

Procedure

Personal Protective Equipment



1. Purpose

To provide a mechanism for the selection, maintenance, training and use of Personal Protective Equipment (PPE) used to minimise the exposure to workers from health or safety hazards.

2. Scope

This procedure applies to all DPTI workers, contractors and visitors on DPTI sites. In addition to the mandatory requirements listed within this procedure, site and task specific requirements may apply. This procedure is not applicable to departmental uniforms (refer to [DP160 Uniform Policy](#)).

3. Definitions

TERM	DEFINITIONS
Electrical Work	<p>Electrical work means:</p> <ul style="list-style-type: none">• connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment; and• installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation. <p>Electrical work does not include:</p> <ul style="list-style-type: none">• work that involves connecting electrical equipment to an electricity supply by means of a flexible cord plug and socket outlet;• work on a non-electrical component of electrical equipment if the person carrying out the work is not exposed to an electrical risk;• replacing electrical equipment or a component of electrical equipment if that task can be safely performed by a person who does not have expertise in carrying out electrical work (e.g. replacing domestic fuses or light bulbs);• assembling, making, modifying or repairing electrical equipment as part of a manufacturing process;• building or repairing ducts, conduits or troughs where electrical wiring is or will be installed if:<ul style="list-style-type: none">○ the ducts, conduits or troughs are not intended to be earthed○ the wiring is not energised, and○ the work is supervised by a licensed or registered electrical worker• locating or mounting electrical equipment, or fixing electrical equipment in place, if this task is not performed in relation to the connection of electrical equipment to an electricity supply• assisting a licensed electrician to carry out electrical work if:<ul style="list-style-type: none">○ the assistant is directly supervised by the licensed electrician, and○ the assistance does not involve physical contact with any energised electrical equipment.• carrying out electrical work, other than work on energised electrical equipment, in order to meet eligibility requirements in relation to becoming a licensed electrician.
Other Persons	<p>Other persons include the following:</p> <ul style="list-style-type: none">• clients;

	<ul style="list-style-type: none"> visitors; or any other person who attends a DPTI workplace from time to time.
Personal Protective Equipment (PPE)	Any clothing, equipment, apparatus or substance (e.g. sunscreen) designed to be worn by a person and in order to protect the person from risks of injury or illness.
Risk	Is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.
Risk Assessment	The overall process of risk identification, analysis and evaluation.
Worker	Any person who carries out work in any capacity for the department and may include: <ul style="list-style-type: none"> employee; trainee; volunteer; outworker; apprentice; work experience student; contractor or sub-contractor; employees of a contractor or sub-contractor; or employee of a labour hire company.
Workplace	Any place where a worker works and includes any place where such a person goes, or is likely to be, while at work.

4. Procedure detail

PPE must be:

- Selected to minimise the risk of exposure to workers health and safety.
- Suitable for the nature of work and any associated hazards.
- Compliant with the relevant Australian Standards.
- A suitable size, fit and reasonably comfortable for the worker.

4.1 Risk management

The need to use PPE shall be determined from the process of hazard identification, risk assessment and development of risk control measures. PPE is considered the lowest level of control and should be used in conjunction with higher levels of risk control. Managers must ensure all other control measures as part of the hierarchy are identified to reduce risk in the workplace have been applied before PPE is selected as the primary or only control measure.

PPE is mandatory for certain activities including but not limited to:

- road and rail maintenance and construction
- working at heights
- confined spaces
- Working with asbestos or other hazardous substances
- When operating certain plant and equipment

When PPE is used as a control method consideration must be given as to whether the recommended PPE is introducing additional risk.

4.2 PPE issue and replacement

PPE required by workers during the course of their employment will be issued at no cost to workers. Contractors, labour hire and temporary staff agencies must provide their own staff with the required PPE, unless otherwise specified in the contractual arrangement.

Business units are responsible for the supply and issue of PPE to their workers. It is recommended that business units create a [register](#) in which to record the issue of PPE.

Consideration should be given to:

- Worker details

- PPE received
- A reference stating that PPE will only be re-issued once it is no longer fit for purpose.

All initial purchases and replacements must be approved by the manager/supervisor. It is recommended that:

- A PPE replacement program should be implemented for specific types of PPE in accordance with:
 - Wear and tear
 - Prescribed timeframes
 - Standards / Codes of Practice
 - Manufacturer instructions
- Workers leaving the department must return PPE issued to them to a departmental delegate to be destroyed. Accessories including safety boots do not need to be returned if all badging is removed.
- Stewart and Heaton are the supplier of PPE for the department. The process for ordering uniforms and organising fittings can be found in KNet folder #12638432.

4.3 Use, care and maintenance

PPE must be maintained in good order. Workers must:

- Undertake regular inspections of their PPE, and if required request replacement.
- Workers must not use PPE which is not in good condition.
- Wear, use and maintain PPE as intended by the manufacturer.

4.4 Specific Circumstances

4.4.1 Site PPE requirements

All departmental workers undertaking construction/maintenance works must wear PPE in accordance with safety standards, information, training or reasonable instruction., as highlighted in [Appendix 1](#) or as designated by signage (refer to [Appendix 2](#)).

For works undertaken after 6pm at night or in low light conditions high visibility garments with reflective strips must be worn.

4.4.2 Working in the Rail Corridor (Rail Infrastructure Management and Maintenance)

Mandatory requirements within the Adelaide Metropolitan Passenger Rail Network include:

- Long sleeves and long pants with class D/N high visibility safety orange (reflective) upper garment. Class D can also be worn, but a vest is required during night time or low light conditions.
- Protective footwear which complies with Australian Standard *AS/NZS 2210 Occupational Protective Footwear*. Steel cap lace up boots.
- Eye, hearing protection and hand protection must be available on the worker as required.
- Head Protection colour coded for role identification during construction work:
 - Blue – Protection Officer
 - Yellow – Signalling Engineer/Maintenance/Contractor
 - White – General
 - Grey – Designated Spotter for earthmoving machinery

No person is permitted to wear red or green clothing while working in the rail corridor.

For further information on individual rail operational roles and the PPE required refer to Personal Protective Equipment Matrix within [PR-SR-RM-825](#).

4.4.3 Marine Operations

Marine Officers must wear:

- A yellow high visibility yellow vest when:
 - working at a boat ramp where vehicles are present; or
 - when part of the Australian Marine Safety Authority National Response Team for marine pollution.
- A blue 275N lifejacket which has an inflatable yellow bladder with retro reflective strips. A blue 150N Personal Flotation Device may be worn for short term use only.

In accordance with the DPTI Marine Operations Safety Management System, officers who work at night on or near water will have a water activated light fitted to the lifejacket.

Non slip deck boots must be worn at any time when slippery surfaces are part of the work environment. Particularly when working on boats, but also when working at concrete boat ramps or during oil pollution response tasking.

4.4.4 Traffic controllers

DPTI traffic controllers (or traffic controllers working for contractors) must wear approved orange high-visibility reflective safety vests.

4.4.5 Electrical Work

PPE for electrical work, including testing and fault finding must be suitable for the work, properly tested and maintained in good working order. The PPE must be able to withstand the energy at the point of work when working energised.

Depending on the type of work and the risks involved the following PPE should be considered:

Face Protection - use of a suitably arc rated full face shield may be appropriate when working where there is potential for high current and arcing.

Eye Protection - metal spectacle frames should not be worn.

Gloves - use gloves insulated to the highest potential voltage expected for the work being undertaken. Leather work gloves may be considered for de-energised electrical work.

Clothing - use non-synthetic clothing of non-fusible material and flame resistant. Clothing made from conductive material or containing metal threads should not be worn. Long pants and long sleeves must be worn when undertaking electrical work.

Footwear - use non-conductive footwear, for example steel toe capped boots or shoes manufactured to a suitable standard.

Safety Belt/Harness - safety belts and harnesses should be checked and inspected each time before use with particular attention being paid to buckles, rings, hooks, clips and webbing.

4.4.6 Field Services designated spotters

Field Services designated spotters must wear a blue hard hat or blue hard hat cover and orange high-visibility reflective safety vests.

4.4.7 Sites controlled by a contractor

If the contractor has a higher standard of PPE than DPTI, DPTI workers are required to meet those standards when working on that site. Otherwise, DPTI workers must meet DPTI PPE standards.

4.4.8 Contractors

Contractors must supply their own PPE that is fit for purpose, unless otherwise specified in the contractual arrangement.

4.4.9 Labour Hire Companies and Temporary Staff Agencies

Labour hire companies and temporary staff agencies must provide their own staff with the required PPE.

4.4.10 Prescription Safety Glasses

Approval for the purchase of safety glasses is to be assessed by the relevant workers manager. It is recommended for workers who wear prescription glasses and are required to wear safety glasses for less than 30% of the day that consideration be given to the purchase of safety glasses that fit over prescription frames.

Prescription safety glasses must be hardened in accordance with *AS/NZS 1337 Eye protectors for industrial use* and be on a standard frame, fitted with side shields with clear lenses. (Determination of an additional pair of transition lenses will be made on a case by case basis by the manager dependent on the work undertaken).

For guidance on the purchase of Prescription Safety Glasses in Field Services refer to [Guideline for Provision of Prescription Safety Glasses](#).

4.4.11 Medical Conditions

Workers may seek exemption or deviation from wearing PPE for medical reasons substantiated by a medical certificate. The manager is responsible on a case by case basis to determine if this is appropriate based on risk and must seek advice from the Safety Section.

4.5 Instruction and Training

Managers/supervisors must ensure that workers receive instruction in the care, use and maintenance of PPE. All training should be recorded and records maintained.

4.6 Safe Work Method Statements (SWMS)

Where PPE has been identified within a SWMS for high risk work the type of PPE must be specific and detail the type (e.g. specific gloves).

5. Record management

Any records and documentation associated with this procedure must be maintained in accordance with legislative and departmental record keeping processes. Refer to the [DP009 Recordkeeping Policy](#) for information regarding records management.

6. Roles and responsibilities

ROLE	RESPONSIBILITIES
Managers/Supervisors	Must: <ul style="list-style-type: none"> • consult with their workers when selecting PPE; • ensure this procedure is fully implemented; • ensure that the PPE is used or worn by workers; • ensure workers are trained, informed in the proper use and wearing, maintenance and storage of PPE; • select and procure PPE that meets an Australian Standard or equivalent; and • ensure contractors and subcontractors comply with PPE requirements.

Labour Hire Companies and Temporary Staff Agencies	Must: <ul style="list-style-type: none"> • Provide their own staff with required PPE.
Workers	Must: <ul style="list-style-type: none"> • comply with WHS legislation and the requirements of this procedure; • undertake training as requested by the workplace in use and care of PPE; • use or wear the PPE in accordance with the required workplace conditions; • use the appropriate PPE at locations where it is signed; • not intentionally misuse or damage PPE; and • inform their manager of any damaged or defect that requires repair or replacement.

7. Supporting documentation

- [WHS Risk Management Procedure](#)
- [Incident and Injury Reporting Procedure](#)
- [DP160 Uniform Policy](#)
- [DPTI Uniform Guideline](#)

8. References

- *Work Health and Safety Act 2012*
- Work Health and Safety 2012 Regulations
- Code of Practice: Managing Noise and Preventing Hearing Loss at Work
- Australian Standards (available through [DPTI Library](#))

9. Appendix

- [Appendix 1](#): Types of PPE and requirements.
- [Appendix 2](#): PPE Signage and Standards.

10. Document Amendment Record

Date	Version	Revision Description
04 January 2019	1.0	Original Version
Document Review Schedule		3 Yearly

Appendix 1: Types of PPE

Types of PPE	Selection of PPE	When should the PPE be used?	Who should wear the PPE?	Care and Maintenance	Supply and replacement
<p>High Visibility Clothing The approved standard colour for high visibility clothing is class D/N fluorescent orange with retro-reflective strips.</p> <p>High visibility vests must be worn over clothing in low light or darkness where D/N clothing is not worn and must be done up at all times.</p> <p>N.B. High visibility clothing may not be suitable in some hospital wards.</p>		<p>As determined by a risk assessment or when workers are:</p> <ul style="list-style-type: none"> exposed to traffic and plant movements at worksites and while operating vehicles and plant within such workplaces; working in or near water; within a rail corridor outside a vehicle within the bounds of a road reserve; engaged in vehicle inspection operations; instructed by their manager/supervisor, consistent with recommendation from risk assessment; and within areas designated by sign as high visibility areas <p>In order to ensure that clothing is not mistaken for railway hand signals, the following restrictions apply when within or interfacing with the rail corridor:</p> <ul style="list-style-type: none"> No person shall wear red or green clothing. 	<p>All workers and authorised visitors must wear high visibility clothing in designated areas.</p>	<p>Workers must keep their high visibility clothing clean and serviceable.</p>	<p>High visibility garments must be replaced if they are found to be defective, become stained or faded such that their high visibility is reduced.</p>
<p>Eye and Face Protection Eye and face protection types may include:</p> <ul style="list-style-type: none"> Glasses or spectacles with side protection or wrap around Goggles – provide a more reliable seal to keep products out of the sensitive eye area. They are useful for protection against chemical splash, dust or vapour. Face Shields – are appropriate when the entire face including the eyes need protection from the hazards of flying fragments, large chip and hot sparks. <p>Task specific eye protection that may be required for particular tasks or identified through a risk assessment process, including welding masks, goggles or face shield must be worn and selected in accordance with the relevant Australian Standard.</p> <p><i>Contact lenses</i> – The wearing of contact lenses must never be considered as an alternative to eye safety protection requirements.</p>	<p>The eyes are susceptible to short term, prolonged or permanent damage from a variety of hazards ranging from contact with sharp objects to chemical exposure.</p> <p>Consider the following when selecting eye and/or face protection:</p> <ul style="list-style-type: none"> The nature of the risk to the eyes or face The work conditions (indoors or outdoors) Personal preference of the wearer (wrap around, tinted or clear) Condition of the operators eyesight (do they need to be worn over prescription glasses) Plastic generally has a higher resistance to breakage from sharp objects and hot materials Glass has high abrasion and scratch resistance When face shields are used, safety glasses are also required. Shaded/tinted safety glasses are restricted to outdoor use. 	<p>As determined by a risk assessment or where there is a risk of eye injury from hazards such as; flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation.</p> <p>Where an eye protection sign is displayed.</p>	<p>All workers and visitors who are exposed to the risk of eye and face injuries.</p> <p>It is recommended that all welders use a full welding helmet with a UV filtered lens.</p>	<p>All eye and face protection equipment must be:</p> <p>Maintained and serviced in accordance with directions provided by the manufacturer.</p> <p>Stored correctly in order to minimise scratches</p> <p>Clean and checked regularly</p>	<p>Damaged/scratched/dirty or deteriorated eye/face PPE must be withdrawn from service immediately and replaced.</p>
<p>Hand Protection</p> <ul style="list-style-type: none"> Heat resistant gloves for hot work. Cut resistant gloves for sharps. Chemical resistant gloves as identified from a Safety Data 	<p>Hand protection is required where there is a possibility of damage to the hands during work. Care needs to be taken to make sure that wearing gloves does not introduce or increase any workplace hazard.</p>	<p>As determined by a risk assessment and when:</p> <ul style="list-style-type: none"> workers are exposed to potential risk from plant, equipment, hazardous work activities, sharp, jagged or hot objects; they will assist with the grip of the object; and 	<p>All workers and visitors who are exposed to the risk of hand injuries.</p>	<p>Gloves should be closely inspected to detect potential weaknesses or defects. Common signs of failure include:</p>	<p>Hand PPE that is identified as defective must be replaced.</p>









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<p>Sheet when handling hazardous substances.</p> <ul style="list-style-type: none"> Insulating gloves for electrical work. General purpose gloves as identified. 	<p>Consider the following when selecting any hand protection:</p> <ul style="list-style-type: none"> Nature of the risk to the hands/arms based on the work or activity A glove type that is suitable from one application may not be suitable for a different application Extent of hand/arm protection required (length of the glove) Level of manual dexterity (ease of movement) that is required The glove is made of a suitable material to give required protection (e.g. PVC, rubber, nitrile) Suitable style and fit Type of glove i.e. disposable or re-usable. 	<ul style="list-style-type: none"> handling hazardous substances as required in the safety data sheet. When undertaking electrical work on distribution boxes. 		<ul style="list-style-type: none"> Wear or thinning between fingers Seam failures Cracking or bubbling of material such as waterproofing agents <p>All hand protection equipment must be maintained and serviced in accordance with directions provided by the manufacturer.</p>	
<p>Protection for Noise and Vibration</p> <p>Noise Protection Ear plug – disposable, reusable and custom made models. Also headband mounted and cord attached version are available.</p> <p>Ear muffs – effectiveness varies, depending on materials, construction, clamping force and other factors including fit</p> <p>Communication headsets for confined space work and similar applications</p> <p>Noise-occluding helmets</p> <p>Vibration Protection</p> <ul style="list-style-type: none"> Energy absorbing gloves and liners Energy absorbing footwear and inserts Energy absorbing matting Energy absorbing suspension units, such as airbag or gas-filled seating systems or vehicle suspension systems 	<p>Hearing protection only works when it is worn correctly, is the right type and is well maintained. It is important that hearing protection is worn and managed properly to ensure maximum protection.</p> <p>Consider the following when selecting hearing protection:</p> <ul style="list-style-type: none"> The degree of attenuation required in the work environment. Do not provide protectors that overprotect by cutting out too much sound as this may cause difficulties hearing verbal instruction and other sounds needed to work safely. The suitability for the type of working environment and the work tasks. The comfort, weight and clamping face of the personal hearing protector. 	<p>As determined by risk assessment, noise and vibration PPE must be used when workers are exposed to hazardous noise and vibration, e.g. from plant, machinery or other sources:</p> <ul style="list-style-type: none"> Continuous noise levels exceeding 85dBA Impact noise levels approaching or exceeding 140dBA Vibration forces for which PPE has been specified as a control As an outcome of risk assessment of that hazard. <p>Workplace Control measures Prevention of injury related to noise and/or vibration exposure requires effective supervision. This is in addition to instructing workers to use protective equipment against workplace noise and vibration.</p> <p>These measure reinforce higher level controls that might be used, including:</p> <ul style="list-style-type: none"> Purchasing vehicles, plant and equipment where noise and vibration is controlled by the standards of design and manufacture Maintaining vehicles, plant and equipment to a high standard with routine scheduled replacement or servicing of component impacting on noise and vibration generation Enclosing, isolating and attenuating sources of noise and vibration energy at source Properly sign-posting or otherwise highlighting hazard areas or plant where risk to hearing injuries exist Limiting the duration of personal exposure to damaging noise and vibration by effective worker time management at workplaces 	<p>All workers and visitors at worksite must be protected from hazardous noise and vibration energy, including those generated by vehicles, plant and equipment.</p>	<p>Hearing protection must be regularly inspected and maintain to ensure they remain in good, clean condition. The inspection should check that:</p> <ul style="list-style-type: none"> Ear-muff seals are undamaged The tension of headbands is not reduced There are no unofficial modifications Compressible ear-plugs are soft, pliable and clean If disposable ear-plugs are used, they should be only be worn once. <p>All noise and vibration PPE should be maintained and serviced in accordance with directions from the manufacturer or Australian Standards.</p>	<p>Noise and vibration PPE that is identified as defective must be replaced.</p>
<p>Head Protection</p>	<p>Hard hats Type 1 Industrial Helmet (Construction)</p>	<p>As determined by a risk assessment or when there are potential risks of head injury, including but not limited to:</p> <ul style="list-style-type: none"> Falling or flying objects 	<p>All workers, contractors and other persons must wear a relevant hard hat where required or identified.</p>	<ul style="list-style-type: none"> Hard hats should be cleaned regularly. All components of the hard hats must be 	<p>Helmets must be replaced when:</p> <ul style="list-style-type: none"> They show signs of damaged or wear




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	<p>Type 2 Helmets (High Temperature workplaces)</p> <p>Accessories may be fitted to hard hats – such as sun-protection brims and earmuffs. No unauthorised alternations may be made to the hats, such as drilling holes to fit an accessory.</p> <p>Purpose made wide brim inserts or back/side flaps (toilet seats) must be provided and worn with hard hats when UV ratings are 3 and higher.</p> <p>The use of caps or bucket hats worn under helmets is prohibited.</p> <p>Hard hats must be fitted with a chin strap or hard hat lanyard when performing working at heights.</p>	<ul style="list-style-type: none"> Striking overhead structures or energy sources Working in an elevated platform Specialist helmets are required for high temperature environments When working in excavations 1.5 meters or deeper When working around or below steel erection, scaffolding, cranes, hoists or wherever there is a possibility of being struck by moving plant or equipment. When a hard hat sign is displayed 	<p>Protective hard hats are to be worn all times on 3rd Party construction sites or where an assessment or risk identifies the requirement.</p>	<p>checked weekly for dent, cracks, penetrations and other damage.</p> <ul style="list-style-type: none"> Helmets showing any damage to the shell must be withdrawn from use and destroyed. No painting or writing on hard hats is permitted 	<ul style="list-style-type: none"> They have been involved in a significant impact' They expire the compliance date Every 3 years if worn continually in the field.
	<p>Broad brimmed hats</p>	<p>Should be used when there is a risk of prolonged exposure to solar (ultraviolet) radiation.</p>	<p>All workers are required to wear broad-brimmed hats at worksites where there is a heightened risk of exposure to solar radiation</p>		<p>Workers working outdoors must be provided with wide brim hats when UV ratings are 3 and higher.</p>
<p>Fall Arrest Systems and Devices</p>	<p>Where practicable, a Restraint System shall be the preferred system over Fall-Arrest.</p> <p>All restraint technique equipment and anchorages shall be fall-arrest rated to prevent falls in failed situations.</p> <p>Consider the following when selecting fall arrest devices:</p> <ul style="list-style-type: none"> The task being undertaken Care should be taken to ensure that the equipment gives the worker, as far as is compatible with safety, the maximum degree of comfort, freedom of movement and in the event of a fall, the greatest possible security against injury. Specialist equipment may be required for work undertaken in adverse environments. <p>Hard hats must be fitted with a chin strap when performing working at heights.</p>	<p>As determined by a risk assessment or when there is a potential for a fall or work type, such as working from a moveable or fixed platform, confined space, ladder work etc.</p>	<p>Any worker at risk of a potentially injury producing fall.</p>	<p>Personal equipment including harnesses, lanyards, connectors, fall-arrest and fall restraint devices must be inspected before and after use by a person who has, through a combination of training, qualification and experience, acquired knowledge and skills enabling that person to correctly perform a specified task.</p> <p>All fall protection equipment must be indelibly marked with the last inspection date and must be in date as per AS/NZS 1891.</p>	<p>All workers must be trained and competent in the use of fall arrest or fall prevention equipment.</p>
<p>Skin Protection</p>	<p>Headwear – broad-brimmed hats and broad brimmed safety helmet attachments</p> <p>Suitable clothing, outer garments that include, as a minimum, long sleeved shirts fitted with collar and long trousers.</p>	<p>Skin protection should be used but not limited to when there is a risk of exposure to solar radiation or in the presence of harmful insects.</p>	<p>When the UV rating is 3 or higher.</p> <p>All workers are to be protected from the effects of solar radiation, insect bites and any potential skin irritants at workplaces.</p>		<ul style="list-style-type: none"> Sunscreen minimum SPF30+ will be provided and used. Workers working outdoors will be provided with wide brim hats that are to be worn

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	<p>Broad-spectrum UVA/UVB sun screen applied topically to exposed skin at the rate and frequency recommended by the supplier and which meet Australian Standards.</p> <p>Shaded/tinted safety glasses are restricted to outdoor use.</p> <p>Insect repellents</p> <p>Enclosed footwear that protects ankles and feet from solar radiation.</p> <p>When local procedures or conditions require it, gaiters or snake chaps to protect against biting or, stinging animals or stinging plants.</p>				<p>when UV ratings are 3 and higher.</p> <ul style="list-style-type: none"> • Purpose made wide brim inserts and back/side flaps (toilet seats) will be provided and worn with hard hats.
<p>Foot Protection Protective footwear is classified as either:</p> <ul style="list-style-type: none"> • Type 1 (heavy duty) which must be worn by all field workers • Type 4 (waterproof duty) <p>Rubber boots may be issued where circumstances require waterproof footwear.</p> <p>When local conditions or procedures require it, gaiters or 'snake chaps' to protect against biting or stinging animals or stinging plants.</p> <p>Non slip deck boots must be worn by Marine Officers when slippery surfaces are part of the work environment.</p> <p>Workers undertaking/assisting in welding tasks must have appropriate heat resistant safety boots including welding spats.</p>	<p>Toes and feet can be injured while working through exposure to chemicals, heat, crush, cuts or impalement. Poorly fitting or improper footwear can cause slips, trips or falls.</p> <p>Consider the following when selecting foot protection:</p> <ul style="list-style-type: none"> • The hazards and risks of the tasks that are being undertaken. • Requirements such as steel caps, ankle protection, side zips and steel or carbon inserts. Alternative composite toe and sole protection are available • Leather tongue on boots for workers undertaking hot works 	<p>As determined by a risk assessment or at all times on construction, traffic, vessels and fleet operations workplaces and other places as determined through risk assessments. Hazards to consider include slipping, falling, rolling, cutting, crushing, penetration of the shoes, electrical hazards (including static discharge), chemicals, heat and molten metal.</p> <p>Specific tasks may require alternative foot protection. i.e. welding spats</p>	<p>All workers must wear footwear that is suitable for their duties, while at work. Workers exposed to particular workplace risks are to be issued with safety footwear to protect them from foot injuries and/or to isolate them from energy sources within the workplace.</p>	<p>Workers must maintain and care for safety footwear provided in line with manufactures specification for their personal protection.</p> <p>Protective footwear should be inspected regularly.</p>	<ul style="list-style-type: none"> • Workers exposed to particular workplace risks are to be issued with safety footwear. • Footwear must be replaced when showing signs of wear, damage or the protective properties are compromised in anyway. • Where the work performed results in faster deterioration of the safety footwear, which lessens its effectiveness or creates risks workers notify their supervisor who will approve replacement. • Make sure the shoe laces are not fraying and cannot be caught in equipment. • Replace laces that are too long or are showing signs of wear.

Types of PPE	Selection of PPE	When should the PPE be used?	Who should wear the PPE?	Care and Maintenance	Supply and replacement
<p>Respiratory Protection</p> <p>Purifying Air. <i>Inhaled air is drawn through a filter that removes the harmful substances.</i></p> <p>Particulate Respirators. <i>Filter out thermally and mechanically generated particulates.</i></p> <p>Gas Respirators. <i>Filter out gases and vapours</i></p> <p>Supplied air. <i>An air source independent of the working environment is provided.</i></p>	<p>The most important protection from respiratory hazards is to control the contamination at its source and prevent it from entering the air. However, in some situations it may be necessary to wear protective equipment.</p> <p>A respirator allows inhaled air to be drawn through a filter designed to remove the harmful substance. It purifies the air that the person is breathing. The type of filter required will depend on the composition of the contaminant.</p> <p>There are three main types of air-purifying filters:</p> <ul style="list-style-type: none"> • Particulate canisters: these filter out only thermally and/or mechanically generated particles (dust, mist, smoke, fume) • Gas filters: these filter out certain gases and vapours, and • Filter combination: these are used when particulate and gas hazards exist <p>To select an appropriate respiratory protection:</p> <p>Refer to the Safety data sheet (SDS) to consider/select the correct respirator with the appropriate filter for the job. Disposable respirators have an advantage of requiring no maintenance, they need to be stored before use in a sealed container so they do not absorb dust, fumes etc. from the work environment.</p>	<p>As determined by a risk assessment or for work in atmospheres where there is a risk of oxygen deficiency or exposure to a containment above pre-set limits.</p> <p>A documented risk assessment is mandatory before any respiratory PPE is used.</p>	<p>Workers exposed to a risk of oxygen deficiency or contaminates.</p> <p>It is recommended that all welders should wear either air supplied or air purifying respiratory protection.</p>	<p>With the exception of disposable respirators, respiratory protective equipment requires continual inspection and maintenance.</p> <p>All respirators should be inspected at least once a month and cleaned and examined after each use for signs of wear and to replace any worn components.</p> <p>Face pieces should be washed in warm water and detergent, rinsed and air dried.</p> <p>Respirators with activated charcoal filters should be stored in a sealed container after use otherwise they will continue to absorb contaminates in the air when not being worn.</p> <p>All respiratory equipment must be maintained and serviced in accordance with directions provided by the manufacturer.</p>	<p>Respirators are to be supplied strictly on a personal basis to workers at worksites. They are not to be shared or reused without being inspected, cleaned and serviced.</p> <p>Disposable respirators cannot be cleaned and should be replaced daily or when breathing becomes noticeably more difficult – an indicator that the filter is becoming clogged.</p> <p>All gas/vapour filters need to be discarded six months after opening even if they have not been used much or at all during that time.</p> <p>Respirators are only to be issued to workers who have been trained and instructed in their use for the particular risk agent and the application they are to be used for.</p> <p>All workers required to wear a respirator must be clean shaven to ensure an adequate facial seal.</p>
<p>Working on or near water</p> <p>Personal Flotation Devices (PFD)</p> <ul style="list-style-type: none"> • PFD 1 275N and/or 150N Life Jacket • PFD 2 Buoyancy Vest • PFD 3 Buoyancy Vest • SOLAS (Safety of Life at Sea) Lifejacket • Coastal Lifejacket 	<ul style="list-style-type: none"> • 	<p>Personal Flotation Devices must be worn when there is a risk of falling into the water including:</p> <ul style="list-style-type: none"> • When within 2 meters of a berth face/edge where there is no barrier of fall prevention system in place • When working suspended over water in a workbox or platform without fall prevention or protection 	<p>Workers exposed to the risk of falling into water while undertaking duties.</p>	<p>All personal flotation devices must be maintained and serviced in accordance with directions provided by the manufacturer.</p>	<p>Personal Flotation Devices that are identified as defective must be replaced.</p>
<p>Other</p>	<ul style="list-style-type: none"> • Full body protection where there is risk of dermal exposure to specific infection agents or hazardous chemicals. • Overalls/coveralls, aprons, hair nets. • Fire retardant clothing. 	<p>As determined by a risk assessment or any specialist tasks or functions that may require the use of PPE and are not listed.</p>	<p>PPE must be worn at all times when signed or where a risk assessment has identified the requirements.</p>	<p>PPE will be selected, fitted, maintained and used in accordance with the manufacture's advice and Australian Standard.</p>	<p>Workers must be trained, competent and in some cases licensed and certified for the use of certain PPE.</p>

Appendix 2. PPE Signage and Standards

PPE	Signage	Relevant Australian Standards
High Visibility Clothing		<ul style="list-style-type: none"> AS/NZS 4602 High visibility safety garments – Garments for high risk applications AS/NZS 1906 Retroreflective materials and devices for road traffic control purposes – High visibility materials for safety garments
Eye and Face Protection		<ul style="list-style-type: none"> AS/NZS 1336 Eye and face protection – Guidelines AS/NZS 1337 Personal eye protection – Eye and face protection – Vocabulary AS/NZS 1337 Eye protectors for industrial application AS/NZS 1337 Personal eye protection – Eye and face protectors for occupational applications AS/NZS 1337 Personal eye protection – Prescription eye protectors against low & med. impact AS/NZS 1338 Filters for eye protectors – Filters for protection against radiation generated in welding and allied operations AS/NZS 1338 Filters for eye protectors – Filters for protection against ultraviolet radiation
Hearing Protection		<ul style="list-style-type: none"> AS/NZS 1269 Occupational noise management set AS/NZS 1270 Acoustics – Hearing Protectors Code of Practice: Managing Noise and Preventing Hearing Loss
Hand Protection		<ul style="list-style-type: none"> AS/NZS 2161 Occupational protective gloves – Selection, use and maintenance AS/NZS 2161 Occupational protective gloves – General requirements AS/NZS 2161 Occupational protective gloves – Protection against mechanical risks AS/NZS 2161 Occupational protective gloves – Protection against thermal risks (heat and fire) AS/NZS 2161 Occupational protective gloves – Protection against cold AS 2225 Insulating gloves for electrical purposes AS 2225 Insulating gloves for electrical purposes
Head Protection		<ul style="list-style-type: none"> AS/NZS 1800 Occupational protective helmets – Selection, care and use AS/NZS 1801 Occupational protective helmets
Fall Arrest Equipment		<ul style="list-style-type: none"> AS/NZS 1891 Industrial Fall-Arrest Systems and Devices
Skin Protection		<ul style="list-style-type: none"> AS/NZS 4399 Sun protective clothing – Evaluation and classification AS/NZS 4399 Sun protective clothing – Evaluation and classification AS 2604 Sunscreen products – evaluation and classification
Foot Protection		<ul style="list-style-type: none"> AS/NZS 2210 Safety, protective and occupational footwear – Guide to selection, care and use

<p>Respiratory Protection</p>		<ul style="list-style-type: none"> AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment AS/NZS 1716 Respiratory Protective Devices
<p>Working on or near Water</p>		<ul style="list-style-type: none"> AS/NZS 4758 Personal Flotation Devices
<p>Additional specific PPE may apply for example;</p> <ul style="list-style-type: none"> Full body protection where there is risk of dermal exposure to specific infection agents or hazardous chemicals. Overalls/coveralls, aprons, hair nets, Fire retardant clothing 		<ul style="list-style-type: none"> AS/NZS 4501 Occupational protective clothing – Guidelines on the selection, use, care and maintenance of protective clothing AS/NZS 4501 Occupational protective clothing – General requirements AS/NZ 2375 Guide to the Selection, Care, Use of Clothing for Protection against Heat and Fire AS/NZ 1319 Safety Signs for the Occupations Environment