacements during the year will only be issued on exchange of worn or damaged clothing.</i> |
| Trousers | <i>Approved trousers to be worn, as designed, by all persons in the at risk group.</i> | <p><i>A total of three (3) pair of trousers comprising any combination fabric every 12 months as approved. (To be supplied in July of each year). Replacements during the year will only be issued on exchange of damaged clothing.</i></p> <p><i>Colour – blue or khaki</i></p> <p><i>Trousers to meet UPF 15+ or greater rating. Fabric to suit summer or winter temperatures as appropriate.</i></p> |
| Safety Goggles or Glasses <i>(includes tinted goggles or glasses for UVR protection prescription lenses and face shields)</i> | <i>Approved eye protection must be worn by all persons engaged in, or working close to, any activity which may cause eye injury, and where there is a foreseeable risk of flying particles, dust or UV radiation.</i> | <p><i>Eye protection to AS 1336 to be issued to all Council employees as required.</i></p> <p><i>Those requiring prescription lenses to refer to the specific procedure.</i></p> |
| Ear Muffs or Ear Plugs | <i>Approved hearing protection must be worn when exposed to the risk of hearing damage arising from noise caused by the operation of plant, equipment or machinery on the work site. Hearing protection must be worn at all times whilst operating or working near the wood-chipping machine.</i> | <i>To be issued to all Council employees who may be exposed to excessive noise levels. Level of protection provided must be appropriate for the noise exposure.</i> |

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| Respirator (appropriate to the task) | Approved respiratory protection must be worn when exposed to the risk of respiratory damage arising from the handling or use of any hazardous chemical or substance e.g. fungicides, asbestos or silica product, where stipulated in accordance with the material safety data sheet (MSDS) or label for the particular chemical or substance. | Respiratory protection to AS 1716 to be issued to all Council employees as required. |
| Disposable Mask | Approved disposable mask must be worn in situations where stipulated in accordance with the MSDS or label for the particular chemical or substance. | Respiratory protection to AS 1716 to be issued to all Council employees as required. |
| High Visibility Clothing | To be worn as designed by all persons, including truck and plant operators attending work sites on or near roadways, median strips, footpaths and car parks, reserves or where there is a risk from moving plant, machinery or traffic. | To be issued to all Council employees as required. |
| Protective Gloves (Leather or rubber dipped for wet work) | To be worn when handling material where there is a danger of cuts, puncture wounds etc. Gloves must be worn whilst handling debris, rubbish or any other form of refuse. | To be issued to all Council employees as required. |
| Protective rubber/PVC gloves, Spray Coat, Spray Trousers and Rubber Boots | Shall be worn in the handling and use of insecticides and or herbicides in any situations where health is likely to be affected in accordance with directions contained in MSDS' or manufacturer's instructions. | To be issued to all Council employees as required. |

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| Protective Latex Gloves | <i>To be worn where there is a requirement to perform tasks with the potential to involve body fluids, e.g. first aid for cuts, grazes or other puncture wounds and collecting syringes.</i> | <i>To be issued to all Council employees as required.</i> |
| Protective chaps | <i>Approved chaps shall be worn when operating a chainsaw.</i> | <i>To be issued to all Council employees required to operate chainsaws.</i> |
| Safety Helmet (neck flaps summer only) | <p><i>The wearing of approved safety helmets or hard hats is a mandatory requirement in areas of Council operations where there is a risk of being struck by objects from overhead, this includes:</i></p> <ol style="list-style-type: none"> <i>1. Persons working in trenching operations.</i> <i>2. Maintenance staff using overhead cranes.</i> <i>3. Tree pruning operations eg. chainsaws, polesaws etc</i> | <i>To be issued to all Council employees as required.</i> |

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| Broad brim or legionnaires style hat | <p><i>To be worn at all times when working out of doors.</i></p> <p><i>Optional when in a vehicle or plant with an enclosed cab.</i></p> | <p><i>Employees shall select from the following range of approved hat styles. Colour to be consistent with Corporate clothing:</i></p> <p><i>Broad brim hat:</i></p> <p><i>Broad brim hat with a minimum brim width between 80mm and 100mm.</i></p> <p><i>Employees may purchase an Akubra Hat (or similar) that Council will contribute \$40.00 towards every two (2) years. Proof of purchase will be required.</i></p> <p><i>Broad brim hat with attached neck flap: As above with additional neck protection.</i></p> <p><i>Legionnaire hat: Provides face, head, ear and neck protection while allowing hearing protection to be worn.</i></p> <p><i>Desert-style hat: Provides optimum protection from UVR and dust – recommended for plant operators who work in open plant.</i></p> <p><i>Neck flap accessory for hard hats. Provides protection where hard hats are required to be worn.</i></p> <p><i>Mandatory for at risk group when working outdoors.</i></p> <p><i>Damaged hats will be replaced as required.</i></p> |

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| 30+ sun screen / lip balm & zinc cream | To be used and applied in accordance with instructions. | Issued as required. |
| Bomber/Splash Jackets | <p>To be worn as required e.g. cold, wind etc.</p> <p>If high visibility is required the jackets must be worn closed or additional high visibility shall be worn to protect person.</p> | <p>High visibility splash jackets will be issued to replace existing blue bomber jackets as they become worn/damaged.</p> <p>Bomber jackets can be issued if the employee prefers to use these instead of the reflective jackets.</p> <p>Employees shall receive a jacket on a 'new for old' basis.</p> <p>Colour: Blue with reflective yellow for splash jackets or blue for bomber jackets.</p> |
| Wet weather coat/jacket, trousers, boots and hat | <p>To be worn in inclement weather as required e.g. cold, wind, rain, fog, mist etc.</p> <p>If high visibility is required the jackets must be worn closed or additional high visibility shall be worn to protect person.</p> | <p>To be issued to all Council employees as required to suit individual operational requirements.</p> <p>One (1) set of each to be supplied per employee.</p> <p>Colour – yellow.</p> <p>Replacement on a worn/damaged exchange basis.</p> |

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| Overalls | <i>To be worn when undertaking welding or other tasks that may cause burns.</i> | <p><i>One (1) pair of overalls per employee. Note: Overalls can be issued in place of trousers where employee prefers this type of clothing.</i></p> <p><i>Two (2) pair to be issued to mechanics and other workshop staff undertaking welding and other hot work.</i></p> <p><i>Fabric is to be of approved fire retardant material eg wool blend.</i></p> <p><i>Colour – blue or khaki.</i></p> <p><i>Replacement on a worn/damaged exchange basis.</i></p> |
| Disposable overalls, mitts, footwear covers | <i>To be worn when exposed to contaminants e.g. oil, chemical spills or where nature of contaminant not known.</i> | <i>To be issued to all Council employees as required.</i> |
| PVC Apron and gloves and clear plastic face shields | <i>To be worn when charging batteries in the battery room at the Depot.</i> | <i>To be issued to all Council employees as required.</i> |
| Seat Belts | <i>All persons who are required to drive a Council vehicle must wear seat belts in compliance with all legislative requirements and where seat belts are provided in other plant e.g. ride-on mowers, bobcats, backhoes, fork lift etc.</i> | <i>Mandatory for all Council employees.</i> |

