

# Procedure: Personal Protective Equipment Management

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## 1. Purpose

Identify workers Personal Protective Equipment (PPE) requirements.

## 2. Required Actions

- Assess workers PPE requirements
- Provide appropriate Australian Standard PPE
- Provide training and guidance for PPE use.

## 3. Definitions

**GSCC** – Greater Shepparton City Council

**GSCC RO** - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers

**PPE** - Personal protective equipment

**WORKERS** - Employees, Contractors, Volunteers and any person performing duties.

## 4. Responsibility and Authority

### Managers / Supervisors and Contractors

- Identify areas where PPE is required by workers
- Assess and supply appropriate Australian Standard PPE for workers
- Audit worker compliance to PPE requirements.

### Employees

- Ensure all PPE supplied is used and kept in good condition
- Report PPE that requires replacement.

## 5. Procedure

PPE is used when an identified hazard cannot be removed or controlled adequately. Wearing hearing protection reduces the likelihood of hearing damage however hearing protection does not eliminate the noise.

PPE should be considered as the least preferred level of hazard control and all other control methods should be exhausted first.

Where no other control methods are possible or multiple control methods are required, PPE is used to reduce or minimise the exposure to the hazard.

Wearing poorly maintained or malfunctioning PPE could be more dangerous than not wearing PPE at all.

Workers issued with PPE are responsible for the following:

- Appropriately maintaining PPE
- Inspection, care, cleaning, repair, and proper storage.

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## 6. Training in the Use of PPE

GSCC responsible officers must provide appropriate training on:

- When, where, why, and how to use PPE
- How to appropriately fit
- How to wear and adjust it for maximum protection
- How to care for PPE.

## 7. Replacement

It is the workers responsibility to maintain PPE in a clean useable condition and to report any loss or damage, which makes the PPE un-usable.

Workers are to regularly inspect their PPE and order replacements through their manager/supervisor if required:

- Due to normal wear and tear
- It is damaged which compromises the effectiveness of the clothing or equipment
- If item is lost
- Where an item has a specific use-by-date.

## 8. Reference

- *Victorian Occupational Health and Safety Act 2004*
- Australian Standard for Occupational Personal Protection SAA HB-1994 (2nd edition)

## 9. Supporting Procedures And Documents

- M10/105069: Hazardous substances and chemical use procedure

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