

STANDARD OPERATING PROCEDURE

SAFETY Everyone. Everywhere. Every day

PERSONAL PROTECTIVE EQUIPMENT

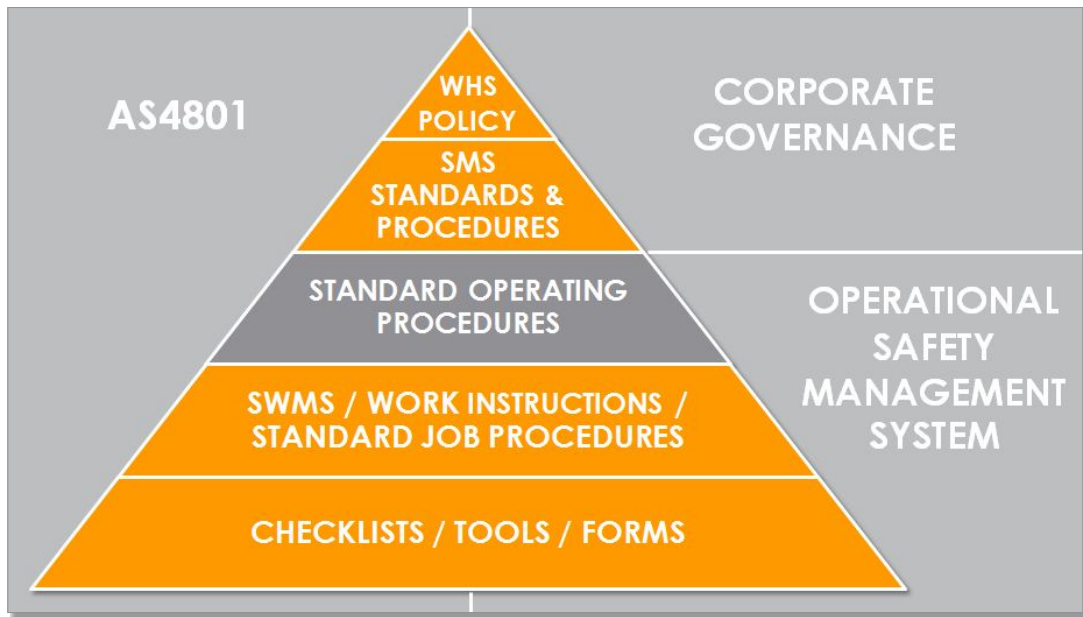
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1. SMS DOCUMENT HIERARCHY



2. PURPOSE

This Standard Operating Procedure (SOP) documents Queensland Urban Utilities (QUU) approach to the management of personal protective equipment (PPE). The purpose of this procedure is to outline the requirements of selecting, use, maintenance and management of PPE to adequately manage and to minimise the risk of injury or harm to workers and contractors.

3. SCOPE

This SOP applies to all QUU employees and contractors when undertaking work on behalf of QUU.

4. DEFINITIONS AND ACRONYMS

Attenuation – The reduction of a noise level from a source by shielding, distance or ground effects.

Explosive atmosphere – area where flammable or combustible materials are handled. These areas pose a danger of an explosion or fire occurring.

Hazardous area – an area in which an explosive atmosphere is present, or may be expected to be present, that requires special precautions to be taken to eliminate potential ignition sources. The explosive atmosphere may be caused by a) the presence of a flammable liquid, gas or vapour; b) the presence of combustible dust in suspension or in layers; or c) a combination of explosive gas and dust atmospheres.

HSR – Health and Safety Representative.

Manager – as per QUU naming conventions, the Manager who has direct responsibility for the activity being performed or the area the activity is occurring in.

Officer – as per section 9 of the Corporations Act 2001 (Cth) is a person who makes, or participates in making decisions that affect the whole, or a substantial part, of the organisation's activities. Specific to QUU, a QUU officer has been defined as Board Members; Chief Executive Officer (CEO); Executive Leadership Team Members; Operational General Managers.

Personal Protective Equipment – anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

PPE – acronym used for personal protective equipment.

Supervisor/PICOW – term used for any QUU employee who acts or is appointed as a Supervisor, Coordinator or Team Leader within QUU.

WHS – acronym used for Work health and safety.

WHSQ – acronym used for Workplace Health and Safety Queensland.

Worker – employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and PCBUs who are individuals if they perform work for the business

5. ROLES AND RESPONSIBILITIES

Outlined below are responsibilities specific to operational plant management requirements at all QUU-controlled worksites.

5.1 QUU EXECUTIVE

QUU Executive and Senior Management (CEO, ELT, General Managers – Officer and Non-Officer Appointed) are responsible for overseeing and ensuring the implementation of the requirements of this SOP and related procedures within their respective functional areas. This includes:

- Ensuring all tasks are assessed to identify the required PPE; and
- Ensuring appropriate management practices are implemented to make sure that PPE is a) available, used and maintained and b) regularly monitored and reviewed to ensure effectiveness.

5.2 MANAGER

Managers in all operational areas and QUU worksites are responsible for ensuring the implementation of this SOP. This includes:

- Facilitating adequate resourcing to ensure the provision of PPE is sufficient;
- Ensuring all applicable employees are aware of this procedure;
- Ensuring personnel are trained in the selection, use and maintenance of PPE for all work environments; and
- Ensuring that workers are made aware of this SOP and meet the expectations of QUU to comply with this SOP.

5.3 SUPERVISOR/PICOW

Supervisors and Team Leaders in all operational areas and QUU worksites are responsible for ensuring that the following is undertaken to minimise exposure to hazards and risks including:

- Ensuring sufficient PPE is available for all work environments and is correctly used and maintained;
- Ensuring all workers are familiarised with the relevant parts of this SOP;
- Documenting and retaining records of inspections; and
- Providing appropriate training, instruction and supervision for workers.

5.4 WORKER

All workers must ensure that they:

- Do not interfere or alter any PPE;
- Follow the requirements detailed in this SOP and associated documents;
- Wear PPE in the manner instructed, which is supplied by QUU; and
- Report any PPE defects/damage immediately to their supervisor; and complete a QUU WHS Incident Report (in QPulse) in accordance with QUU WHS incident reporting procedures.

5.5 CONTRACTORS

At all times when performing work on a QUU site or for/on behalf of QUU, contractors must meet or exceed this or other related procedures. This includes satisfying the roles and responsibilities detailed in this section (i.e. as a worker) and:

- Providing adequate PPE that is specific to the task requirements to ensure implementation of the requirements of this SOP in a timely and effective manner in all areas where work is undertaken.

- Complying with this SOP and all relevant legislation, codes of practice, standards and licensing requirements that apply to their respective scope of work.

5.6 QUU SAFETY TEAM

QUU Safety Team will work with the business to ensure:

- The establishment, review and continual improvement of management systems, arrangements and related procedures relating to the management and use of PPE; and
- The provision of advice to assist in the active management and resolution of hazards and risks that require PPE and to ensure these are managed in accordance with QUU SMS and relevant legislative requirements.

6. QUU RELATED DOCUMENTS

- WHS Hazard and Risk Management Standard (STD136)
- WHS Hazard and Risk Management Procedure (PRO363)
- WHS Hygiene Maintenance SOP Standard Operating Procedure (PRO423)
- WHS Signage Standard Operating Procedure (PRO422)
- WHS Noise Standard Operating Procedure (PRO421)

7. PROCEDURE

PPE is the least preferred control method to reduce the risk of exposure to a hazard. PPE shall be used when no other risk control methods are available or practicable, where required by legislation or to increase protection in conjunction with other control methods.

The PPE requirements are to be selected after reviewing the hazards and risks for each site and activity. PPE selected must comply with Australian Standards. Signage in the work area must reinforce the PPE requirements. Refer to WHS Safety Signage Standard Operating Procedure PRO422 for further details.

7.1 GENERAL

- PPE must be used, maintained and stored in accordance with the manufacturer's instructions and/or relevant Australian and New Zealand Standards.
- PPE must only be used in the manner for which it is intended and must not be modified in any way.
- PPE must be visually inspected before each use and any damaged PPE must not be used.
- PPE needing repair must be removed from use and appropriately tagged as unserviceable until it is suitably repaired or replaced. Reusable PPE must be cleaned in accordance with the manufacturer's instructions to maintain a high level of hygiene.
- Workers requiring PPE shall be trained in its correct use, maintenance, fault detection, disposal and storage requirements.
- PPE shall be stored in a dedicated, readily accessible area free from contaminants;
- Sites must document and monitor any necessary PPE maintenance or replacement schedules;
- Workers and contractors undertaking work on behalf of QUU at a non-QUU site shall comply with the PPE requirements of the non-QUU site, providing that they meet the minimum QUU PPE requirements.
- All workers shall ensure PPE is in serviceable conditions at all times.
- PPE must only be selected from the Preferred Supplier List.

7.2 HEAD PROTECTION

- All hard hats used on QUU sites must comply with *AS/NZS 1800:1998 – Occupational Protective Helmets – Selection, Care and Use*. Hard hats are required for all QUU workers, contractors and visitors in designated "Safety Helmet Areas" and during overhead works.
- Only 50+ SPF orange snap plastic brims are to be used.

- Hard hats must be replaced every 2 years from issue date.
- Caps and other non-religious apparel must not be worn under hard hats.

7.3 EYE PROTECTION

- All eye protection must comply with *Australian Standard AS/NZS1336:1997 – Recommended Practice for Occupational Eye Protection*.
- Safety spectacles with side shields must be used in areas where the risk of eye damage from flying particles exists.
- Goggles must be used when extra eye protection is required.
- Face shields are considered additional protection for high temperatures, high density / impact particles or against chemical splashes and are not an alternative to goggles.
- Employees requiring prescription safety glasses will be required to supply them for their own use. Eye protector side frames or over-glasses will be provided by QUU and must be worn and comply with *AS/NZS 1337:2010 – Personal Eye Protection – Eye and Face Protectors for Occupational Applications*.
- Contact lenses must not be worn during welding or near welding activities, or whilst handling or working near dry or wet chemicals.
- Eye protection worn at night must be clear (non-tinted).
- Tinted safety glasses that offer UV protection are recommended when working outside during daylight hours.

7.4 HEARING PROTECTION

- QUU will establish and maintain a Hearing Conversation Program.
- All hearing protection must comply with *Australian Standard AS/NZS1269:2005 – Occupational Noise Management-Acoustics (series including AS/NZS 1269.3)*.
- Selection of hearing protection must be on the basis of attenuation of the different frequency component of the offending noise. WRAPs must include the required hearing protection.
- All QUU workers must conduct a personal fit check of the hearing protection device before each use to ensure it is appropriately fitted. QUU workers must be deemed competent to conduct a personal fit check.
- Hearing protectors must be worn throughout the period of exposure to noise above 85 dB(A) as per the WHS Noise Standard Operating Procedure PRO421.

7.5 HAND PROTECTION

- All hand protection must comply with *AS/NZS 2161.1:2000 – Occupational Protective Gloves – Selection, Use and Maintenance*.
- Gloves are available in many different materials depending on the protection required (e.g. cotton, rubber, PVC, stainless steel mesh, Kevlar, leather etc.). Selection must be based on the protection required for the particular hazards involved. They may be of wrist or elbow length. The type of glove to be used shall be identified in the risk assessment.

7.6 FOOT PROTECTION

- Foot protection must comply with the *Australian Standard AS/NZS 2210 Series including AS/NZS 2210.1:2000 – Occupational Protective Footwear, Guide to Selection, Care and Use*;
- Safety Footwear – QUU approved laced ankle high boots are compulsory at all work site locations except where the risk of foot injury has been assessed as being low (e.g. in an office environment). Boots must be worn in the manner instructed by the manufacturer.

7.7 RESPIRATORY PROTECTION

- All respiratory protection must comply with *Australian Standards: AS/NZS1716:2012 - Respiratory Protection Devices*; and *AS/NZS1715:2009 – Selection, Use and Maintenance of Respiratory Protective Devices*. The risk assessment of the respiratory hazard must be made to ensure the correct degree of protection is provided (e.g. full face, half face, correct filters etc.).
- All asbestos removal tasks must document in the SWMS the requirement of Respiratory Protective Equipment (RPE).
- All QUU workers and contractors required to wear respiratory protection must undertake a facial fit test to identify the appropriate make and size of respirator for their face shape. Fit testing of QUU workers is to be conducted by a competent person. Fit checks ensure the respirator is sealed over the bridge of the nose and mouth and that there is no gap between the respirator and the face.
- All QUU workers must conduct a personal fit check of the respiratory device before each use to ensure it is appropriately fitted. QUU workers must be deemed competent to conduct a personal fit check prior to the commencement of work.
- To perform a fit test:
 1. Place respirator on the face;
 2. Place headband or ties over the head and at the base of the neck;
 3. Compress the respirator to ensure a seal across the face, cheeks and bridge of the nose;
 4. Check the positive pressure seal of the respirator by cupping the facial vents and gently exhaling. If air escapes, the respirator needs to be adjusted;
 5. Check the negative pressure seal of the respirator by gently inhaling. If the respirator is not drawn in towards the face, or air leaks around the face seal, readjust the respirator and repeat the process, or check for defects in the respirator.
- QUU workers and contractors are to be cleanly shaven when wearing half-face or full-face respirator. It is essential that an adequate face seal is achieved to prevent harmful particulates from being inhaled as outlined in *AS/NZS1716* and *AS/NZS1715*.

7.8 PROTECTIVE CLOTHING

- QUU workers are to wear the uniforms provided.
- Those workers who work with or near electricity must wear appropriately rated clothing.
- All QUU workers, visitors and contractors are to ensure that they wear button cuffed long shirts and long trousers to provide 50+ SPF sun protection. Cotton-only uniforms must be worn when performing welding or flame cutting tasks or in work areas where there is a risk of fire.
- High-visibility retro-reflective protective clothing must be worn at night, in conditions where visibility is poor (such as at dawn and dusk) or where there is a high risk of interaction between personnel and vehicles or mobile plant and equipment.
- Workers undertaking welding tasks must wear task-specific eyewear, gloves aprons and other PPE as identified by risk assessment.
- Workers involved in laboratory work are required to wear task-specific PPE, including lab coats, high protection safety glasses, enclosed footwear, high-temperature heat-resistant gloves and dust masks as identified by risk assessment.
- Workers working in designated hazardous areas (i.e. areas where an explosive atmosphere is or may be present) must ensure they wear cotton-based high visibility PPE only (i.e. no reflective strips), and must not carry on their person any potential ignition sources (e.g. power tools, mobile phones, grinders etc.).
- Chemical protective clothing may be required when handling chemicals (refer to Safety Data Sheet for chemical being used) and should be identified in the risk assessment.

7.9 DISPOSABLE PPE

- To prevent the potential transmission of communicable, infectious and parasitic diseases, all employees working in the belt press or around sewage must wear the following:
 - P2 disposable masks;
 - Disposable coveralls;
 - Disposable boot covers;
 - Occupational Protective gloves; and
 - Face shields where splashing may occur.

For further information on staff hygiene maintenance, please refer to WHS Hygiene Maintenance Standard Operating Procedure PRO448.

- For all workers involved in asbestos removal, appropriate disposal PPE will be provided on site. Please refer to WHS Hazard and Risk Management Standard Operating Procedure PRO363 for further details.

7.10 OUTDOOR COMMUNITY OR SOCIAL ACTIVITIES

When working outdoors, QUU workers must wear:

- Wide brim hats;
- Long sleeve shirts (where appropriate by risk assessment);
- Long trousers (where appropriate by risk assessment);
- Enclosed footwear;
- Regularly applied 50+UV sunscreen;
- Insect repellent (where required); and
- Tinted safety glasses or equivalent or personally supplied sun glasses as appropriate to the activity.

8. REFERENCES

The following references contain information used in the preparation and development of this PPE SOP:

- Queensland Work Health and Safety Act 2011;
- Queensland Work Health and Safety Regulations 2011;
- AS/NZS 1800:1998 – Occupational Protective Helmets - Selection, Care and Use;
- AS/NZS 1336:1997 – Recommended Practice for Occupational Eye Protection AS/NZS 1337:2010 – Personal eye protection – Eye and Face Protectors for Occupational Applications;
- AS/NZS 1269:2005 – Occupational Noise Management-Acoustics (series including AS/NZS 1269.3)
- AS/NZS 2161.1:2000 – Occupational Protective Gloves – Selection, Use and Maintenance;
- AS/NZS 2210 series including AS/NZS 2210.1:2010 – Occupational Protective Footwear – Guide to Selection, Care and Use;
- AS/NZS 1716:2012 - Respiratory Protection Devices;
- AS/NZS 1715:2009 – Selection, Use and Maintenance of Respiratory Protective Devices.

9. REVIEW

The PPE SOP is to be reviewed every 2 years or earlier if:

- There is an identified risk to business;
- A significant safety or unplanned event occurs;

- Incident investigation or audit results show that application of the standard fails to deliver the required outcomes;
- There are changes in associated legislation;
- There is evidence that the standard is not having a positive impact on safety-related KPIs.

10. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.