

PS PERSONAL PROTECTIVE EQUIPMENT

PURPOSE AND SCOPE

This standard gives instruction on selecting, providing, fitting, using, storage and disposal of Personal Protective Equipment (PPE) and applies to all persons working at or visiting Laing O'Rourke Workplaces. It does not apply within office environments that are not under construction.

All risk analysis, assessments and work method statements are to be conducted and compiled with full consideration of the hierarchy of control with preference to Elimination or Substitution control.

HIERARCHY OF CONTROL

ELIMINATION SUBSTITUTION ISOLATION ENGINEERING ADMINISTRATION PPE

Highest Level of Control

Lowest Level of Control

PPE is the lowest form of control and should always be used in conjunction with other higher order controls. Where PPE is chosen as a control, training in the fit, use storage and maintenance of the equipment is to be provided to all persons using it.

MANDATORY PPE

The minimum mandatory PPE for all Laing O'Rourke workplaces is:

- Hard Hat
- Hi-visibility clothing / vests
 - Long sleeves
 - Long Pants
- Gloves
- Medium Impact Safety Glasses compliant to AS1337
- Ankle High Safety Footwear - lace up in rail corridor

Workplace or project specific reduction in the mandatory PPE standard must be approved by the Hub Safety Board.

ADDITIONAL LOCAL CONTROLS

- Any specific PPE fit, usage, storage and maintenance requirements must be briefed to all potential wearers
- All individuals required to use PPE must be suitably trained in the use, wearing, storage and maintenance of PPE
- A record of the name of the person PPE is issued to, items issued and replacement history must be kept in a signed register. An agreement for regular cleaning must be signed and abided by. The workforce must not be asked to wash company issued overalls themselves.
- All PPE must be signed for and replaced only on a new-for-old basis

SAFETY EYEWEAR

- Where prescriptive spectacles are required, a range of medium impact prescriptive eye wear with polycarbonate lenses and side protection is available. For LORAC employees, the cost of such prescriptive spectacles is reimbursable in line with the Business Expense Policy.
- Where normal prescription spectacles are available only with glass lenses, a variety of suitable over-glasses and visors must be worn
- If the necessity for higher level of eye protection is identified during risk assessment, protective eyewear with the correct level of protection for the task must be provided to and used by those exposed (including individuals performing the task as well as those in proximate vicinity). The eye protection provided must also be compatible with other specified items of PPE and with prescription lenses where applicable.
- Double eye protection in the form of glasses/goggles and a face shield will be used for activities that generate flying particles such as grinding
- Eye protection cleaning stations must be provided at all worksites

HAND PROTECTION

- The appropriate glove to manage the risk is to be worn by all employees, staff, contractors and visitors on LORAC workplaces when carrying out tasks that may cause harm to themselves such as:
 - there is an identified risk or potential for finger or hand injury – sharp, hot objects, abrasive surfaces jagged objects; or where they will assist with the grip of the object;
 - handling wire ropes, chains, rigging equipment, or
 - contact with chemicals, fuels, substances or body fluids; or
 - manual handling
- When NOT carrying out tasks / works, gloves must be carried e.g. "Clip and Carry" at all times when in the construction site.
- A Project may choose to implement 100% glove wearing policy; this requirement is to be communicated during site induction.
- If the necessity for a specific level of hand protection is to be identified during risk assessment, hand protection with the correct level of safety for the task must be agreed and provided. Specific hand protection must be inspected and where worn or contaminated, they must be replaced on a new-for-old basis

- All hand protection/gloves must comply with Australian Standard 2161.
- For general worksite tasks, gloves with resistance properties to abrasions, cuts, tears and punctures must be used
- Refer to the LORAC Glove Matrix for addition information on Glove selection.

SAFETY FOOTWEAR

- Work boots must be provided and worn in preference to gum boots where possible
- All safety footwear, including gum boots, must incorporate impact resistant toe caps and pierce resistant mid-sole protection to Australian Standard 2210 "Occupational Protective Footwear"
- The footwear chosen must be appropriate to the task
- Where clients disallow the use of rigger boots or elastic sided boots, footwear with higher levels of protection must be agreed to and abided by

SAFETY CLOTHING

- Basic hi-visibility garments are required on all LORA construction sites and non-office worksites. All hi-visibility clothing and/or vest must comply with Australian Standard 4602.
- Hi-visibility clothing for night woks must be fitted with 50mm reflective tape
- All LORA clothing must be long sleeve and long trousers to protect against UV exposure
- All embroidered badges and logos must comply with the LORA style guide
- Railway compliant orange hi-vis garments are available for rail sector work and must comply with Australian Standard 4602 (day/night use). Reflective design is dependent on state requirements.
- Wet weather work-wear, disposable overalls and a Proban flame retardant boiler suits must be used where working conditions necessitate
- Proban fire retardant work-wear is OK to be washed commercially with synthetic powders but retarding properties are destroyed by oil staining. Depending on your type of work, this could be a risk requiring prompt dry cleaning.
- Task specific clothing such as spats, chaps, leather coats, disposable overalls must be suitable for the task and working conditions

SAFETY HEADWEAR

- Safety helmets must comply with Australian Standard 1801 and be regularly inspected and replaced where there is damage, cracking and/or where expiry date has been reached
- Hardhats are only to be worn with the peak facing forwards
- Hats/caps/beanies must not be worn under safety helmets. Chinstraps must be used when working in high rise structures or windy areas.

HEARING PROTECTION

- Noise monitoring must be conducted to assess noise level (dB rating) at worksites prior to selection and provision of hearing protection. Hearing protection provided must be adequate to protect from the noise level of a worksite.
- All hearing protection must comply with Australia Standard 1270 Acoustics – Hearing Protectors
- Operatives must be trained in the correct use and fitting of hearing protection
- Boxes of ear plugs will be placed in strategic locations around the site. Hearing Protection must not be shared as it can spread infection and disease.

RESPIRATORY PROTECTION

- Where worksites exposes people to dust, fumes or vapours respiratory protection must be provided and used
- Respirators must be fitted properly. Safety Advisors must be engaged to provide advice on qualitative fit testing. Persons required to wear masks or respirators or self-contained breathing apparatus must be clean shaven.
- Where positive pressure respirators are required, an adequate supply of charged batteries must be available
- The type of respiratory protection must be suitable to the task undertaken as identified in risk assessments

UV PROTECTION

- UV protection may be required if identified by risk assessment
 - Wide brims for helmets
 - Long sleeves rolled down and secured at the wrist
 - Sunscreen - SFP 30+

DISPOSAL OF PPE

- Any PPE that is likely to be contaminated with lead dust or asbestos must be:
 - Sealed in a container before being removed from the lead process or asbestos waste area
 - Disposed of as soon as practicable at a site authorised to accept contaminated waste

RESPONSIBILITIES

EMPLOYER:

- Provide the PPE to workers at the workplace, unless the PPE has been provided by another employer
- Ensure that personal protective equipment provided is:
 - Selected to minimise risk to health and safety
 - Suitable to the nature of the work and associated hazards
 - Suitable size and fit and reasonably comfortable

- Maintained, repaired or replaced to ensure that the equipment is clean and hygienic and in good working order
- Used or worn by the worker, so far as is reasonably practicable
- Provide the worker with information, training and instruction in the proper use, wearing, storage and maintenance of PPE
- Ensure, so far as is reasonably practicable, PPE used or worn by any person other than a worker is capable of minimising risk to the person's health and safety, and the person uses or wears the equipment i.e. visitors

WORKERS

- Use or wear the PPE in accordance with any information, training or reasonable instruction by the employer
- Not intentionally misuse or damage the equipment
- Inform their employer of any damage, defect or need to clean or decontaminate the PPE

REGULATIONS AND STANDARDS

- Work Health and Safety Regulation 2011, Part 3.2, Division 5, and Regulations 400 & 472
- Occupational Health and Safety Regulations 2017 (VIC)
- Occupational Safety and Health Regulations 1996 (WA)
- AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment
- AS/NZS 1716: Respiratory protective devices
- AS/NZS 1801 Occupational protective helmets
- AS/NZS 1337.1:2010: Personal eye protection - Eye and face protectors for occupational applications
- AS/NZS 1338.1 Filters for eye protectors - Filters for protection against radiation generated in welding and allied operations
- AS/NZS 2161 Occupational protective gloves
- AS/NZS 2210 Occupational protective footwear
- AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
- AS/NZS ISO 2801: Clothing for protection against heat and flame - General recommendations for selection, care and use of protective clothing
- AS/NZS 4501.1-2008: Occupational protective clothing - Guideline on the selection, use, care and maintenance of protective clothing

FORMS AND TEMPLATES

- [E-T-8-0939 Safety Equipment Issue](#)
- [LORAC Glove Matrix](#)