

# PERSONAL PROTECTIVE EQUIPMENT

## PURPOSE & SCOPE

To ensure that guidelines are in place for the selection, provision and the use of Personal Protective Equipment (PPE). As indicated this procedure is a guideline only and it is important that the relevant State regulatory requirements be read and implemented in conjunction with this procedure.

## DEFINITIONS

### **Personal Protective Equipment**

Includes any clothing, equipment and substance designed to be worn by a person to protect the person from risks of injury or illness.

Generally PPE is designed to provide respiratory, eye, hearing, hand, foot and head protection and protection from falls and sunlight. Special protective clothing applies to occupations such as fire fighting, working with radiation and welding whereas disposable protective clothing can protect wearers from specific hazards such as asbestos dust, fibreglass and chemical hazards.

## REFERENCES

- The State Occupational Health & Safety Regulations and where applicable Codes of Practice, Guidance Notes or Advisory Standards
- AS 1336 Recommended Practices for Eye Protection in the Industrial Environment
- AS 1338 Filters for Protection Against Radiation
- AS 1715 Selection, Use and Maintenance of Respiratory Protective Devices
- AS 1716 Respiratory Protective Devices
- AS 1270 Acoustics: Hearing Protectors
- AS 1800 The Selection, Care and Use of Industrial Safety Helmets
- AS 1801 Industrial Safety Helmets
- AS 1891 Industrial Safety Belts and Harnesses
- AS 2161 Industrial Safety Gloves and Mittens
- AS 2210 Safety Footwear
- AS 2626 Industrial Safety Belts and Harnesses: Selection, Use and Maintenance
- AS 1319 Rules for the Design and Use of Safety Signs for the Occupational Environment

## RESPONSIBILITIES

### **Managing Director**

- Ensure that appropriate PPE is available and provided to all persons on the worksite.
- Control the issue of PPE.
- Organise and monitor training in the use of PPE.
- Ensure appropriate signage is erected to advise on PPE use and requirements.

### **Supervisors**

- Ensure correct use and maintenance of PPE.
- Monitor for adequacy and effectiveness of the PPE.

### **Employees/Sub-Contractor**

- Ensure correct use and maintenance of PPE.
- Monitor for adequacy and effectiveness of the PPE.

## METHOD

### **Risk Management**

The over-reliance on PPE instead of implementing better alternative risk control measures has led to the development of the “hierarchy of controls” recognised both in legislation and codes of practice

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Generally, PPE is the last line of defence against hazards with the more effective controls being Eliminate, Substitute, Engineer or Document.

However standard PPE such as helmets, boots, gloves, eyewear, protective clothing and hearing protection is to be used as a general safety precaution on worksites as applicable.

### Purchasing PPE

PPE must conform to any legislative, Australian Standard and / or Industry Standard requirements. Suppliers of PPE should be selected on their ability to provide:

- Advice and/or training on the fitting, use, cleaning, maintenance and storage of PPE; and
- Replacement service and parts.

### Control of PPCE

A register of PPE issued is to be maintained at the workplace on a computer based spreadsheet.

### Guidelines in the use of PPE

Basically there are three things to remember about PPE.

Make sure:

- you've got it;
- you use it; and
- you maintain it.

### Head Protection -

Headbands and chinstraps should be adjusted so as the helmet fits comfortably and does not fall off.

The helmet must be replaced if found to be defective or sustains a major impact or three years after the date of issue.

The harness must be replaced after two years from the date of issue.

Stickers must be kept to a minimum (ie. Company, first aid)

Helmets must be worn in the correct manner i.e. peak facing forward.

The unnecessary wearing of other types of headwear is prohibited i.e. no baseball caps, beanies etc.

### Eye Protection -

Safety glasses, goggles or face shields are used to protect the eyes against flying objects such as particles of dust, grit, sawdust, splashes of toxic or irritant liquids and some radiations such as lasers, ultra violet light and visible or infrared radiation.

Work where such hazards occur include using arc welders, oxyacetylene, grinders, compressed air, chipping hammers, jack hammers, etc.

### Hearing

#### Protection -

Earmuffs and earplugs are to be selected on their ability to lessen the exposure to unwanted noise.

Hearing protection must be fitted and worn as per the manufacturer's instructions.

### Respiratory

#### Protection –

Disposable dust masks through to more sophisticated respirators or full supplied air systems are used to protect the respiratory system against dusts, vapours, gases, fumes, mists and toxic or oxygen – deficient atmospheres.

Different types of filters are required for different contaminants and professional advice may be required to identify the appropriate type of filter required for the task(s).

Good facial fit should be determined by carrying out facial fit tests and in some case biological monitoring of workers (blood and urine testing) may be necessary based on exposure levels and times.

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- Hand Protection -** Gloves should be chosen for the ability of the material from which they are made to give suitable protection. Materials range from “chain mail” to protect workers from lacerations with sharp knives, through to chrome leather, PVA, PVC – impregnated fabric, rubber and various synthetic substances.  
Chemical resistance tables are available from manufacturers and suppliers to provide guidance as to they type of gloves suitable for protection against specific substances.
- Foot Protection -** Safety footwear is to be worn as protection against crush injuries, hot environments, splashes of irritant or toxic substances and other workplace conditions.  
Fit and comfort is of vital importance and damaged and worn out footwear must be replaced.
- Fall Protection -** Protecting against falls generally comprises of the use of a harness attached to a lanyard or a controlled descent device and safety nets.  
A safety harness and lanyard can also be used when persons are required to enter confined spaces.  
Lanyards must only be attached to an approved anchor point.
- UV Protection -** Wide brimmed attachments on safety helmets, wrap around tinted safety glasses, sunscreens with suitable UV protection and long sleeved shirts and long trousers of suitable fabric are used as sun protection for outdoor workers.  
Sunscreen SPF + 30 and lip balm must also be available.  
Where available temporary canopies, umbrellas and shade cloth awnings may also be utilised.
- Other Types of Protection -** Disposable clothing can protect wearers against specific hazards such as asbestos dust, fibreglass and chemical hazards.  
Special protective clothing applies to occupations such as working with radiation and welding, working in rail corridors and traffic control.  
High visibility clothing and/or vests is to be worn by all persons working around plant and machinery, under traffic and in other work areas where their safety will be aided by being clearly identifiable.

## RECORD AND ATTACHMENTS

- Personal Protection Equipment Register (Individual)