

PPE Management Procedure

1. Purpose

To define the process for the identification, selection, procurement, issue, communication, and lifecycle maintenance of Personal Protective Equipment (PPE) at Queensland Hydro.

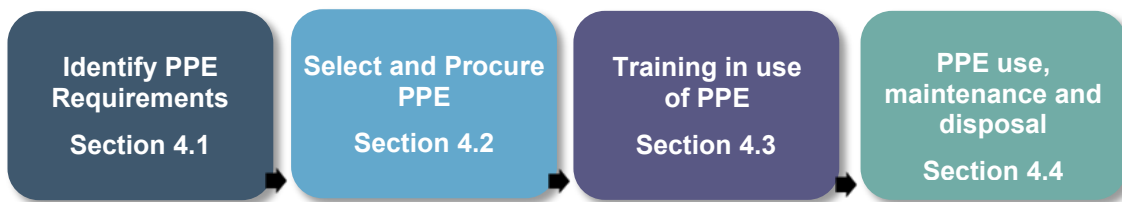
2. Scope

This procedure applies to Queensland Hydro for all office and field-based activities where PPE is required.

3. Roles and Responsibilities

Role	Responsibilities
Health and Safety Team	<ul style="list-style-type: none"> ▪ Provide advice on PPE requirements and selection. ▪ Ensure PPE complies with legislation, industry standards and this procedure. ▪ Develop and maintain this procedure and the PPE technical specifications. ▪ Provide workers with instruction/training in the use and proper care of PPE, including arranging for fit testing.
Supervisor/ Manager	<ul style="list-style-type: none"> ▪ Assign appropriate PPE to all workers. ▪ Ensure Workers are provided with instruction/training in the use and proper care of PPE. ▪ Ensure PPE is maintained in good working order and pre-use inspections are conducted. ▪ Monitor that PPE is worn by workers when and where it is required. ▪ Ensure PPE is replaced when i) upon inspection, it is deemed to no longer provide the level of protection required to protect the wearer against the particular hazard; ii) when the service life, as indicated by the manufacturer's specification, has expired or iii) when it is damaged and ineffective.
Workers	<ul style="list-style-type: none"> ▪ Use PPE in a way they have been instructed and trained and as required by induction, signage and procedural documentation. ▪ Inspect and verify that PPE is in good order and fit for use prior to starting and during the course of work. ▪ Report and remove from service damaged or faulty PPE and arrange replacement or repair of defective items. ▪ Not misuse or intentionally damage issued PPE. ▪ Care for issued PPE.

4. Process



4.1 Identify PPE Requirements

The use of PPE is the lowest form of protection on the hierarchy of controls. PPE should not be relied on as the primary means of risk control. PPE will only be used:

- together with other higher order controls.
- 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.

4.1.1 Consult With Impacted Workers and Industry Professionals

Queensland Hydro will consult with impacted workers and where required suitably qualified industry professionals when making decisions regarding new PPE requirements, including the changing of PPE items and styles. Consultation shall 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.

4.1.2 Minimum Queensland Hydro Project Site PPE requirements

Wearing 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.

Operational documents (e.g. Safe Work Method Statements (SWMS), Standard Operating Procedures (SOP's)) must document the specific PPE requirements of a task/ activity.

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).

4.2 Procuring PPE

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

- The PPE is suitable for the workplace application.
- The PPE conforms with the appropriate Australia Standard (refer below).

PPE Item	Australian/New Zealand Standard or industry standard
Protective Clothing	
Arc Flash rated garments where an arc / flash hazard exists	EN 61482-1:2014 National guideline for the selection, use and maintenance of personal protective equipment for electrical arc hazards. The guideline requires that an assessment of arc flash energy levels is undertaken for all tasks where an arc flash potential exists and that an appropriate level of protection (HRC level) arc flash clothing is supplied and used.

Long sleeve shirt, high visibility	<p>Minimum HRC1 Arc Flash rated. <i>Higher HRC levels may be needed based on individual task assessment.</i></p> <p>Or, 100% cotton as a minimum site entry requirement i.e. tasks where no arc flash potential exists. AS/NZS 4602.1:2011 And 1:2016 High visibility safety garments - Garments for high risk applications. D/N Specification</p> <p>Queensland Hydro employees to wear yellow/ blue high visibility shirts.</p>
Long trousers	<p>Minimum HRC1 Arc Flash rated. <i>Higher HRC levels may be needed based on individual task assessment.</i></p> <p>Or, 100% cotton as a minimum site entry requirement i.e. tasks where no arc flash potential exists. D/N Specification</p> <p>NOTE: <i>Denim jeans or non-rated synthetic materials are not approved items of clothing.</i></p>
Overalls	<p>Minimum HRC1 Arc Flash rated (or 100% cotton as a minimum with arc flash rated undergarment with body coverage from neck to wrists to ankles).</p> <p>AS/NZS 4602.1:2011 Amd 1:2016 High visibility safety garments - Garments for high risk applications D/N (day/night) Specification</p>
Wet weather gear, high visibility	<p>Must not compromise the effectiveness of arc flash clothing.</p> <p>Queensland Hydro employees to wear yellow/ blue high visibility shirts.</p>
Jumpers/Jackets, high visibility	<p>Must not compromise the effectiveness of arc flash clothing.</p> <p>Queensland Hydro employees to wear yellow/ blue high visibility shirts.</p>
Safety Footwear	
Safety footwear	AS/NZS 2210.1:2010 Safety, protective and occupational footwear – Guide to selection, care and use
Protective Headwear	
Safety helmet	AS/NZS 1800:1998 Occupational protective helmets – selection, care and use;
Safety helmet brim	AS/NZS 1800:1998 Occupational protective helmets – selection, care and use;
UV Radiation Protection	
Sunscreen	AS/NZS 2604:2021 Sunscreen products – Evaluation and classification
Eye Protection	
Eye and face protection	AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications
Hearing Protection	
Ear protection	AS/NZS 1269.3:2005 (R2016) Occupational noise management - Hearing protector program

Respiratory Protection	
Respiratory protective devices	AS/NZS1715:2009 Selection, use and maintenance of respiratory protective equipment
	AS/NZS1716:2012 Respiratory protective devices
Hand Protection	
Gloves	AS/NZS 2161.1:2016 Occupational protective gloves – Selection, use and maintenance
Gloves (insulating)	AS 2225-1994 Insulating gloves for electrical purposes
Fall Protection	
Fall-restraint/arrest	AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices – Selection, use and maintenance
	AS/NZS 1891.1:2007/Amd 2:2008 Industrial fall-arrest systems and devices - Harnesses and ancillary equipment

4.2.1 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 and following a documented risk assessment.

4.2.2 Procuring Prescription Safety Glasses

Where a worker who is based at or routinely works at a Project site requires prescription glasses, the cost of prescription safety glasses will be reimbursed by Queensland Hydro to a value of \$750.00. Workers who require prescription safety glasses are entitled to a maximum of one pair every two years.

Prescription safety eyewear must meet the requirements of AS/NZS 1337.1:2010. 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.
- Worker returns completed Prescription Safety Eyewear Approval Form and tax invoice to Finance for reimbursement of account, minus Medicare and private health insurance rebates applied.

4.3 PPE Information and Training

The Supervisor/Manager must ensure Workers who require PPE for their work are provided with appropriate training in relation to the correct fitting, use, selection, maintenance and storage of the clothing or equipment.

Workers must be able to demonstrate an understanding of the training before they are permitted to perform work.

Training will be aligned to the level of complexity involved with the use of the PPE and may be addressed via basic instruction upon issue of PPE; communication via an induction and/or toolbox talks on the use, care and maintenance of specific items of PPE.

4.3.1 PPE Signage

Signs must be posted where practical at entry points to Project sites to communicate the mandatory PPE requirements. Signs must comply with *AS 1319-1994 Safety signs for the occupational environment*.

4.4 PPE Use, Maintenance and Disposal

4.4.1 PPE use

Workers must ensure the following is complied with:

- PPE must be worn in accordance with manufacturer recommendations.
- 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.
- PPE must be stored in a clean, dry place where it cannot be damaged or deteriorate.
- PPE must be visually inspected prior to use to ensure it is fit for purpose, 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).
- 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 etc.
 - Medical conditions such as asthma or inhibited respiratory function when required to use respiratory equipment.
 - Weight restrictions for harnesses and climbing equipment.

4.4.2 Fit testing

Respiratory Protection Equipment may require Quantitative Fit Testing to be carried out prior to use. Fit testing will be arranged by the Health and Safety Team 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 tester will issue Workers with a record after fit-testing. This record must be saved on the Worker's personnel file 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.

4.4.3 PPE formal inspections

Formal inspections may be required for certain PPE items, as per manufacturers' instructions (e.g. personal fall protection equipment, insulated gloves for electrical tasks). Where required these inspections will be arranged by the Health and Safety team and records maintained on the MaintainX system.

4.4.4 Disposal of PPE

PPE must be removed from service where:

- It has exceeded the manufacturer's expiry date.
- 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).

PPE that is no longer serviceable must be disposed in the following manner:

- Clothing that is labelled with the Queensland Hydro logo must not be donated or disposed of outside of Queensland Hydro. Branded clothing must have the logo cut away and disposed into general waste containers.
- Any PPE items that have reached their expiry date or are unserviceable, should be:
 - quarantined for inspection and testing and repaired where appropriate (e.g. HV gloves).
 - destroyed so they cannot be used again.

5. Associated Documents

This procedure sits under the Health and Safety Policy. The key documents aligned to this procedure are identified below:

Document Code	Document Title
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>

6. 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	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.
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.