

HSE - PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. PURPOSE

To establish a procedure for personal protective equipment (PPE) selection, issue, use, replacement, maintenance, instruction, storage and record keeping. The procedure provides general advice about using PPE to minimise exposure to risk associated with workplace hazards where it is not practicable to avoid the presence of hazards.

2. SCOPE

This standard applies to all Tasports employees and workers on Tasports property.

3. DEFINITIONS

Cargo Operations Areas: Any area reserved for cargo handling to which access is controlled or other location or facility nominated by Tasports.

Employee: A person who is employed directly by Tasports, including full-time, part-time and casual employees.

Landside restricted zone: Any area nominated by Tasports reserved for controlling access to berthed ships

Personal Protective Equipment (PPE): Equipment including clothing that is worn by a person to protect them from potential hazards.

Risk Assessment: A documented process, involving identifying hazards, evaluating and controlling risks associated with the hazards identified.

Standard: Standards specify performance requirements. There are many standards in relation to safety footwear, gloves, safety belts and harnesses, glasses, signage, hearing and, eye protection, helmets, respiratory protection and other PPE. Preference is given to items of PPE which comply with the relevant Australian Standard (see References).

Worker: Any person who carries out work for Tasports, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

4. RESPONSIBILITIES

Managers and supervisors are responsible to ensure that all PPE required to be provided:

- Meets the relevant Australian Standard for that equipment;
- Is hygienically maintained and used to provide protection to its design standard; and
- PPE procedures and requirements are made clear to all employees.

A person provided with PPE or Tasports clothing must:

- Comply with any reasonable direction relating to PPE or clothing at any time and in any area required by Tasports;
- Take reasonable care of the equipment or clothing and maintain PPE in a condition that ensures its continued effective operation; and
- Not deliberately damage or misuse the equipment or clothing. Any damage to or defect in PPE must be immediately reported to the supervisor.

Failure to observe these responsibilities may result in disciplinary action.

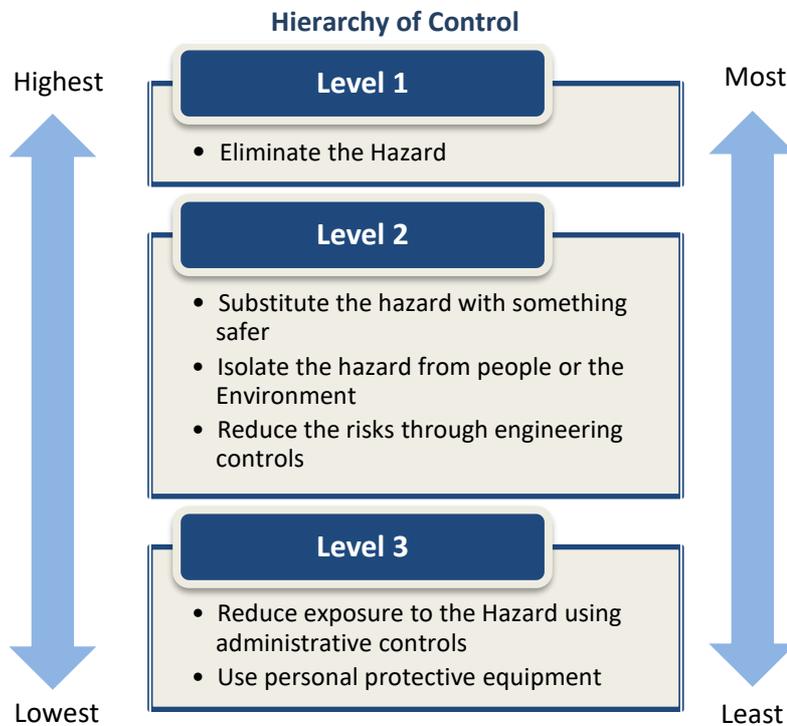
5. MANDATORY REQUIREMENT FOR PPE

Minimum PPE requirements are specified for activities or areas in this document. In particular minimum requirement for all vessels, cargo and operational areas outside motor vehicles and administration offices includes;

- High Visibility Vest
- Long Sleeve Shirts and Long Pants
- Safety footwear (no elastic sided boots)
- Hard Hat

Minimum Tasports PPE requirements are detailed in Appendix 1; additional equipment may be identified by risk assessment. Use of PPE and clothing (PPE&C) is only to be considered when more effective control measures have been ruled out as not by themselves adequate to protect people from hazards.

6. HAZARD IDENTIFICATION AND USE OF PPE



In practice PPE is usually used in conjunction with other control measures. If PPE has been identified as one of the control measures to minimise exposure to a risk, Tasports will make sure such equipment is provided, and provide training and instruction in its use.

6.1. Selecting PPE

When selecting PPE for a particular work activity:

- Be familiar with the task risks. This will involve evaluating the circumstances and restrictions of the tasks to be performed.
- Be aware of the acceptable level of risk to which the employee may be exposed and hence the performance requirement of the chosen PPE.
- Where several types of PPE are required to control multiple risks presented by the one work process, make sure that the items are compatible, for example, ear muffs with a hard hat.
- Consult and involve those employees and others who must wear the equipment when choosing the PPE to enhance user acceptance. Where practical, consider employee's individual characteristics and preferences for styles of equipment. (This should not result in the level of protection being reduced.)
- Consult with the HSE Department for specialised PPE requirements.

Employees may expose themselves to danger rather than wear hot, heavy or clumsy protection. When selecting PPE, consider the materials, as well as design to achieve a light weight, cool/warm and dry result suited to the conditions and as comfortable as possible.

To determine the type of PPE required for a particular task, refer to the PPE Matrix (Appendix 1) in the first instance. Should the PPE or activity not be listed on this matrix, a risk assessment will be required to identify the most appropriate PPE. Once selected this PPE can be entered on the Tasports PPE Register as the corporate standard.

7. PURCHASE SPECIFICATIONS

Prior approval to purchase PPE must be obtained by the requisite business unit manager or supervisor.

Supply agreements have been established with Protector Alsafe to ensure all PPE meets Australian and/or Industry Standards or guidelines that have been reviewed and identified as fit for purpose under this procedure. Online ordering is available at www.protectoralsafe.com.au Employees who purchase specialised equipment must advise the Maintenance Administration Assistant, so that the equipment details can be recorded in Smart Asset. Examples of specialised PPE include but are not limited to:

- | | |
|---|-------------------------------------|
| → Strops, slings, karabiners, ropes, | → Fall Arrest & Restraint Lanyards, |
| → Breathing Apparatus | → Fall Arrest Devices Type 1, 2 & 3 |
| → Fall Arrest Harnesses, | → Descending devices |
| → Specialised Personal floatation devices | → Gas sniffers |

Contractors must purchase and supply their own PPE to their employees and visitors.

8. TRAINING

All personnel required to wear PPE will be provided with ongoing training on correct use and maintenance of the PPE. Certified training in, for example, fall protection and breathing apparatus, will be provided as required.

9. SIGNAGE

Appropriate signage must be posted in conspicuous locations at the workplace wherever it is necessary to use PPE. These signs serve as a useful reminder of the kind of PPE that should be worn.

10. STORAGE

Items of personal PPE must also be checked regularly, as specified by the manufacturer or supplier, to determine that they are in a serviceable condition, both during storage and in use. Refer to the relevant Australian Standard (or overseas equivalent) for details of storage requirements for specific items of personal protective equipment.

11. SAFETY HELMETS

- Helmets must comply with AS/NZS1800.
- Helmets must not be painted or written on. (Paints, solvents, aerosol sprays and adhesives can seriously affect the properties of the plastics used in helmets).
- Helmets may be labelled with stick-on name tags. Helmets that have been damaged due to severe impact or deterioration or exceed their service life must be replaced.
- For similar reasons, helmets must not be drilled, cut or otherwise altered; or stored in direct sunlight or near windows, through which excessive heat can be generated.
- The helmets have a 3 year working life from the time of manufacture. The time of manufacture is shown on the stamp on the inside of the shell near the peak of the helmet.

12. SAFETY FOOTWEAR

- Footwear must comply with AS/NZS 2210.
- Safety footwear must be maintained in good condition and replaced if damaged. Damage may include any separation of the upper and sole, holes or tearing, impact damage, or damage preventing proper fastening.
- Laces must be checked regularly and replaced if defective.
- Ankle support lace ups styles safety boots are to be worn in all operational areas for workers required to spend extended periods on their feet or who regularly walk on rough or broken ground. 'Slip on' style safety footwear is acceptable for non-operational workers who access operational sites from time to time.
- Elastic sided safety boots are not approved to be worn within any Tasport Operational Area.

13. SAFETY GLASSES AND EYE PROTECTION

- Eye protection must comply with the requirements of AS/NZS 1337.
- Safety glasses must be equipped with side shields. Special lenses and shields must be worn for cutting and welding processes.
- Face shields or goggles must supplement eye protection for specific tasks (e.g., welding, battery filling, chainsaw operations), wherever a risk assessment indicates.

13.1. Angle Grinders

Persons using angle grinders shall wear hearing protection and be protected by:

- a) Combination of a high impact face shield (certified to AS/NZS 1337, "Eye protectors for industrial applications") with goggles or equivalent close fitting eye protection; or
- b) High impact rated full face respiratory protection (i.e. mast or combination face shield/hood).

Note: Unless specifically certified to AS1337, "Eye protectors for industrial applications", welding shields do not typically provide the required impact protection.

Where employees need prescription glasses, Tasports will provide safety glasses to the employee script that meet the eye protection standard.

14. HEARING PROTECTION

Hearing protection includes earplugs or muffs, or both and must be worn at all times in designated "Hearing Protection Areas" where noise levels exceed 85 decibels (A) weighted average. If in doubt about noise levels contact a Health & Safety Advisor.

Hearing protection areas must be signposted. Earplugs may be required to supplement earmuffs when workers are exposed to excessive noise for short time periods. Earmuffs must be correctly fitted to give a good seal for proper protection. Extra care must be taken in fitting earmuffs if eye protection is being worn. Any disturbance of the sealing surface of earmuffs or any tearing of the lining dictates immediate replacement.

Note: Removal of hearing protection for five seconds in a minute will negate 50% of the protection afforded.

15. RESPIRATORY PROTECTION

- All respirators must comply with AS/NZS1716 and be selected, used and maintained in accordance with AS/NZS 1715.
- When job activities demand appropriate respiratory protection must be worn and all instructions and warnings regarding use, fit and product limitations followed for the respirator to provide adequate protection.
- Respirators should be worn when unloading and loading bulk cargoes which generate dust, particularly mineral concentrates containing toxic metals.
- If you feel your work environment is not a mandatory respirator area but conditions are dusty due to wind, fume, etc., it is recommended that a respirator be worn.
- Breathing apparatus (BA) is required where there is a risk of exposure to ammonia or other toxic gases. All BA must be securely stored and serviced at minimum six monthly intervals, and may only be used by trained personnel.

16. FALL PROTECTION (HARNESSES, LANYARDS, ETC)

A person must not be allowed or required to work, in a position where a fall could cause injury without adequate fall protection. Fall protection is required whenever work is undertaken outside the protection of approved guardrails; within two metres of an exposed edge; or where a person could fall 1.8 metres or more.

This does not include the edge of a berth or similar area unless such a fall would result in the person landing on a hard or dangerous surface. All fall protection must comply with the requirements of AS/NZS 1891. Fall protection must only be used where no other safe working access is practicable.

17. GLOVES

Gloves for the occupational environment must be selected in accordance with AS/NZS 2161. Gloves must be worn by employees when there is a risk of hand injury, such as cuts or burns to the hand. All persons handling ropes must use gloves. Gloves, or any item of clothing, must be kept well clear of moving parts of machinery and must not be worn when using a pedestal grinder, lathe or drill.

18. WET WEATHER CLOTHING

Wet weather gear, in the form of waterproof trousers and jackets, will be made available as required to the Tasports standard on the PPE Register.

19. HIGH VISIBILITY GARMENTS

High visibility garments must comply with AS/NZS1906-4 & AS/NZS 4602. High visibility garments are mandatory on vessels, wharf areas, (other than those non-operational areas generally open to the public) or near public roadways, or around heavy machinery (e.g. trucks, cranes) and Cargo Operations Areas.

20. SKIN PROTECTION

Skin cancers are caused by exposure to the sun. Overcast weather or tanned skin gives almost no protection from ultra-violet radiation. Personnel exposed to sun must protect their skin, and in particular to cover the head and shoulders. Safety helmets go a long way towards protecting the head, and may be improved with add on brims, back and side flaps.

While not a substitute for proper clothing, sun block (30+) is recommended for skin exposed to the sun. Outdoor employees should also consider protection from windburn to the lips.

21. HAIR/JEWELLERY

People with long hair must confine their hair with hair nets or other suitable methods while working near power tools, pulleys, moving belts and other rotating machinery. Rings, bracelets and necklaces must not be worn by operational and workshop personnel if they pose a risk of entrapment in machines.

22. REFERENCES

- Tasports Safety Policy
- Tasports Safety Rules
- AS/NZS 1801 Industrial Safety Helmets
- AS/NZS 2210 Occupational Protective Footwear
- AS/NZS 1337 Eye Protectors for Industrial Applications
- AS/NZS 1270 Acoustics – Hearing Protectors
- AS/NZS 1716 Respiratory Protective Devices
- AS/NZS 1891 Industrial Safety Belts and Harness.
- AS/NZS 4602 High visibility safety garments
- AS/NZS 1906-4 High visibility materials for safety garments
- AS/NZS 2161 Occupational protective glove
- AS 1499—Personal flotation devices — Type 2
- AS 1512—Personal flotation devices — Type 1
- AS/NZS 1891.4 Industrial fall-arrest system and devices, selection, use and maintenance



HSE- PERSONAL PROTECTIVE EQUIPMENT STANDARD

PERSONAL PROTECTIVE EQUIPMENT MATRIX									MANDATORY		RECOMMENDED								
Area	Electrical Clothing Category 2	Electrical Clothing Category 4	High Visibility Clothing	Safety Footwear	Safety Helmet	Personal floatation device	Appropriate Gloves	Safety Glasses /Face Shield or Goggles	Balacava socks and freezer boot	Insulated Trousers	Oxy Goggles	Welding Shield	Appropriate Respirator	Welding Gloves	Long Sleeve Shirts and long pants	Safety Harness	Ear Plugs/ Muffs	Chaps	Chainsaw arm gauntlets (Perfect Fit Kevlar Cut Resistant Sleeve)
Admin offices																			
Operational areas																			
Cargo operations area																			
Landside restricted zone																			
Activity																			
Mooring operations																			
Mooring operations – wire mooring ropes							Double palmed gloves												
Bulk cargo																			
Cold Store operations																			
Fumigation																			
Pilot operations																			
Oil Spill Clean up																			
Tooling																			
De-energised Electrical work				Elect. Safety Boots				Safety Glasses											
Energised Electrical Work less than 10kA				Elect. Safety Boots			Insulated	Safety Glasses											
Energised Electrical Work more than 10kA				Elect. Safety Boots			Insulated	Face Shield											
High Voltage Electrical Work				Elect. Safety Boots			HV	Face Shield											
Oxy cutting																			
Welding – Arc / Mig																			
Angle grinding / Cutting								Goggles or Equivalent Close fitting Glasses & Face Shield											
Elevated Work Platform																			
Heights above 1.8m																			
Pedestal Grinder																			
Rattle / Impact Gun																			
Air / Power Drill																			
Air / Power (circular) Saw																			
Concrete Saw																			
Oil Handling																			
Slings Chaining Rigging							Double palmed gloves												
Jack Hammer							Anti-vibration gloves												
Chain Saw																		Safety visor attached ear muffs	
Battery Filling																			
Sewerage Treatment																			
Lawn Mowing																			
Using brush cutter																		Safety visor attached ear muffs	

Paints Solvents Chemicals	Paints/Solvents/Chemicals Refer to Safety Data Sheet (SDS) and hazard identification /risk assessments
Confined Space Work	Confined space work, refer to hazard identification /risk assessments and Confined Space Permit for specific requirements.
PFD 1	<p>PFD 1's are required under the following conditions;</p> <ul style="list-style-type: none"> All deck work on marine vessels. All under wharf, over wharf face and lines work requires the wearing of a PFD. Any work within 2 meters of a wharf edge (approaching the edge and retreating in a short period of time does not require a PFD) PFD devices may be selected for specific requirements, but the minimum standard is PFD1.
Breathing Apparatus	Cold stores where there is a risk of exposure to methyl Bromide or Ammonia identified in a risk assessment. Confined space RA may require BA.

Note that some tasks may require the use of multiple PPE listed in the Matrix.

The PPE Matrix must be used in conjunction with the risk assessment (RA) process.