

Personal Protective Equipment Procedure

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1. PURPOSE

- 1.1. This procedure applies to all employees directly employed by Ecoplant & Seeddown and all Business Units and entities owned or managed by Ecoplant & Seeddown.
- 1.2. The purpose of this procedure is to detail the requirements for the supply, use, acquisition, storage and maintenance of Personal Protective Equipment (PPE) to ensure that the staff of Ecoplant & Seeddown and others are not harmed.
- 1.3. Personal Protective Equipment (PPE) and clothing must be provided to and must be worn by all persons when:
 - a hazard cannot be eliminated or reduced by elimination, substitution, engineering or administrative controls (the hierarchy of controls); or
 - specific protection is required by legislation, Codes of Practice or Australian Standards, or manufactures instructions.

2. RESPONSIBILITIES

- 2.1. Managers /Supervisors of Ecoplant & Seeddown must ensure that:
 - PPE is used properly in accordance with the manufacturer's instructions;
 - PPE fits correctly and is reasonably comfortable for the employee who is to use or wear it;
 - PPE does not interfere with any medical conditions of the employee using the PPE;
 - employees are instructed and trained in how to use, maintain and store the PPE;
 - appropriate signs are used to remind employees where PPE must be worn; and
 - periodic assessments are carried out to ensure PPE is used properly and is effective.
- 2.2. An employee or any other person who is provided PPE by Ecoplant & Seeddown must:
 - use or wear the PPE in accordance with any information, training or reasonable instruction provided by Ecoplant & Seeddown, so far as they are reasonably able;
 - not intentionally misuse or damage the PPE;
 - advise their Manager/Supervisor of any damage, defect or need to clean or decontaminate any of the PPE they are aware of;
 - consult with their Manager/Supervisor if the PPE is uncomfortable or does not fit properly.

3. DEFINITIONS

- 3.1. **Personal Protective Equipment (PPE)** - is anything used or worn by a person to minimise risk to the person's health or safety and includes a wide range of clothing and safety equipment. PPE includes boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses and high visibility clothing etc.

4. REFERENCES

- 4.1. Safety Policy
4.2. Relevant WHS legislation
4.3. Relevant Codes of Practice

5. PROCEDURE

5.1. Supply and Use of PPE

PPE and administrative controls are lowest on the hierarchy of control measures. PPE does not control the hazard at the source and should not be relied on as the main control measure unless it is a temporary or interim measure or when options higher on the list of controls have been exhausted. PPE can be used effectively in conjunction with other control measures to manage exposure to a risk.

The effectiveness of PPE as a control measure is limited as it can:

- be uncomfortable to wear
- make working difficult
- create other risks to a person's health and safety
- be expensive in the long term

Ecoplant & Seeddown must supply PPE to employees, visitors and others when hazards cannot be controlled by implementing the hierarchy of controls or when it is specifically required under legislation. Safety devices and control equipment (such as exhaust or fume extraction systems and guards) must be in use at all times and PPE is to be an adjunct to these control measures.

Individuals must wear PPE as instructed by the Supervisor, by a Safety Data Sheet (SDS), risk assessment or a safe work procedure.

PPE is one of the least effective ways of controlling risks to work health and safety and should only be used:

- when there are no other practical control measures available (as a last resort);
- as an interim measure until a more effective way of controlling the risk can be used;
- or
- to supplement higher level control measures (as a back-up).

5.2. Selection / Acquisition

Selection processes for choosing the right PPE must involve consultation with employees and their representatives and should also include:

- a detailed evaluation of the risk and performance requirements for the PPE;
- compatibility of PPE items where more than one type of PPE is required (for example ear muffs with a hard hat);
- consultation with the supplier to ensure PPE is suitable for the work and workplace conditions; and
- preference for PPE that complies with the relevant Australian Standard or equivalent standard.

5.3. Maintenance

PPE must be maintained, repaired or replaced so it continues to minimise the risk to the employee who uses it. This includes ensuring the equipment is:

- clean and hygienic; and
- in good working order.

The PPE must be maintained to ensure, so far as is reasonably practicable, that it is used for work by the employee.

5.4. Training

Training should cover arrangements for the provision, correct use, storage and maintenance of PPE and should be done:

- when new employees start work
- when you get new PPE
- to refresh employee's memories from time to time

A record of all training provided must be kept.

6. RECORDS

- 6.1. All documentation must be retained by the Company for a period not less than seven (7) years from the date that the documentation was brought into existence.

7. REVIEW

- 7.1. Annual