

## **16.10 PERSONAL PROTECTIVE EQUIPMENT**

### **16.10.1 INTRODUCTION**

The Diocese recognises that to ensure all workers at Diocesan premises are able to perform their work without risk to health and safety, personal protective equipment (PPE) may be required to reduce risks.

### **16.10.2 PURPOSE**

To ensure that where PPE is the most reasonably practicable risk control, it is consistently managed and supplied throughout the Diocese.

In accordance with the WHS Hazard and Risk Management Standard, all hazards must be risk assessed to determine their level of risk unless they can be eliminated immediately.

Applying the risk management methodology will assist in determining the most appropriate and reasonably practicable risk controls. PPE is the last control mechanism in the hierarchy of controls, therefore it should only be utilised when it is not reasonably practicable to use another control mechanism. It may be utilised in combination with higher controls.

The Diocese has identified but is not limited to the following activities that require PPE:

- Traffic management
- Woodwork/ Men's workshop
- Gardening and maintenance
- Cleaning

### **16.10.3 LEGISLATIVE REQUIREMENTS**

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)
- Code of Practice How to Manage Work Health and Safety Risks

#### 16.10.4 PROCEDURE

##### Stage 1 Determining PPE requirements

Step 1 Review task risk assessment to identify which PPE is required.

The following table outlines different potential injuries and where PPE should be available to mitigate the risk.

<b>Injury</b>	<b>PPE Required</b>
• Hearing loss	• Hearing protection – Ear plugs/muffs
• Foot injury	• Protective footwear – Safety shoes/boots
• Eye injury	• Protective eyewear – Sunglasses, safety glasses/goggles
• Hand injury	• Hand protection – Safety gloves
• Respiratory illness/injury	• Respiratory protection – Breathing apparatus
• UV exposure	• Protective clothing – long shirts/pants
• Vehicle/ pedestrian interaction - Multi-injuries	• Hi-visibility clothing and above protective items as required

Step 2 Determine suitable PPE

In each of the above PPE areas there are different types of PPE available. The parish must determine the appropriate PPE based on:

- Suitability having regard to the nature of work and any hazard associated with the work.
- Suitability of size, fit and comfort for each worker that has to wear the PPE.

PPE should be purchased through suppliers who are able to provide advice, ensure compliance with Australian Standards and if required, are able to fit the PPE for workers via the Council Safety Delegate.

If a parish requires assistance in determining appropriate PPE please contact the WHS Officer.

It is preferred that all PPE utilised by workers must be supplied by the Diocese to ensure that it is appropriate to the nature of work being conducted.

If a worker chooses to bring their own PPE, it must be checked by the Parish prior to use.

Step 3 PPE that has been deemed required for the task will be issued to any workers by The Parish Council Safety Delegate and must be documented in the Parish WHS folder.

**Stage 3      Maintenance of PPE**

Step 4      All PPE is to be maintained in good working order.

Each Parish will review any Diocesan provided PPE annually and on request from workers for replacement items.

Step 5      PPE is to remain in good working order

PPE that requires replacement must be documented in the Parish WHS folder as well as any replacement items provided.

**Stage 4      Training**

Step 6      All workers that are required to wear PPE must be provided with appropriate information, instruction and training in the proper use and maintenance of their PPE.

Step 7      Each Parish shall retain records of any information, instruction and training provided to workers.