

The logo for CITC (Construction Industry Training Centre) features the letters 'CITC' in a bold, orange, sans-serif font.

CONSTRUCTION INDUSTRY TRAINING CENTRE

SITE ADDRESS: 491-499 SOUTH ROAD

REGENCY PARK SA 5010

TEL: (08) 8301 4500

FAX: (08) 8301 4501

Email: info@citc.com.au

Web: www.citc.com.au

RTO Code 0647

CITC 6.20 Personal Protective Equipment (PPE) Policy

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Personal Protective Equipment (PPE) Policy

The CITC is committed to providing a safe environment for our personnel, trainees, clients and visitors.

Personal Protective Equipment (PPE) is any piece of clothing or equipment which when worn and fitted correctly can protect the wearer from risks of injury or disease in the workplace.

PPE may include, but is not limited to protective footwear, gloves, hearing and eye protection, head wear, high visibility apparel, respiratory apparatus etc.

The CITC will provide PPE in accordance with the mandatory signage, additional PPE:

- For staff should be requisitioned via the normal means.
- Students or other parties will be appraised on the need to provide, it is untenable for CITC to provide some PPE to students, for example safety shoes.
- Disposable hearing protection is available on request from the CITC store.

Purpose

It is the CITC's policy that PPE must be worn/used at all times when indicated by the mandatory signage throughout the centre.

Mandatory signage is the blue background signs normally used for this purpose. Other PPE may be used as dictated by circumstance and/or Hazard ID risk assessment.

An exception to this is the mandatory wearing of hard hats whilst using the Elevating Work Platform (boom and/or knuckle lift).

General

Issue and maintenance of PPE

The CITC will ensure all personnel are issued with reasonable PPE on commencing employment. The PPE will be replaced when unserviceable due to damage or fair wear and tear; all personnel are responsible for ensuring their PPE fits correctly so it offers maximum protection.

CITC will provide PPE, hi-vis vest, hardhats, harnesses and other equipment as applicable to students as required for training purposes. **NB** Safety footwear will not be provided to students.

All PPE remains the property of the CITC.

On completion or termination of employment services all PPE items are to be returned to the CITC.

All students are required to return all PPE provided by the CITC on completion of training.

All items of PPE are to be used according to the manufacturer's instructions and are only to be used for their intended purpose.

It is the responsibility of all personnel to regularly inspect the PPE and ensure they are in serviceable condition.

Training supervisors must be advised immediately if any items need servicing or replacing.

Do not use any item of PPE if it is not in full working condition. Always ask for and use a replacement item.

All personnel are responsible for the correct storage of the issued PPE. Vests and other reusable PPE will be washed/cleaned on an as needed basis, staff are to notify the store person of the need.

Specific PPE

Safety Helmets – Where required are to be worn or where there is a danger from falling objects. Safety helmets are to comply with AS1800, AS1801 and AS1698. Safety helmets are to be replaced after 2 years from the issue date or earlier if damaged.

Safety goggles &/or facial shields - The eyes must be adequately protected where possible exposure to hazards exists. Potential eye hazards include chemicals, dust, foreign objects, radiation or other sources. All eye protection must comply with AS1336, AS1337 and AS1338. (Generally not a requirement).

Ear plugs and ear muffs - Where the noise levels exceed 85dBA ear protection must be utilized. Which ear protection to be used in each circumstance needs to be ascertained. Ear protection needs to comply with AS1270. Don't share ear protection with other personnel and/or students due to the risk of infection. (CITC will provide disposable hearing protection on request).

Respiratory protection –Will not normally be required on this site, unless for the purpose of training, however where required it must be compliant to the following: Respiratory protection must be used where indicated in the SDS or where there is potential exposure to biological or atmospheric hazards including dust. The type of respiratory protection utilized is to be determined by your supervisor and must comply with AS1715 and 1716. Respiratory protection should not be shared amongst personnel and/or students due to the risk of infection.

Gloves - Gloves must be worn where there is risk of damage to the hands. The type of glove required depends on the task at hand and is to be determined by your supervisor. Hand protection must comply with AS2161 and AS2225. **The CITC will advise students of this need at the time of terms and conditions being released to students.**

Steel cap boots – or enclosed leather footwear suitable for worksites are to be worn by personnel and/or students where there is potential for foot injury either from falling objects or stubbing injuries. Footwear must either be steel capped and/or at the very minimum enclosed shoes/ boots.

High visibility clothing - Must be worn if personnel and/or students are working in heavy traffic areas or where you need to be visible to traffic.

Safety harnesses or lifelines - Must be worn where there is a risk of falling.

Sun protection - Constitutes part of this PPE Policy and clearly outlines what must be worn to ensure all outdoor employees are adequately protected from ultra violet radiation. Sunscreen and/or long sleeve tops/trousers must be worn by training personnel. The CITC provides sunscreen for all staff, students and visitors.

The CITC provides long trousers and an option of long or short sleeve shirts, where a trainer chooses to wear short sleeves it is considered to be the trainers responsibility to apply the sunscreen where required.