

**Note: Delete this page once you complete tailoring the template for your own business**

### **General Information**

Each job and each work place have varying requirements for personal protective equipment (PPE) and clothing. Requirements for PPE will be determined following a risk assessment of the work process.

This Policy outlines the company's requirements with regards to providing and maintaining PPE and clothing and the responsibilities of all Managers/Supervisors, employees and contractors.

### **How to complete this template**

#### **Designed to be customised**

It is completely customisable based on your specific requirements.

#### **Include what you must and can comply with**

This document should be used in conjunction with your contract of employment, and any specific company procedures and processes. Only include the commitments you are confident you can comply with, make sure you update and review the document regularly.

**Important:** You may have legal obligations to your employees under an employment or industrial agreement such as an award, workplace agreement or employment contract. Make absolutely certain what's written in this document is consistent with these. If you're unsure what covers your employees, FIAA Members can contact FIAA's workplace advice team on 1300 FIAA 4U or on 02 4340 2000 for further advice/assistance.

#### **To complete the template:**

1. Using Word's Replace function, search for (INSERT COMPANY NAME) and replace with your company name.
2. Replace (items in brackets) with your own wording.
3. Once you have finished work on the template, delete the first TWO pages of the document.

### **Disclaimer**

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## Personal Protective Equipment and Clothing Policy

### 1. Purpose

- 1.1 (Insert company name) is committed to providing and maintaining Personal Protective Equipment (PPE) to protect the health and safety of all employees so far as is reasonably practicable. The need for PPE will be determined through the risk management process.
- 1.2 Appropriate PPE will be provided to control the risk for workers. Instruction and training for the correct use, maintenance and storage will also be provided.

### 2. Commencement of Policy

- 2.1 This Policy will commence from XX/XX/XXXX. It replaces all other PPE policies of (insert company name) (whether written or not).

### 3. Application of Policy

- 3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of (insert company name), collectively referred to in this Policy as 'workers' and other persons to the extent that they will be required to attend at the workplace in circumstances ordinarily requiring the wearing of PPE.
- 3.2 This Policy does not form part of any employee's contract of employment. Nor does it form any part of any other worker's contract for service.

### 4. Aims of Policy

- 4.1 (Insert company name) aims to ensure:
  - a) PPE is issued to workplace participants 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;

**\* THIS IS ONLY A PREVIEW OF THE DOCUMENT, YOU WILL NEED TO PURCHASE THE DOCUMENT TO SEE ALL THE CONTENT.**

***\*PLEASE NOTE: AS A BUSINESS PLUS OR PREMIUM FIAA MEMBER YOU CAN DOWNLOAD ALL THE POLICIES ON OUR WEBSITE FOR FREE OR HAVE THEM CUSTOMISED SPECIFICALLY FOR YOUR BUSINESS AT NO ADDITIONAL CHARGE. FIAA MEMBERS CAN ALSO REQUEST POLICIES AND RESOURCES WHICH ARE NOT ON OUR WEBSITE THROUGH OUR HR DEPARTMENT. THIS IS JUST ONE OF THE MANY SERVICES THAT ARE INCLUDED WITH OUR ANNUAL MEMBERSHIP SUBSCRIPTION.***