



WHS-PRO-021

Personal Protective Equipment Procedure

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PURPOSE

The purpose of this procedure is to ensure Personal Protection Equipment (PPE) is introduced carefully, used properly and regularly maintained and monitored. Personal Protective Equipment (PPE) will not remove the hazard itself, nor will it provide permanent or total protection however, it does have an important role in the WHS program. PPE at the Sydney Harbour Federation Trust includes protection for head, eyes, respiratory system, hands and feet as well as protective clothing.

SCOPE

This procedure applies to the assessment of hazards, selection of PPE and the control of the issue, use and maintenance of PPE. PPE includes protection for head, eyes, respiratory system, hands and feet as well as protective clothing. These requirements apply to all workers and visitors under the control of the Harbour Trust.

REFERENCES

- AS/NZS ISO 45001:2018 Occupational Health and Management Systems – Requirements with guidance for use
- WHS Regulation 2011 – Chapter 3 General risk and workplace management, Division 5 Personal protective equipment
- NSW Code of Practice – How to manage work health and safety risks, August 2019

DEFINITIONS

Personal Protective Equipment

Clothing or equipment required to be worn or used by a worker to reduce the risk of harm or injury.

ACTIONS AND RESPONSIBILITIES

Management of PPE

- Sydney Harbour Federation Trust shall assess the workplace to identify hazards that necessitate the use of PPE and suitable PPE will be identified.
- All PPE shall be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition.
- Care shall be taken to recognise the possibility of multiple and simultaneous exposures to a variety of hazards and adequate protection against the highest level of each hazard shall be provided.
- Careful consideration shall be given to the comfort and fit of PPE to ensure that it will be used.
- PPE devices shall be available in a variety of sizes.
- In cases where items of PPE are required to be worn together it shall be confirmed that no piece will compromise the protection provided by another.
- Sydney Harbour Federation Trust has identified appropriate PPE in Table 1. Identification of PPE

PPE Selection and Use

- Only those items of protective clothing and equipment that meet Australian Standards are accepted for use.
- Newly purchased PPE shall conform to current Australian Standards.

Care and Inspection of PPE

- Hard Hats: shall be inspected for cracks and damage prior to daily use. Hard hats shall be cleaned as necessary with a mild soap and water solution. Damaged hard hats and accessories shall be replaced immediately.
- Hearing Protection (over ear): shall be inspected regularly and cleaned as necessary using a mild soap and water solution.
- Hearing Protection (Disposable internal): to be replaced daily or if damaged.
- Cotton Coveralls: shall be cleaned using regular laundry facilities. Cuts and abrasions in the fabric may be repaired using common thread, sewing techniques, and iron-on patches as required.
- Safety Glasses (both prescription & non-prescription): shall be cleaned using a lens cleaning solution and lens cleaning cloth. Damaged lenses and removable side shields shall be replaced by the supplier.
- Gloves: shall be replaced when heavily soiled, heavily worn, or torn.
- High-visibility clothing shall have highly reflective properties and/or a colour that is easily discernible from any background, as well as a pattern of retro-reflecting parts that helps to distinguish between objects and people. High-visibility vests shall be of the fit that is roomy enough for comfort but fitted enough to avoid becoming entangled or hung up. Vests should also be adjustable for multiple users. Vests shall be maintained in a clean fashion to allow for the greatest reflective capability.

PPE Cleaning and Maintenance

- PPE shall be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.
- PPE is to be inspected, cleaned, and maintained by workers at regular intervals as part of normal job duties so that the PPE provides the requisite protection. Sites Managers are responsible for ensuring compliance with cleaning and maintenance.
- If an item of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of their manager.
- PPE that is in disrepair or is not able to perform its intended function shall not be worn.
- Contaminated PPE which cannot be decontaminated shall be disposed of in a manner that protects workers from exposure to hazards and in compliance with environmental regulations.

Information, Training and/or Instruction

- Sydney Harbour Federation Trust shall ensure that workers have the information, training and/or instruction necessary in relation to the correct use, care, limitations, and assigned maintenance of the PPE and periodic re-training shall be offered and coordinated, as needed.
- Information, training and/or instruction shall include, but is not limited to, the following subjects:
 - When PPE use is necessary.
 - What type of PPE is necessary.
 - How to properly use PPE.
 - The limitations of the PPE.
 - The proper care, maintenance, useful life, and disposal of the PPE.
- Information, training and/or instruction shall take place:
 - as part of new employee induction.
 - when changes are made, or any new types of PPE are issued
 - when an employee demonstrates a lack of understanding and skill required using PPE.
 - when changes in the workplace render previous information, training and/or instruction obsolete.

Table 1. Identification of PPE

Item	When Required
Hats / Caps	Where a position requires outdoor work on a frequent and continual basis.
Hard Hats	In workshop areas/inside buildings during construction work or while performing work tasks as indicated by a Risk Assessment.
Gloves	For all manual handling tasks as indicated on a Risk Assessment.
Hi-Vis Vests	On all construction sites or as indicated on a Risk Assessment.
Safety Glasses (dark) Outside	Where indicated on a Risk Assessment. In dust/sun/glare/wind.
Safety Glasses (clear) Inside	In workshop areas/inside buildings during construction or maintenance while performing work tasks or where indicated on a Risk Assessment or SDS.
Hearing Protection	In noisy work environments/workshop areas/inside buildings during construction work or where indicated on a Risk Assessment.
Toe protective Boots or Shoes	In workshop areas/in construction areas/when working outdoors on a continual basis in bush or parkland areas or as indicated on a Risk Assessment.
Dust Mask/ Breathing Apparatus	In workshop areas/inside dusty buildings or work areas, during construction or maintenance work or as indicated on Risk Assessment.
Coveralls	In asbestos containment and removal, extreme dusty conditions or as indicated on a Risk assessment.
All PPE and Safety Equipment	High Risk Work As indicated on Risk Assessment.