



Selection, Use, Maintenance & Disposal of PPE Standard Operating Procedure

1. Purpose

To achieve an acceptable level of risk for all workers at Central Coast Region operated facilities involved in the provision, selection, use, maintenance and disposal of Personal Protective Equipment (PPE).

2. Scope

This document applies to all persons who carry out work at Central Coast Region operated facilities.

3. Control Measures

Where practical, control the hazards in accordance with the Hierarchy of Controls (see Figure 1 below page). The hierarchy of controls simply provides a list of methods of restoring safety to the work process. The list shows the most effective means at the top and the least effective or 'last line of defence' at the bottom. The Hierarchy of Control is to be used to control hazards identified for all risk management processes.

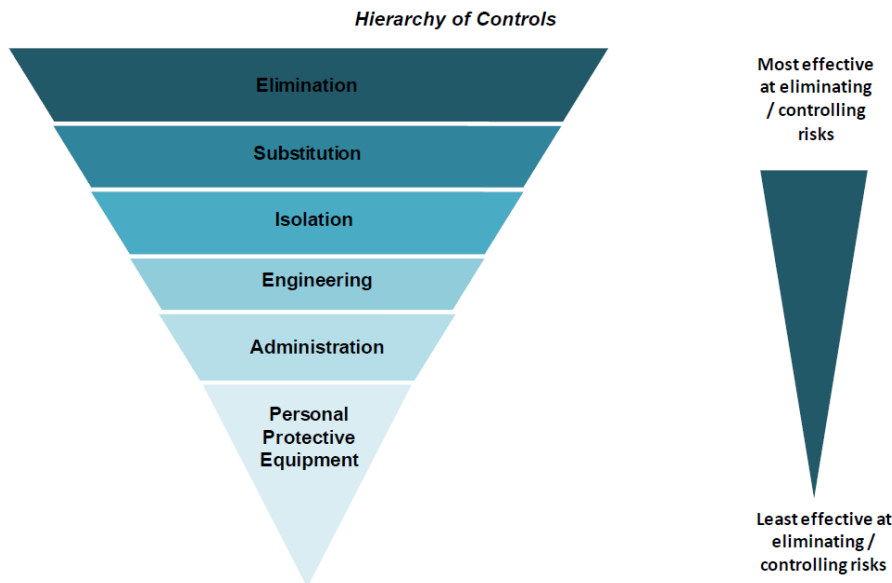


Figure 1 - Hierarchy of Controls

Less reliable control measures (e.g. Administrative, PPE or Safe Behaviour controls) should only be implemented as part of a holistic control strategy in addition to controls from the other, more effective categories or on their own where the level of current risk is at an acceptable or near an acceptable level.



4. Procedure

4.1 General Requirements

Personal Protective Equipment shall be selected in accordance with the process of risk management. When selecting PPE, the following general principles are to be considered by persons conducting the risk assessments. At Central Coast Region operated facilities, the requirements for the selection, training, use, maintenance and disposal of PPE are:

- a) The ARC Campsites is responsible for the selection of PPE for use at Central Coast Region operated facilities and the effective implementation and continuous improvement of the PPE system.
- b) No changes to the purchasing of PPE shall take place without the authorisation of the ARC Campsites.
- c) Ensure that all persons are trained in the correct selection and use of PPE.
- d) Before using specialised equipment, personnel familiar in its use shall give instruction to those who shall be using it. If you are unfamiliar with the correct use of a piece of Personal Protective Equipment, ask for instruction.
- e) Ensure that the correct or suitable PPE is readily available.
- f) Adhere to the requirements of PPE detailed in all SDS.
- g) Via risk management processes, ensure the PPE is appropriate and provides adequate protection for the tasks involved and the hazards.

4.2 Specific Requirements

4.2.1 Hearing Protection

Hearing protection, in accordance with AS1270, shall be worn where designated by signage or where the noise is sufficient that a person needs to raise their voice to be heard by another person over equipment noise. Only hearing protection meeting AS1270 Class 4 or 5 shall be purchased for use at Central Coast Region operated facilities.

In addition, hearing protection shall be worn in the following areas but not limited to:

- a) As directed by ARC Campsites.
- b) As required by Procedures.
- c) As indicated by signage.
- d) When it is needed to use a raised voice to be heard over equipment noise.

4.2.2 Protective Footwear

The wearing of sturdy footwear that covers the foot shall be worn while undertaking work in all areas of Central Coast Region operated facilities.



4.2.3 Eye Protection

While undertaking work at Central Coast Region operated facilities, eye protection shall conform to the Medium Impact rating in AS1337 as a minimum and use is mandatory in all areas of Central Coast Region operated facilities except:

- a) Within offices, crib rooms & amenities.
- b) Car parks, entrances to offices and amenities
- c) Fully enclosed vehicles drivers' compartment.

Where work in any of these areas creates an eye injury hazard, then the appropriate eye protection shall be worn.

Appropriate shaded welding eye protection shall be worn for the type of welding being conducted. Full face shield (High Impact Rated) shall be worn for all grinding and where mechanically generated particles are produced. Medium Impact glasses are to be worn underneath the face shield at all times. If working in a cramped area medium impact goggles shall be worn under face shield.

4.2.4 Prescription Safety Glasses

All prescription glasses that are worn in designated safety glass areas on site must comply with AS/NZS 1336 1997 and AS/NZS 1337 1992. This includes the fitting of and maintaining of side shields if necessary.

The frames shall comply with AS/NZS 1337 1992 Eye Protectors for Industrial Applications.

Replacement of prescription safety glasses shall be the responsibility of the owner of the glasses.

4.2.5 Respiratory Protection

Respirators of the approved type selected in compliance with AS 1715 shall be worn whenever dust, fumes, gases or other harmful atmospheres are present. Respiratory protection shall also be in accordance with the product's SDS where applicable.

4.2.6 Hand Protection

Volunteers and contractors who undertake work at Central Coast Region operated facilities where PPE is mandatory are required to carry gloves complying with AS2161 and to use them when performing manual work.

The type of gloves worn must be appropriate to the hazards to which the user will be exposed. Glove selection should be determined through

- a) Risk assessment of the task being performed.
- b) Review of the relevant (SDS) Safety Data Sheet when using any hazardous substances.

As minimum:

- a) General purpose gloves must be worn when performing manual handling tasks.
- b) Chemical resistant gloves must be worn for handling any hazardous substance.
- c) Leather riggers gloves must be worn when handling wire ropes or wire slings.



The wearing of gloves may be exempted:

- a) For specific tasks when, through risk assessment, it is deemed unsafe to wear gloves, e.g., when using rotating power tools. The reason for not wearing gloves shall be recorded in the risk assessment hazard identification column or
- b) When performing administrative type tasks.
- c) Driving vehicles or mobile equipment.
- d) Tasks whereby a high level of touch sensitivity is required. Similarly, the reason for not wearing gloves shall be recorded in the risk assessment hazard identification column, and alternative risk controls must be defined.

Whilst the wearing of jewellery is not prohibited, extreme caution should be undertaken, as jewellery may increase the risk of personal injury in some circumstances.

4.2.7 Safety Harnesses

Where there is a risk of falling or, if there is a danger of injury, and suitable edge protection cannot be provided, fall protection shall be used in accordance with the Procedure **QB-CCR-SOP-04 Working at Heights**.

4.2.8 Maintenance of PPE

All PPE shall be inspected by the user daily or as it is used and arrange for replacement PPE if it is found to be in an unsafe condition.

The ARC Campsites shall provide a maintenance regime to ensure adequate availability and condition of PPE.

4.2.9 Disposal of PPE

All defective and out of date PPE shall be disposed of and/or replaced as per manufacturers' recommendations and/or SDS sheets.

5. Audit and Review

The individual Standard Operating Procedure will be reviewed:

- Three yearly.
- When triggered by any event or findings that identify improvements in the controls that effectively manage the identified hazards.

6. Definitions

Competent Person – Person assessed as being able to perform a task.

Personal Protective Equipment (PPE) – Clothing equipment and/or substances which, where worn or used correctly, protects part or all of the body from foreseeable risks of injury or disease in the workplace.

Responsible Person – A person who has the demonstrated skills and knowledge required to perform a task to a standard.



Shall – Is to be considered as a mandatory term

SOP – Standard Operating Procedure

7. Document Information

7.1 Reference Information

Reference information, listed in **Table 7-1** below, is information that is directly related to the development of this document or referenced from within this document.

Reference
Queensland Branch Scouting Instructions
Original Equipment Manufacturers specifications
QB-CCR-SOP-04 Working at Heights SOP
QLD Government: Managing noise and preventing hearing loss at work Code of Practice 2011

Table 7-1 - Reference Information

7.2 Change Information

Full details of the document history are recorded in the document control register, by version. A summary of the current change is provided in **Table 7-2** below.

Version	Date	Review Team	Details of Change
1.0	01/04/2017	Dougal McWhinney	Document created

Table 7-2 - Reference Information