

Replacement PPE Request Procedure

When can I get new PPE?

- If the uniform given to you reflects adequate wear and tear
- If it has been more than 12 months since you received a uniform
- If your uniform has been damaged to the point it is no longer providing protection

When can't I get new PPE?

- If you have received a uniform within the nominated timeframe (12 months)
- If your uniform is deemed to be in good condition
- If the uniform form is not sent with photos of your current unfit for work uniform

What is the process for replacing my PPE?

(note this is for current process not including any automation)

1. Inform supervisor and gain permission for replacement PPE item/items
2. Ask site admin or supervisor for PPE & Uniform Request Form
3. Complete form and ask Site Supervisor to sign
 - a. Photos must be taken and attached with form
4. Hand form to site admin to scan to Perth Office Admin
 - a. reception@grounded.com.au
5. Office admin will complete check on uniform register to determine the last time personnel were issued a uniform, and if they are due one
6. Management approval
7. Admin will then send information to our yard staff, where they will gather a replacement uniform
8. Uniform will be sent to site on next truck and or left at office for you to pick up during RnR

REQUESTER DETAILS					
Full Name:				Date:	
Reason for Request:				Project:	
Preferred Handover:	Pick Up Office	<input type="checkbox"/>	Pick Up Yard	<input type="checkbox"/>	Delivery to Site <input type="checkbox"/>

NOTE: When replacing old/damaged PPE a picture of the item must be provided when sending this form to admin@groundedgroup.com.au

ITEM	STYLE/COLOUR	AMOUNT	SIZE	Amount x Size Received
Hi-Vis Shirt				
Hi-Vis Jacket				
Polo				
Pants				
Duffel Bag				
5L Water Jug				
Hard Hat				
Boots				
Crib Containers (RIO sites only)				
Office Uniform				
Laptop bag				

Is a name required on the shirt?

YES NO

APPROVER DETAILS (Line Manager or Delegate)			
Full Name:			Position:
Signature:			Date:

SENIOR MANAGEMENT APPROVER (not required for new Starters)			
Name:			Date:
Signature:			

HANDOVER					
<input type="checkbox"/>	Office	<input type="checkbox"/>	Grounded Yard	<input type="checkbox"/>	Project Site (Please specify):
ISSUER DETAILS					
Full Name:					
Position:					
Signature:					
Date:					

I hereby confirm that I have received the items as listed above

Name:

Signature:

Issue Date: 12.06.2024
Review Date: 12.06.2027