



## Personal Protective Equipment & Clothing Policy

### 1. Purpose

- 1.1 Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') 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 the risk management process.
- 1.2 Appropriate PPE will be provided to control the risk for personnel. Instruction and training for the correct use, maintenance and storage will be provided.
- 1.3 Where other forms of hazard control cannot be applied, PPE will be supplied and worn as appropriate by employees/workers exposed to the relevant hazard(s). As such equipment is personal, all dealings with PPE will take into account each individual likely to require such protection where reasonably practicable. This will include, but not be limited to considering such issues as body size (e.g. where protective clothing is needed); sight imperfections (e.g. when considering safety-glasses); and facial hair (e.g. when considering the correct seal around a breathing apparatus).
- 1.4 RS aims to ensure:
  - a) PPE is issued to personnel in accordance with the requirements of their job;
  - b) PPE is appropriate for the person and controls the risk for that person;
  - c) instruction, training and information is provided to employees required to wear PPE in its fit, use and maintenance;
  - d) to seek professional advice where necessary, to identify the most suitable types of PPE to be provided;
  - e) PPE purchased is in compliance with all appropriate Australian Standards;
  - f) areas of known hazard that require PPE use, are appropriately sign posted to warn all personnel;
  - g) PPE provided is in a clean and hygienic condition; and
  - h) a regular review of the effectiveness of the company's Personal Protective Equipment program is performed.

### 2. Commencement of Policy

- 2.1 This Policy will commence from 01 December 2022. It replaces all other PPE policies of RS (whether written or not).



### **3. Application of Policy**

- 3.1 This policy applies to employees, agents and contractors (including temporary contractors) of RS, collectively referred to in this Policy as 'workplace participants' and often persons, to the extent that they will be required to attend at the workplace in circumstances ordinarily requiring the wearing of PPE.
- 3.2 This policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for service. Please refer to the Dress Policy in relation to PPE items provided by RS.

### **4. Managers'/Supervisors' responsibilities**

- 4.1 Complete the PPE Checklist to determine whether PPE is required to be worn and what type. Specific jobs may require more personal protective equipment or clothing. For example:
  - a) hand, face and eye protection (when welding, angle grinding etc.);
  - b) respirators for employees who may be exposed to atmospheric contaminants (e.g. hazardous fumes, gases or dust);
  - c) fall arrest systems and devices when working at heights (e.g. harnesses);
  - d) hearing protection in noisy areas (e.g. ear muffs or plugs);
  - e) protective clothing in hot and cold environments; and/or
  - f) sunscreen and eye protection for outside workers.
- 4.2 Ensure PPE is worn by personnel during all job tasks which require such protection.
- 4.3 Undergo training to ensure they are competent in the proper selection, fit, use, cleaning, and maintenance of PPE.
- 4.4 Ensure PPE chosen meets the relevant Australian Standard and has been certified accordingly.
- 4.5 Provide appropriate instruction and training to personnel required to use PPE.
- 4.6 Record the PPE provided in the PPE register.

### **5. Employees'/workers' and contractors' responsibilities**

- 5.1 Wear PPE provided as part of their cooperation with legal requirements for health and safety at work. Employees designated to the yard or required to attend site must be wearing at minimum a hi-vis shirt and steel cap boots.
- 5.2 Participate in training provided.



- 5.3 Report any damaged PPE to the Manager or Supervisor of the relevant department.
- 5.4 Do not use the PPE unless you have had appropriate training and instruction in its use.
- 5.5 Observe any signage for the area that you are working in to see if there is any particular PPE that is required for known hazards.
- 5.6 Ensure the PPE is worn at all times when performing the work task.
- 5.7 All PPE is to be returned in a clean condition and stored in the appropriate facility.
- 5.8 Request PPE where you believe it is required for the job and has not been provided.
- 5.9 Take good care of PPE and any special clothing used as part of the job.
- 5.10 Follow manufacturer's instructions for care and maintenance of PPE.

## 6. Breach of this policy

- 6.1 All workplace participants are required to comply with this policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with RS terminated or not renewed.

### Variations

*RS reserves the right to vary, replace or terminate this Code from time to time.*

*All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.*

Signed ..... 

Dated ..... 28/10/2022 .....

Residential Scaffold Australia & RoofSafe Solutions