


# Procedure

<b>Name of Procedure</b>	<b>Personal Protective Equipment and Clothing</b>		
<b>Document Register ID</b>	250.2016.63.2	<b>Date Approved</b>	09/12/2019
<b>Document Author</b>	WHS & RTW Officer		
<b>Authorised by</b>	Coordinator Workforce Management		
<b>Applicable to</b>	All Council workers (including contractors)		
<b>Purpose</b>	<p>Council is committed to ensuring the health and safety of its workers while undertaking work by the provision of appropriate Personal Protective Equipment and Clothing (PPEC).</p> <p>The purpose of this procedure is to set out the minimum requirements for the purchase, issue, use and maintenance of Personal Protective Equipment and Clothing.</p>		
<b>Frequency</b>	This procedure must be followed at all times and in accordance with Health & Safety Policy.		
<b>Hazard Identification</b>	Various hazards may be identified in the undertaking of this procedure. All hazards associated with each circumstance should be recorded, assessed and controlled in accordance with Councils enterprise risk management system.		
<b>Level of risk</b>	Various levels of risk may be determined in the analysis of identified hazards. Levels of risk identified in each circumstance should be managed in accordance with Councils enterprise risk management system.		
<b>PPE required for procedure</b>	<p>Various PPE may be required and should be considered on an individual assessment when undertaking this procedure.</p> <p>The following PPEC but not limited to is required to undertake this procedure:</p> 		

## 1. Background

Council is committed to minimising the risk of injury or illness caused by workplace hazards. To manage the risk consistent with Council's enterprise risk management framework, Council workers are issued a range of Personal Protective Equipment and Clothing (PPEC) which conform to the relevant Australian Standard. These items are issued with the intent of allowing Council workers to perform their tasks in a safe environment that conforms to Council policies and procedures and the Work Health Safety (WHS) Act 2011 and Work Health Safety (WHS) Regulation 2017 as well as relevant Codes of Practice.

Council has a duty under the WHS Act 2011 to ensure that the health and safety of workers and other persons in the workplace are not put at risk from the work they are undertaking. This duty includes reasonably practicable steps to reduce the known health risks associated with exposure to ultraviolet radiation (UVR) and other workplace hazards.

## 2. Responsibilities

### 2.1. Chief Executive Officer and Executive Leadership Team

**Must ensure:**

- Compliance with this procedure
- Adequate resources are available to implement the requirements of this procedure
- Appropriate control measures are implemented in accordance with safe work procedures.

### 2.2. Managers, Coordinators and Supervisors

**Must ensure:**

- Compliance with this procedure
- Each worker is issued with all necessary PPEC and complies with relevant Australian Standards.
- Workers comply with this procedure at all times. If workers fail to comply with the requirements of this procedure, disciplinary action must be taken.
- Risk assessments are carried out to determine the correct PPEC requirements.
- Workers are appropriately trained, informed and instructed in its correct selection, care and use.
- Risk assessments are carried out and implement control measures to reduce workers exposure to extreme weather conditions.
- Contractors engaged by Council comply with this procedure.
- PPEC is properly used in accordance with manufacturer's requirements.

### 2.3. Team Leaders

**Must ensure:**

- Workers under their control comply with this procedure.
- Contractors engaged by Council comply with this procedure.
- PPEC is properly used in accordance with manufacturer's requirements.
- Risk assessments are carried out and control measures are implemented and maintained.
- Report any damaged or defective PPEC.

## 2.4. Stores and Procurement

### Must ensure:

- Ensure compliance with this procedure.
- Maintain adequate stocks of standard issue PPEC.
- Ensure all PPEC complies with relevant Australian Standards.

## 2.5. Workers (Including contactors and volunteers)

### Shall:

- Comply with this procedure and any reasonable instruction given by their Team Leader, Supervisor or Manager.
- Participate in the risk assessment process to determine appropriate PPEC requirements.
- Wear Council issued PPEC in accordance with procedures, risk assessments and Work Method Statements as well as any mandatory signage.
- Use and maintain PPEC in accordance with manufacturer's requirements.
- Report to Team Leaders and or Supervisors any damaged or defective PPEC.

## 3. Definitions

### 3.1 Workers

Defined consistent with that of Section 7 of the **Work Health Safety Act 2011** and shall include employees; contractors and sub-contractors; employees of contractors or sub-contractors; employees of labour hire companies assigned to work for Council; outworkers; apprentices; trainees; students gaining work experience and a person of a prescribed class.

### 3.2 Council Workplaces

Defined consistent with that of Section 8 of the **Work Health Safety Act 2011** being a place where work is carried out for Council and includes any place a worker goes or is likely to be while at work.

### 3.3 Personal Protective Equipment and Clothing (PPEC)

Includes any clothing or equipment designed to be worn by a worker to protect them from potential harm.

## 4. Procedure

### 4.1. Worker Professionalism

It is permissible to wear Council issued clothing immediately before and or after business hours. However, it is expected that workers will conduct themselves in an appropriate manner, so as to reflect a professional image for Council.

It is a condition of employment that workers shall not sell, rent or donate Council issued Personal Protective Equipment and Clothing to the public and/or organisations that may in turn sell the apparel to the public.

Workers are to ensure that their clothing and presentation are of an acceptable professional standard and not detrimental to the work environment, or hazardous to the health or safety of the worker or their colleagues.

Council workers must not be seen in licensed pubs, clubs or similar venues wearing Council issued clothing displaying the Council logo unless on official Council business or event. Any reported incidents will result in disciplinary action.

Workers are to ensure that their conduct whilst wearing Council issued clothing is professional. While in a Council issued uniform foul/inappropriate language or acting in an unsavoury manner will not be tolerated.

## 4.2 Work Practices

In some extreme weather conditions, where the risk of heat stroke or hypothermia is extreme, the decision will be made by the Director of the affected staff whether work continues or not. In these instances alternate indoor work will be provided until weather conditions return to those allowing outdoor work to be undertaken.

Where possible, Council will implement control measures in accordance with the Hierarchy of Controls for work that cannot be eliminated due to extreme weather conditions.

For example:

- providing shade or temporary shade.
- provision of indoor or shaded/sheltered outdoor areas for meal breaks.
- monitoring environmental conditions for work with repeated and prolonged work exposure to extreme heat, cold and high wind.
- where reasonably practicable, schedule work outside of peak UVR periods (11:00am – 2:00pm AEDST in the summer time).
- where reasonably practicable, work scheduled to occur in frost conditions be scheduled around prevailing winter conditions.
- encourage workers to rotate between indoor or shaded and outdoor tasks to avoid exposing any one worker to ultraviolet radiation for long periods of time.

## 5. Using Personal Protective Equipment and Clothing

PPEC shall be worn and or used in accordance with the manufacturer's requirements and Council's direction.

## 6. Safety Signs

The purpose of safety signs is to draw attention to objects and situations affecting health and safety. AS1319 – Safety signs for occupational environment, sets out the requirements for the design and use of safety signs intended for use in the workplace for the purpose of:

- Prevention of accidents
- Identification of hazards

## 6.1 Mandatory Signs

- Signs shall be posted in locations where it is mandatory to wear specific PPEC.

## 7. Personal Protective Equipment and Clothing Standard Issue

On commencement of employment or re-assignment to an outdoor operational role, all relevant Council workers will be issued a standard set of PPEC as delegated by their job function.

All clothing provided by Council for workers will have the objective of providing maximum protection and will comply with relevant Australian Standards.

Depending on the nature of employment Council workers will be issued the following Personal Protective Equipment and Clothing.

The table below represents the first general allocation to workers:

Item	Qty
Broad brimmed hat	1
Cap	1
Beanie	1
Hard hat	1
Safety glasses	1
Hearing protection	1
Gloves	1
Long sleeve shirt	4
Windcheater or Jumper or Polar Fleece	2
Jacket or Parker	1
Overalls (Workshop staff)	3
Trousers winter	2
Knee length cargo shorts	2
Knee length shorts (Waste collectors only)	2
Safety boots	1
Sports footwear (Waste collectors only)	1
Canvas PPEC kit bag	1

- In circumstances where additional items of PPEC may be required. Subsequent allocations shall be authorised through the worker's Manager or Supervisor.
- All items of PPEC will be available from Council Stores Department located in Berridale, Bombala and Cooma.

### 7.1 Issue of Non-Standard PPEC

Workers may make a request to their Manager or Supervisor to purchase non-standard issued PPEC. A documented risk assessment must be undertaken to verify the need. If approval is granted, an order must be placed through Council's Stores Department.

## 8. Mandatory Personal Protective Equipment and Clothing

As a minimum the following Council issued PPEC must be worn at all times while undertaking outdoor tasks:

### 8.1 Head wear:

- Cap or beanie
- Broad brimmed hat - Council issued broad brimmed hats are mandatory during the months of September through to March. Council issued caps or beanies may be worn outside these months.

### 8.2 Eye Protection

- Safety glasses (tinted or clear)

### 8.3 Clothing:

- High-Vis long sleeved collared shirt and or jumper
- Trousers
- Knee length shorts (subject to specific conditions)

### 8.4 Footwear:

- Enclosed footwear
- Safety boots

### 8.5 Skin Protection

- Sunscreen SPF 50

## 9. Personal Protective Equipment and Clothing Selection

The selection of appropriate PPEC for a worker must be based on a risk assessment. To determine the correct PPEC requirement the following information/documentation must be referred to:

- Safety Data Sheets (SDS)
- Information on labels i.e. chemical products
- Codes of Practice
- Australian Standards
- Designers, manufacturers and or suppliers of PPEC i.e. specifications

## 10.Types and Uses of Personal Protective Equipment and Clothing

### 10.1 Head wear – Hard Hats, broad brimmed hats

The purpose of wearing a hard hat is to protect the head from injury due to falling and moving objects, impact on stationary/protruding objects. All hard hats purchased must comply with AS 1801.

All Council staff, contractors, volunteers and visitors must wear a hard hat when engaged in or visiting but not limited to the following work activities:

- all major Council construction work sites i.e. Water, Wastewater and Storm water construction and replacement, road construction/realignment, bridge construction works.
- all work areas where overhead work is taking place.
- near mobile plant i.e. cranes, excavators, backhoes.
- trenching and excavation work.
- maintenance activities i.e. pruning, felling/removing trees.
- areas where overhead gantry's, davit arm cranes and vehicle loading cranes are operational.
- any job site or location signposted as a "Hard Hat Area".
- where a person may strike their head against a fixed or protruding object.
- where head contact may be made with electrical hazards.
- where documented in Council Procedures, Risk Assessments and Work Method Statements.

### 10.2 Hard Hat Replacement

Hard Hats must be replaced every three years after the date of issue. To ensure hard hats do not exceed the three year replacement period, Council Stores Department shall issue different coloured hard hats.

It is the responsibility of the worker to maintain and inspect their hard hat on a regular basis for defects such as but not limited to dents, cracks, chips or other damage discolouration or weathering. Where a hard hat has been identified with a defect it is to be immediately taken to Council Stores Department for replacement.

NOTE: When a hard hat is issued, the date must be recorded on the Issue Date Label, which is located on the inside of the hard hat.

### 10.3 Hard Hat Attachments

Hard hats are used for a range of activities, therefore attachments can be fitted to provide additional protection.

These include:

- face-shield, mesh-shield
- wide brim or neck attachment for UV protection
- ear muffs
- chin strap

## 10.4 Eye and Face Protection

Eye and or face protection shall be provided and worn where there is risk of injury due to hazards such as dust particles, flying debris, chemical splash, ultraviolet radiation and radiation generated from welding activities. Only approved safety glasses that comply with AS 1337 shall be issued and worn.

Eye and face protective protection includes:

- safety glasses (clear or tinted lenses for UV protection)
- goggles
- face shield
- over glasses
- welding helmets
- oxy acetylene goggles
- screens fitted to plant
- sunscreen

### 10.4.1 Prescription Safety Glasses

Workers who are required to wear prescription glasses and are required to wear safety glasses as part of their daily duties may make a request for Council to subsidise their purchase of prescription safety glasses.

- The worker is required to complete a Prescription Safety Glasses Subsidy Form **(Refer to Appendix A)** and provide a copy to the relevant Manager for review and approval.
- Council will not subsidise unapproved purchases.
- If approved by the relevant Manager, Council will subsidise the cost of the prescription safety glasses up to the value of \$300.00 Inc GST. The worker is required to cover the gap for purchases over \$300.00 Inc GST.
- If approved, the worker shall purchase the prescription safety glasses themselves and provide a copy of the receipt to their Manager or Supervisor for reimbursement.
- Where damage has occurred to the worker's prescription safety glasses as a result of their daily work duties, an incident report must be completed and a copy made available to the relevant Supervisor.

Please note: The cost of eye tests/screens for the purpose of obtaining prescription eye wear is to be met by the worker.



### 10.5 Hearing Protection

Hearing protection shall be provided and worn where there is a risk of noise induced hearing loss. All hearing protection shall comply with AS1270 Acoustics – Hearing protectors. Hearing protection must be worn for the following activities, including, but not limited to:

- operating grinder
- operating a chainsaw
- grass trimming, pruning trees, operating mowers
- operating concrete cutting saw
- operating high pressure water jetting system
- work areas designated or sign posted that hearing protection is required
- operating plant where there is a risk of noise induced hearing loss
- where documented in procedures, risk assessments and Work Method Statements

### 10.6 Respiratory Protection

Respiratory protection shall be provided and worn where there is a risk of exposure to airborne contaminants. Australian Standards and Codes of Practice should be referred to in selecting the appropriate respiratory protection. Respirators should comply with AS 1716. A full description of the selection, use and maintenance of industrial respirators is given in AS 1715.

Respiratory protective devices are designed to give protection against the following inhalation hazards:

Air Contaminant	Respiratory type
Aerosols - asbestos, silica	Particulate filter Class P2 (minimum)
Gases – chlorine, hydrogen sulphide, carbon monoxide	Gas/vapour filter Class AUS – Class 3

### 10.7 Protective Clothing

As a minimum, protective clothing such as long sleeved collared shirts, trousers or knee length shorts must be worn at all times when conducting Council outdoor business.

**Note:** The introduction of knee length shorts as an option for protective clothing is subject to a 12 month trial period from the date of the adoption of this procedure. If during the trial period the conditions of wearing long shorts are not adhered to by workers, Council will revoke the option of long shorts as a protective clothing option.

For certain activities/tasks carried out by Council workers and locations, the wearing of long trousers is mandatory.

Those activities/tasks/locations include but are not limited to the following:

- carrying out hot work
- operating tools and equipment such as grinders, concrete/road cutting saws, mowers, chain saws, grass trimmers etc
- workshop facilities
- operating high pressure equipment
- waste management facilities

- treatment plants
- working in long grass
- working with bitumen/emulsion products
- working with chemicals

### **For further detail refer to Section 11 - Personal Protective Equipment and Clothing Requirements**

All Council staff, contractors, volunteers and visitors must wear Hi-Vis clothing when engaged in or visiting but not limited to the following work areas:

- All SMRC construction sites.
- SMRC scheduled or designated work locations i.e. parks, public facilities, reserves.
- Treatment plants, pump stations etc
- SMRC depot yard and workshop areas.
- Waste management facilities.
- Carrying out site inspections.

All high visibility vests and shirts must comply with AS 4602.1.

### **10.8 Hand Protection**

Hand protection shall be provided where there is potential risk of a hand injury. The selection of hand protection shall be based on the following:

- the task performed.
- duration of exposure.
- associated risks with the task.

Council staff shall use hand protection when performing work that exposes their hands to the following tasks but not limited to:

- manual handling tasks.
- handling hazardous substances.
- vibration i.e. concrete cutting saw operation
- extreme temperatures i.e. welding
- handling steel reinforcement.
- where documented in procedures, risk assessments and Work Method Statements.

Hand protection such as gloves and barrier creams shall be made available in close proximity to the work area for use as required.

### **10.9 Footwear**

At all times Council workers must wear suitable enclosed footwear. In certain circumstances safety capped footwear is required and will be provided when required.

The purpose of wearing safety capped footwear is to protect the feet from crush, impact injuries, slips, cuts, and chemical splashes and must be worn at all times when conducting Council business. All safety

capped footwear must comply with AS 2210.

All Council workers, contractors, volunteers and visitors must wear safety capped footwear when engaged in or visiting but not limited to the following work areas:

- all SMRC construction sites
- SMRC scheduled or designated work locations i.e. parks, public facilities, reserves
- plant areas, treatment plants, pump stations
- SMRC depot yard and workshop areas
- carrying out site inspections
- or where signposted and or documented in a procedure, risk assessment or Work Method Statement

Council stores department shall purchase and issue safety boots and sports footwear (Applicable to waste runners/collection workers only) up to and including the value of \$125.00 (plus GST). If the worker elects to purchase safety boots/sports footwear of a greater value, the worker is required to pay the difference in value.

#### **10.10 Skin Protection**

All Council workers who are required to carry out work in an outdoor environment will be issued with sunscreen.

- Council will supply a maximum protection broad spectrum sunscreen which has a SPF factor of 50.
- Workers will be encouraged to apply sunscreen SPF 50 throughout the day.
- For maximum protection, it is recommended that sunscreen be applied every two hours.

Council will ensure sunscreen:

- conforms to the Australian Standard AS2604-1983
- is a maximum protection product
- is a broad spectrum product
- has a primary function of protection against ultraviolet radiation
- has the active ingredients and their percentages on the pack
- has the SPF number on the pack

## 11. Personal Protective Equipment and Clothing Requirements

The table below represents typical Council tasks, activities and locations as well as associated minimum PPEC requirements.

For all other tasks, activities and locations, the relevant service Manager must ensure a risk assessment is undertaken to determine minimum PPEC requirements.

Tasks/Activities & Areas	Minimum PPEC Requirements
<b>Hot work</b>	<ul style="list-style-type: none"> <li>• Eye/face protection</li> <li>• Hand protection</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Coveralls</li> <li>• Safety boots</li> </ul>
<b>Grinders, concrete &amp; road cutting saws operation</b>	<ul style="list-style-type: none"> <li>• Sun safe protection i.e. sunscreen, broad brimmed hat</li> <li>• Eye Protection</li> <li>• Hearing protection</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Hand protection</li> <li>• Safety boots</li> </ul>
<b>Chainsaws operation</b>	<ul style="list-style-type: none"> <li>• Sun safe protection i.e. sunscreen, broad brimmed hat</li> <li>• Eye/face protection i.e. face shield</li> <li>• Hard hat (operating chainsaws)</li> <li>• Hearing protection</li> <li>• Hand protection</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Chainsaw safety chaps</li> <li>• Safety boots</li> </ul>
<b>Brush cutters, grass trimmers and mower operation</b>	<ul style="list-style-type: none"> <li>• Sun safe protection i.e. sunscreen, broad brimmed hat</li> <li>• Eye/face protection i.e. face shield</li> <li>• Hard hat (operating chainsaws)</li> <li>• Hearing protection</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Safety boots</li> <li>• Hand protection</li> </ul>

	<p><b>Note:</b> Where canopies are fitted to ride on mowers, knee length shorts may be worn</p>
<p><b>Major construction projects</b>  <b>Examples include but not limited to the following:</b>  Road construction work  Bridge construction and maintenance work  Water main construction/replacement works</p>	<ul style="list-style-type: none"> <li>• Sun safe protection i.e. sunscreen, broad brimmed hat</li> <li>• Eye protection</li> <li>• Hard hat</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Safety boots</li> </ul>
<p><b>Plant operation</b></p>	<ul style="list-style-type: none"> <li>• Eye Protection</li> <li>• Hi-Vis Long sleeve shirt and trousers or knee length shorts</li> <li>• Safety boots</li> </ul> <p><b>Note:</b> For RMS and major construction projects, plant operators may be required to wear long trousers</p>
<p><b>Bitumen road maintenance work</b>  <b>For example:</b></p> <ul style="list-style-type: none"> <li>• Potholing</li> <li>• Bitumen patching and resealing</li> </ul>	<ul style="list-style-type: none"> <li>• Sun safe protection i.e. sunscreen, broad brimmed hat</li> <li>• Eye protection</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Disposable pants</li> <li>• Safety boots</li> </ul>
<p><b>Weed spraying</b></p>	<ul style="list-style-type: none"> <li>• Sun safe protection i.e. sunscreen, broad brimmed hat</li> <li>• Eye protection</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Safety boots</li> </ul>
<p><b>Operating high pressure equipment</b>  <b>For example:</b></p> <ul style="list-style-type: none"> <li>• High pressure water jetting equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Sun safe protection i.e. sunscreen, broad brimmed hat</li> <li>• Eye protection</li> <li>• Hearing protection</li> <li>• Gloves</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Safety boots</li> </ul>

<b>Waste management facilities</b>	<ul style="list-style-type: none"> <li>• Sun safe protection i.e. sunscreen, broad brimmed hat</li> <li>• Eye protection</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Safety boots</li> </ul>
<b>Waste runners/collectors</b>	<ul style="list-style-type: none"> <li>• Sun safe protection i.e. sunscreen, broad brimmed hat</li> <li>• Eye protection</li> <li>• Hand protection</li> <li>• Hi-Vis Long sleeve shirt and track pants or knee length shorts</li> <li>• Sports footwear</li> </ul>
<b>Treatment plants</b>	<ul style="list-style-type: none"> <li>• Eye protection</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Safety boots</li> </ul>
<b>Workshops</b>	<ul style="list-style-type: none"> <li>• Eye protection</li> <li>• Hi-Vis Long sleeve shirt and long trousers</li> <li>• Coveralls</li> <li>• Safety boots</li> </ul>

## 12. Specialist Personal Protective Equipment

Some PPE requires specialized training and equipment. Workers who require this particular equipment may require accreditation with a recognised competency.

Such equipment includes but not limited to the following:

- chemical and biological protective clothing e.g. coveralls to remove asbestos
- static lines, harnesses and attachments
- self-contained breathing apparatus (SCBA)
- gas monitoring equipment
- environmental testing equipment e.g. noise, dust
- rescue/lifting equipment

## 13. PPEC Branding

Council's logo shall be embroidered/labelled on all Council issued clothing for example shirts, jumpers, trousers, knee length shorts and other PPEC including broad brimmed hats, caps and hard hats.

## 14. Indoor Staff

- Indoor staff required to work outdoors will be required to wear protective clothing as prescribed in this procedure.

## 15. Replacement of Personal Protective Equipment and Clothing

- Replacement of items of PPEC will be on a 'one for one' basis.
- Items will be replaced if they are no longer serviceable or fit for their intended use e.g. damaged beyond repair, lost or stolen, no longer meet reflectivity standards, severely degraded, have broken or missing components.
- Where new (or improved) items become available, the old item(s) will be replaced on a 'one for one' basis once the item has become unserviceable.

## 16. Issue of Non-Standard Personal Protective Equipment and Clothing

- For the purchase and issue of non-standard PPEC, the worker must make a request to their Supervisor or Manager for approval.
- A risk assessment shall be carried out by the Supervisor and or Manager to verify the requirement.
- If the Manager and or Supervisor approves the worker's request, Council's local stores department must be notified (via email) with the appropriate details/specifications of the request.

## 17. Storage and Maintenance of PPEC

All PPEC shall be stored in a clean and readily accessible location.

- PPEC shall be inspected prior to use to ensure equipment is serviceable and free from defects/damage.
- All defective/damaged PPEC must be taken out of service and reported to the relevant Manager, Supervisor or Team Leader.

## 18. Information and Training

Workers who are required to use PPEC are to receive appropriate, information, training and instruction in relation to the use of the equipment.

For example:

- The purpose of wearing the equipment.
- Correct use, maintenance and storage of equipment.
- Correct fitting of the equipment to ensure potential risks are effectively controlled.

## 19. Ceasing Employment

- On ceasing employment, workers are required to present their Council issued PPEC to stores or their Supervisor.
- If an item of clothing or Personal Protective Equipment and Clothing is not returned, Council reserves the right to withhold the workers final termination salary payment and/or charge an agreed amount for replacement cost.

## 20. Non Compliance

- The wearing of Council issued PPEC is mandatory. Any worker who fails to comply with this procedure may be subjected to disciplinary action.
- Managers, Supervisors and Team Leaders are responsible for ensuring that all workers under their control fully understand the requirements and provisions of this procedure.
- Managers, Supervisors and Team Leaders who knowingly allow breaches of this procedure are in breach of this procedure themselves.

## 21. References

21.1 Work Health Safety Act 2011
21.2 Work Health Safety Regulation 2017
21.3 Standards Australia SAA HB9:1994 Occupational personal protection
21.4 AS/NZS1067:2003 Sunglasses and fashion spectacles
21.5 AS/NZS1269.3:2005 Occupational noise management – Hearing protector program
21.6 AS/NZS 1270:2002 Acoustics – Hearing protectors
21.7 AS/NZS 1319:1994 Safety signs for the occupational environment
21.8 AS/NZS 1336:1997 Recommended practices for occupational eye protection
21.9 AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications
21.10 AS/NZS 1337.6:2012 Personal eye protection – Prescription eye protectors against low and medium impact
21.11 AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective devices
21.12 AS/NZS 1716:2012 Respiratory protective devices
21.13 AS/NZS 1800:1998 Occupational protective helmets – Selection, care and use
21.14 AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices
21.15 AS/NZS 2161:2008 Occupational protective gloves
21.16 AS/NZS 2210.1:2010 Safety, protective and occupational footwear
21.17 AS/NZS 4399:1996 Sun protective clothing – Evaluation and classification
21.18 AS/NZS 4453.3:1997 Protective clothing for users of hand held chainsaws
21.19 AS/NZS 4602.1:2011 High visibility safety garments
21.20 Safe Work NSW Code of Practice – Managing noise and preventing hearing loss at work
21.21 Safe Work NSW Code of Practice – Managing risks of hazardous chemicals in the workplace
21.22 Safe Work NSW Code of Practice – Welding processes
21.23 Goulburn Mulwaree Council WHS Working in Extreme Weather Conditions Procedure



21.24 Bega Valley Shire Council Sun Protection Procedure
--

21.25 Cancer Council – Sun Protection
---------------------------------------

## 22. Appendix A – Prescription Safety Glasses Subsidy Form

## Prescription Safety Glasses Subsidy Form



1. Worker Details		
Name:	Signature	Date:
Service Department:	Position Title:	

2. Reason for Request		
<input type="checkbox"/> Initial pair	<input type="checkbox"/> Prescription upgrade	<input type="checkbox"/> Repair/replace damaged pair

3. Manager Authorisation		
The worker is authorised to:		
<input type="checkbox"/> Receive new prescription safety glasses (PSG) in accordance with Council's Personal Protective Equipment & Clothing Procedure <b>Section 10.4.1</b>		
<input type="checkbox"/> Clear prescription safety glasses	<input type="checkbox"/> tinted prescription safety glasses	
<input type="checkbox"/> Other: Please specify		
Managers Name:	Signature:	Date:

<p><b>Please note:</b></p> <p>Council will subsidise the cost of prescription safety glasses up to the value of \$300.00 Inc GST. For purchases over this amount the worker is required to pay the difference.</p>
--

## 1 Related Documents

This procedure should be read in conjunction with the following documents:

### Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

250.2016.61.1 SMRC 61 – Health & Safety