

Policy Number:	RM 3
Policy Type:	Risk Management
Policy Name:	Outdoor Clothing
Policy Owner:	Chief Executive Officer

PURPOSE

The Shire of Nannup is committed, where practicable, to reducing risks in the first instance by means other than protective clothing and equipment (PPE). Where the provision of PPE is deemed appropriate, the Shire of Nannup is committed to ensuring that all personal protective clothing or equipment complies with the requirements of the appropriate Standards.

SCOPE

This procedure applies to whole of organisation.

ADMINISTRATIVE AND OTHER CONTROLS

While these guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems require consideration.

The key factors which may promote bodily overheating problems are the:

- ambient and radiant temperature;
- extent of air movement (wind);
- pace and physical demands of work;
- adequacy of water replacement due to sweating;
- humidity;
- person's clothing.

Some steps which may be taken include:

- Having ample supplies of fresh cool water.
- Exploiting the use of natural shade.
- The erection of temporary shade where practicable.
- Rescheduling of particularly heavy work outside the period 10am to 2pm where practicable.
- Consideration of **temporary** cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water.

RESPONSIBILITIES

Supervisor

Where PPE is used at the workplace, Supervisors must ensure that:

- employees are instructed in relation to the correct fitting, use, selection, testing, maintenance and storage of the clothing or equipment;
- employees are informed of the limitations in the use of the clothing or equipment;
- the clothing or equipment is maintained in good working order;
- the clothing or equipment is replaced when it no longer provides the level of protection required to protect the wearer or user against the particular hazard; and
- the area of the workplace at which the clothing or equipment is required is identified by signs in accordance with the AS 1319: 1994 Safety Signs for the Occupational Environment (e.g. a sign may be required in the welding bay denoting the type of PPE which is required).
- All repairs to PPE are to be done by a competent person, and are to be conducted according to the specifications of the manufacturer.

Employees

Persons to whom PPE is provided or made available at the workplace:

- must use the PPE in the manner in which he/she has been properly instructed to use it;
- must not misuse or damage the PPE; and must, as soon as practicable after becoming aware of any damage/malfunction/need to clean or sterilise, advise the Supervisor of the damage, malfunctioning or need to clean/sterilise.
- Under Section 20(2)(c) of the OS&H Act 1984 an employee who "misuses or damages any equipment provided in the interests of safety or health" commits an offence. Shire of Nannup employees who misuse or damage PPE will face disciplinary action that may result in dismissal.
- The Shire of Nannup will replace any items deemed unserviceable due to normal wear and tear at no cost to the employee.

APPLICATION

CLOTHING RECOMMENDATION

Standard Dress

Shire of Nannup recommends that outdoor employees wear long sleeved shirts and trousers. However, to help alleviate the adverse effects of hot weather, outdoor employees may elect to wear long shorts and short-sleeved shirts. The minimum clothing requirement for outdoor employees shall be long shorts i.e. to just above the knee and sleeved shirts.

This basic dress code will apply all year round. Exemptions may apply based upon written medical advice.

It is recommended that except for the months of May, June, July and August a broad brimmed (8cm to 14cm) hat should be worn. Other types of hats may be substituted so long as they provide good protection to the face, ears and neck. This may include a peak cap with non-detachable neck flap. Baseball type caps with no ear or neck protection are not recommended.

Hats, long and short sleeved shirts, shorts and trousers appropriate for the nature of work will be supplied by Shire of Nannup. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 50+ or better.

An "outdoor employee" for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than one hour/day on a cumulative basis.

Where there is an obvious risk of immediate physical damage to the skin workers **must wear** trousers and long sleeve shirts or overalls. The option to wear long shorts in certain areas will not apply to:

- persons performing welding or mechanical repairs/maintenance
- operators of brush cutters, concrete/bitumen saws and chainsaws
- people handling bitumen
- people who handle chemicals (i.e. pesticides and herbicides).

Other People Who Work Outdoors

It is recommended that all persons who work in direct sunlight for more than thirty (30) minutes (but less than one (1) hour) per day on a daily basis wear a broad brimmed hat (or equivalent) and sunscreen, both of which Shire of Nannup will supply.

High Visibility Clothing

Because of the requirement for Shire of Nannup workers to be easily seen by vehicle users, high visibility clothing (either high visibility shirt, jumper, jacket or vest), of some description must be worn by workers while within the road reserve or near vehicle access ways.

Should over garments (e.g. jumpers and jackets) be needed, then a high visibility vest must be worn over jumpers etc.

USE OF SUNSCREEN CREAM

All outdoor workers will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacturer's directions. Information, instruction and supervision will be provided in the use of sunscreens. In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and shall be at least the SPF 30+ Broad Spectrum type.

It is recommended that sun screen be used on the face, neck and ears all year round.

Exemptions may apply based on written medical advice.

SUPPLY AND USE OF SUN GLASSES

All employees working outdoors shall, when practicable, wear general purpose sun protection glasses which comply with AS1337: 1992 – Eye Protection for Industrial Application, and AS1067: 1990 – Combination Safety/Sun Glasses, as appropriate. These will be made available to relevant employees as part of the standard personal protective equipment issue.

REFERENCE

- Occupational Safety and Health Act 1984, and 2005 amendments
- Occupational Safety and Health Regulations 1996, and 2005 amendments

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 20 December 2001
Reviewed	OM 25 January 2018