



### 1. Background

The Compliance Branch have several roles that are required to attend depots and field locations regularly or on an adhoc basis. The initial and ongoing provision of Personal Protective Equipment (PPE) for these roles is outlined below.

These guidelines should be read in conjunction with the [Personal Protective Equipment Procedure](#).

### 2. Requirements

Where PPE is provided to an employee for the purpose of attending depots or field locations, the PPE must be worn.

Some roles may require specialised PPE (such as hearing protection, safety eyewear, respiratory protection, specialised gloves, shields or other items) or bulk supply (such as safety eyewear). These can be obtained and distributed as required by the relevant supervisor.

### 3. PPE Provision for roles based at 1 Nicholas St and required to attend depots and field locations 50% of their time or more

	New starter initial provision	Top up provisions (only if required)
High visibility vest	1	1 every two years
Safety boots	1	1 pair per year
General purpose gloves	1	1 pair every three months
Hard hat with brim	1	1 every two years
High visibility rain jacket	1	1 every two years

**4. PPE Provision for roles based at 1 Nicholas St and required to attend depots and field locations no more than once per week or on an adhoc basis**

	<b>New starter initial provision</b>	<b>Top up provisions (only if required)</b>
<b>High visibility vest</b>	1	1 every two years
<b>Safety boots</b>	1	1 pair every 16 months
<b>General purpose gloves</b>	1	1 pair every nine months
<b>Hard hat with brim</b>	1	1 every three years
<b>High visibility rain jacket</b>	1	1 every two years

The relevant uniform order form TWW Compliance Branch Order Form, must be provided to the uniform supplier when ordering the high visibility rain jacket after approval has been attained from the relevant supervisor or section manager.

All other PPE is available from the Riverview Depot Store unless the PPE is specialised equipment (such as bite proof gloves) which is distributed by your relevant supervisor.

**5. Related documents**

[Corporate Uniform Administrative Directive](#)

[Corporate Uniform Procedure](#)

[Compliance Branch Guidelines - Provision of Compulsory Uniforms](#)

[Personal Protective Equipment Procedure](#)

[TWW Compliance Branch Order Form](#)

**6. Guidelines Owner**

The Manager, Compliance Branch is the guideline owner and the Compliance Branch Administration Co-ordinator is responsible for authoring and reviewing this guideline.