

PPE Management Procedure

Purpose

The purpose of this procedure is to define the process for the identification, selection, procurement, issue, communication, and lifecycle maintenance of Personal Protective Equipment (PPE) at Queensland Hydro.

NOTE: PPE will only be used to supplement higher order controls or when higher order control options have been considered so as far as reasonably practicable. The application of higher order control measures must be considered before the decision to rely on PPE.

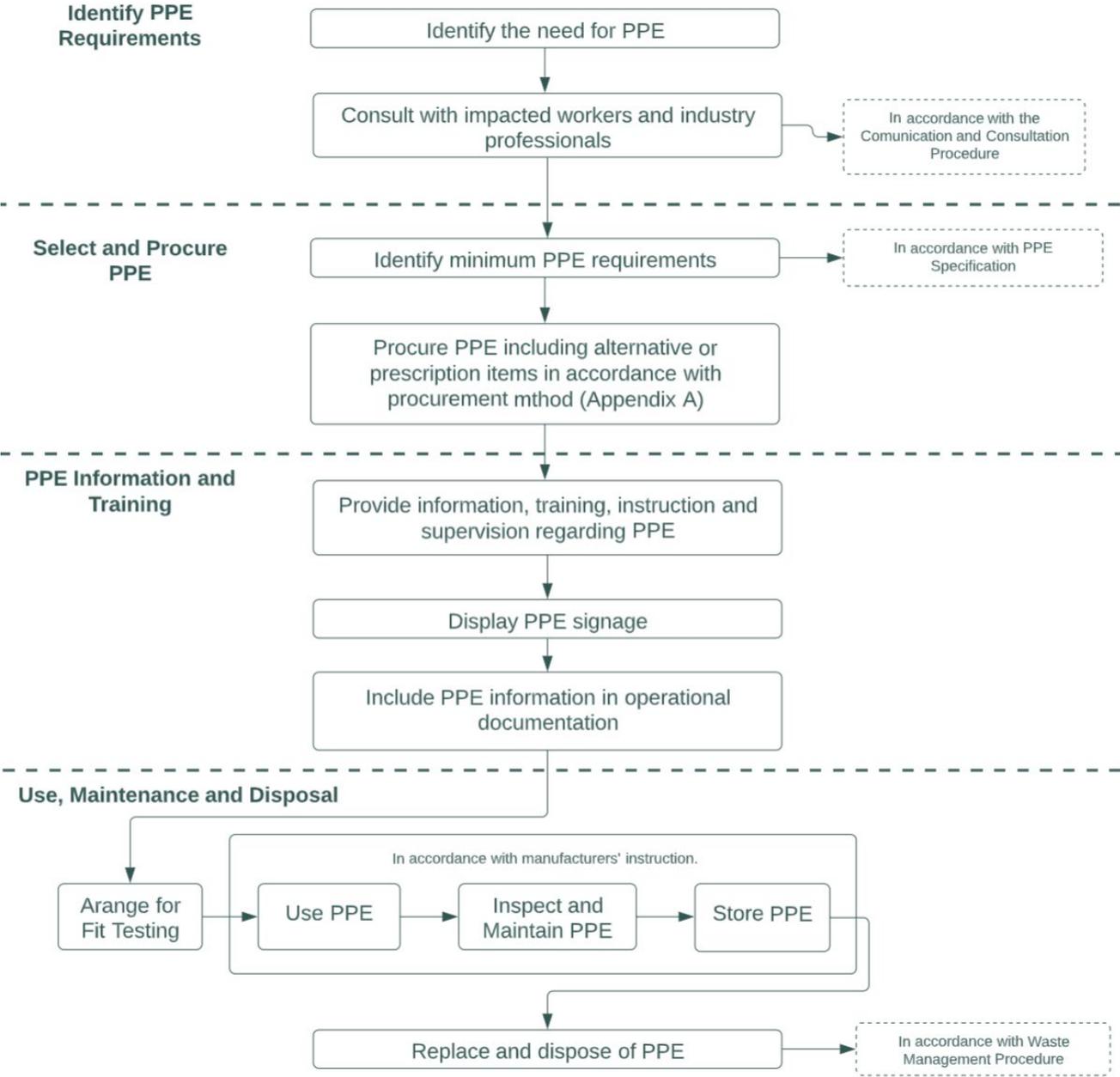
Scope

This procedure applies to Queensland Hydro for all office and field-based activities where PPE is required to be worn. This procedure also applies to Contractors when working under the Queensland Hydro Health and Safety (HS) management system or when directed under Contract. For all other contractors and labour hire providers, they are responsible for their own PPE and must have their own processes that meet the requirements of the **PPE Specification (HS-SPC-0003)**.

PPE refers to anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

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Process Map



PPE Management

Procedure

1 Identify PPE Requirements

1.1 Identify the Need for PPE

PPE as a control measure may arise through several mechanisms including worker suggestion, hazard reporting, risk management activity, recommendation arising from incident or inspections/audit or other continuous improvement drivers.

The use of PPE is the lowest form of protection on the hierarchy of controls. PPE controls should not be relied on as the primary means of risk control until higher order controls in the hierarchy of controls have been exhausted, as per the **HS Risk Management Procedure (HS-PRO-0007)**.

Therefore, PPE will only be used:

- as a last resort, where there are no other practical control measures available;
- as a short-term measure until a more effective way of controlling the risk can be used; and
- together with other higher order controls.

1.2 Consult With Impacted Workers and Industry Professionals

In making the determination for new PPE requirements including the changing of PPE items and styles, Queensland Hydro must consult within impacted workers and suitably qualified industry professionals as part of the decision-making process, in accordance with the **Communication and Consultation Procedure (HS-PRO-0002)**. The consultation group must consider:

- whether the PPE is suitable considering the nature of work and hazards, size, fit and comfort for the workers who need to wear it; and
- relevant PPE information and instruction, use, storage, inspection, maintenance, and disposal requirements.

2 Selecting and Procuring PPE

In certain cases, trials of different makes and models of PPE may need to be undertaken to ensure the most appropriate and effective products are chosen.

Selected PPE must meet the minimum specifications set out in the PPE Specification.

In situations where PPE cannot be selected to meet the PPE Specification then the sourcing/selection of PPE needs to be subject to a formal risk assessment and change management in accordance with the **Management of HS Change Procedure (HS-PRO-0025)**.

2.1 Identify PPE Minimum Requirement

Wearing of PPE is a condition of entry for all persons working or visiting a Queensland Hydro Project worksite, relevant to the activities they are involved in. Mandatory PPE requirements will be detailed in the relevant Project induction.

Visitors must be dressed appropriately for the risks that may be present at the site (s) they are visiting. It is the accompanying Queensland Hydro representative's responsibility to ensure the visitor is wearing adequate PPE relevant to the risk exposure before entering the site (s).

Workers with loose or long hair who operate rotating plant, tools or equipment, must tie their hair back or wear a restraining industrial hairnet to prevent entanglement with the equipment. Facial hair / beards of excessive length must be appropriately secured or restrained to prevent entanglement before operating similar equipment.

2.2 Procuring PPE

PPE is to be purchased from approved Queensland Hydro suppliers. The person responsible for procurement shall ensure that:

- All PPE purchased meets the requirements of the PPE specification;
- The PPE is suitable for the workplace application;
- Equipment conforms with the appropriate Australia Standard.

2.3 Procuring Non-Standard PPE

Where workers are unable to use a standard PPE item due to a confirmed diagnosed medical condition (e.g. orthotic footwear), an alternative or custom item may be selected and issued provided that the alternative meets the minimum specifications set out in the PPE Specification.

The introduction of non-standard PPE must be in accordance with the **Management of HS Change Procedure** which will include a risk assessment.

2.4 Prescription Safety Eyewear

Prescription safety eyewear must meet the requirements outlined in the PPE specification for safety eyewear. The following process is to be followed for procuring prescription safety eyewear:

- Worker completes **Prescription Safety Eyewear Approval Form (HS-FRM-0042)**, with supervisor to verify that the Worker requires prescription safety eyewear;
- Worker procures eyewear and pays account in full and claims all Medicare and private health insurance rebates;
- Workers returns completed Prescription Safety Eyewear Approval Form and tax invoice to Accounts Payable for reimbursement of account, minus Medicare and private health insurance rebates applied.

3 Receiving PPE Information and Training

The Supervisor/Manager must provide workers with instruction/training in the proper selection, use, care and maintenance of PPE they are required to wear as part of their work. This process will be aligned to the level of complexity involved with the use of the PPE and may be addressed via one or more of the followings:

- basic instruction upon issue of PPE;
- communication via an induction or similar (e.g. hard hat or hearing protection); and
- toolbox talks on the use, care and maintenance of specific items of PPE.

Information and training records must be kept in accordance with the **Training and Competency Procedure (HS-PRO-0008)**.

3.1 Displaying PPE Signage

Signage indicating mandatory PPE requirements shall be displayed in visible locations at the entry points to work areas, and where there is a requirement for PPE to be worn.

All persons entering a work area where there are mandatory PPE requirements must comply with the requirements prior to entry.

Signage must comply with *AS 1319-1994 Safety signs for the occupational environment*.

3.2 Providing PPE Instruction During Workplace Inductions

Queensland Hydro workplace inductions will communicate the PPE requirements for the workplace. Refer to the Training and Competency Procedure.

3.3 Including PPE Information in Operational Documentation

Operational documents (e.g. Safe Work Method Statements (SWMS)) must document the specific PPE requirements of a task or project.

Compliance with any operational requirement to use PPE must be monitored by the site supervisor.

4 PPE Use, Maintenance and Disposal

4.1 Arranging For Fit Testing

PPE must be selected to achieve an appropriate fit. Additionally, some PPE, particularly Respiratory Protection Equipment may require Quantitative Fit Testing to be carried out prior to use.

Fit testing will be arranged by the Supervisor/Manager of the worker prior to first use of the equipment.

Quantitative Fit testing must be carried out, at one to two yearly intervals, in accordance with *AS/NZS1715:2009 Selection, use and maintenance of respiratory protective equipment* by a competent in-house person, manufacturer, supplier or consultant:

- each time a new make or model of respirator is issued;
- whenever there is a change in the wearer's facial characteristics or features which may affect the facial seal (e.g. large weight loss or gain).

The competent in-house person, manufacturer, supplier, or consultant will issue Workers with a fit-test record card after fit-testing.

This written record of fit test carried out for each worker must be produced on request and include the following information:

- type of test performed;
- make, model, style and size of respirator tested;
- date of the test;
- result of the test.

4.1.1 Using PPE

Workers must ensure the following is complied with:

- PPE must be worn in accordance with site specific requirements and/or as determined by risk assessment;
- PPE must not (outside of its designated adjustment criteria) be altered or modified for a better fit;
- PPE must be individually issued for the exclusive use by one person where possible;
- Individual PPE should not be shared;
- Disposable PPE should not be reused;
- All PPE items will be used in accordance with manufacturer recommendations (e.g. information, instructions) and the PPE Guideline for Selection and Use.
- Workers must not misuse or deliberately modify any PPE item provided for their use.

4.1.2 Conduct Physical Health Checks

Workers have a responsibility to conduct physical health checks to ensure the PPE provided is suitable and remains effective for the purpose for which it is intended to be used. Workers must report any instances where the PPE is not going to be effective to their Supervisor/Manager. This can include reporting:

- Allergies to any product or material such as sunscreen, insect repellent, latex or other materials;
- Medical conditions such as asthma or inhibited respiratory function when required to use respiratory equipment;
- Weight restrictions for harnesses and climbing equipment.

All instances must be reported in accordance with the **Incident Management Procedure (HS-PRO-0026)**.

4.1.3 Maintaining And Inspecting PPE

It is the responsibility of the individual worker to ensure any PPE issued to them is stored in a clean, dry place where it cannot be damaged, deteriorate or be used by another person if it is unhygienic to so and ensure it is maintained in accordance with the manufacturer's instructions.

Equipment that is suitable for use by more than one person shall be properly cleaned before being re- issued.

It is the individual's responsibility to visually inspect PPE prior to its use to ensure the PPE is fit for purpose and has not exceeded manufacturer expiry dates or compliance test dates. PPE that has an expiry date will carry a stamp or marking to indicate this date.

Formal inspections may be required for the maintenance and inspection of more complex items, as per manufacturer's instructions (e.g. personal fall protection equipment, insulated gloves for electrical tasks).

PPE must be removed from service if it has been subjected to a high-risk situation or condition that may have reduced the ability of the equipment to function or provide protection (e.g. hard hat that has been damaged via a falling object). Where PPE is damaged such that, it may not provide the necessary protection, it will be repaired by the manufacturer or authorised repairer (e.g. conductive suits) or disposed of appropriately and replaced.

Workers are required to arrange replacement of defective items through their Supervisor/Manager.

PPE clothing that is labelled with the Queensland Hydro logo must not be donated or disposed of outside of Queensland Hydro.

Responsibilities

Who	What
Supervisor/Manager	<ul style="list-style-type: none"> • Assigning appropriate PPE to all workers; • Provide workers with instruction/training in the use and proper care of PPE, including arranging for fit testing; and • Monitor that PPE is worn by workers when and where it is required.
Workers	<ul style="list-style-type: none"> • Wear Personal Protective Equipment (PPE) as prescribed by induction, signage and operational documentation; • Examine and verify that all protective clothing / PPE is in good order and fit for use prior to starting and during the course of work; • Care for issued PPE; • Arrange replacement or repair of defective items.

Defined Terms

Terms	Definition
Personal Protective Equipment (PPE)	PPE means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.
Quantitative Fit Testing	<p>Uses specialised equipment to measure how much air leaks into the respirator. This type of test can be used on half-face and full-face respirators.</p> <p>Proven methods of fit-testing are in <i>AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment</i>.</p>
Safe Work Method Statements	A SWMS is a document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.
Suitably qualified industry professional	A person, organisation or industry body that possess high-level technical knowledge regarding a particular risk and/or items of PPE to effectively manage risk exposure
Worker	Any person who carries out work for Queensland Hydro, 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.

References

Document code	Document title
HS-SPE-0003	PPE Specification
HS-PRO-0008	Training and Competency Procedure
HS-PRO-0025	Management of HS Change Procedure
HS-PRO-0002	Communication and Consultation Procedure
HS-PRO-0007	HS Risk Management Procedure
HS-PRO-0026	Incident Management Procedure
HS-FRM-0042	Prescription Safety Eyewear Approval Form
AS 1319-1994	<i>Safety signs for the occupational environment</i>
AS/NZS 1715	<i>Selection, use and maintenance of respiratory protective equipment</i>