



## Issuing uniforms, PPE and PPC

The ACT Rural Fire Service Chief Officer has issued this Guideline under Section 38(1) of the *Emergency Act 2004* – A Chief Officer may determine standards and protocols.

### Purpose

This Guideline is to ensure the efficient and accountable issue of uniforms, personal protective clothing (PPC) and personal protective equipment (PPE) to the ACT Rural Fire Service (ACT RFS) brigades and members.

### Scope

This Guideline is applicable to all personnel from the ACT Rural Fire Service, including staff and volunteer members.

### Background

Under the WHS Regulation (Section 44), a person conducting a business or undertaking who directs the carrying out of work must provide workers with information, training and instruction in the proper use of personal protective equipment or clothing.

Full Personal Protective Clothing (PPC) must be used when an active fire is present or when working on fire suppression activities.

Protective clothing and equipment must always be used in conjunction with safe work practices.

The Service fully funds the PPC and PPE issued to brigades and their members, to enable them to safely fulfil the mission of the Service. The Service is held accountable for all equipment purchased and issued.

Replacement of PPC/PPE is conducted as a one-for-one. This allows for worn out PPE/PPC to be removed from service and ensures that PPE/PPC being used is effective.

### Responsibilities

Members	Request issue of uniforms, PPE or PPC via Brigade Captain or Equipment Officer.  Return PPE/PPC for replacement when damaged or when leaving the Service.
Brigade Captain / Equipment Officer	Send requests for PPC or PPE to RFS HQ.

RFS HQ	Approve requests for uniforms, PPE, PPC.
ESA Resource Centre	Issue uniforms, PPE and PPC.

## Applicability of this guideline

The ACT RFS Chief Officer (RFS CO) has the responsibility for providing the appropriate PPC and PPE for the safety of brigade members.

## Guideline

### Requesting PPC, uniforms or PPE

1. Requests for PPC and PPE must be approved initially by the Brigade Captain or Equipment Officer or a Brigade Deputy in the Captain's absence, before they are sent to the Service.
2. Brigade requests for equipment, uniform or PPE should be emailed to the RFS Headquarters for approval on the approved request forms. (Available from RFS HQ)
3. All equipment, uniform and PPC or PPE requests must be approved by RFS HQ before any items are issued. Requests for PPE and uniform will only be approved with a verified RFS ID number and in accordance with Service policies.

Brigade requests for equipment, PPE and uniform are approved by the RFS Operations section or RFS CO.

### Issuing PPC, uniforms or PPE

- Stores of equipment are held at the Emergency Services Agency (ESA) Resource Centre and will be issued efficiently and in a timely manner to meet the needs of brigades and their members.
- Equipment and PPE may be collected from the ESA Resource Centre.
- Stocked items should be made available for issue after the ESA Resource Centre receives the request. Special order items may take several days or longer to arrive.
- Equipment Officers should telephone the ACT RFS to confirm that an order has been received and equipment is available if it is an urgent request.
- For an initial order of clothing, the requesting member should attend the ESA Resource Centre for correct fitting.

### Returning PPC, uniforms or PPE

A member of the Service who resigns or whose membership or employment is terminated must, within seven days of the termination of their membership or employment, return all items of PPE, identity or authority cards and other equipment that has been issued or assigned to them by the Service to the Brigade Executive or Equipment Officer.

PPC/PPE that is damaged or faulty must be returned when a replacement is ordered to ensure that the damaged items are removed from service and appropriately disposed of.

## ESA Resource Centre

Location: 17 Amberley Ave, Fairbairn.

Telephone: 6207 8690

Opening Hours: 9:00am – 4:00pm Monday to Friday


After Hours: The ESA Resource Centre will be open for 2 hours one weeknight each month. These dates and times will be advised to the Brigade Equipment Officer.

## Document information

### Version history

Author	Version	Version Approval Date	Summary of Changes
Andrew Stark	1.0	31/07/2013	Initial issue
Rohan Scott	2.0	05/03/2020	Reviewed, adapted to new template numbering
Lynda Scanes	3.0	08/06/2021	Administrative Review

### Approved by

Name	Title/Role	Signature	Date
Rohan Scott	CO ACT RFS		23 07 21

### Document Owner

Position	Section
Director	Operations

Next review due: 01/07/2022

### Related documents

Document name
1.2.1 Using Personal Protective Clothing and Equipment Standard Operating Procedure
3.1.4 RFS Membership Service Standard
1.1.1 Proper Use of RFS Property and Equipment Service Standard
<a href="#">Work Health Safety Act 2011</a>
<a href="#">Work Health Safety Regulation 2011</a>

Signed documents will be scanned and filed in TRIM.