

Personal Protective Equipment (PPE) Procedure

1. Purpose

To outline the requirements and circumstances under which Personal Protective Equipment (PPE) shall be worn and to describe methods for reducing risk of personal injury through the selection, provision and use of PPE.

2. Scope

This document applies to all workplaces and workers for ANC and applies to all aspects of work undertaken on behalf of ANC.

3. Definitions

ANC

All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by or under contract or lease to ANC.

Worker

Any person who carries out work for ANC. This includes employees, contract carriers, volunteers, trainees/apprentices, work experience students and labour hire companies.

Personal Protective Equipment (PPE)

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

4. Responsibilities

Managers and Supervisors

- Documenting and reviewing this procedure;
- Identification of situations requiring the compulsory wearing of PPE
- Ensuring that appropriate PPE is readily available where it has been identified as a necessary risk control method. Replacements will be provided on a “fair wear and tear” basis;
- Ensuring all workers, contractors and visitors comply with this procedure;
- Ensuring appropriate training is conducted in the correct use, fit and maintenance of PPE
- Encouraging and promoting compliance with this procedure; and
- Offer support and encourage repeat offenders to seek counselling.

Workers

- Adhering to this procedure;
- Wearing PPE correctly;
- Maintenance of PPE i.e. visually inspecting PPE at least weekly for deterioration due to wear, damage or fading;
- Requesting replacements of PPE as required; and
- Refusal to wear PPE in designated areas will evoke disciplinary action

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5. Procedure

Appropriate PPE shall be selected with reference to relevant Australian and International Standards, Safety Data Sheets (SDS), and manufacturers/supplier's information. The following factors shall also be considered:

- Compatibility with other forms of PPE required for a particular task;
- Suitability of PPE i.e. provides adequate level of protection against the risk, and does not create additional health or safety concerns;
- Correct fit and comfort;
- Compatibility with the physical requirements of tasks e.g. manipulation, manoeuvrability, visual aspects etc.

Any worker authorised to purchase PPE must follow the ANC Purchasing Procedures. No item of PPE is to be altered in any way as this may reduce the level of protection provided

6. Training

Training in the type of PPE implemented should be provided during induction into a new job and as part of on-going training needs.

The training should include information on:

- Correct use of PPE;
- Comfort and fit requirements;
- Storage and maintenance of PPE, particularly the risks caused by incorrect use or maintenance of the equipment; and
- Emergency procedures in case of special risks e.g. chemical spill or fires;

Refresher training shall be provided to all workers when deemed necessary depending upon the PPE (e.g. refresher training will not be required on high-vis clothing).

7. References

- Work Health and Safety Act
- Work Health and Safety Regulation
- Supplement 1 to Risk Management Advisory Standard – Personal Protective Equipment
- Australian Standard 1715: Selection, use and maintenance of respiratory protective devices
- Australian Standard 1270: Acoustics – Hearing Protectors
- Australian Standard 2161: Occupational protective gloves – selection, use and maintenance
- Australian Standard 2162.2: Occupational protective gloves – general requirements
- Australian Standard 2210.1: Occupational protective footwear – guide to selection, care and use
- Australian Standard 1067: Eye protectors for industrial applications
- AS/NZS 1801: Occupational protective helmets
- AS/NZS 4602: High visibility safety garments

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