



Personal Protective Equipment and Clothing Policy

Responsible Officer	Manager of Works and Services
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Objective

The Shire of Cocos (Keeling) Islands is committed to meeting its obligations and responsibilities to provide a duty of care to all employees. Appropriate safety equipment and protective clothing shall be provided to all employees to ensure that they are properly equipped to perform their duties in a safe and efficient manner.

Scope

It is a condition of employment that where personal protective equipment and clothing has been issued to an employee, it will be utilised. Breaches of this policy will be dealt with in accordance with the Shire's Employee Discipline processes.

Policy

All personal protective equipment and clothing provided to employees of the Shire shall have the Shire of Cocos (Keeling) Island logo affixed on each item.

Eligible permanent employees will be issued as a maximum:

- Five long sleeve shirts
- Three trousers
- One back brace
- One hat, which is deemed appropriate by the Manager of Works and Services will be issued as required.
- One set of protective footwear will be issued if required. An additional set of footwear may be authorised by the Manager of Works and Services when considered appropriate and necessary.
- Wet weather protection may be issued if deemed required by the Manager of Works.

Employees may supply their own pair of protective steel-capped work boots and/or work trousers at their own expense if so desired, provided these items meet the appropriate safety requirements and have been approved by the

Manager of Works and Services.

All employees working outdoors shall be issued with and when practicable, wear general purpose sun protection glasses and sunscreen.

Replacement Periods

All personal protective equipment and clothing becoming unserviceable and exceeding their life expectancy will be replaced on a "fair wear and tear basis". The minimum life expectancy for personal protective equipment and clothing, and replacement periods are as follows:

- Shirts - 12 months
- Trousers - 12 months
- Hats - 24 months
- Protective footwear - 12 months
- Wet weather protection - 3 years

If the personal protective equipment becomes unserviceable in the opinion of the Manager of Works and Services, through normal work activities before reaching these replacement periods, they may be replaced on a "fair wear and tear" basis.

Clothing lost or damaged through negligence or misconduct shall be paid for by the employee at the pro rata replacement cost to the shire.

Any damaged items deemed not to be the fault of the employee will be replaced.

Responsibilities

It is a condition of employment that where personal protective equipment and clothing have been issued to an employee, it will be utilised. Breaches of this policy will be dealt with in accordance with the Shires Employee Discipline process.

However, while each employee is responsible for complying with this policy, the Manager of Works and Services and any supervisors shall ensure that all employees are supplied with and wear personal protective equipment and clothing as instructed.

Employees must wear suitable personal protective equipment and clothing when directed to do so by their supervisor or the Manager of Works and Services.

Employees required to work within road reserves and any other designated areas must wear high visibility clothing as instructed.

It is compulsory to wear hearing protection equipment in designated areas, or when operating equipment that has the hearing protection warning sign.

Safety helmets are compulsory when working within the lifting boom radius of any mechanical handling or load shifting equipment.

Protective footwear must always be worn as it is a safety requirement.

On appointment of a casual or short fixed term contract the supply of personal protective equipment and clothing will be issued at the discretion of the Manger of Works and Services.

Definitions

Road reserve means the portion of road between opposing fence line / boundaries.

Relevant Legislation/Local Law

Occupations Safety and Health Act 1984

Occupations Safety and Health Regulations 1996

Office Use Only				
Relevant Delegations				
Council Adoption	Date	2/12/2015	Resolution #	10.4/A1
Reviewed/Modified	Date	30/8/2017	Resolution #	3008/05
Reviewed/Modified	Date		Resolution #	