

## Personal Protective Equipment and Clothing Policy

### Purpose

Skillset Limited ('Skillset') is committed to providing and maintaining Personal Protective Equipment (PPE) to protect the health and safety of all Workers. The need for PPE will be determined through the risk management process.

Appropriate PPE will be provided to control the risk for personnel. Instruction and training for the correct use, maintenance and storage will also be provided.

Where other forms of hazard control cannot be applied, PPE will be supplied and worn as appropriate by 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 (eg where protective clothing is needed); sight imperfections (eg when considering safety-glasses); and facial hair (eg when considering the correct seal around a breathing apparatus).

Skillset 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 Workers 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.

### Commencement of Policy

This Policy will commence from 01/05/2017. It replaces all other PPE policies of Skillset (whether written or not).

### Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

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Authorised by: Craig Randazzo		Position: Chief Executive Officer – Skillset



### Managers'/Supervisors' responsibilities

A risk assessment is to be conducted 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 Workers who may be exposed to atmospheric contaminants (eg hazardous fumes, gases or dust);
- c) fall arrest systems and devices when working at heights (eg harnesses);
- d) hearing protection in noisy areas (eg ear muffs or plugs);
- e) protective clothing in hot and cold environments; and/or
- f) sunscreen and eye protection for outside workers.

Ensure PPE is worn by Workers during all job tasks which require such protection.

Undergo training to ensure they are competent in the proper selection, fit, use, cleaning, and maintenance of PPE.

Ensure PPE chosen meets the relevant Australian Standard and has been certified accordingly.

Provide appropriate instruction and training to personnel required to use PPE.

Record the PPE provided in the PPE register.

### Workers' responsibilities

Wear PPE provided as part of their cooperation with legal requirements for health and safety at work.

Participate in training provided.

Report any damaged PPE to the Manager or Supervisor of the relevant department.

Do not use the PPE unless you have had appropriate training and instruction in its use.

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.

Ensure the PPE is worn at all times when performing the work task.

All PPE is to be returned in a clean condition and stored in the appropriate facility.

Request PPE where you believe it is required for the job and has not been provided.

Take good care of PPE and any special clothing used as part of the job.

Follow manufacturer's instructions for care and maintenance of PPE.

### Breach of this Policy

All Workers must comply with this Policy at all times. If a Workers breaches this Policy, they may be subjected to disciplinary action including termination of employment. Agents and contractors

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(including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

**Variations**

Skillset reserves the right to vary, replace or terminate this Policy from time to time.

**Associated Documents**

- WHS Policy

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