

1.3. PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

1. OBJECTIVE

The objectives of the Personal Protective Equipment (PPE) Policy are to:

- Provide guidance on the selection, supply, communication & maintenance of PPE;
- Ensure PPE is available and used by workers where required.

2. SCOPE

This policy applies to all PTC personnel, workers and contractors on work site.

3. POLICY PROVISIONS

PTC shall, as is reasonably practicable eliminate or control hazards in the workplace, in accordance with the hierarchy of control. PPE shall only be implemented as a control measure:

- Where it is not reasonably practicable to eliminate or minimise risks through other control measures; or
- In conjunction with the implementation of other control measures.

4. SELECTION

All PPE provided by the PTC shall comply with current Australian Standards & the relevant Australian Standard should be clearly marked on the equipment.

The suitability of PPE should be evaluated based on the interaction between the hazard, the task being undertaken, personnel attributes, and workplace conditions. When selecting PPE, sources of information that should be referred to include:

- Relevant Australian Standards;
- Relevant Codes of Practice;
- Safety Data Sheet (SDS) for work involving chemicals;
- Risk assessments;
- Designers, manufacturers or suppliers of PPE;
- Relevant safe work procedures.

5. SUPPLY OF PPE

PPE shall be supplied and worn where there is risk of injury to the body, including protection for the head, eyes, hearing, respiratory system, skin, hand and feet.

The PTC shall supply its workers or sub-contractors with required PPE.

PPE shall be individually issued for the exclusive use by one person where possible.

6. SIGNAGE

PTC will ensure it has its workers obey signage in work areas where persons are required to use PPE.

7. INFORMATION AND TRAINING

Persons required to use PPE will receive adequate information, training and instruction in relation to the use of the equipment, before use and include;

- Why they are required to use PPE;
- Correct use of PPE including any limitations;
- Fitting of PPE to ensure that it controls the risk effectively;
- Appropriate maintenance and storage of PPE.

8. MAINTENANCE

PPE must be maintained to ensure that it is clean and hygienic, and continues to minimise the risk to the person who uses it, including regular inspection before each use to determine if the equipment has sustained any damage and that it will work as intended.

Where PPE is damaged such that it may not provide the necessary protection, it should be either repaired or disposed of appropriately and replaced. PPE worn by more than one person must be cleaned after every use. Persons cleaning PPE must follow the manufacturer's instructions for the correct cleaning of PPE.

9. RESPONSIBILITIES

PTC Site Supervisors are responsible for ensuring:

- They have an understanding of the nature of the operations, including that all tasks in under their control are assessed to determine the requirement for PPE.

PTC Directors are responsible for ensuring:

- PPE is provided to workers.
- Equipment is selected to minimise risk to health and safety in accordance with any relevant technical standard.
- Equipment is maintained, repaired or replaced so that it is in good working order and clean and hygienic.
- Persons who use PPE are provided with and follow any information, training and instruction in relation to the use of the PPE.
- That if a person other than a worker provides his or her own PPE, the equipment will minimise risk to WHS and that the person uses the equipment.

All Workers are responsible for:

- Using PPE in accordance with any information, training or instruction in the use of the equipment they have received.
- Attending training sessions on the correct usage of PPE as required.
- Storing and maintaining PPE in a good, clean and hygienic condition.
- Reporting any damage to, defect in or need for cleaning or sterilisation of any of the equipment of which they become aware.
- Workers must not intentionally misuse or damage any of the equipment.

10. BREACH

Any person found to be in breach of the PTC Personal Protective Equipment (PPE) Policy will result in disciplinary action and or including site re-induction and potential dismissal from site for repeat offenders