

## Personal Protective Equipment Guidelines

### **Purpose**

The purpose of this guideline is to provide information on the selection use and maintenance of personal protective clothing and equipment (PPE) wherever it has been identified as a risk minimisation control measure.

### **Scope**

This guideline applies to all workers who work at Craggy Range, where PPE has been identified as the risk control method as identified in an SOP or via the Hazard and Risk ID and Control Procedures.

### **Definitions**

PPE:

- Personal Protective Equipment

### **Hierarchy of Risk Controls**

The priority method of implementing risk control measures are:

- Elimination: Remove the hazard/risk
- Minimisation: Use signs and procedures for safe practices and issue PPE, eg, respirators, hearing protection, gloves, eye protection.

### **Guidelines**

When considering PPE to minimise exposure, all possible routes of entry of the hazard/risk into the body must be taken into account. PPE must be:

- properly selected for the individual and the task;
- clean and functional;
- used correctly; and
- maintained in good condition.

**NOTE:** Refer to the WorkSafe Workplace Exposure Standards to understand the suggested levels of exposure, see References

PPE shall be selected, used and maintained in accordance with the relevant Australian/New Zealand Standard. Some items of personal protective clothing and equipment include:

- AS/NZS 1336 Recommended practices for occupation eye protection
- AS/NZS 2161 Occupation protective gloves
- AS/NZS 2210 Occupation protective footwear
- AS/NZS 1270 Acoustics – hearing protectors
- AS/NZS 1715 Selection, use and maintenance of respiratory protection

Proof of compliance with the relevant AS/NZS is a prerequisite for purchase of any personal protective clothing and equipment.

### **Items of PPE**

**Protective eyewear:** Where there is risk of eye injuries employees/students must wear protective eyewear. Sources of damage may include splashing of liquids hazardous to the eyes, impact, foreign particle entry and radiation.

- **Goggles:** Where splashing of liquids hazardous to the eyes may occur, chemical splash goggles must be used.
- **Contact Lenses** and prescription spectacles by themselves provide no protection against splashing of hazardous liquids as they do not form a seal on the face. A face shield may be required to protect the face.
- **Safety glasses:** Safety glasses with side shields must be used where an impact hazard/risk exists. Safety glasses have impact resistant lenses and frames. Prescription spectacles provide no protection against an impact, eg glassware explosion.

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- **Face shields:** Some applications, described in AS/NZS2243.1 Safety in laboratories, require the use of face shields.
- **Gloves:** Where injuries or contamination to the hands could occur appropriate, compatible gloves should be worn. A risk assessment should identify the type of glove required for the activity contemplated. Gloves must be removed before leaving the laboratory to reduce the risk of contamination to non-laboratory users.
- **Protective footwear:** Where injuries to the feet could occur, appropriate footwear should be worn. AS/NZS 2210 should be used to select the correct footwear.
- **Hearing protection:** Where hearing may be damaged appropriate hearing protection should be worn. NZ legislation requires that persons should not be exposed to noise levels that exceed an 8 hour noise equivalent of 85dB(A) or that peak at more than 140dB(C).
- **Respirators:** Where there is risk of inhalation of toxic harmful vapours, fumes, particulates or gases appropriate respiratory protection should be worn.
- **Oxygen Deficiency Atmosphere:** Where a risk assessment indicates the possibility of an atmosphere deficient in oxygen or the presence of a harmful substance self contained breathing apparatus or supplied air respirators must be used.

## Correct use of PPE

- **Fitting:** The correct fit is a prerequisite for the correct operation of PPE and must be checked before the PPE is used. This is especially important for respiratory devices where a good facial seal is required.
- **Instruction and training:** Workers and visitors must be taught the correct way to use the PPE. Instruction should include the need for the equipment, its basic design principles, its application and limitations.

## Maintenance of PPE

All PPE must be maintained, tested and stored according to the manufacturer's requirements. The PPE must be kept in a clean hygienic and effective condition. When not in use, PPE should be stored in a convenient, accessible and appropriate manner.

## Issuing of PPE

All workers and visitors are to be issued with PPE when required; employees on fixed term or casual agreements are responsible for providing own footwear. Contractors are responsible for supplying their own PPE equipment.

## How to ensure PPE is worn

Recognition of the need for PPE is very important. Workers need to be made aware that although controls have been considered, risks and hazards still exist.

- Emphasise the need to wear PPE at all times;
- Show how to maintain, clean and store PPE;
- Regular inspection is important so that damaged PPE is replaced immediately;
- Provide ongoing and refresher training at least once a year.

## References

WorkSafe Workplace Exposure Standards