





# Personal Protective Equipment (PPE) Standard

## SPAPLAN2

Approval and Implementation			
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Version Number:	2		
Date of Approval:	15.06.2015	Date of Implementation:	15.06.2015
Approved by: Brian Gallop	Position: OHS Manager		
	Signature:		

Review and Amendments			
Reviewed by:	Brian Gallop		
Amendments:	PPE Zones added; PPE Zone map added; definition of hard hat chin strap requirements, removal of safety glasses zones 1&2		
Approved by: Brian Gallop	Position: OHS Manager		
	Signature:		



## Personal Protective Equipment (PPE)

The following defines the minimum standard for Personal Protective Equipment (PPE) for all employees and contractors of Southern Ports Authority – Port of Esperance (SPA-PoE)

## Supporting Documents

### Forms:

Take 5 Form  
JHA Form  
HAZOB  
SPA-PoE Risk Assessment Form

### Safe Work Instructions:

### Standards:

Hazard Management

## Purpose

The purpose of this Standard is to define the minimum standard for PPE on site at all times at Southern Ports Authority - Port of Esperance (SPA-PoE) to allow work to be carried out in a safe manner with minimal impact to Health and Safety, the Environment, Community/Media/Government and Loss or Damage to Operations.

## Scope

This Standard ensures that all SPA-PoE Employees and Contractors comply with the applicable legislation while conducting work on site including but not limited to the Mines Safety and Inspection Act and Regulations as well as the Occupational Safety and Health Act and Regulations.

## Definitions and Abbreviations

The following definitions and abbreviations are used throughout this standard:

Term / Abbreviation	Definition
ALARP	<u>As Low As Reasonably Practicable</u>
Contractor Personnel	An employee or other person engaged by a contractor, including sub-contractors
Employee	An individual carrying out work on the SPA-PoE site or SPA-PoE managed infrastructure (including public access gardens and houses/buildings) and includes: <ul style="list-style-type: none"> <li>• SPA-PoE Employees and contract workers.</li> <li>• Contractor Personnel</li> <li>• Sub-contractor personnel</li> </ul>
SPA-PoE	Southern Ports Authority - Port of Esperance
Hazard	Anything that has the potential to cause injury, illness, damage or harm.
JHA	Job Hazard Analysis
PPE	Personal Protective Equipment
Principal	A person who engages a worker not as an employee but as a contract worker under a contract for services.



Term / Abbreviation	Definition
Project Personnel	An individual carrying out work or visiting the SPA-PoE site (including public access gardens and houses/buildings to conduct work) and includes: <ul style="list-style-type: none"><li>• SPA-PoE Employee and contract workers</li><li>• Contract Personnel</li><li>• SPA-PoE or Contract Personnel visitors</li></ul>
Risk	A measurement of the likelihood of harm arising from exposure to any hazard.
Shall	The word “shall” is mandatory.
Should	The word “should” is not mandatory but is advisable or recommended.
Workplace	The place, whether or not in an aircraft (including helicopter), ship, vehicle, building, other structure, SPA-PoE managed public access parks, gardens and houses/buildings or other structure where employees or self-employed personnel work or are likely to be in the course of their work.

## PPE Requirements

All PPE shall conform to the relevant Australian Standards and a record of issue will be recorded on the individual PPE issue form and filed on the individuals personnel file (excluding disposable PPE).

## Availability

Southern Ports Authority - Port of Esperance (SPA-PoE) will make available adequate PPE for all SPA-PoE Employees. Contractors will supply their own PPE in line with this standard, their Operational Risk Assessment, their company standards and their contract of engagement with SPA-PoE. Any additional PPE for Contractors will be authorised by the relevant SPA-PoE Manager or Commercial Department.

SPA-PoE will continually monitor changes in design as well as regulations regarding PPE and change supplies or suppliers when necessary. Stock levels will be managed by the SPA-PoE Store.

Any work that requires special PPE will be highlighted by the risk assessment prior to the task and the area will be signposted accordingly. Additional PPE must be reviewed and approved by the relevant SPA-PoE Supervisor or Manager in consultation with the SPA-PoE OHS Department.

## Wearing of PPE

All employees and contractors will comply with the requirement for the use of PPE and will wear their PPE as designated by signage and project specific documents. No work area can be entered without all relevant PPE being worn and in good condition.

Any employee or contractor, who enters a work area without the correct PPE being worn correctly, will be subject to disciplinary procedures which may include disciplinary action. This includes whilst undertaking training on site.



## Maintaining PPE

All PPE shall be maintained by the employee or contractor to ensure integrity and hygiene. No one shall misuse or damage PPE. It is a legal requirement under Duty of Care for employees and contractors to maintain their PPE to an acceptable level.

## SPA-PoE Approved PPE

### Hard Hats

Hard hats have a life of 2 years from the date of issue. The date the hard hat is issued must be recorded on the label inside the hat and also on the PPE issue form. Caps or hats of any sort (including beanies) are not permitted to be worn under hard hats (only approved Australian Standard Helmet inserts sourced from Stores can be worn under hard hats) and no decoration can be added to hats other than water based adhesive stick on badges (e.g.: name badges, ERT Membership, First Aid badges etc.). Under no circumstances can hard hats be written on, painted, drilled, cut or modified in any way. Hard hats must not be worn backwards and approved hard hat brims must be used at any time a brim is required. Mooring hard hats are to be worn when undertaking mooring activities.

### Hard Hat Straps

Hard hat straps shall be worn (mandatory) whenever working within 1.5m of the water edge and during all mooring activities, correctly fitted to ensure that the hard hat cannot fall off if the employee should slip or fall in these areas. Hard hat straps should (suggested) be worn in all areas on site.

### Protective Footwear

Boot styles with ankle support shall be used by all personnel who regularly walk on broken or rough ground or who work inside the designated mine site area. Boots will be steel capped with non-slip sole – preferably lace up. Laced-up boots must be laced firmly to the top eyelet. Steel cap boots must not be damaged in any way where the steel cap is exposed. Where steel capped safety boots are not required to be worn (designated areas), suitable enclosed footwear with non-slip flat soles are required.

### Eye Protection

Eye protection is mandatory in all work areas and workshop environments – except when inside an enclosed vehicle cab with all doors and windows closed, offices, crib rooms or in an exempt area where clearly signposted. A minimum standard of medium impact safety glasses shall be used. Safety glasses shall be wrap-around style or fitted with side shield protection. Prescription safety glasses shall have approved hardened lenses compliant with the relevant Australian standard (AS/NZS 1337.1) and be wrap around style or fitted with side shield protection. See also Prescription Safety Glasses heading below. Clear safety glasses shall be used during hours of night time operations and inside sheds, tinted can be used during dayshift operations.

### Hearing Protection

Hearing protection must be an approved type, fitted correctly, maintained in good order and selected to suit the noise and level experienced at the time as well as any other conditions pertinent to the job being undertaken. All “noisy” environments will be assessed by a suitably qualified and experienced noise officer with octave band analysis of the noise to ensure hearing protection is suitable.

### Hand Protection

All manual handling tasks require gloves except where the task risk assessment deems that wearing gloves increases the risk to the employee. Gloves must be selected to suit the task being done as identified in the JHA or Safe Work Instruction for the task. Gloves should be carried at all times and used for all manual handling tasks.

### Dust Masks and Respirators

Dust masks or respirators shall be used by anyone where the inhalation of dust or other particulates is a health risk as identified in a risk assessment / JHA prior to the commencement of the task or as stated in the SDS.



### **Skin Protection**

Personnel exposed to the elements shall take all precautions to protect themselves by covering head, neck and any other exposed skin. Sun block with rating of SPF30+ is recommended for skin exposed to the sun and appropriate clothing.

### **Hair Protection**

Persons with long hair shall confine their hair with nets, elastic bands etc. in areas where the risk of entanglement or obscuring vision exists.

### **Protective Clothing**

The minimum work dress standard when on site where there is working or moving equipment is long sleeve shirts with buttoned up sleeves either hi-visibility or with a hi-visibility vest worn and long pants. Protective footwear as above. This includes all visitors to site including delivery drivers. All clothing used for hot works must be non-flammable.

## **PPE Issue Allowance**

SPA-PoE personnel working on the mine site will be issued with the following PPE at the commencement of their employment and then after every 12 months of service:

- 4 long sleeve cotton drill shirts – two tone with reflective strips that comply to Australian Standards
- 4 cotton drill trousers
- 5 pair of socks **and**

SPA-PoE personnel working on the mine site will be issued with the following PPE at the commencement of their employment and then after every 2 years of service:

- 1 “2 in 1” winter jacket and pants
- Tradesman work jacket **and**

SPA-PoE personnel working on the mine site will be issued with the following PPE at the commencement of their employment and then on an “as required” basis:

- 1 pair steel capped safety boots
- 1 Hard Hat with chin strap
- 1 Safety Vest
- 1 pair general duty gloves
- 1 nylon carry bag
- 1 pair each of clear and tinted safety glasses compliant with Australian Standards
- ear plugs **and**

SPA-PoE personnel working on the mine site will be issued with the following PPE on an “as required” basis:

- wet weather gear
- ear muffs
- breathing apparatus
- disposable overalls
- sunscreen



SPA-PoE Administration personnel who will or may, visit or work on this mine site will be issued with PPE at the commencement of their employment and then after every 12 months of service with the following:

- 1 long sleeve cotton drill shirts – two tone with reflective strips that comply to Australian Standards **or**  
1 hi-vis vest to be worn over buttoned up long sleeve shirts
- 1 cotton drill trousers
- 1 Hard Hat with chin strap
- 1 pair each of clear and tinted safety glasses compliant with Australian Standards

Any PPE that is required on top of the above allocation will be considered on a case by case basis.

PPE damaged by fair wear and tear will be replaced by SPA-PoE on a case by case basis.

PPE that is required to be replaced by anything other than fair wear and tear will be replaced with the cost of the replacement charged to the employee.

## Prescription Safety Glasses

### **Purchasing Safety Glasses**

If an employee is required to wear prescription safety glasses for work, SPA-PoE will supply 1 pair of prescription safety glasses per 12 months of service. If the employee is required to work both dayshift and nightshift, the employee will be provided with 1 pair each of clear and tinted safety glasses per 12 months of service. Transition lenses are optional.

SPA-PoE Stores Manager will complete the appropriate paperwork and give to the employee to take to optometrist to purchase the required glasses. The employee will select from the approved range of glasses and lenses.

When the glasses are ready to be picked up, the optometrist will give the employee a certificate of compliance to Australian Standards. The employee is responsible for ensuring that this paperwork is given to HR Department for the employee files.

All other prescription safety glasses issues will be on a case by case basis determined by the Department Manager.

### **Non SPA-PoE Supplied Prescription Safety Glasses**

If the employee wishes to purchase safety glasses other than those provided by SPA-PoE, the employee is responsible for all costs associated with the glasses. The employee is to provide a copy of receipts to HR Department and a reimbursement of up to \$300 per eligible pair of glasses will be completed. The employee is also responsible for providing a copy of the certificate of certification to Australian Standards for the prescription safety glasses to the HR Department.

### **Replacement of Safety Glasses**

Prescription safety glasses will be replaced according to:

- Update/Upgrade – after 12 months of service **or** if the employee requires a new prescription as their vision has decreased. This will update/upgrade will be as per Purchasing Prescription Safety Glasses above.



- Lost – if the employee loses their prescription safety glasses, the cost of replacement will be the responsibility of the employee. The employee is required to ensure that this paperwork is given to HR Department for the employee files.
- Breakage/Damage/Scratching – If prescription glasses are broken or damaged due to a work related incident/accident, they will be replaced by SPA-PoE using the standard SPA-PoE provision of prescription safety glasses as above. If the employee prefers non SPA-PoE supplied prescription safety glasses, the employee will be reimbursed up to \$300 upon provision of receipts to the HR Department.

In all cases, the employee is responsible for provision of the certificate of compliance to Australian Standards is given to the HR Department.

## Fall Protection

Safety harnesses and other fall prevention devices must be worn and used in accordance with the manufacturer's specifications. The "D" ring used to secure personnel will be located in the upper middle of the employees back.

Due to the detrimental effect on their safe working capacity, lanyards must not be "back-hooked". Slings/Strops and/or triple karabiners must be used to attach lanyards to anchor points where direct hooking of lanyards is not possible.

All safety harnesses must be full parachute type harnesses. Waist belt harnesses will not be used on site. Weight restrictions of harnesses must be reviewed prior to each use and abided by.

All safety harness used on site must have retrieval points on the harness that are free and without interference located on the shoulders or front of the harness. This will assist with retrieval of personnel in the event of an emergency.

Personnel using safety harnesses must visually inspect their safety harness and lanyard daily prior to use.

All safety harnesses, lanyards and attachment slings and devices shall be inspected and tagged by the contractor quarterly in accordance with manufacturer's recommendations and a record maintained of such inspections.

Any harness found to be defective must be tagged "Out of Service" and reported to a SPA-PoE Supervisor, until it is destroyed.

Any harness submitted to an actual load condition must be immediately tagged "Out of Service" and reported to a SPA-PoE Supervisor until it is destroyed.

Harnesses will not be used for longer than three (3) years from date of manufacture.

Personally owned/issued safety harnesses must be subject to the same inspection schedule.

## Eye Protection

SPA-PoE eye protection minimum requirement is to wear medium impact safety glasses with side shields or wrap around safety glasses compliant with the relevant Australian Standard.



Additional/alternative eye protection will be worn for tasks, which involve flying particles or the potential for eye damage/injuries to occur. Double eye protection must be worn at all times when performing the following tasks:

- **Grinding:** Full-face shield and safety glasses/mono goggles
- **Welding:** Safety glasses and welding helmet
- **Using Chemicals:** Goggles and respiratory protection as directed by the Safety Data Sheet (SDS)
- **Hosing Down:** Full-face shield and safety glasses/mono goggles

It shall be the responsibility of personnel conducting activities such as grinding, welding or cutting to ensure that where applicable, suitable screens are placed around the work area to protect others.

## Training

All personnel required to wear PPE will be provided with the relevant training prior to use.

Further refresher training will be provided every 2 years or more often as required. Training in the selection, use, fit and maintenance of PPE must also be provided for selectors, stores personnel etc. who do not regularly use the PPE which they are selecting or purchasing.

## Assessment of Work Activities

Supervisors of the work area are responsible for reviewing work activities to identify situations in which additional PPE may be required. For example, during grinding work, a face shield and safety glasses must be worn as stated above.

Contractors on site will provide training for their personnel in the correct use of PPE. An auditable record of such training must be maintained and produced.

Supervisors/Managers will monitor work practices on a continuing basis, to ensure that all personnel wear suitable PPE for the task being carried out.

## PPE Zones

PPE Zones are outlined at the end of this document with PPE Requirements as follows:

- **Areas 1,2 & 6:** Long pants, long sleeves, covered in footwear (people who are starting shift or ending shift may enter and leave via the most direct route in casual clothes, however, they must have covered in footwear from the car parks to the change rooms).
- **Areas 3,4 & 5:** Long pants, hi-vis long sleeves (buttoned up), steel cap safety boots, hard hat with chin strap fitted to hard hat and worn when whenever working within 1.5m of the water edge and during all mooring activities , safety glasses and PFD whenever working within 1.5m of the water edge and during all mooring activities. Gloves are required for all manual handling tasks.
- **Blue Shaded Area:** long pants, hi-vis long sleeves or vest (Buttoned up), steel cap safety boots, hard hat, safety glasses. Gloves are required for all manual handling tasks.
- Offices and cabs of vehicles/equipment do not require hard hats or safety glasses.

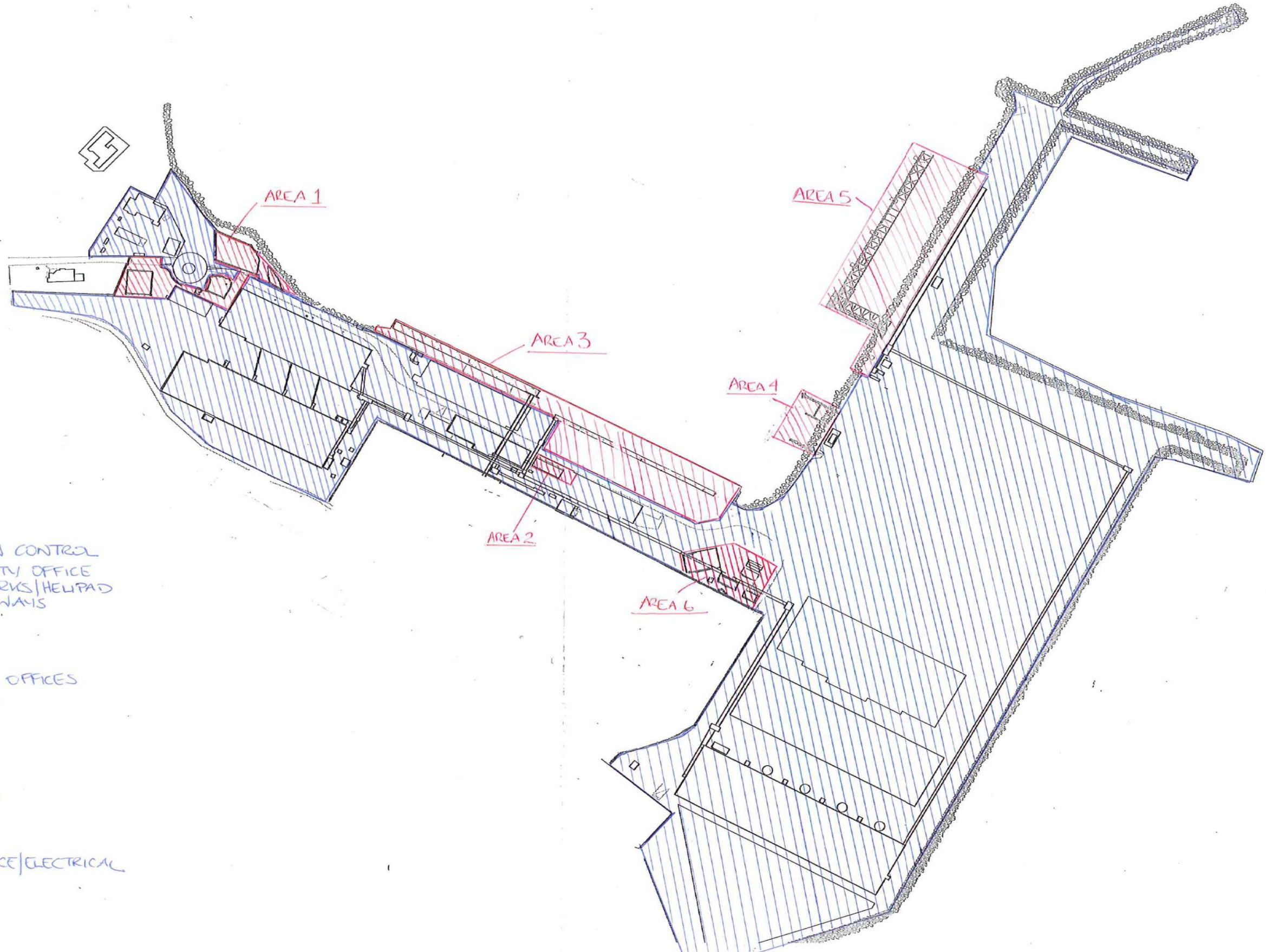


## PPE Activity Selection Guide

Take 5's and JHA's will be completed to individually identify any further PPE Requirements (**M** = Mandatory; **R** = Recommended)  
SDS will be consulted for further PPE requirements when working with chemicals

Activity	Head		Eye				Ear	Feet		Hands				Respiratory			Body									
	Hard Hat	Hair Net	Safety Glasses	Mono-goggles	Oxy-goggles	Face Shield	Welding Helmet	Ear Muffs / Ear Plugs	Steel cap safety boots	Spats	Gloves - general	Gloves - PVC	Gloves - welding	Barrier Cream	P2 Disposable Mask	P1 Disposable mask	Disposable vapour/particle mask	Replaceable cartridge Respirator	Hi-visibility clothing	Long sleeve shirts, long pants	Fall restraint	Disposable overalls	PVC Clothing	Apron	Sunscreen	Welding Jacket
Refuelling	M		M				R	M		M	M		R					M	M						R	
General Administration								R										R	R		M					
ACM Removal	M		M							M			R	M				M	M						R	
Operating mobile Equip										M								M	M						R	
Stop/Go Traffic M'tment	M		M							M	R							M	M						R	
Fencing/Barricading	M		M				M	M		M								M	M						R	
Mobile Equip Pre-starts	M		M				R	M		M								M	M						R	
LV Pre-starts	M		M							M	M							M	M						R	
Shovelling	M		M							M	M							M	M						R	
Spotter	M		M				R	M		R								M	M						R	
High Pressure Cleaning	M		M			M				M	M							M	M				R		R	
Concreting	M		M							M	M		R					M	M						R	
Servicing Plant/Equip	R		M				R	M		R	R							M	M			R			R	
General Oxy/Welding	R		M		M		M	M	M			M						M	M				M		R	M
General Maintenance	R		M				M	M		M			R					M	M	R	R				R	
Pedestal Drill	R	R	M			M				M								M	M							
<b>Activity</b>	<b>Head</b>		<b>Eye</b>				<b>Ear</b>	<b>Feet</b>		<b>Hands</b>				<b>Respiratory</b>			<b>Body</b>									

	Hard Hat	Hair Net	Safety Glasses	Mono-goggles	Oxy-goggles	Face Shield	Welding Helmet	Ear Muffs / Ear Plugs	Steel cap safety boots	Spats	Gloves - general	Gloves - PVC	Gloves - welding	Barrier Cream	P2 Disposable Mask	P1 Disposable mask	Disposable vapour/particle mask	Replaceable cartridge Respirator	Hi-visibility clothing	Long sleeve shirts, long pants	Fall restraint	Disposable overalls	PVC Clothing	Apron	Sunscreen	Welding Jacket
Grinding	R		M	R		M		M	M							R			M	M						M
Chemical Handling	M		M	M		M			M			M		M				M	M	M		R	R			
Working Outdoors	M		M					R	M		M			R					M	M					M	
Hand Drill	M		M					R	M		M								M	M						
Working Berth side	M		M						M		M								M	M						
Working at Heights	M		M						M		M								M	M	M				R	



AREA 1  
MISSION CONTROL  
SECURITY OFFICE  
CAR PARKS/HELIPAD  
WALKWAYS

AREA 2  
BERTH 2 OFFICES  
CARPARK

AREAS 3, 4 & 5  
BERTHS  
TUG PENS

AREA 6  
MAINTENANCE/ELECTRICAL