

# South Bank Corporation Procedure

## Business Services

**SUBJECT:** Workplace Health and Safety Personal Protective Equipment  
**DATE CREATED:** January 2008  
**REVIEW DATE:** Annual

### Policy

To ensure the appropriate personal protective equipment is provided to South Bank Corporation employees.

### Procedure

- South Bank Corporation will provide the appropriate PPE for work tasks to be conducted.
- All employees need to obtain the correct PPE for their work environment. This can be achieved by conducting a risk assessment for each different type of working environment with regard to PPE and the hazards / risks identified.

### Purchase of PPE

When purchasing PPE, the following should be considered:

- A process to check if the correct rating of the PPE for the job task (eg. correct impact rating for face shields): high (symbol V), medium (symbol I), low or chemical (symbol CT). This should be marked on the visor;
- A process to check that correct respirators are purchased (eg. cartridges and always double strap dust masks that meet Australian Standards); and
- The authority to purchase PPE is with the purchasing office and / or Supervisor.

### Selection of PPE

When selecting PPE for a particular work process or tasks, consider the following general principles:

- Be familiar with the risks of the work process by evaluating the nature of risk, circumstances and restrictions of the tasks to be performed;
- Be aware of the exposure to risk at work and ensure appropriate items (PPE) for the task;
- Ensure items are worn correctly, will fit properly, have reasonable comfort and comply with Australian Standards; and
- Signs should be posted in obvious locations at the workplace wherever it is necessary to use PPE (refer to Australian Standards relevant to signage).

### Using PPE

When using PPE consider the following:

- PPE must be used in accordance with instructions to ensure an adequate level of protection is gained;
- PPE must be used for its intended purpose;
- PPE must not be modified; and
- Employees are to be informed that they must obey all blue PPE mandatory signs.

## Training in PPE

- Training is to be conducted on how to use and wear PPE;
- PPE will be included in the induction training program;
- Specific job training should be completed for high risk tasks utilising PPE (eg. breathing apparatus for confined space work);
- Ongoing training or refresher training should be provided periodically to ensure that PPE is continuing to be used properly; and
- Staff are to be advised of the requirements of PPE through conducting a toolbox talk.

## Care of PPE

All staff have a responsibility to care for their PPE, with consideration to the following:

- The employee is responsible for the maintenance of their PPE so that its effective life is maximised; and
- Items, that are suitable, may be marked / engraved (eg. initials, name).

## Storage of PPE

It is extremely important that staff store PPE correctly using the following guides:

- Check instructions on PPE for storage information;
- Store PPE in a clean and fully operational condition;
- PPE is to be securely stored when not in use; and
- Storage should ensure that the PPE is safe from damage however easily accessible (eg. respirator masks in plastic bags or sealed container).

## Maintenance of PPE

Staff must ensure that PPE has appropriate maintenance, consider the following:

- All maintenance and repair of PPE is to be documented;
- All equipment is to be maintained to manufactures requirement; and
- Repair or discard damaged or defective PPE.

## Unserviceable PPE

If PPE is unserviceable, worn out, damaged, lost or stolen refer to the following:

- PPE that is worn out are to be returned to the supervisor. If a replacement is required, the register will be updated;
- PPE that is damaged or lost is to be reported as soon as practicable (the equipment will be replaced immediately if required). The employee must complete and provide a 'Damaged / Lost / Stolen Report Form' to their supervisor (Attachment D); and
- Items deemed to be stolen must be reported to the supervisor for appropriate action. A 'Damaged / Lost / Stolen Report Form', is to be completed and forwarded to the supervisor.

## Inspection of PPE

- Supervisors are to conduct regular inspection of their employee's PPE to ensure that it has been maintained and is serviceable, refer to Attachment A 'Checklist for PPE Damage'; and

- Supervisors are to randomly check if their staff are wearing the PPE provided and if they are wearing it correctly.

#### **Records of PPE**

- Any records relating to PPE should be retained. Records of PPE are important in defence of a Common Law claim and should be kept for at least 5 years.

## ATTACHMENT A

### Checklist for PPE Damage

Equipment should be checked routinely before each usage. Signs to look for include:  
Please Tick

PPE Item	Possible damage signs	<input checked="" type="checkbox"/>
Helmet	(a) Fading indicates UV damage, which will reduce strength.	
	(b) Hairline cracks (and worse) indicate impact damage.	
	(c) Wear to padding on liner (replacement liner can be ordered separately).	
Eye / Face Protection	(a) Scratched, cracked, or fogged lenses or shields.	
	(b) Side protection missing or damaged.	
	(c) Wings bent or damaged, creating loose fit.	
	(d) Correct Impact Rating.	
Respiratory Protection	(a) Disposable Masks - replace before filter material is clogged, restricting breathing.	
	(b) Cartridge Filters, as above.	
	(c) Straps - broken, perished or missing.	
	(d) Deliberate damage by users, including holes drilled in masks to insert cigarettes.	
Hearing Protectors	(a) Pads hardened or cracked - replacement "hygiene kits" are available.	
	(b) Internal foam dirty, missing or deteriorated - replace as above.	
	(c) Headband bent or sprung and unable to apply proper clamping force.	
	(d) Deliberate damage by users, including drilling holes in cups to provide "ventilation"!	
	(e) Disposable earplugs soiled or otherwise permanently affected by oils and solvents.	
Hand Protection	(a) Gloves worn or torn etc., allowing hazards to come into contact with worker's hands.	
	(b) Gloves incorrectly selected or specified, eg. using permeable material with solvents or agricultural chemicals.	
Foot Protection	(a) Check for correct fit when being issued - steel toecaps are tougher than human toes.	
	(b) Premature cracking or leaks usually indicates need to use leather dressing or waterproof shoe polish.	
	(c) Worn treads compromise worker safety - replace as soon as possible.	
	(d) Worn or damaged toecap lining - causes injury to toes.	
High Visibility Clothing	(a) Material faded (becomes <i>low</i> visibility, or threadbare - reduced UV protection).	
	(b) Material torn in normal use, beyond repair.	
	(c) Reflective strips (vest) no longer effective.	
Special Clothing	(a) Missing or broken straps (arrange proper repairs if economical to do so).	
	(b) Any other damage that reduces effectiveness.	

\***Special Clothing** (eg. Leather aprons for welding and chaps for chainsaw use).

**If any of the above damaged signs are ticked PLEASE inform the Supervisor**