

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 56 – Personal Protective Equipment

1. PURPOSE

This procedure describes requirements for the selection, construction, maintenance and management of Personal Protective Equipment (PPE) for company employees, visitors and contractors working on company sites.

The scope of this procedure also includes requirements for PPE for company employees when visiting non company sites.

2. MANDATORY REQUIREMENTS

1. PPE shall only be used where there are no other practicable risk control methods available. Risk control measures shall be applied in the following order of priority:
 - elimination of the hazard,
 - substitution with less hazardous equipment/substances/work practices,
 - isolation from the hazard by distance or barriers (guarding),
 - engineering controls,
 - administrative controls,
 - Personal Protective Equipment (PPE).
2. The basic PPE requirements shall be determined for defined areas of the site, based on the OHS&R risks present in each area. i.e. is there a risk of a hazard causing injury or illness to the feet, hands, eyes, respiratory system, ears or as is required by legislation.
3. The basic PPE and supplementary PPE required for specific tasks shall be selected by an appropriately trained specialist (e.g. Safety Specialist or Occupational Hygienist) in consultation with the OHS&R Focus Group. PPE shall be provided in sufficient sizes and styles and shall be tested to ensure individual fit requirements are met.
4. Basic and supplementary PPE requirements shall be periodically reviewed.
5. Employees who have visual acuity defects and are required to wear eye protection shall be supplied with appropriate PPE i.e. prescription safety glasses with side shields or equivalent.
6. All PPE selected and implemented throughout the company shall meet applicable Australian Standards.
7. Barrier creams shall not be considered as a substitute for gloves.
8. Areas where PPE is required shall be indicated by signage in the work area or shall otherwise be unambiguously identified to employees, contractors and visitors.
9. People who are required to wear PPE shall be trained in its correct use, maintenance, fault detection, disposal and storage requirements.

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 56 – Personal Protective Equipment

10. Storage areas which are free of contaminants shall be provided for all PPE.
11. People visiting non-company sites on company business shall, as a minimum comply with the PPE requirements defined by the management of the non-company site.
12. OHS&R training records shall be retained indefinitely.
13. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION