

Red Shed Inc. Personal Protective Equipment Policy

Effective Date: 01/06/2024

Review Date: 01/06/2025

Purpose:

Red Shed Inc. is committed to ensuring the safety of all employees, contractors, and visitors by providing and enforcing the use of Personal Protective Equipment (PPE) as required. This policy outlines the requirements for the selection, use, and maintenance of PPE in accordance with the **Work Health and Safety (WHS) Act 2011** and **WHS Regulations** of the **Australian Capital Territory (ACT)**.

Scope:

This policy applies to all employees, contractors, visitors, and any other persons who enter areas where PPE is required within Red Shed Inc.'s facilities, including the gym, rowing areas, wellness hub, and on-water activities.

Policy Statement:

Red Shed Inc. is dedicated to providing a safe working environment by identifying hazards and risks and ensuring that appropriate PPE is provided, used, and maintained. PPE serves as a last line of defence after other safety measures have been implemented, such as engineering and administrative controls. It is mandatory for all individuals to wear PPE where required, to protect themselves from potential hazards.

1. Definitions

- **Personal Protective Equipment (PPE):** Any clothing or equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. PPE includes, but is not limited to, gloves, helmets, safety glasses, high-visibility clothing, respiratory protective equipment, and protective footwear.
- **Hazard:** Anything that may cause harm or injury to individuals or damage to property or the environment.

2. Responsibilities

2.1 Management Responsibilities:

- Conduct regular **risk assessments** to identify hazards that may require the use of PPE.
- Provide **appropriate PPE** to employees, contractors, and visitors at no cost.
- Ensure that all PPE meets **Australian safety standards** and is suitable for the task and the hazard.
- Train employees on the **correct use, storage, and maintenance** of PPE.
- Regularly inspect PPE for wear and tear, ensuring it is **replaced or repaired** as needed.
- Monitor compliance with this policy and enforce PPE requirements where necessary.

2.2 Employee Responsibilities:

- Use **PPE as required** for their job or activity and as instructed during training.
- **Inspect PPE** before each use to ensure it is in good condition and report any defects to management immediately.
- Follow all instructions related to the **care, storage, and maintenance** of PPE.
- Report any incidents or near misses related to PPE use or failure to management.
- Take part in PPE **training programs** as required.

2.3 Contractor and Visitor Responsibilities:

- Adhere to all PPE requirements when entering designated areas within Red Shed Inc. facilities.
- Use provided PPE as required and follow instructions given by Red Shed management or designated personnel.

3. PPE Requirements

3.1 Types of PPE Used at Red Shed Inc.:

- **On-Water Activities (Rowing):**
 - **Lifejackets or Personal Flotation Devices (PFDs):** Required for participants, who cannot swim, on the water.
 - **Sun Protection (sunscreen, hats, UV-protective clothing):** Required for outdoor activities to prevent sunburn and skin damage.
 - **Non-slip, water-resistant footwear:** Required for safe navigation on and around the boats.
- **Gym and Wellness Hub:**
 - **Proper athletic footwear:** Required to reduce the risk of slips, trips, and falls.
- **Chemical Handling (e.g., cleaning or maintenance):**
 - **Safety goggles, gloves, and protective clothing:** Required when handling or working with hazardous substances, as outlined in the **Chemical Spills Policy** and **Dangerous Goods Policy**.
- **Other Situations:**
 - **High-visibility vests or clothing:** Required for working in or near operational zones (such as construction or maintenance activities).
 - **Respiratory Protection:** Required when working in environments with poor air quality or high levels of dust, smoke, or chemicals.

4. Selection and Provision of PPE

4.1 PPE Selection:

- The type of PPE required will be determined by a **risk assessment** conducted by Red Shed Inc. management.
- PPE must comply with **Australian safety standards** and be appropriate for the specific hazard and the individual using it.
- Employees will be involved in the selection process to ensure PPE is comfortable and fits correctly, as ill-fitting PPE can reduce effectiveness.

4.2 Provision of PPE:

- Red Shed Inc. will provide PPE to employees and contractors at no cost.
- Visitors will be provided with necessary PPE upon entry into areas where it is required.
- Where specialized PPE is required (e.g., respiratory masks), a fitting and adjustment process will be conducted.

5. Training and Awareness

5.1 PPE Training:

- All employees required to use PPE will receive training on:
 - The specific PPE they must use.
 - The reasons why PPE is required and the hazards it protects against.
 - How to properly wear, remove, adjust, and store PPE.
 - The limitations of PPE (i.e., understanding that PPE does not eliminate hazards).
 - How to clean, inspect, and maintain PPE.

5.2 Training Frequency:

- Initial training will be provided upon hiring or when PPE use is first required.
- Refresher training will be conducted annually or when new PPE or hazards are introduced.

6. Maintenance, Inspection, and Storage

6.1 PPE Maintenance and Care:

- Employees are responsible for **cleaning and maintaining** their PPE in accordance with manufacturer instructions.

- Damaged or defective PPE must be **reported immediately** and replaced before further use.
- PPE that is shared (such as lifejackets or helmets) will be sanitized and inspected after each use.

6.2 Regular Inspection:

- PPE will be regularly inspected by management or designated personnel to ensure it is **fit for use**.
- Damaged PPE will be **removed from service** immediately and replaced.

6.3 PPE Storage:

- PPE must be stored in **designated, clean, and dry areas** to prevent damage or contamination.
- All PPE should be stored in a way that preserves its **effectiveness** (e.g., respirators should be stored in a sealed container to avoid dust contamination).

7. Incident Reporting

7.1 Reporting PPE Incidents:

- Any incidents involving PPE failure, injury due to improper use, or exposure to hazards must be reported immediately to management.
- Incident reports will be investigated to determine the cause and whether further PPE controls are needed.

8. Policy Review and Compliance

8.1 Compliance:

- Red Shed Inc. expects all employees, contractors, and visitors to comply with PPE requirements.
- Failure to use or maintain PPE appropriately may result in disciplinary action, up to and including termination of employment or contract.

8.2 Policy Review:

- This policy will be reviewed annually or whenever new PPE requirements arise from changes in hazards, regulations, or technology.
- Feedback from employees and the outcomes of risk assessments will be incorporated into policy updates.



This policy has been approved by

Name: John Gasson

Position: President

Date: 01/06/2024

Contact Information:

For questions or concerns regarding first aid at Red Shed, please contact admin@redshed.org.au or 0447 137 111.