

# Personal Protective Equipment

## 1 Policy

- 1.1 The ACOR Group of Companies ("ACOR") provides suitable personal protective equipment ("PPE") to support all ACOR representatives undertaking their work safely and assist with protection from exposure to workplace hazards.

## 2 Policy Application

- 2.1 This policy applies to:
- a) ACOR employees while on ACOR premises or when visiting or inspecting an ACOR client's premises or work site; and
  - b) independent contractors, subconsultants, suppliers, visitors and tradespeople ("third parties") on ACOR premises, or when visiting an ACOR client's premises or work site on ACOR's behalf.
- 2.2 ACOR employees are also to comply with this Policy when at, or in transit between, an ACOR premises, their residence, a client's premises or site or in a public space. This includes carrying out risk assessments, hazard mitigation and deploying appropriate PPE before undertaking any task.
- 2.3 This policy is to be read in conjunction with the following policies and procedures:
- a) *Occupational Health and Safety Policy (BSS-POL-NAT-HR004)*
  - b) *Procedure for Personal Protective Equipment (HSEQ-RWP-NAT-018)*
- 2.4 Employees and third parties must utilise appropriate PPE in accordance with this Policy.
- 2.5 If a third party does not have appropriate PPE to undertake a task, ACOR may refuse entry to ACOR premises or the client's site or elect to supply PPE, at the third party's cost.
- 2.6 If an ACOR client specifies or directs compliance with the client's site safety policies and procedures (including the wearing of PPE), ACOR employees and third parties acting on behalf of ACOR, must comply with the more stringent or onerous requirement when on the client's premises or work site.

## 3 Risk Assessments and Hazard Mitigation

- 3.1 ACOR recognises that PPE is one element within an overall effective work health and safety system commonly described as a 'Hierarchy of Controls' comprising including Elimination, Substitution, Isolation, Engineering, or Administrative.
- 3.2 PPE must not be treated as the primary source of protection from workplace hazards as it does not remove or neutralise the hazard at its source. PPE relies on it being used effectively, in the correct situation and application and in accordance with the manufacturer's instructions with appropriate supervision. PPE can deliver an effective level of protection against workplace hazards provided it is used and maintained carefully.
- 3.3 ACOR requires that all employees and third parties undertake a thorough and detailed risk assessment of all workplace situations which may give rise to safety hazards in accordance with ACOR's policies and procedures and, if possible, remove or avoid the risk.
- 3.4 If the risk cannot be removed or avoided, the employee or third party must implement all appropriate risk mitigations, and complete a SWMS in accordance with which includes:
- a) refraining from certain aspects of the activity until an alternative option or appropriate personnel can be identified;
  - b) engaging an appropriately qualified, certified or licensed contractor (especially for confined space entry or working at heights where rope access is required and a fall arrest system is to be used);

c) sourcing and using suitable PPE.

3.5 Whilst ACOR recognises that PPE performs a key role in risk control, exclusive reliance PPE to satisfy hazard control requirements is not sufficient. PPE must, where possible, be supplemented by higher level control measures.

## 4 Use of PPE

4.1 ACOR has developed a system to manage the selection, use and maintenance of PPE where identified, including:

a) *Personal Protective Equipment Routine Work Procedure (HSEQ-RWP-NAT-018)*

b) selection of the appropriate PPE or category of PPE for the task in accordance with the applicable Australian Standards, regulatory requirements, industry guidance material and Codes of Practice;

c) assess if PPE is suitable having regard to:

- nature of the work;
- hazards associated with work;
- suitable size and fit (and if not suitable, alternative to be sourced to provide a better fit for the individual);
- whether it is reasonably comfortable to wear for the type of task and intended duration of task;
- restrictions that may exist when using PPE (including dexterity, movement, communication, vision or breathing); and

d) require maintenance, repair, and replacement, as appropriate, in accordance with the manufacturer's specifications/instructions and/or relevant Australian Standards (and keep a register of ACOR's PPE).

e) select PPE to meet legislative requirements and relevant Australian Standards;

f) provide training (where necessary), guidance, and assistance to employees (including employees who carry out a supervisory role) on the proper selection, use, care, cleaning, maintenance and storage, of approved PPE as well as the effectiveness of PPE, residual risks and limitations);

g) develop instructions for selection, use, maintenance, cleaning of PPE;

h) periodically re-evaluate the suitability of previously selected PPE;

i) develop a routine for inspection of PPE to ensure it is clean, hygienic, not expired and in good working order against the register in (b) above;

j) conduct inspections and checks to confirm PPE is being used by employees;

k) review, update and conduct PPE suitability assessments whenever:

- a project changes;
- new equipment is used;
- there has been an incident;
- a supervisor, worker or Health and Safety Representative requests it; or
- or at least every year; and

l) maintain records of training.

## 5 ACOR's Minimum PPE Requirements

5.1 ACOR's minimum PPE requirements are set out in Schedule A to this Policy.

- 5.2 If, following a Risk Assessments and Hazard Mitigation in accordance with this section 3, additional specific PPE is required or necessary, the employee or third party must use the appropriate PPE, over and above the Minimum PPE Requirements, in accordance with this Policy.
- 5.3 All employees are required to wear PPE as instructed, not misuse, or deliberately damage PPE, and inform ACOR of any damage, defect or contamination of PPE that may render the PPE unusable.
- 5.4 Employees are to notify ACOR immediately if PPE is consumed or needs to be renewed, restocked or replaced if broken or damaged.










## **6 Incidents and Accidents**

- 6.1 All incidents and accidents must be reported in accordance with the *Incident and Injury Management Procedure (HSEQ-RWP-NAT-007)*.

## **7 Noncompliance or Breach of Policy**

- 7.1 Any person (whether an employee of ACOR or a third party) who refuses to comply with this Policy (including proper use and operation of appropriate PPE) will be directed to remove themselves from ACOR or client premises (or if in imminent danger, be removed) and are not permitted to continue with any tasks for or on behalf of ACOR until approved to continue or return to the task by ACOR's National HSEQ Manager.
- 7.2 Any in breach of this Policy may result in removal from an ACOR premises (including physical removal by an ACOR representative or a law enforcement officer if the person is in imminent physical danger), termination or disciplinary action. ACOR also acknowledges that it owes reporting obligations and duties to statutory authorities and may be required, by law, to report any breaches of work health and safety legislation (including in respect of use, misuse or refusal to use PPE).

## Schedule A - ACOR's minimum PPE requirements

PPE Category	ACOR Requirement	Applicable Standards
<b>Eye Protection</b> 	<p>Eye protection shall be worn wherever there is a credible risk of eye injury.</p> <p>Tinted lenses may be used in bright conditions but are not suitable in low light levels</p>	AS/NZS 1337 Personal Eye Protection for occupational applications
<b>High Visibility</b> 	<p>High visibility outerwear (vests) shall be worn at all times on site.</p> <p>For work on Defence Fuel Installations (DFI) protective clothing must comply to AS/NZS 4602 and AS4602</p>	<p>AS/NZS 4602 High Visibility Safety Garments</p> <p>AS4979 Flammable and combustible liquids - Precautions against electrostatic ignition</p>
<b>Protective Clothing</b> 	<p>Long sleeve shirt and long trousers or overalls providing coverage from collar to cuff shall be worn at all times within in scope locations and activities</p> <p>For work on Defence Fuel Installations (DFI) protective clothing must comply to AS/NZS 4602 and AS4602</p>	<p>AS/NZS 4602 High Visibility Safety Garments</p> <p>AS4979 Flammable and combustible liquids - Precautions against electrostatic ignition</p>
<b>Safety Footwear</b> 	<p>Fully enclosed safety footwear with protective toecaps complying with AS/NZS 2210 shall be worn at all times within in scope locations and activities.</p>	AS/NZS 2210 Safety, Protective and Occupational Footwear – Guide to Selection, Care and Use.
<b>Hand Protection</b> 	<p>For staff attending Defence Fuel Installations it is mandatory to wear gloves at all times.</p> <p>ACOR recommends Nitrile gloves for use in DFIs.</p>	AS/NZS 2161.2 Occupational Protective Gloves – general Requirements.
<b>Fall Arrest Harness</b> 	<p>ACOR workers performing roof inspections are required to wear a fall arrest harness with the tether attached to the single point anchor device on the roof that complies to AS/NZS 5532:2013. The harness should fit correctly and be inspected for any damage to fittings and webbing.</p>	AS 1891.4 :2009 Industrial fall-arrest systems and devices Part 4. Selection, use and maintenance.
<b>Hearing Protection</b> 	<p>Where noise cannot be eliminated or effectively reduced at the source or workers cannot be effectively isolated from the source (e.g., airside at RAAF Base), suitable hearing protection shall be provided and worn.</p>	AS/NZS 1269 Occupational Noise Management
<b>Hard Hat</b> 	<p>Hard hats are required on construction sites, these are to be fitted correctly. The hard shall be inspected prior to going to site, if damaged or past the 'notional' use by date, the hard should be marked out of service and given to office administration.</p>	AS/NZS 1801:1998
<b>Sun Protection</b> 	<p>A hat or cap and sunscreen should be used when working outdoors. Preferably SPF50+ in accordance with AS2604</p>	AD/NZS 2604 Sunscreen Products – Evaluation and Classification