

Part 12

PERSONAL PROTECTIVE EQUIPMENT (PPE)

12.0. PERSONAL PROTECTIVE EQUIPMENT (PPE)

12.1. Personal Protective Equipment Policy Statement

JG King Projects is committed to achieving and maintaining a safe working environment on all of their work sites. Personal Protective Equipment (PPE) shall only be employed as a control measure where: –

- (i) it is not otherwise practicable to eliminate or control the hazard effectively; or
- (ii) as an additional protective measure to existing control mechanisms.

Notwithstanding the above, JG King Projects shall supply and maintain PPE for staff, (contractors are required to provide their employees with the required PPE), as necessary to ensure that they are adequately protected from hazards in the workplace.

All protective equipment provided by JG King Projects and their employed contractors shall comply with current and relevant Australian Standards.

Staff, contractors and visitors shall use PPE as required by JG King Projects and shall immediately inform their Supervisor of any defects or deficiencies in such equipment of which they become aware.

Management, Supervisors, employees and contractors shall ensure that: –

- (i) all tasks performed are assessed to determine the requirement for PPE;
- (ii) the selection, supply and maintenance of PPE is suitable and sufficient to adequately protect the users from hazards;
- (iii) all persons required to use PPE receive appropriate instruction in the safe use, maintenance and storage of PPE;
- (iv) the requirement to use PPE is enforced; and
- (v) PPE is worn in areas where signage is displayed.

BY AUTHORITY OF:

Signed:



Position: Managing Director

for and on behalf of:
JG King Projects

Date: 1st May 2009

12.2. Personal Protective Equipment Policy Overview

This Policy has been developed to ensure where Personal Protective Equipment (PPE) is required as an appropriate control measure to address an identified hazard in the workplace, the use of the PPE is supported by instruction, training, supervision of use, regular maintenance and replacement procedures. All PPE shall comply with the relevant Industry or Australian Standard.

12.3. Purpose

The purpose of this Policy is to provide guidance to all JG King Projects employees in relation to Personal Protective Equipment (PPE). This is particularly important for persons working in environments deemed as a medium to high risk.

12.4. Scope

This Policy is limited directly to employees of JG King Projects, and can be used as a guidance tool for contractors engaged by JG King Projects.

12.5. Responsibilities

This Policy applies equally to all employees of JG King Projects. However, staff in supervisory positions are to be particularly aware of the contents of this Policy.

12.6. Definition

The abbreviation '**PPE**' stands for '**Personal Protective Equipment**'. PPE is used as the lowest level of control to reduce exposure to a hazard.

PPE should be used where other control measures are not possible, or not immediately possible. Efforts should continue to eliminate the risk, or introduce engineering or administrative controls to reduce the risk.

PPE does not guarantee total or permanent protection.

PPE may reduce vision, hearing or movement and may be uncomfortable or awkward to wear.

These factors should be considered when planning work which requires the use of **PPE**.

PPE may be necessary: –

- As a temporary measure, while new controls are introduced.

- In an emergency situation, like plant failure.
- When occasional jobs (like maintenance) require short term access to a contaminated area.
- When exposure to a hazard occurs so irregularly that it is not practicable to apply other control measures.
- When it is not technically feasible to adequately control exposure through other means.
- When required as client specifications.

When **PPE** is necessary, it must be used every time there is a risk of exposure.

(a) **Body**

Employees must at all times wear suitable protective clothing. High visible clothing or vests that comply with Australian Standard AS/NZS 4602: *'High visible safety garments'*. High visibility safety garments are required to be worn at all times in areas that may be trafficked or where mobile plant is operating. Personnel should also avoid wearing loose or torn clothing around fixed or mobile plant and machinery.

(b) **Feet**

Safety footwear conforming to the relevant Australian Standard AS2210: *'Specification for safety footwear'*, must be worn by all personnel on-site.

(c) **Head**

Hard hats that comply with Australian Standard AS/NZS 1800: *'Occupational protective helmet'* must be worn at all times whenever any person could be struck by falling material or other objects and in areas designated as hard hat areas. The site designated health and safety officer shall determine the hard hat requirements in consultation with site management.

(d) **Eyes**

Appropriate eye protection that complies with the relevant Australian Standards must be worn where there is a risk of foreign bodies entering the eye and when using cutting equipment or either electric or gas welding equipment.

Eye protection is required when working on roofs or exposed concrete slabs etc. Sunglasses must screen out at least 95% of ultra-violet light and comply with Australian Standard AS1338: *'Filters for eye protectors'*. Glasses must be glare and impact resistant. It is important to note that sunglasses alone do not provide adequate protection for workers engaged in jobs that generate a potential hazard, i.e. grinding, chiselling, cutting, etc.

(e) Hands

Gloves must be worn when handling certain materials or substances, which may cause injuries to your hands or when handling objects such as sheet metal, wire cables, etc.

(f) Mouth/Nose

Where there is a likelihood of dust or noxious fumes being inhaled, masks or respirators must be used that comply with the relevant Australian Standard.

(g) Ears

Hearing protection shall be worn wherever high noise levels have been identified, or in areas designated by the appropriate signage as high noise level areas.

(h) Individual Fall Protection Equipment

Individual fall protection equipment includes safety harnesses, lanyards, shock absorbers and inertia reels. Correctly connected harnesses must be used in boom-type Elevating Work Platform (EWP) and crane-lifted workboxes. In all other cases, they should only be used when safe/protected work platforms are not practicable. This equipment is not to be used unless personnel have been fully trained in its application and use.

(i) Ultra-violet Ray Exposure

Personal Protective Equipment (PPE) worn by outdoor workers will include: —

- the wearing of clothing that has close weaved fabric that is comfortable and loose fitting to provide adequate ventilation;
- the wearing of wide brimmed hat to protect neck and ears. Alternatively if a hard hat is worn it should be fitted with a material neck flap to protect the neck;
- the wearing of tinted safety glasses complying with Australian Standard AS1337: *'Eye protectors for industrial applications'*;
- the applying of sunscreen with a sun protection factor (SPF) 30+ applied at regular intervals according to label instructions. A check should also be made that the sunscreen is not past its use-by-date.

12.7. Safety Signs

All JG King Projects' employees and contractors shall be required to comply with all safety signage displayed indicating that PPE must be worn.

12.8. Compliance of PPE

Personnel who do not wear their safety equipment in designated areas or when required will be subject to the normal disciplinary procedures, which can lead to termination of employment for repeat offenders.

12.9. Selection of PPE

The most important consideration in the selection of PPE is the nature of the hazard. Management shall purchase the correct PPE for employees and ensure the correct fit for employees working under their supervision. It is also the responsibility of employees to ensure they have been appropriately provided.

It is important to also consider the following when determining the best PPE to use: —

- The effect of wearing more than one item of PPE will have on each items effectiveness.
For example: Safety glasses worn with a face respirator may cause inadequate sealing of the respirator. The use of a full face respirator instead would be more practicable.
- The work environment the PPE will be used in.
For example: Ear plugs may not be suitable when the type of work means that they will be inserted with dirty hands, as this can lead to ear infections. The use of ear muffs instead would be more practicable.
- The fit of a particular device to individual users. It cannot be assumed that any single model will suit everybody. Options shall be given to workers so long as all the options are applicable to the hazard.

When PPE is necessary, adequate instruction must be provided in its use and maintenance. This includes: —

- Clear explanations about the uses and limitations of PPE.
- Demonstrations of the correct way to use PPE.
- Relating PPE to overall workplace hazard control.
- Emphasising the importance of correct hygiene and maintenance procedures.
- Ensuring employees have understood the instructions so they can put them into practice.

People whose first language is not English may require special instruction on how to use and care for PPE. Employees must use the equipment as directed and protect their own health and safety.

PPE should be selected to fit the task and the potential hazard involved.

PPE should be selected in a range of sizes so that it fits each employee properly and comfortably. Women employees who are smaller or larger than average and those with disabilities should all be provided with properly fitting equipment. **One size does not necessarily fit all.**

The equipment is to comply with Australian Standards. Standards Australia sets standards which cover the design, manufacture, performance, selection, safe use, and maintenance and inspection of some PPE.

Non-approved PPE items are still readily available for sale in Australia. Equipment purchased is to be checked to ensure that it is stamped with the Australian Standards '**AS**' mark.

PPE must be properly maintained, in line with the manufacturer's instructions and Australian Standards.

Check PPE regularly for wear or damage and replace it immediately where necessary.

12.10. Purchasing of PPE

JG King Projects shall ensure that all PPE is purchased through recognised suppliers and have been manufactured to the relevant Australian Standard.

PPE shall be issued by JG King Projects' management upon commencement of employment or as replacement is deemed necessary.

Records (where applicable) of supply and replacement PPE shall be recorded in the Personal Protective Equipment Register.

12.11. Record Keeping

Records of issue and replacement of PPE may be required together with records of personal information/instruction/training sessions.

All personnel who are required to wear PPE shall be trained in the correct use, maintenance and storage of the PPE. Records of the training shall be recorded on the 'Personal Protective Equipment (PPE) Register' – (Refer **Form No.033**) and kept on file.

A record of Protective Clothing supplied to an employee is to be maintained and held at the respective Administration Office on the employee's personal file. (Refer **Form No.034**).

Ref Forms:

Form No.033: - Personal Protective Equipment (PPE) Register
 Form No.034: - Employee Protective Clothing Register

EMPLOYEE PROTECTIVE CLOTHING REGISTER

JG King Projects maintains the following Register of all items of Protective Clothing supplied to an employee where such Protective Clothing is specified as a control measure in the Safe Work Method Statement. JG King Projects ensures all items of Protective Clothing are manufactured in accordance with the relevant Australian Standard.

Employee Name: _____

Item Supplied	Quantity	Date of Issue	Quantity	Date of Issue	Quantity	Date of Issue
Safety Footwear						
Overall: Bib & Brace / Combination						
Drill Shirts						
Drill Trousers						
Work Denims						
Bluey Jacket						
Safety Helmet						
Ear / Hearing Protection						
Gloves						
Skin Protection						
UV Rated Safety Glasses						
Other Items						

Issued By: (Print Name):			
Issued By: (Signature)			
Received Items: (Employee Name)			
Received Items: (Signature)			