

POLICY

TITLE:	Personal Protective Equipment (PPE) Policy		
DIRECTORATE:	Finance		
ADOPTED BY:	CEO:		
DATE OF ADOPTION:	29 November 2024	DATE OF REVIEW:	29 November 2026
POLICY NUMBER:	146		
LEGISLATIVE REF:	<i>Local Government Act 2019; Sections 172 – 173</i> <i>Work Health & Safety (National Uniform Legislation) Act 2011</i> <i>Relevant Codes of Practice</i>		

1. INTRODUCTION

1.1. Purpose

Barkly Regional Council BRC is committed to providing and maintaining Personal Protective Equipment (PPE) to protect the health and safety of all employees. The need for PPE will be determined through requirements set out in legislation or by manufacturers or safety data sheets and in accordance with Council's risk management process.

1.2. Scope

This Policy applies to all workers when carrying out their duties in connection with Council which includes all persons who work at the direction of, or on behalf of Council (for example employees, contractors, volunteers, and work experience).

1.3. Responsibilities

Management is responsible for ensuring that this Policy and its procedures are implemented across all BRC workplaces.

The Chief Finance Officer (CFO) is responsible for the oversight of this Policy.

The Work Health & Safety (WHS) Manager is responsible for the implementation of this Policy.

Workers must wear PPE provided to them and must maintain and care for such PPE.

1.4. Policy Objectives

- 1) PPE is essential when it is not practical to eliminate or reduce hazards using other methods, or when used in conjunction with other control measures.
- 2) This Policy aims to ensure that workers are provided with or reimbursed for PPE where this is required to minimise risks while carrying out particular occupational tasks.
- 3) PPE needs to be properly selected, fitted, cleaned and maintained to make sure that it is effectively minimising the dangers posed by the hazard. If the PPE isn't effective, it will provide little or no protection.

2. POLICY STATEMENT

- 1) The Council expects management to carry out the necessary risk assessments and to provide appropriate PPE to control the risk of injury or illness to workers, in reference to the hierarchy of controls and according to the PPE Issue Schedule.

- 2) PPE must be approved by the Work Health & Safety Manager and is purchased and issued by the Council's delegated provider.
- 3) The Council may put caps on the amount to be spent on particular items of PPE (e.g. prescription safety glasses) as per established protocols and as advised to workers.
- 4) PPE is appropriate for the individual person and according to the risk controls for that person.
- 5) Workers will be provided with instruction and training in the correct use and care of PPE.
- 6) Management is responsible for ensuring that relevant PPE is issued and worn by workers.
- 7) Management should seek independent advice on PPE where required and ensure that all PPE is purchased in compliance with any relevant Australian Standards.
- 8) Workers are responsible for wearing PPE and participating in training as part of their cooperation for keeping themselves and others safe, and for reporting any damaged PPE to their Supervisor or Manager.
- 9) Areas of known hazards requiring the regular use of PPE should be appropriately signposted.
- 10) Managers and the Work Health & Safety Manager are responsible for ensuring that documented reviews of PPE occur at least twice per calendar year.
- 11) Failure by workers to follow reasonable and lawful instructions intended to keep themselves and others safe will result in disciplinary action, up to and including termination of employment.

3. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) PPE Issue Schedule
- 2) Work Health and Safety Policy
- 3) Risk Management Policy
- 4) Codes of Conduct (CEO and Staff)
- 5) Grievance Policy
- 6) Discipline Policy

4. IMPLEMENTATION AND REVIEW

4.1. Implementation

All workers required to use PPE will be made aware of this Policy and will be trained in the correct use of PPE. There is no requirement under the Act to publish this policy on the Barkly Regional Council website.

4.2. Review

This policy will be reviewed on or before 29 November 2026.

5. VARIATIONS, REVOCATIONS, AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

6. APPROVAL

This policy is approved.

Chris Kelly
Chief Executive Officer


Signature

29 Nov 2024
Dated

END