

## 1. BACKGROUND

### 1.1 Purpose

The purpose of this guide is to ensure personal protective equipment is worn when required and fitted accurately.

### 1.2 Scope

This guide applies to all AQWEST sites.

### 1.3 Applicable AQWEST Safety Values



#### Safe Job Planning

### 1.4 Definitions and Abbreviations

**Construction Site:** A workplace at which construction work is done and includes any adjoining area where plant or other materials used or to be used in connection with that work are located or kept and over which the main contractor has control for the purpose of doing the construction work.

**Construction Work:** means -

- (a) the construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located; or
- (b) work on which a hoisting appliance or any scaffold or shoring is used or intended to be used; or
- (c) work in driving or extracting piles, sheet piles or trench sheet; or
- (d) work in laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid; or
- (e) work in sinking or lining or altering, repairing, maintaining, renewing, removing, or dismantling a well or borehole; or
- (f) road works, earthworks or reclamation; or
- (g) work in laying an underground cable or work related to laying an underground cable that is done at or adjacent to the place where the cable is laid or to be laid.

**Field Work:** any work being conducted outdoors on behalf of AQWEST.

**Hat:** wide brimmed hat, bucket hat, legionnaire's hat, safety helmet hat brim or safety helmet with legionnaires flap; must be capable of casting a face shadow equal to that of a hat with a forward projection from the forehead of 70mm.

**Incidental Short Term Exposure to the Sun:** PPE should be worn where incidental short term sun exposure could result in immediate harm (i.e. exposure to the sun for the specified duration will result in sunburn). A walk from the car park to the nearest building would be classified as incidental exposure. Where the walk from the car park to the building occurs on an operational site, it is important to give adequate consideration to other PPE hazards (e.g. the need for high visibility clothing, long shirt/pants, and hat).

**Long Pants:** pants that remain fully extended to ankle level.

**Long Sleeved Shirt:** A collared shirt with long sleeves that remain fully extended to wrist level.

**Maintenance Work in Office Areas:** means any maintenance work for a building carried out in office areas.

**PPE:** Personal Protective Equipment, including clothing.

**Respirator:** A personal respiratory protective device that is designed to prevent the inhalation of contaminated air.

**Responsible Person:** supervisor of workers undertaking the work. It is the responsibility of the Responsible Person to identify and control hazards/risks arising from the work itself.

**Safety eyewear for office sites:** sunglasses offering protection from sun exposure.

### 1.5 Specific Responsibilities

**Employees and contractors:** wear and maintain personal protective equipment as per this guide.

**Executive Management:** approve this guide for implementation.

**Health and Safety Representatives (HSR):** assist department co-workers to implement this guide.

**Safety Committee:** The Safety Committee's responsibility is to provide advice and feedback to Executive Management.

**Safety Training and Compliance Officer (STCO):** assist with implementing this guide. Monitoring and review.

**Supervisors and Coordinators:** ensure this guide is implemented in this area.

## 2. GUIDELINES

### 2.1 Training

All personnel working alone shall have received the following training:

- AQWEST Occupational Safety and Health Induction
- Wearing applicable PPE

2.2 Minimum Workplace PPE Requirements						
Place of Work	Personal Protective Equipment					
	Safety Eyewear	Safety Footwear	High Visibility Vest/Shirt/Jacket	Safety Helmet	Long Sleeved Shirt, Long Pants	Hat or helmet brim/flap
<b>Field Work</b> (includes ground or maintenance tasks, inspections, treatment sites, and WSC yard)	Worn as required by R/A	✓	✓	Required when there is a risk of falling objects or workers above	✓	For direct sunlight only
<b>Maintenance Work in Office Areas</b>	Worn as required by R/A	✓		Required when there is a risk of falling objects or workers above	Worn as required by R/A	
<b>Office Areas</b>		Footwear secured to foot (no thongs or flops)				
<b>Stores / Workshops / Cage</b>	Worn as required by R/A	✓	✓	Required when there is a risk of falling objects or workers above		
<b>Construction sites</b>	✓	✓	✓	✓	✓	For direct sunlight only
<b>Key</b> '✓' indicates 'is required' 'R/A' indicates a risk assessment should be used to determine requirement based on activities and tasks to be undertaken.						

### 2.3 Eye Protection

Typical eye injury hazards may include flying particles, dust, splashing substances and welding flashes. Consideration must be given to the need for protecting persons who are working nearby or that pass close to the hazardous areas. Guidance for the selection of eye protection is provided in AS/NZS 1337. Safety eyewear is designed to meet required characteristics to protect the wearer, and shall not be tampered with (e.g. by removal of side shields from safety glasses).

Eye protection is required at all sites (without exemption) under the following conditions:

- Grinding/Cutting – safety glasses, goggles or full face shield depending on grinding cutting tool and material being cut.
- Welding – clear safety glasses and medium impact welding helmet are required.
- Use of powered tools – safety glasses and/or medium impact face shield shall be used in accordance with the manufacturer’s instructions.
- Using chemicals – safety glasses, goggles or full face shield, as documented on Safety Data Sheets.
- Exposure to the sun – as a minimum, tinted safety glasses or sunglasses should be worn
- Working in conditions where they are exposed to wind, airborne particles or eye hazards (e.g. bushes and trees) – as a minimum, employees shall wear low impact safety glasses (with Australian Standard compliant frames and lenses) to protect eyes from contact. Mono goggles should be worn in high dust areas where injury is more likely.

Where doubt exists – safety glasses shall be used under loads, where soil is being moved in close proximity, in extremely windy conditions or where eye protection directed by the supervisor or a competent person.

Measures should be taken to ensure proper maintenance of safety eyewear. These measures include the following:

- The provision of proper facilities for storage, cleaning, servicing, and replacement of safety eyewear.
- A system to ensure that all personnel are familiar with the arrangements for cleaning, repairing and replacing damaged or faulty equipment, and for correcting or adjusting uncomfortable safety eyewear.
- Inspection and cleaning of all safety eyewear at regular intervals, after use, and before re-issue to another person.

The manufacturer's instructions for the cleaning of safety eyewear should be adhered to, and in the absence of such instructions the following affords guidance: e.g. wash safety eyewear thoroughly with non-abrasive soap or detergent and warm water using a soft cloth, then rinse and dry. Avoid the use of any substance likely to scratch the surface of the lenses.

Safety eyewear and lenses should be replaced when usage, accidental damage or age has resulted in deterioration of the properties of the safety eyewear to a stage where continued use could itself be hazardous, or where the safety eyewear no longer comply with the relevant standard. In particular, lenses which have been scratched, abraded, pitted or otherwise damaged shall be replaced once noticed, because the protection afforded by them may be reduced and vision impaired.

### 2.4 Foot Protection

Foot protection should be replaced when usage, accidental damage or age has resulted in deterioration of the properties of the foot protector to a condition where continued use could itself be hazardous, or where the foot protector no longer complies with the relevant standard. In particular, worn rubber soles and exposed steel toes should be replaced because the protection afforded by them may be reduced.

### 2.5 High Visibility Clothing

Where workers are predominantly field based and high visibility clothing is a daily requirement, a selection of summer and winter weight high visibility clothing will be provided. When workers are predominantly office based, a high visibility vest and job site appropriate hi visibility clothing will be provided commensurate with expected time in the field.

## 2.6 Head Protection

No other headwear, such as caps, bandanas or beanies shall be worn under a safety helmet.

Where the safety helmet is worn outdoors in daylight conditions, a legionnaire's flap or wide brim can be worn to provide sun protection for the ears and neck.

All safety helmet components and accessories should be visually inspected prior to use by the wearer, for signs of dents, cracks, penetration or other damage due to impact, rough treatment or unauthorised alterations which may reduce the degree of safety originally provided.

Helmets showing damage or deterioration to the shell should be immediately withdrawn from service and discarded (completely destroyed). Helmets with shells (intact) but with damaged or defective harness components should be withdrawn from service and the complete harness and cradle replaced.

It is recommended that each helmet issued be identified with the employee's name and date issued on the manufacturer's label inside the helmet or alternatively, stamped onto pressure sensitive tape attached to the helmet.

Under no circumstances are helmets to be subjected to paint or soluble, as these can have a detrimental effect on the material from which the helmets are made and render them useless as effective head protection.

Excessive discolouration of the shell colour or weathering of the surface may indicate a loss of strength. Helmets which have been in service for longer than 3 years from the date of issue should be thoroughly inspected and replaced as necessary.

Plastic components of harnesses may deteriorate more rapidly under aggressive service conditions and in these cases harnesses should be replaced at intervals not longer than 2 years from the date of issue.

No safety helmet should be reissued unless the helmet has been thoroughly cleaned and inspected. In general, when a helmet is being re-issued to a different person at least a new sweatband should be fitted.

## 2.7 Skin Protection

Where AQWEST personnel are required to wear a long sleeved shirts and long pants uniform it should be sourced from the AQWEST's Corporate Work Wear Catalogue, as appropriate fabric and Ultra Violet Factored (UPF) garments have been selected to offer the best protection. As a guide, fabric for long sleeved shirts should have a UPF rating of 40-50+ and fabric for long pants should have a UPF rating of 30+.

When sourced outside of the AQWEST's approved range of Corporate Work Wear Clothing, long sleeved shirts and long pants should offer the same level of protection offered by the garments within the approved range.

Where practical, higher order controls should be considered to reduce exposure to the sun (e.g. providing shade or scheduling outdoors work to hours other than the middle of the day).

When an individual is working outdoors, personal protection shall be worn in the form of protective clothing (i.e. hat, long sleeved shirt and long pants) in accordance with section 2.2 of this entitlements document. A sun-protective hat does not need to be worn when it is raining, nor when working in a pit where there is no direct exposure to the sun. It is recommended that the UV forecast and sun protection times, via the [Bureau of Meteorology](#) or [SunSmart app](#), are referred to when deciding what skin protection to be worn.

It is recommended that hats for prolonged outdoor exposure are sourced from the AQWEST's Corporate Work Wear Catalogue. In instances where hats are sourced outside of this range, they must provide the minimum level of protection offered by the hats in the AQWEST approved range. As a guide, wide brimmed hats should have a brim of at least 70mm and bucket hats should have a brim of at least 60mm (casting a shadow equivalent to the 70mm wide-brimmed hat).

Sunscreen should also be worn to provide protection from reflected sunlight to any exposed skin areas. Sunscreen shall be SPF 30+ in accordance with AS/NZS 2604 Sunscreen Products – Evaluation & Classification.

Safety Sunglasses conforming to AS/NZS 1337, with lenses complying with AS1067 Sunglasses and Fashion Spectacles – Safety Requirements, are required for work outdoors during daylight hours.

### 2.8 Hearing Protection

Where other means of reducing noise exposure are not practicable or satisfactorily reliable, hearing protection shall be provided and used where noise levels are likely to exceed 85dB (A) or over peak levels of 140 dB(C). Guidance on managing noise and relevant PPE is provided in AS/NZS 1269 Occupational Noise Management, and in AS/NZS 1270 Acoustics – Hearing Protectors.

For hygiene reasons, earplugs should not be worn at water treatment plants or pump stations. If hearing protection is required, it should be ear muffs.

Ear protection should be replaced in compliance with the manufacturer’s instructions and at a minimum, when usage, accidental damage or age has resulted in deterioration of the properties of the ear protector to a stage where continued use could itself be hazardous, or where the ear protectors no longer comply with the relevant standard. In particular ear cushions or plugs that are no longer pliable and/or when head bands are so stretched that they do not keep ear cushions snugly against the head.

### 2.9 Hand Protection

Gloves are required as deemed necessary by a risk assessment where there is a risk of injury to the hand and where the wearing of gloves does not increase the risk of a more severe injury occurring than would occur without gloves. Supervisors and competent persons are to determine the tasks and activities that require gloves and ensure that glove requirements are notified to all employees and contractors working in the area.

When selecting appropriate hand protection, the following questions should be asked:

- Are there any gases, liquids, dusts, particles etc. present?
- What is the surface texture (smooth, rough)?
- Are there any sharp objects present (needles, glass etc.)?
- What are the surface and ambient temperatures (extreme hot, extreme cold)?
- What is the dexterity that will be needed for tasks when using the gloves?
- What is the length of glove needed?

### 2.10 Respiratory Protection

Respiratory protective equipment shall be worn where there is exposure to contaminants in gaseous form, contaminants in particulate form or a deficiency in oxygen, and shall be selected and worn in accordance with AS/NZS 1716.

Only respiratory protection of the supplied air type (such as Self Contained Breathing Apparatus) provides protection against oxygen deficiency.

The selection of respiratory protection devices must be done with extreme care. Material Safety Data Sheets requiring respiratory protection should be complied with. Comprehensive guidance on the selection of respiratory protection is provided in AS/NZS 1716. If in doubt, advice should be sought from the suppliers of the relevant respiratory device.

### 2.10 Visitors

Visitors may be exempt from minimum workplace PPE requirements outline in section 2.2 when a risk assessment has proved it unnecessary in specific areas (e.g. exclusion zones) and when accompanied throughout their visit. Where safety footwear exemptions exist, visitors shall wear closed in, flat soled footwear as a minimum.

### 2.11 Monitoring and Review

This guide should be reviewed at a maximum review period of 5 years.

<b>3. OTHER INFORMATION</b>
<b>3.1 Tools</b>
<ul style="list-style-type: none"> <li>• OHS 4 - Risk Management Guide</li> <li>• OHS 5 - Safe Job Planning Guide</li> </ul>
<b>3.2 Compliance</b>
<ul style="list-style-type: none"> <li>• Code of Practice: First aid facilities and services; Workplace amenities and facilities; Personal protective clothing</li> <li>• <i>Occupational Safety and Health Act 1984</i></li> <li>• <i>Occupational Safety and Health Regulations 1996</i></li> </ul>

<b>4. REVISION HISTORY</b>				
<b>Version</b>	<b>Date released</b>	<b>Description of Changes</b>	<b>Author</b>	<b>Authorised by</b>
Draft		First Draft	Robert Allan (STCO)	
1.0	24/01/2017	First Version	Robert Allan (STCO)	Gary Hallsworth (MWS)
1.1	27/06/2017	Amendment of minimum workplace PPE requirements and referring to the UV forecast and sun protection times when deciding what skin protection to be worn.	Robert Allan (STCO)	Gary Hallsworth (MWS)