

SOUTHERN PORTS AUTHORITY PORT OF ESPERANCE

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE

SPAPLAN2

Document Users : **ALL EMPLOYEES**

Responsible Person : **OHS MANAGER**













Revision Trigger : **YEARLY**

Version	Prepared	Reviewed	Approved	Date	Description
4	M.Stevens	D Graham	D. Graham	31.03.17	Clarification for section 3.2.3 and 3.8.
3	A Niesler D. Graham	C. Waight M. Cole I. Handley E. Wierobiej T. Tyrell J. Walsh HSRs	D. Graham	27.03.17	Complete review and the reclassification from Standard to Procedure. Transferred to SPA approved procedure format, updated PPE zone map and addition to allowance.
2.1	M Stevens	B. Gallop C. Waight M. Cole I. Handley E. Wierobiej T. Tyrell HSRs	Remained in Draft		PPE Zone map updated; removal of Activity Selection Table; clarification of minimum PPE Issue
2	M. Stevens	B. Gallop	B. Gallop	15.06.15	PPE Zones added; PPE Zone map added; definition of safety helmet chin strap requirements, removal of safety glasses zones 1&2
1	M. Stevens	B. Gallop	B. Gallop	21.11.14	

DETAILS OF CURRENT REVISION CHANGES

Old Section	New Section	Details of Change
All sections	All sections	Completed revision of document

Important Summary Points

-  All PPE shall be Australian Standard approved and worn in the manner in which manufacturers intended and as per the training and instruction received at the time of issue or as designated by signage.
-  Only the current SPA company logo may be displayed on clothing or safety helmets of SPA PoE employees.
-  Hi-Visibility shirts and jackets with 50mm retro-reflective taping that can be seen from the front, side and back are to be worn.
-  Shirts with collars shall be worn buttoned with the sleeves rolled down and cuffs buttoned at the wrist.
-  Personal adornments and hair are to be confined so as to prevent entanglement.
-  Long trousers that cover the tops of the person's safety boots shall be worn.
-  Non PoE approved headwear, such as caps, bandanas or beanies, shall not be worn under a safety helmet, Australian Standard approved liners may be used.
-  Safety boots with ankle support shall be used by all personnel who work inside the designated Port security fenced area, which must be laced firmly to the top eyelet. Elastic sided safety footwear is not permitted.
-  Prescription safety glasses shall have approved hardened lenses compliant with AS1337 and be wrap around style or fitted with side shield protection.
-  All manual handling tasks require gloves, except where the task risk assessment deems that wearing gloves increases the risk to the employee
-  Gloves and non-metallic glove clips should be carried at all times when outside of an office environment.
-  PPE is to be inspected, cleaned and maintained at regular intervals.

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1. PURPOSE

The purpose of this procedure is to define the minimum standard for Personal Protective Equipment (PPE) on site at all times at Southern Ports Authority - Port of Esperance (SPA-PoE).

2. SCOPE

This procedure shall apply to all SPA PoE staff, port users and visitors.

3. PPE PROCEDURE STATEMENTS

Every reasonable and practicable measure is to be taken to eliminate hazards according to the Hierarchy of Controls (Eliminate, Substitute, Isolate, Engineer, Administrative, and Personal Protective Equipment).

In controlling hazards the use of PPE is considered a reasonable and practicable control and shall be accompanied by adequate training and education. All personnel are required to select and use approved Australian Standard PPE in order to provide themselves with the maximum level of personal protection.

All equipment shall be worn in the manner in which designers/manufacturers intended and as per the training and instruction received at the time of issue or as designated by signage and project specific documents. Adherence to this procedure is a condition of employment.

No person shall receive dispensation from wearing PPE without:

- A sound medical reason, supported by periodic medical certificates; and
- A risk assessment documenting additional controls that will be implemented in lieu of the PPE.

Where PPE requires regular testing and tagging e.g. fall protection PPE, testing and tagging will be conducted at a minimum of every three months and recorded in a register. The colour coded maintenance system, **RGBY** will be used to identify the inspection period.

3.1 AVAILABILITY

SPA-PoE will make available adequate PPE for all SPA-PoE employees. All other SPA PoE Port users are required to supply their own PPE in line with this procedure.

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.

At times work tasks may require special PPE to be sourced. This will require a risk assessment prior to the selection and procurement of the additional PPE including being reviewed and authorised by the relevant SPA PoE Team Manager and the SPA-PoE OHS Team.

3.2 SPA PoE APPROVED PPE

3.2.1 Clothing

Employees shall wear company issue clothing, which meets the intent of this procedure.

Only the current SPA company logo may be displayed on the clothing or safety helmets of SPA PoE employees.

Shirts shall be collared, long sleeved, constructed of cotton or other fire retardant material. Shirts shall be Hi-Visibility with 50mm retro-reflective taping that can be seen from the front, side and back. Shirts with collars shall be worn buttoned with the sleeves rolled down with cuffs buttoned at the wrist.

Clothing should be inspected on a regular basis and replaced if they are badly damaged or faded, or the retro reflective material has ceased to be fit for purpose.

Long trousers that cover the tops of the person's safety boots shall be worn.

No scarves or neck warmers are to be worn, personal adornments and hair are to be confined so as to prevent entanglement with any machinery, electrical equipment or other device at the workplace.

Visitors (personnel other than permanent employees and port users) shall wear as a minimum a long sleeved shirt and long trousers. If the visitor is required to enter an area where there are visibility related hazards the responsible person (escort) shall specify that a Hi-Visibility vest or approved Hi-Visibility shirt is required.

Specific requirements apply to personnel for electrical installations as detailed in the Code of Practice and Electrical Procedure SPAPR147 Arc Flash Protection.

3.2.2 Safety Helmet Protection

Safety helmets shall be worn in Areas B and C (3.8 PPE Zones) except: inside vehicles, offices, control rooms, machine cabins, crib rooms, designated workshops, and ablutions.

Non PoE approved headwear, such as caps, bandanas or beanies, shall not be worn under the safety helmet.

Where protection from the cold is required during normal operations, an approved safety helmet winter thermal liner may be used with the safety helmet. No hot works or live electrical work is to be conducted while wearing a liner and ear plugs are to be used in lieu of ear muffs.

Where protection from the sun is required an approved wide brim/over attachment should be fitted to the safety helmet.

Safety helmets shall remain as original issue with the exception of label tape for an individual's name and approved company issued safety labels (e.g. Emergency Response Team, First Aid, Isolator stickers etc.) Safety helmets shall not be worn back to front and under no circumstances can they be drilled, cut or modified in any way.

Replacement of safety helmets shall occur every two (2) years from the original date of issue. The date the safety helmet is issued must be recorded on the manufactures label inside the hat.

Chin straps shall be fitted to all safety helmets when working at heights and shall be worn whenever working within 1.5m of the water edge and while conducting mooring activities. Safety helmet straps must be correctly fitted to ensure that the safety helmet cannot fall off if an employee should slip or fall.

Bump caps are considered a lower level control and shall only be worn as approved by each Team Manager. Where there is a risk of impact by falling objects a safety helmet shall be worn. A risk assessment shall determine if the use of bump caps in specific areas is appropriate.

Specific PPE requirements apply to personnel for mooring specific tasks as prescribed in Mooring Operations Procedure PR020.

3.2.3 Foot Protection

Safety footwear (Steel/Composite capped footwear) complying with AS2210 Type 1 and Type 2 for electrical work shall be worn at all times unless in a controlled environment, such as an office, approved by a Team Manager or in Area A during a shift change.(3.8 PPE Zones).

Lace up safety boots with ankle support, which must be laced firmly to the top eyelet shall be used by all personnel who work outside of an office environment, inside the designated Port security fenced area. Elastic sided safety footwear is not permitted.

Composite capped toe safety shoes shall not be worn when working with powered cutting tools or grinders or penetrating tools as they do not provide the same protection as steel caps.

Safety footwear shall be replaced if the fabric on the toes of the safety footwear is worn away exposing the cap or when the tread becomes worn to the point where traction or heel support is compromised by extended wear-and-tear.

3.2.4 Eye Protection

SPA-PoE eye protection minimum requirement is to wear medium impact safety glasses with side shields or wrap around safety glasses. This is mandatory in all work areas and workshop environments including the Warehouse and Shed in Area A – except when inside offices, crib rooms or an enclosed vehicle cab, with all doors and windows closed.

Prescription safety glasses shall have approved hardened lenses and be wrap around style or fitted with side shield protection. See also section 3.4 Prescription Safety Glasses.

Clear safety glasses shall be used during the hours of darkness.

Safety glasses with clear or indoor/outdoor tinted lenses are to be worn when in sheds or workshops or storage areas.

Additional/alternative eye protection shall be worn for tasks, which involve flying particles or where there is the potential for eye or face damage/injuries to occur. Double eye protection shall be worn at all times when performing the following tasks.

- Grinding: Full-face visor and safety glasses or mono-goggles.
- Welding: Safety glasses and welding helmet.
- High pressure hoses: Full-face visor and safety glasses or mono-goggles.
- Using Chemicals: Goggles and Full Face Shield.
- Disc type cutting tools: Full-face visor and safety glasses or mono-goggles.

Mono-goggles shall be worn when working in high dust areas where injury is more likely.

When using angle grinders in restricted or confined work areas safety goggles should be worn as an alternative to a full - face shield.

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

Personnel changing from a welding task to grinding are required to change from the welding helmet / shield to a face shield visor and safety glasses as a minimum. Welding helmets are not to be used for grinding as the chipping lens can be confused with the anti-splatter lens which is not impact rated and will therefore offer no protection.

Eye wash stations are to be established where a risk of an eye injury from dust or airborne contaminants exists.

3.2.5 Hearing Protection

Hearing protection must be an approved type, fitted correctly, maintained in good order and selected to suit the noise level experienced at the time as well as any other conditions pertinent to the job being undertaken. Hearing protection shall be worn in designated hearing protection areas as indicated by signs or stickers.

Personnel shall wear hearing protection whenever they are exposed to a noise level of 82-dB (A) over a 12-hour shift or 85-dB (A) over an 8-hour shift.

For each 3 dB (A) increase in noise, level the exposure time shall be halved (e.g. 4 hours at 88 dB (A) 2 hours at 91-dB (A) etc.

In accordance with relevant state requirements, Managers shall provide resources to assess and control risks arising from exposure of personnel to noise in the workplace. Controls shall be implemented to reduce the exposure of employees to excessive noise. The following approved hearing protection shall be available:

- Disposable Ear Plugs;
- Ear Muffs (various attenuated ranges); and
- Suitable training will be conducted on a regular basis in accordance with statutory requirements.

Disposable Class 5 earplugs are the standard hearing protection equipment, however the appropriate type will be determined based on a noise assessment and with regard to the attenuation (noise reduction) properties of the hearing protection.

Earmuffs must be kept clean and maintained by the user. The muffs must be stored in a clean and protected area to reduce contamination and deterioration.

The use of personal headphones with multimedia or personal music devices shall be restricted to office and crib room areas and must not be worn in operational areas where full awareness of the surrounding work area is required.

3.2.6 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 undertaken as identified in the JHA or Safe Work Instruction.

Gloves and non-metallic glove clips should be carried at all times when outside of the office environment.

Specifically worn for all work involving the handling of materials where contact may result in a hand injury such as:

- Crush / pinch points;
- Cuts, scratches;
- Abrasions;
- Chemicals exposure;
- Potential dermatitis;
- Electric shock;
- High pressure gas / liquids (air gun / hydraulic jack);

- Fine objects (embedded);
- Exposure to grease and oils;
- Extremes temperature (hot and cold);
- Welding and cutting; and
- Loss of grip.

Tasks shall be risk assessed and gloves selected based on risk exposure, the task at hand, and the correct fit.

Only close fitting Kevlar or similar gloves are to be worn when operating rotating equipment or where gloves may become entangled in rotating parts.

The types of gloves available include (but are not limited to), welding, riggers, general duty, PVC, Nitrile, plastic, medical, Kevlar and anti-vibration.

3.2.7 Fall Protection

All safety harnesses, lanyards and attachment slings and devices shall conform to applicable Australian Standard.

Fall protection is required at any time, when:

- There is a risk that personnel may fall and injure themselves;
- Working outside of a handrail;
- Working from any Mobile Elevated Work Platform (MEWP) or man cage;
- An employee feels that such protection is required; and
- Undertaking a work task closer than 1.5m to an open edge.

Fall protection PPE shall be used only if other means of fall prevention cannot be used, or as part of an integrated solution, such as if working from a MEWP, working on a roof with edge protection, scaffolding etc.

All safety harnesses shall be full parachute type harnesses. Safety belts type shall not be used. Weight restrictions of harnesses must be reviewed prior to each use and abided by.

All safety harnesses used on site shall 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.

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.

Personnel using safety harnesses shall visually inspect their safety harness and lanyard daily prior to use and confirm they are using the correct weight rating.

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.

Fall protection PPE requires regular testing and tagging which will be conducted at a minimum of every three months and recorded in a register. The colour coded maintenance system **RGBY** will be used to identify the inspection period.

Any harness submitted to an actual load condition or found to be defective must be tagged "Out of Service" and reported to the applicable Team Supervisor.

3.2.8 Respiratory Protection

Selection, maintenance and use of respiratory protection devices shall comply with the Australian Standards.

Dust masks or other forms of respiratory protection such as respirators and supplied air equipment may be required where the inhalation of dust or other particulates is a health risk as identified in a risk assessment prior to the commencement of the task or as stated in the Safety Data Sheet (SDS).

Respiratory protection or supplied air shall be used if testing or analysis of the work task indicates hazardous exposure to airborne dusts, vapours or gases.

Users of disposable and non-disposable respiratory protection in designated areas and for specific work should be clean shaven to fit the device and a fitting test must be conducted prior to use.

Fulltime users of non-disposable respiratory protection requiring a seal shall be tested with its user for facial seal integrity before first use and annually.

Where compressed air is used as supplied air, it shall be medical air, or air filtered, tested and comply with the Australian Standard.

Where reticulated breathing air is installed, fittings shall be unique to breathing air and outlets shall be labelled accordingly. Where compressed air is used for process purposes and there is potential for back-flow or cross contamination, then it shall not be used for breathing air.

Respirators shall not be shared unless disinfected between users (for example, in a training scenario) or in an emergency.

Where emergency escape respirators are provided, users shall be trained in their specific use and the respirators shall be maintained to manufactures requirements.

Where the airborne contaminant is dust alone, or dust and low-level nuisance contaminants, combined dust / gas cartridges shall be replaced in accordance with manufacturer's recommendations or immediately when either:

- Breathing resistance noticeably increases; or
- Dust or contaminant can be smelled or tasted.

NB. Specialist training is required for self-contained and supplied air breathing apparatus.

3.2.9 Sun Protection

Neither heat nor high temperatures are related to levels of UV radiation. A Sun Smart UV Alert is issued by the Bureau of Meteorology (BOM) whenever the UV Index is forecast to be 3 or above.

Where practicable, safety helmets should be fitted with a brim attachment or legionnaire cover. Sun shades (safety helmet attachments) are available and should be worn where appropriate to protect the face and neck from the effects of sunlight. They should be broad brimmed (min 75mm wide) or bucket-type and worn when the UV index is predicted to be 3 (moderate) or above.

Sun protective hats, worn outside the designated safety helmet areas, should always be worn in conjunction with other forms of sun protection (i.e. Sunscreen) that complies with Australian Standard 4399, 30+ sun screens will be made available for all employees.

3.2.10 Hair Protection

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

Beards and facial hair should be trimmed or confined to avoid being caught in machinery, plant and equipment.

Personnel required to wear respiratory protection should be clean-shaven.

3.3 MINIMUM PPE ISSUE ALLOWANCE

SPA-PoE personnel working primarily inside the designated Port security fenced area, will be issued with the following PPE at the commencement of their employment and every:

12 months:

- 4 x long sleeve cotton drill shirts – Hi-vis with 50mm reflective strips;
- 4 x sets of trousers – drill; cargo; reinforced knee or denim; and
- 5 x pairs of socks.

2 years:

- 1 x cotton drill tradesman jacket; and
- 1 x wet weather 5 in 1 jacket.

As required basis:

- 1 x pair of safety boots;
- 1 x pair of clear and tinted safety glasses;
- 1 x safety helmet with chin strap;
- wet weather gear; and
- speciality PPE.

SPA-PoE administration personnel who will visit or work inside the designated Port security fenced area, will be issued with PPE at the commencement of their employment and then after every 12 months of service with the following:

- 4 x long sleeve cotton drill shirt – Hi-vis with 50mm reflective strips or
- 1 x hi-vis vest to be worn over a buttoned up long sleeve shirt;
- 4 x set of trousers - drill; cargo; reinforced knee or denim;
- 1x pair of safety boots
- 5 x pairs of socks;
- 1 x safety helmet with chin strap – as required; and
- 1 x pair each of clear and tinted safety glasses.

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

3.4 PRESCRIPTION SAFETY GLASSES

3.4.1 Purchasing Safety Glasses

If an employee is required to wear prescription safety glasses for work, SPA-PoE will supply one (1) pair of prescription safety glasses per twelve (12) months of service up to \$300 per eligible pair of glasses compliant to AS1337. If the employee is required to work both dayshift and nightshift, the employee will be provided with one (1) pair each of clear and tinted safety glasses per twelve (12) months of service. Transition lenses are optional.

SPA-PoE Stores Manager will complete the appropriate paperwork after the request has been processed by the People and Organisation (P&O) Team and give to the employee to take to the company nominated optometrist to purchase the required glasses. The employee will select from the authorised range of glasses and lenses.

When the glasses are ready to be picked up, the optometrist will provide the employee with a certificate of compliance to Australian Standards. The employee is responsible for ensuring that this certificate is given to the P&O Team for the employee files.

The employee is to pay any expenses above \$300 at pickup from the company nominated optometrist store.

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

3.4.2 Replacement of Safety Glasses

Prescription safety glasses will be replaced according to:

- Update or Upgrade – after 12 months of service or if the employee requires a new prescription as their vision has decreased. This update or upgrade will be as per section 3.4.1 Purchasing Prescription Safety Glasses.
- Lost – if the employee loses their prescription safety glasses, the cost of replacement will be the responsibility of the employee.
- Breakage, Damage or Scratching – If prescription glasses are broken or damaged due to a work related incident, they will be replaced by SPA-PoE using the provision of prescription safety glasses in section 3.4.1.

3.5 CLEANING OF PERSONAL PROTECTIVE EQUIPMENT

PPE should be inspected, cleaned and maintained at regular intervals or as instructed by the Supervisor. Guidance should be sought from the manufacturer or supplier of the PPE as to cleaning methods and substances to be used to ensure that the item is not damaged.

As a general rule, cleaning should be done with detergent and water. Gloves should be worn during cleaning. Items should be washed and scrubbed to remove all visible contaminants. Care should be taken to avoid splashing. Eye protection should be worn if splashing is likely to occur.

It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards.

3.6 TRAINING

All personnel required to wear PPE shall be provided with relevant training which will include the selection, use, fitment, and maintenance prior to its use. Further training should be provided every two years or as required.

3.7 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.

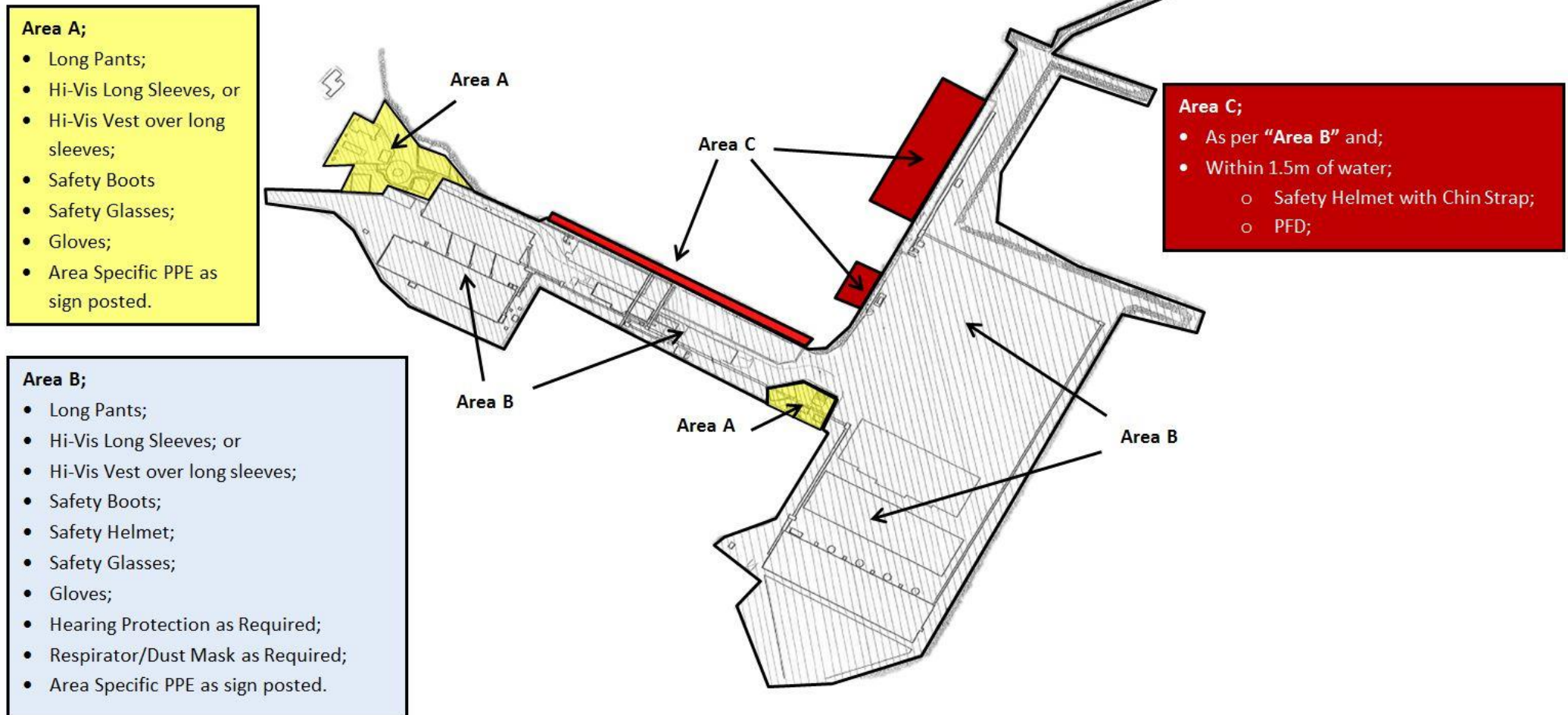
Supervisors and Managers are to monitor work practices on a continuing basis, to ensure that all personnel wear suitable PPE for the task being carried out.

3.8 PPE ZONES

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

- **Area A:** Long pants, hi-vis long sleeves (buttoned up) or hi-vis vest over long sleeves, safety boots, safety glasses, gloves (people who are starting shift or ending shift may enter and leave via the most direct route in casual clothes, e.g. from vehicles to change room).
- **Area B:** Long pants, hi-vis long sleeves (buttoned up) or hi-vis vest over long sleeves, safety boots, safety helmet, safety glasses, gloves, hearing protection as required.
- **Area C:** As per “**Area B**” and safety helmet with chin strap and Personal Flotation Device (PFD) within 1.5m of water’s edge.

3.8.1 PPE Zones Map



4. DEFINITIONS

Definition	Meaning
Approved	Meeting relevant Australian Standards
Employees	Any person working for Port of Esperance or under a contract of employment, apprenticeship or other agreement thus including contractors, sub-contractors and vendors.
ERT	Emergency Response Team
Hi-vis	High Visibility
JHA	Job Hazard Analysis
PFD	Personal Flotation Device
PO Department	People and Organisation Department (formerly HR)
PPE	Personal Protective Equipment
SDS	Safety Data Sheet
Shall	Mandatory
Should	Recommended
SPA PoE	Southern Ports Authority, Port of Esperance

5. REFERENCES

External

- Mines Safety and Inspection Act 1994
- Mines Safety and Inspection Regulations 1995
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4602 - High Visibility Safety Garments
- AS/NZS1801 - Head Protection
- AS/NZS 2210 – Safety Footwear
- AS/NZS1337 & AS/NZS1337.1 Eye and Face Protection
- AS/NZS1338.1 - Eye Protection for Welding
- AS/NZS1270 - Hearing Protection
- AS/NZS 2161 – Occupational Protective Gloves
- AS/NZS 2225 – Insulating Gloves for Electrical Purposes
- AS/NZS 1891 – Industrial Fall-Arrest System & Devices

Personal Protective Equipment (PPE) Procedure

- AS/NZS 1715 – Selection, Use and Maintenance of Respiratory protection Devices
- AS/NZS1716 - Respiratory Protection
- AS/NZS 4399 – Sun Protective – Evaluation

Internal

- Electrical Procedure, Arc Flash Protection, SPAPR147
- Mooring Operations Procedure, PR020