

CFA Procedure



Provision of Personal Protective Clothing (PPC)

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Related Policy

SS03 Provision of Personal Protective Clothing (PPC) - Policy

Scope

This procedure applies to all CFA members involved in the provision and management of CFA approved Bushfire and Structural Personal Protective Clothing and associated equipment.

This procedure does not apply to specialist clothing including Rescue, USAR, Chemical Protection, Fire Investigation and Mechanical Maintenance.

Definitions

Authorise: Official permission or approval in accordance with the Chief Officers delegations.

Brigade Classification: The category assigned to a brigade based on the risk which that brigade is exposed to or responsible for.

- **Classification 1:** Bushfire (risks predominately bushfire, grass & scrub)
- **Classification 2:** Bushfire with Low Structure (risks predominately bushfire, grass & scrub)
- **Classification 3:** Bushfire with Structure (risk evenly spread between bushfire & structural)

- **Classification 4:** Structure with Bushfire (significant township, city or suburban environment with predominately structural risk)
- **Classification 5:** Structure with Bushfire (fully urbanised environment)
(refer also to Transitional Brigade Classification Arrangements below)

CFA member: A person described in Regulation 5 of the CFA Regulations 2004 (“member or member of a brigade”) or a person who is an “operational employee” and/or a person who is employed by the Country Fire Authority of Victoria who becomes involved with operational activities.

Competency: The specification of knowledge and skill and the application of that knowledge and skill to the standards of performance required in the workplace.

Contamination: The presence of material(s) on the surface of equipment; on or within individuals; or within the environment at a concentration that may pose a threat to human or environmental health.

Endorsement: Brigade OIC acknowledgement that a CFA member has the experience, capacity and demonstrated competency for the role.

Fitting: The process undertaken to determine the most appropriate fit of coat, trousers or other PPC within a range of standard sizes, but does not mean personally modified or tailored.

Brigade OIC (Officer in Charge): The Captain or CFA appointed officer in charge of a brigade. In the absence of these persons or other brigade officers, this definition includes a member of the brigade below the rank of an officer.

Operational activities: CFA approved, coordinated or pre-planned action, or series of actions, in response to and in support of a potential or existing emergency incident, including training and exercises.

Personal issue: Protective clothing disseminated to individual CFA members exclusively for their own use in undertaking CFA operational activities.

Personal Protective Clothing (PPC): Protective clothing includes clothing used to provide protection to CFA members from the risks associated with performing operational activities and training exercises.

Structural firefighting: The activities of rescue, fire suppression and property conservation in buildings, enclosed structures, vehicles, vessels or like properties that are involved in or are likely to become involved in a fire or emergency situation.

Procedure Objective

To provide direction regarding the eligibility, acquisition, supply, care and maintenance of Personal Protective Clothing to ensure a consistent and equitable approach across CFA.

Procedure

PPC Items

1. The items of PPC covered in this Procedure include the following:

Bushfire	Structural
<ul style="list-style-type: none"> • Bushfire Jacket, Trousers including braces where required or overalls • Bushfire gloves • Bushfire Helmet • General Purpose (GP) Zip Up Boots • Goggles 	<ul style="list-style-type: none"> • Structural Jacket, Trousers* • Comfort/Utility Shorts • Structural Helmet • Structural Gloves • Flash Hoods (Compressed Air Breathing Apparatus [CABA] Operators only) • Structural Firefighting Boots

* Includes braces and kit bag

Note: Disposable P2 respirators will be made available at the brigade.

Eligibility for PPC

1 General

- 1.1. PPC shall be provided for the protection of volunteers and employees as required in Occupational Health & Safety Legislation, Chief Officer's Standing Orders and Standard Operating Procedures, Industrial Agreements or otherwise approved by the Chief Officer.
- 1.2. PPC provided shall be appropriate to the hazard in accordance with the relevant standard and appropriate to the user.

2. Bushfire PPC

- 2.1. CFA members who have current operational Minimum Skills (Bushfire) competency or meet other requirements under 1.1 shall be eligible for personal issue Bushfire PPC.
- 2.2. Bushfire PPC is available in a unisex design (with braces) and female fit (without braces). Female members are entitled to be issued with the female fit Bushfire PPC.
- 2.3. Line Managers including Brigade OIC must endorse the request for Bushfire PPC.

3. Structural PPC

- 3.1. To be eligible for the issue of Structural PPC, CFA members must be registered in a brigade with the following classifications:
 - Structure with Bushfire (Classification 4 & 5) ; or
 - Bushfire with Structure (Classification 3); or
 - Brigades issued with CABA;

Members who are not attached to brigades shall meet the requirements of 1.1.
- 3.2. CFA members within approved brigades that have a current Bushfire with Low Structure competency shall be eligible for personal issue Structural PPC.
- 3.3. Line Managers including Brigade OIC must endorse the request for Structural PPC.
- 3.4. CFA members of Brigades that do not meet the classifications in 3.1 above and that have current CABA qualifications and can provide support to brigades issued with CABA may be issued with Structural Firefighting Clothing. This shall require the endorsement of the relevant Brigade OIC and Operations Manager approval.
- 3.5. Members of Brigades that do not meet the classifications in 3.1 above that are considered key responders to eligible brigades may be issued with Structural PPC. In these cases both Brigade OIC's shall provide justification to the Operations Manager for consideration and approval where considered appropriate.

4. Issue of Structural PPC to Training Grounds

- 4.1. Training Grounds shall be issued with a stock of pool garments for use by CFA members in training or participating in exercises. These garments shall be labelled with the name of the designated Training Ground. As these garments are not issued to individuals, the Training Grounds shall be responsible for the care and maintenance requirements.
- 4.2. Personnel at training facilities responsible for issuing pool garments shall be provided with the necessary guidance.

Numbers of Structural Jackets and Trousers Issued

1. The number of jackets and trousers issued to each member shall be determined as follows:
 - a. Newly qualified CFA members will receive an initial allocation of one set of coat and trousers.
 - b. An additional set of coat and trousers will be issued to a CFA member based on actual or predicted structural fire response of 51+ per year.
 - c. Where a member does not meet the 51+ criteria, but is one of the key responders within the brigade, the relevant Brigade OIC may endorse an additional set of coat and trousers. This will be subject to the final approval of the Operations Manager.
 - d. The Brigade OIC may undertake a review of PPC allocation from time to time.
2. Refer Appendix 1 for a summary of eligibility allocation requirements.

Note: For the purpose of this part of the procedure Structural Incident includes structure, non-structure, rescue, hazmat, false alarms and other incidents. It does not include Bushfire incidents.

Choice of Outer-Shell Fabric Type for Structural Coat and Trousers

1. Subject to the criteria outlined above, every CFA member is entitled to a choice of either Nomex IIIA or PBI Gold for their outer-shell fabric type on initial issue. In the case of the issue of an additional Jacket and Trousers they shall be of the same outer shell.

Responsibilities for provision and funding of PPC and associated equipment

BUSHFIRE PPC	ISSUED AND FUNDED	
	District	Central
Bushfire Jacket and Trousers with braces where required or overalls	✓	
GP Zip Up Boots	✓	
Bushfire Helmet	✓	
Bushfire gloves	✓	
Goggles	✓	
P2 Respirators shall be made available at brigades	✓	
STRUCTURAL PPC		
Structural Jacket and Trousers*		✓
Comfort/Utility Shorts	✓	
Structural Helmet	✓	
Structural Gloves	✓	
Flash Hoods (CABA Operators only)	✓	
Structural Firefighting Boots [#]	✓	

* Includes braces and kit bags

All eligible CFA members shall receive a pair of GP Zip up Style Structural Boots. These members will also be entitled to a second pair of boots (either Leather Bunker Style or GP Zip up Boots).

Boots issued as part of Bushfire PPC and certified as a Type 2 Structural Boot shall be considered as forming part of this issue.

Re-issue of Fit for Purpose PPC

1. Personal Protective Clothing assessed as being fit for purpose may be re-issued. These items shall be cleaned and where applicable disinfected (refer to the manufacturers care and maintenance procedures).
2. Structural PPC that is returned from Districts or Brigades will be returned to the State Logistics Centre and will be assessed and classified as follows;
 - Classification 1: Issued as an initial garment
 - Classification 2: Issued as a second garment
 - Classification 3: Issued to Training Facilities for use as a pool garment.
3. Worn boots, utility shorts, flash hoods and disposable respirators shall not be reissued.
4. Helmets may be reissued once they have been inspected in accordance with the manufacturer's care and maintenance procedures and fitted with a replacement harness.

Fitting of PPC

1. The District is responsible for arranging the fitting of all PPC items as listed above. In the case of the Structural jacket and trousers advice on fitting options will be provided from Procurement and Supply Management at the State Logistics Centre.

Care and Maintenance of Personal Protective Clothing

1. General Requirements

- 1.1. PPC shall be cleaned and maintained in accordance with the manufacturer's specifications. Due to the certification requirements of the garments, only approved repairers shall undertake modifications and repairs.
- 1.2. Operations Managers shall ensure that each brigade has a PPC cleaning and maintenance program.
- 1.3. All PPC garments can be adversely affected by sunlight. Garments shall not be stored in direct sunlight.

2. Contamination of PPC

- 2.1. PPC that is contaminated or suspected of being contaminated must be managed in accordance with Chief Officer's SOPs. The Rostered Duty Officer is to be notified.

3. Bushfire PPC Cleaning Requirements

- 3.1. The cleaning of Bushfire trousers, jackets or overalls shall be undertaken in accordance with local arrangements.

4. Structural PPC Cleaning Requirements

- 4.1. Due to the complex nature of Structural coats and trousers, these garments are required to undergo stringent cleaning and maintenance processes. The cleaning

and maintenance of Structural coats and trousers will be centrally funded and monitored.

- 4.2. The cleaning of Structural Coats and Jackets is divided into three categories.
 - Routine – undertaken by the user. This consists of brushing or washing down at the scene to remove or partially remove dirt, debris and/or other contaminants.
 - Standard – These are garments which are soiled from general firefighting duties.
 - Special Care – Common forms of suspected contamination which may occur;
- 4.3. Each layer of the coat and trousers has a unique numbered Radio Frequency Identification (RFID) tracking chip attached. For this reason, CFA members shall not interchange garment layers.
- 4.4. A description of these processes can be found in the CFA Care and Maintenance Information Leaflet supplied with the garments.
- 4.5. If repairs are required, a 'Repairs and Maintenance Form' shall be completed by the member and placed in the red transport and storage bag. Repairs can also be initiated through an inspection process at the laundry.

5. Freight Arrangements to Laundry

- 5.1. There are two systems in place for the return of Structural PPC to the laundry.
 - Regular Collection – This system is only available for high activity locations. A nominated transport company collects garments on a regular basis.
 - Booking System – This system allows members to book an individual pick up by contacting Toll Priority Customer service.
- 5.2. Toll or other transport companies used in the above arrangements shall not be approached to transport 'suspected asbestos' contaminated clothing to the CFA approved testing authority.

PPC Replacement

1. Replacement PPC should only be issued when the item:
 - 1.1. Has been lost;
 - 1.2. Is damaged and no longer serviceable;
 - 1.3. Is no longer serviceable through wear and tear;
 - 1.4. Is no longer a functional fit; and/or
 - 1.5. Is returned to the District Office for decommissioning*.

* In the case of Structural coat and trousers they shall be returned to Procurement and Supply Management at the State Logistics Centre for decommissioning.
2. In each situation an endorsement from the OIC Brigade is required.
3. Districts are required to monitor the wear and tear and replacement timeframes for PPC. Any significant discrepancies shall be investigated. Any unusual wear and tear potentially attributed to faulty clothing and associated equipment shall be reported to the State PPE&C Management Centre.
4. Districts shall maintain a record of the issue and replacement of all PPC.
5. Exchange of PPC is available for existing members who wish to move to female fit Bushfire PPC. Existing Bushfire PPC must be returned and cleaned in accordance with local arrangements.

Transfer of members between brigades

1. In the case of a member transferring to another brigade the following process shall apply:
 - 1.1. A determination shall be made to establish whether the new brigade is approved for Structural PPC. If they are an approved brigade, the transferring CFA member shall be entitled to maintain the PPC allocation. The Operations Manager will give consideration to member's ability to provide their service as part of a State or Regional response when considering eligibility to retain one set for these purposes.
 - 1.2. In the case where the new brigade is not approved for Structural PPC the process for eligibility shall be applied. If the Operations Manager in the new District does not approve the entitlement then the PPC shall be returned to the Procurement and Supply Management at the State Logistics Centre.

Recovery of PPC

1. There is an obligation on CFA members leaving CFA to return all PPC and equipment to the appropriate District. The Brigade OIC and Operations Managers shall ensure that all reasonable steps have been taken to recover personally issued PPC. Reasonable steps include a verbal request for its return, making a follow up telephone call and sending a letter of request if necessary.

Transitional Brigade Classification Arrangements

1. The new classification of brigades is currently underway and is due to conclude in 2016. For the purpose of this Procedure, where brigades have not been reclassified, the existing descriptors must be used.

Delegations/Authorisations/Responsibilities

1. Chief Officer approval of PPC Specifications and Brigade/Member eligibility
2. Operations Managers (or delegates) shall authorise allocations of PPC.
3. Brigade OIC (or delegated member) shall endorse the allocation of PPC and ensure that care and maintenance requirements are adhered to.
4. Members are to ensure that personal issue PPC is ready for use.

Links and References

- Appendix 1 – Eligibility Process for Structural PPC
- CFA Policy - Provision of Personal Protective Equipment
- CFA Chief Officers Principles for Allocating Resources for Operational Service Delivery
- Occupational Health and Safety
- Chief Officer's Standing Order
 - 6.0 Training and Competence
 - 11.0 Health and Safety
- Chief Officer's Standing Operating Procedure
 - 6.04 Firefighter Skills – Development and Maintenance of

- 10.03 Asbestos Incidents
- 11.03 Personal Protective Clothing
- Comparison of outer shell materials (Intranet/CFA Brigades Online)
- How to book a pick up (Intranet/CFA Brigades Online)
- PPC Care and Maintenance (Intranet/CFA Brigades Online)
- PPC Repairs Form (Intranet/CFA Brigades Online)
- Brigade and Membership Classification FAQ (Intranet/CFA Brigades Online)

Procedure Manager

Deputy Chief Officer, Capability and Infrastructure

Directorate: Fire and Emergency Management

Procedure Stakeholders

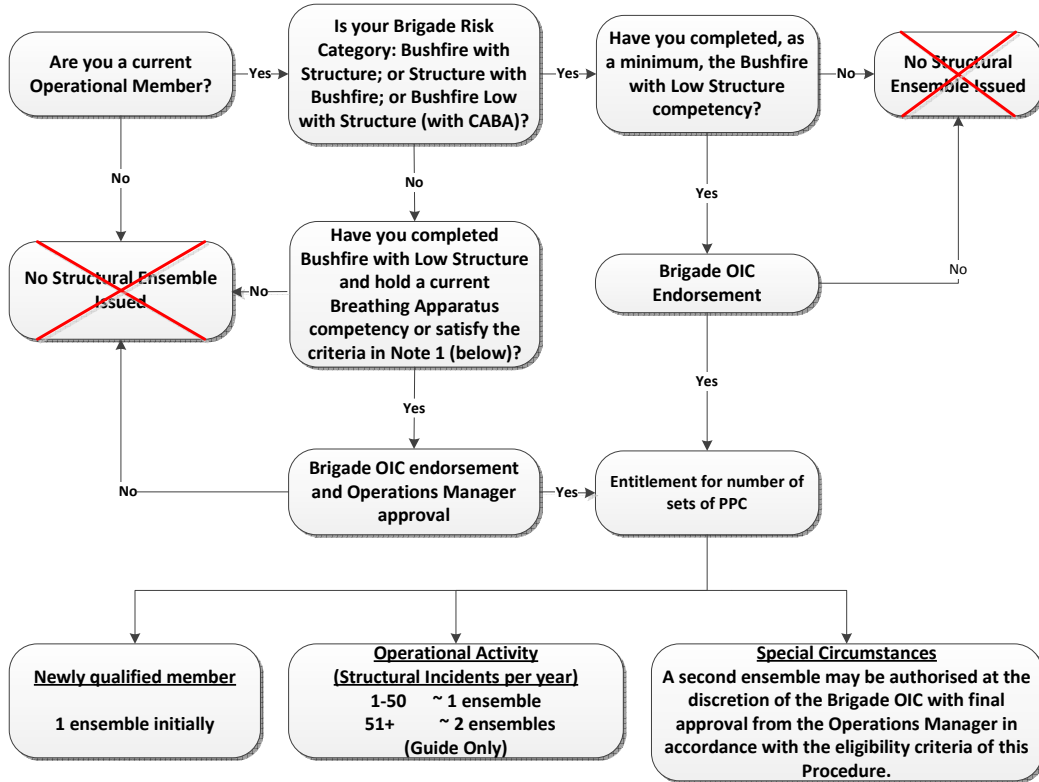
- Volunteer Fire Brigades Victoria
- United Firefighters Union
- Assistant Chief Officers
- Operations Managers
- CFA/VFBV State PPC/E Committee
- CFA/UFU PPC/E Committee

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Date to cease: **N/A**

APPENDIX 1- Eligibility Process for Structural PPC



Note 1: Members of ineligible Brigades that are considered key responders to eligible brigades (e.g. may form part of the preferred minimum of 4 on the fireground) may be issued with Structural PPC. In these cases both Brigade OIC's shall provide justification to the Operations Manager for consideration and approval if appropriate.