



1. Background

The People and Culture branch have a number of roles that are either based at depots or 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 depots fulltime

	New starter initial provision	Top up provisions (only if required)
Long sleeve high visibility shirts	5	5 per year
High visibility vest	1	1 per year
Safety boots	1	1 pair each 6 months
General purpose gloves	1	1 pair every month
Hard hat with brim	1	1 per year
Fleece high visibility jacket	1	1 per year

4. 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)
Long sleeve high visibility shirts	3	3 per year
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
Fleece high visibility jacket	1	1 every 16 months

5. 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

	New starter initial provision	Top up provisions (only if required)
Long sleeve high visibility shirts	1	1 per year
High visibility vest	1	1 every two years
Safety boots	1	1 pair every 16 months
General purpose gloves	1	1 pair every nine months
Hard hat with brim	1	1 every three years
Fleece high visibility jacket	1	1 every 2 years

6. Related documents

Link to Corporate Uniform Administrative Directive (when approved)

Link to Corporate Uniform Procedure (when approved)

[Personal Protective Equipment Procedure](#)

7. Guidelines Owner

The Manager, People and Culture is the guideline owner and the Workplace Safety and Wellbeing Manager is responsible for authoring and reviewing this guideline.