

Procedure

Corporate Safety - Personal Protective Equipment (PPE) Procedure

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1 Purpose

The purpose of this procedure is to establish Seqwater’s requirements regarding Personal Protective Equipment (PPE) used at Seqwater workplaces.

2 Scope

This procedure applies to all employees, contractors and consultants working for or on behalf of Seqwater, unless otherwise stated.

3 Definitions

Term	Definitions
Administration area	<p>Any area that is used for administrative purposes only, consisting of offices, desks and meeting rooms.</p> <p>Where there is a dedicated administrative area located within an operational area (e.g. Mt Crosby West bank WTP, North Pine WTP, Capalaba WTP) the car park and associated pathway are only considered to be an administrative area when:</p> <ul style="list-style-type: none"> the operational area is separated from the car park or pathway by a fence there are line markings, or other signage, indicating where the operational area commences. <p>Examples:</p> <ul style="list-style-type: none"> Capalaba WTP – the car park is outside the fence of the WTP and there is a path to the administrative area marked by blue lines. The car park and path are considered to be part of the administrative area. Noosa WTP – the car park is within the fenced area of the WTP, therefore the car park is part of the operational area. <p>Contact the site’s access officer if clarification on boundaries of an operational area is required.</p>
Construction area	<p>An area where construction work is being undertaken. This area will generally be signed and is often delineated by fencing.</p>
Contractor	<p>Any person or firm engaged under a contract of services by Seqwater to undertake work. A contractor is not an employee.</p>
Hierarchy of controls	<p>Identify the risk control actions and responsibilities by identifying controls in the following specific order:</p> <ul style="list-style-type: none"> Eliminate the hazard. <p>If elimination of the hazard is not reasonably practicable, minimise the risk so far as reasonably practicable by:</p> <ul style="list-style-type: none"> substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk isolating the hazard from any person exposed to it implementing engineering controls. <p>If a risk then remains, then minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p>

Term	Definitions
	If a risk then remains, then minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable Personal Protective Equipment (PPE).
Job Safety & Environment Analysis (JSEA)	Job Safety & Environment Analysis is a method of identifying hazards in a job and developing ways to control the hazards to eliminate or minimise the risk to personnel, the environment and equipment.
Line Supervisor	A Line Supervisor is a person with day-to-day supervisory responsibilities for workers within a functional area of the business. A Line Supervisor includes, but is not limited to, Team Leaders, Coordinators and Level 4 or 5 Supervisors. A Line Supervisor is also considered a worker, but has additional responsibilities for the implementation of the WHS Management System as identified in the WHS Management System and/or position description.
Operational area / operational site	<p>Any area of an Seqwater workplace that is not an administration area. Operational areas include:</p> <ul style="list-style-type: none"> • water treatment plants • dams • water bodies (i.e. working in boats) • grazing leases, catchments and recreation areas (PPE will be required when performing work such as maintenance, inspections, spraying etc.) • weirs • pump stations • reservoirs • workshops • water quality facilities • network sites • irrigation scheme • pipeline easements. <p>Where there is a dedicated administrative area on an operational site, the car park and associated pathway are not considered to be an operational area when:</p> <ul style="list-style-type: none"> • the operational area is separated from the car park or pathway by a fence • there are line markings, or other signage, indicating where the operational area commences. <p>Examples:</p> <ul style="list-style-type: none"> • Capalaba WTP – the car park is outside the fence of the WTP and there is a path to the administrative area marked by blue lines. The car park and path are not considered to be part of the operational area. • Noosa WTP – the car park is within the fenced area of the WTP, therefore the car park is part of the operational area. <p>Contact the site's access officer if clarification on boundaries of an operational area is required.</p>
Personal Protective Equipment (PPE)	Any clothing, equipment or substance designed to protect a person from risks of injury or illness.

Term	Definitions
Principal Contractor	<p>The person conducting a business or undertaking appointed by Seqwater as the principal contractor for a construction project and given the management and control of the workplace at which the construction project will be carried out and who discharges the duties of the principal contractor.</p> <p>A principal contractor is to be appointed by Seqwater for a construction project. See the WHS General Construction Procedure (PRO-00005) for further information.</p>
Safe Work Method Statement (SWMS)	<p>A SWMS sets out steps to enable supervisors, workers and any other persons at the workplace to understand the requirements that have been established to carry out high-risk construction work in a safe and healthy manner. It sets out the work activities in a logical sequence and identifies hazards and describes control measures.</p>
Visitor	<p>A person who:</p> <ul style="list-style-type: none"> • is not undertaking any work activity • is accompanied at all times by an Seqwater worker who has been fully inducted.
Worker	<p>Worker means a person who carries out work in any capacity for Seqwater, including work as:</p> <ul style="list-style-type: none"> • an employee • a contractor or subcontractor • an employee of a contractor or subcontractor • an employee of a labour hire company who has been assigned to work at Seqwater • an outworker • an apprentice or trainee • a student gaining work experience • a volunteer • a worker of a prescribed class.

4 Roles and Responsibilities

Role	Responsibility
Line Supervisor	<ul style="list-style-type: none"> • Identify and communicate PPE requirements that workers within their area of responsibility are expected to wear or use. • Make sure all workers in their area of responsibility are provided with, or have access to, required PPE. • Undertake workplace monitoring activities to verify workers performing work within their area of responsibility are wearing required PPE. • Approve access to alternative or custom PPE where required. • Provide, or facilitate the provision of, workers with appropriate information, instruction and training on the use, inspection, cleaning and maintenance PPE within their area of responsibility.
Logistics and Supply Team (Stores)	<ul style="list-style-type: none"> • Store an adequate inventory of approved PPE to support Seqwater requirements. • Issue approved PPE in accordance with the requirements of this procedure.

Role	Responsibility
Property, Fleet and Facilities Team	<ul style="list-style-type: none"> Procure and provide items of PPE that form part of the corporate uniform. Consult with the WHS Team and other key stakeholder around any requests to amend standard PPE that is issued as part of Seqwater's corporate uniform.
Commercial Services Team	<ul style="list-style-type: none"> Include Seqwater's expectations regarding PPE in all contracts.
People and Culture Team	<ul style="list-style-type: none"> Include Seqwater's expectations regarding PPE in all induction processes.
WHS Team	<ul style="list-style-type: none"> Provide advice, guidance and support on the selection, use and limitations of PPE as required or when requested. Provide advice to the Logistics and Supply Team and the Property Fleet and Facilities Team on the approved items of PPE to be held in inventory at Seqwater store locations or provided as part of the corporate uniform.
Engaging Officers	<ul style="list-style-type: none"> Communicate Seqwater's expectations around PPE to all contractors they are engaging. Undertake workplace monitoring activities to verify that contractors performing work for them are wearing required PPE.
Workers	<ul style="list-style-type: none"> Obtain, wear, use and store all items of PPE as required by this procedure, the JSEA/SWMS for the task, as signed or as instructed by their line supervisor or engaging officer. Take reasonable care and responsibility for PPE that is issued to them. Do not modify, damage or use PPE in a way that does not comply with manufacturer's instructions. Check the condition of PPE before use, maintain PPE while in their possession and return any shared PPE to its correct location after use. Remove any damaged or defective PPE from use. Identify PPE requirements when developing a JSEA/SWMS. Attend relevant training when required.
Visitors	<ul style="list-style-type: none"> Comply with PPE requirements as specified in this procedure, relevant Seqwater induction and their Seqwater contact while visiting an Seqwater site. Return all borrowed PPE prior to leaving an Seqwater workplace.

5 Procedure

5.1 General PPE requirements

Where a workplace hazard cannot be eliminated or controlled at its source, appropriate PPE capable of providing the required level of protection may need to be provided to workers exposed to that hazard where identified by a risk assessment.

PPE should only be used:

- where there are no other risk controls higher in the hierarchy of controls available or where the application of higher level controls are not reasonably practicable (i.e. as a last resort)
- as an interim measure until a more effective way of controlling the risk can be implemented
- to supplement other risk controls higher up the hierarchy of controls.

Where there is a need for PPE to be worn, workers must be instructed on:

- how, where, when and why it is to be worn
- how to store, maintain and care for it
- the procedure for replacement of it or its parts.

Workers must wear all items of PPE as instructed, where required by this procedure, where specifically signed or where identified in a JSEA/SWMS, other risk assessment or work instruction.

Appendix A provides information on PPE standards applicable to Seqwater.

Appendix B provides a summary of the Australian Standards applicable to the selection, use and care of PPE used by Seqwater. Only items of PPE that comply with the relevant Australian Standards are to be used within Seqwater.

5.2 Minimum PPE requirements

The following are the minimum requirements to enter or perform work at an Seqwater workplace. Additional or alternative PPE requirements may be required due to specific work activities.

	Administrative areas	Operational areas	Construction areas
Head	There are no specific PPE requirements associated with administration areas, however appropriate clothing must be worn in accordance with the Clothing Guideline (GDE-00253).	Broad brimmed hat if working outside.	Safety helmet (with broad brim attachment if working outside).
Eyes		Safety glasses. Tinted safety glasses if you need protection from glare or the sun.	Safety glasses. Tinted safety glasses if you need protection from glare or the sun.
Torso		Long sleeved high visibility shirt (with reflective strip*) or long-sleeved shirt with a high visibility vest (with reflective strip*). Sleeves to be rolled down and buttoned at the cuff.	Long sleeved high visibility shirt (with reflective strip*) or long-sleeved shirt with a high visibility vest (with reflective strip*). Sleeves to be rolled down and buttoned at the cuff.
Legs		Long trousers.	Long trousers.
Feet		Safety footwear. Workers or visitors may wear appropriate fully enclosed footwear if they will not be accessing areas, or undertaking work, that require safety footwear.	Safety footwear.

* High visibility shirts with reflective strips are preferred when working at Seqwater workplaces as these provide the wearer with high visibility in both daylight and night-time conditions. Where the work is performed in night-time conditions, reflective strips are mandatory.

5.3 Mandatory PPE areas

Work areas that require mandatory PPE must have signage installed at prominent locations surrounding the work area. Mandatory PPE safety signs must display pictograms of the required protective items and have

descriptive legends. The mandatory PPE signs must comply with the requirements of *AS 1319 Safety signs for the occupational environment*.

Common examples of mandatory PPE signage include:

- EYE PROTECTION AREA – Safety glasses must be worn
- HEARING PROTECTION AREA – Hearing protection must be worn
- THIS IS A HARD HAT AREA – Safety helmets must be worn
- SAFETY FOOTWEAR MUST BE WORN.

Seqwater workers organising for visitors to access mandatory PPE areas must make sure visitors are provided with the required PPE and are instructed in its use prior to entering the area.

5.4 PPE for specific work activities

There are a range of work activities undertaken by Seqwater that will require additional or alternative PPE than the minimum PPE requirements identified in section 5.3 (e.g. fire officers, pest animal contractors performing night operations for Deer Control).

To identify the required PPE a risk assessment must be undertaken, then the risk assessment approved by the line supervisors. All risk assessments must be undertaken in accordance with the WHS Hazard Identification and Risk Management Procedure ([PRO-00657](#)).

When selecting additional or alternative PPE workers must consider:

- Relevant legislation, Codes of Practice or Australian Standards – refer to Appendix B for a summary of relevant Australian Standards. All PPE must have the registered mark of the relevant Australian Standard displayed, or other evidence that it complies with the relevant standard. Where no relevant Australian Standard applies, approval must be granted by the Manager, WHS prior to using the PPE.
- Seqwater PPE requirements as identified in Appendix A, along with any applicable procedures or work instructions

Additional or alternative PPE must be approved by the Line Supervisors. Support and advice is available from the WHS Team in the identification and selection of additional or alternative PPE.

5.5 PPE requirements for visitors and contractors

5.5.1 Visitors

Seqwater workers are responsible for ensuring that visitors to operational areas are wearing PPE requirements for the area being entered.

A small number of high-visibility vests and safety glasses will be kept at key sites to lend to visitors should they require them. Leaders responsible for these sites will need to arrange regular laundering of the vests and cleaning of the safety glasses.

If there will be large number of visitors attending a site the worker responsible for the visitors will need to order sufficient numbers of vests and safety glasses from stores prior to the group accessing an operational area.

5.5.2 Contractors

Contractors, including principal contractors, must comply with minimum PPE requirements as detailed in section 5.2. Contractors must ensure their workers are trained in the correct use, maintenance and storage of PPE.

Contractors will need to provide their own PPE unless otherwise specified in the contractual arrangements. Examples where Seqwater may provide PPE to contractors are as follows:

- The contractor has been engaged through an HR process to fill an existing FTE position (e.g. hired through an agency).
- The contract has been set up requiring Seqwater to provide tools of trade such as computer, phone, etc.

5.6 Obtaining PPE

5.6.1 Obtaining standard PPE

Seqwater will issue employees with PPE required to safely undertake activities associated with their role.

The following items of PPE are provided as part of Seqwater's corporate uniform:

- broad brim hats
- high-visibility shirts, jackets and vests (including electrician shirts)
- trousers, zip-off pants and shorts
- safety shoes and boat shoes.

Refer to Seqwater's Clothing Guideline (GDE-00253) for further information about obtaining items of Corporate Uniform.

All other approved standard issue PPE items can be sourced from stores:

- Northern store – North Pine Water Treatment Plant (WTP)
- Central Store – Mt Crosby West Bank WTP
- Southern Store – Southern Regional Hub - Hinze Dam.

If employees wish to provide their own PPE (e.g. their own broad brim hat) then this is permitted if:

- the clothing meets Seqwater's required standards as detailed in Appendix A and Seqwater's Clothing Guideline (GDE-00253)
- it is not branded i.e. a retail store brand name
- the employee pays for it themselves
- it aligns with Seqwater's values and code of conduct (e.g. no offensive slogans or cut away jeans).

5.6.2 Safety glasses

The following standard safety glasses can be obtained via stores:

- clear safety glasses
- tinted safety glasses
- safety glasses that may be worn over the top of prescription glasses (over glasses)
- tinted polarised safety glasses.

In addition, the Property, Fleet and Facility Team will hold a stock of clear safety glasses, tinted safety glasses and over glasses. These may be accessed via Icon reception.

See Appendix A for minimum requirements for the selection of Safety Glasses.

5.6.2.1 Prescription safety glasses

Any Seqwater or Wood employee who wears prescription glasses and is required to enter or perform work at an operational area more than once per fortnight is entitled to one pair of prescription safety glasses every 24 months. For employees that require both clear and tinted safety glasses, the preference is that employees obtain one pair of transition lenses, however where this isn't suitable an employee may obtain one pair of clear and one pair of tinted safety glasses every 24 months.

Employees can obtain replacement safety glasses more frequently than this if:

- the glasses become damaged
- the glasses have been lost or otherwise misplaced
- the employee's prescription for safety glasses changes.

Seqwater has a contract with OPSM for the supply of prescription safety glasses. Refer to the Obtaining Prescription Safety Glasses Work Instruction (PRO-02327) for the steps to access this entitlement.

Should employees wish to obtain prescription safety glasses outside of the OPSM process, Seqwater will refund an employee for reasonable costs up to:

Lens Type	Clear safety Glasses	Polarised safety glasses	Transition lenses
Single Vision	\$350	\$420	\$420
D28 Bifocal	\$350	N/A	\$460
Multifocal	\$410	\$500	\$500

The process to obtain reimbursement is:

1. Employee confirms with their Line Supervisor their requirement for prescription safety glasses.
2. Employee attends an optometrist to obtain their prescription safety glasses. The employee will need to obtain evidence that the glasses meet the requirements of *AS/NZS 1337: Eye protectors for industrial applications*.
3. The employee completes an Employee Expenses Claim Form ([FRM-00225](#)).
 - Work order number – this will be the work order your team uses to purchase PPE.
 - Resource code – use 450303 (so expenditure on prescription safety glasses can be monitored).
 - Seqwater will reimburse employees for the costs associated with safety prescription glasses up to:
4. The employee provides the completed Employee Expenses Claim Form ([FRM-00225](#)), copy of the receipt and evidence the glasses meet the requirements of *AS/NZS 1337: Eye protectors for industrial applications* to their line supervisor.
5. The line supervisor emails the approved form and supporting documents to payables@seqwater.com.au.

5.6.3 Issue of alternate or custom PPE

Seqwater will provide alternate or custom PPE where an Seqwater employee is unable to use standard PPE due to a medical reason or physical characteristics (e.g. extremely large feet). Seqwater will not provide employees with alternate or custom PPE for aesthetic or other non-medical reasons.

The following is the process for an employee to obtain alternate or custom PPE for medical reasons:

1. Employee provides their line supervisor with a medical report identifying:
 - the nature of the current impairment
 - the medical reason the standard issue PPE is not appropriate
 - specifying the features required in alternative PPE.
2. The line supervisor reviews the medical report and authorises the procurement of the required PPE. The Injury Management and Health Program Coordinator can provide support and advice where required or requested.
3. The employee organises the required PPE. PPE selected must comply with the relevant Australian Standard (refer to Appendix A and B of this procedure). Payment for the alternate or custom PPE can be made through raising a purchase order, via corporate card, or the employee can seek reimbursement as per the steps in section 5.6.2.1. Note that there is no specific resource code set up for alternate or custom PPE.

Where the alternate or custom PPE is not required for medical reasons Seqwater will reimburse an employee for the purchase of the alternate or custom PPE up to the value of similar standard issue PPE. Alternative or custom PPE must comply with the relevant Australian Standard (refer to Appendix A and B of this procedure).

5.6.4 Replacement of PPE

Seqwater will provide replacement PPE where:

- PPE has reached its expiry date (i.e. safety helmets, personal flotation devices, etc.)
- PPE is damaged or defective
- PPE has been legitimately lost or otherwise misplaced
- PPE no longer fits
- An employee's prescription for safety glasses or medical condition changes.

5.7 PPE use, storage and maintenance

Workers required to use PPE at Seqwater workplaces must:

- inspect PPE before and after each use and replace items that are not in a serviceable condition
- where PPE is used as a protection from hazardous substances, decontaminate PPE to avoid inadvertent contact after use. Refer to the Hazardous Chemicals Procedure ([PRO-00008](#)) for further information.
- clean items of PPE after use and before storage
- remove any faulty or damaged PPE and arrange for its repair or disposal.

PPE must be stored in a dry, clean environment and maintained in accordance with manufacturer's requirements.

PPE with specific inspection and test requirements must be inspected and tested in accordance with the requirements of the Safe Work with Plant Procedure ([PRO-00867](#)). This includes, but is not limited to, safety harnesses, fall arrest lanyards and personal flotation devices.

6 Training

Line supervisors are responsible for making sure that appropriate information, instruction and training is provided to each worker within their area of responsibility for the type of PPE used.

7 References

7.1 Legislation and other requirements

Description	Status	Location
<i>Work Health and Safety Act 2011</i> (Qld)	Active	www.legislation.qld.gov.au
<i>Work Health and Safety Regulation 2011</i> (Qld)	Active	www.legislation.qld.gov.au

7.2 Supporting procedures

Description	Status	Location
GDE-00253 Clothing Guideline	Active	Q-Pulse and Waternet
PRO-00006 Electrical Safety Procedure	Active	Q-Pulse and Waternet
PRO-00008 Hazardous Chemicals Procedure	Active	Q-Pulse and Waternet
PRO-00657 Hazard Identification and Risk Management Procedure	Active	Q-Pulse and Waternet
PRO-00304 Noise Management Procedure	Active	Q-Pulse and Waternet

Description	Status	Location
PRO-00867 Safe Work with Plant Procedure	Active	Q-Pulse and Waternet
PRO-00714 Working On, In or Near Water Procedure	Active	Q-Pulse and Waternet

7.3 Supporting documents, forms and templates

Description	Status	Location
Job Safety and Environment Analysis / Safe Work Method Statement Template (TEM-00013)	Active	Q-Pulse and Waternet
Employee Expenses Claim Form (FRM-00225).	Active	Q-Pulse and Waternet
Obtaining Prescription Safety Glasses Work Instruction (PRO-02327)	Active	Q-Pulse and Waternet

Appendix A – Minimum PPE Standards

Head protection

Hats

Broad brim hats must be worn when outside. Broad brim hats must comply with *AS/NZS 4399 Sun protective clothing – Evaluation and classification*. Baseball caps are not considered to be a suitable form of head protection when undertaking work at an Seqwater workplace.

Safety helmets

Safety helmets must be worn when accessing a construction area. In addition, a risk assessment must be carried out for all work activities where a worker could conceivably suffer head injury from hitting their head on a structure or from falling or flying objects, to determine head protection requirements.

Safety helmets used at Seqwater workplaces must comply with *AS/NZS1801: Occupational protective helmets*.

The following should be considered when selecting and using safety helmets:

- Safety helmets must be worn at all times when in a signed mandatory hard hat area.
- Safety helmets must be worn at all times where building construction or demolition work is being performed.
- Safety helmets should be properly adjusted for a correct fit.
- Safety helmets worn for general use at Seqwater workplaces must be white in colour. Other colours may be adopted to designate specific roles or may be approved by the corporate safety team (i.e. first aiders – Green, fire wardens – Red).
- Safety helmet shells showing any damage or deterioration must be discarded immediately.
- The use of marking pens or adhesive stickers on the shell of a helmet can weaken it and is therefore prohibited. The use of solvents, very hot water, or harsh abrasives must not be used for cleaning helmets.
- Plastic components and harnesses must be regularly inspected for defects or damage.
- Safety helmets must be replaced in any of the following situations:
 - after suffering any heavy blow or impact
 - after showing signs of damage, distortion or cracking
 - after 2 years working life (from date of issue which must be marked inside the shell at the time the helmet is issued to the worker).
- Broad brim attachments must be used by workers where they are exposed to ultraviolet radiation (i.e. working in the sun).

Protective helmets for cyclists and motorcycle riders

All workers required to ride a bicycle, motor cycle or All-Terrain Vehicle (ATV) to perform their work duties must be provided with, and wear, an appropriate protective helmet at all times, regardless of whether the riding occurs only on an Seqwater controlled site.

Helmets for motorcycle and ATV riders must comply with *AS 1698: Protective Helmets for Vehicle Users*.

Helmets for bicycle riders must comply with *AS/ NZS 2063: Bicycle Helmets*.

Full faced helmets are preferred for motorcycle and ATV riders. An open face helmet may be substituted where a risk assessment indicates that a full faced helmet is not necessary.

Users are to maintain helmets in accordance with manufacturer's instructions.

Eye and face protection

All eye protection used at Seqwater workplaces must comply with:

- AS/NZS 1336: *Eye and face protection - guidelines*
- AS/NZS 1337: *Eye protectors for industrial applications*
- AS/NZS 1338.1: *Filters for protection against radiation generated in welding and allied operations*
- AS/NZS 1338.2: *Filters for protection against ultraviolet radiation.*

The following should be considered when selecting and using eye and face protection PPE:

Safety glasses

- The standard safety glasses for use in and around operational areas shall be clear lenses. Where protection is required against excessive sun glare or glare from visible radiation, suitably tinted eye protection is to be worn.
- Unless otherwise specified, all lenses for eye protectors used in Seqwater must be polycarbonate and have either medium or high impact resistance.
- Where visibility through water is required polarised safety glass may be worn. This includes when driving a vessel or where undertaking activity to manage aquatic weed.
- Workers using prescription lenses must have hardened lenses in an approved frame with the glasses compliant to *AS/NZS 1337: Eye protectors for industrial applications*.
- Damaged safety glasses or face shields must be replaced immediately.

Other eye and face protection (e.g. face shield and goggles)

- Additional eye protection such as goggles or face shields will be required for specific tasks e.g. grinding, welding, drilling, handling chemicals, etc.
- Face shields must not be worn without secondary eye protection being worn underneath (i.e. safety glasses or safety goggles). This is to ensure eyes remain protected when the shield is lifted away from the face.

Hearing protection

Hearing protection must be worn when:

- in a signed mandatory hearing protection area
- workers are likely to be exposed to harmful noise levels in the workplace.

Hearing protection devices must comply with *AS/NZS 1270: Acoustics- Hearing protectors*.

Hearing protective devices must be selected to ensure that the workers noise exposure is reduced to below the limits specified in the Noise Management Procedure ([PRO-00304](#)).

Selecting hearing protectors with the highest (Class 5) attenuation levels when that level of protection is not required, may lead to adverse effects such as:

- discomfort for the wearer
- a sense of isolation
- leading to hearing protection not being worn
- inability to recognise warning sirens, tones and speech.

Employees must be trained in the correct use and maintenance of hearing protective devices.

Ear Muffs

Ear muffs are available in a number of styles to allow use with other forms of protective equipment, e.g. attached to hard hat, neckband style for use with headwear. Ear muffs are available in various attenuation ratings.

Caps, cushions and headbands of ear muffs should be periodically cleaned with warm water and soap, or towelettes. Foam inserts must be rinsed well and allowed to dry.

Ear muffs must be regularly inspected for damage or deterioration.

Ear Plugs

Ear plugs must be fitted correctly to achieve the necessary protection and once fitted must not be removed:

- until the work activity generating the harmful noise is complete
- until you leave the noise affected area
- during breaks in work, e.g. meal breaks away from the work activity
- until harmful noise levels are no longer present in the workplace.

Ear plugs must be inserted with clean hands.

Reusable ear plugs must be cleaned with mild soap and water regularly and in accordance with manufacturer's requirements.

Disposable ear plugs must only be used once.

Respiratory protection

All workers who may be exposed to a contaminated atmosphere, where that atmosphere cannot be controlled sufficiently by another risk control, must be:

- issued with and wear appropriate Respiratory Protective Equipment (RPE)
- trained in the correct use and maintenance of the RPE.

RPE used at Seqwater workplaces must comply with:

- AS/NZS 1715: *Selection, use and maintenance of respiratory protective devices*
- AS/NZS 1716: *Respiratory protective devices*.

The following must be considered when selecting, using and storing RPE:

- The type, nature and toxicity of contaminant (review manufacturer's SDS to determine).
- The concentration of contaminant (using a digital gas detector, sampling tubes or dust monitoring).
- Where RPE that relies on a facial seal is used, a worker must be clean shaven.
- Where practical, workers required to wear respirators are to be issued with respirators for their own exclusive use (i.e. Powered Air Purifying Respirator (PAPR) fluoride hoods).
- Communal respirators (PAPR) must be cleaned thoroughly prior to, and at the completion of, use.
- Cleaned RPE must be clearly identified and separated from used/contaminated RPE.
- RPE must be stored so that it remains clean and dry and away from dust, corrosive atmospheres, oil and exposure to direct sunlight.

The required protection factor for choosing RPE can be calculated using the requirements in section 6 of *AS/NZS 1715 Selection, use and maintenance of respiratory protective devices*.

Facial fit

Prior to a respirator being used by a worker, a fit test must be undertaken by the worker to ensure the respirator is suitable for use. The fit test must be undertaken in accordance with the requirements of *AS/NZS 1716: Respiratory protective devices*.

Additional facial fit tests should be performed at regular intervals or whenever there is a change in the worker's facial characteristics (e.g. after weight loss) or other features which may affect the facial seal of the respirator.

Facial hair

Beard growth, some hair styles and other facial features may prevent an adequate seal between the wearer's face and the fitting surface of the respirator, along with interfering with the inhalation and exhalation valve operation. Therefore, workers should be clean shaven when using RPE.

Any workers who cannot attain and maintain a seal between the respirator and their face must not undertake any activities where a respirator is required.

Air Purifying Respirators

There are two main types of air-purifying respirator, as follows:

- particulate respirators which filter out thermally and mechanically generated particulates
- gas respirators which only filter out certain gases and vapours.

Filter combinations are used where both hazard types are present.

Air purifying respirators can be powered or non-powered.

Details of specific types of air purifying respirators are contained in Appendix C of this procedure.

Supplied air breathing apparatus

Supplied air breathing apparatus must be used where other types of Respiratory Protective Equipment (RPE) will not protect the worker from the atmospheric conditions present at the work area.

All types of supplied air breathing apparatus used at Seqwater workplaces must comply with *AS/NZS 1716: Respiratory protective devices*.

Maintenance of supplied air breathing apparatus must be undertaken by suitably qualified and trained persons in accordance with manufacturer's instructions.

All workers required to use supplied air breathing apparatus must be medically assessed to determine their suitability to use the equipment. A medical examination must be conducted regardless of whether the breathing apparatus is to be used for working or emergency purposes.

All workers required to use supplied air breathing apparatus must be trained in its proper use. Supplied air breathing apparatus training must be undertaken every 12 months.

There are three types of supplied air breathing apparatus used at Seqwater workplaces

Self-Contained Breathing Apparatus (SCBA) – Compressed Air Open-Circuit (Rescue Type)

SCBA are to be used in the following situations:

- the rescue of a person in an oxygen deficient atmosphere
- the emergency shutdown of valves, pipes, cylinders etc. where hazardous substances are being released
- the clean-up of toxic spills or waste materials
- respiratory protection for fire fighting
- work activities that nominate SCBA as a risk control (e.g. chlorine gas work, confined space entry, etc.).

Rescue SCBA sets are to be kept adjacent to, but not within, the area where the hazard is located.

Self-Contained Breathing Apparatus (SCBA) – Compressed Air Open-Circuit (Escape Type)

This type of respirator is similar to the rescue type (above), except that:

- it is designed for personal escape purposes only
- it has no back pack and no low air warning whistle

- it has a minimum duration of 5 minutes.

This type of unit must be carried by the employee into the risk area and remain with the employee at all times. Escape sets must not be used for rescue purposes by untrained personnel.

Stored cylinders of compressed air or oxygen must be recharged before they drop below 80% of their full working pressure e.g. a 207 bar cylinder must be refilled before its pressure drops below 165 bar. This requirement doesn't apply whilst SCBA sets are in use.

Airline respirator (full face type)

An airline respirator will provide the wearer with respirable air when attached to a remotely located compressed air supply source. The location of the supply cylinder or connection should allow operators to access all required areas with supply hoses. Particular care must be taken in choosing an air-line respirator as to whether it is to be used in very high temperatures, or is likely to come into contact with solvents or other harmful materials.

An airline respirator is suitable for use in working situations where a toxic or oxygen deficient atmosphere may occur due to accidental release of gas. The unit can be backed up with an escape SCBA to allow a worker to escape from a hazardous environment should the supply via the airline fail.

Hand protection

Protective gloves must comply with the relevant part(s) of *AS/NZS 2161 Occupational protection gloves (Series)*.

A risk assessment must be undertaken in accordance with the requirements of *AS/NZS 2161.1 Occupational protection gloves – selection, use and maintenance*, to:

- identify potential hazards and risks in relation to the work carried out
- control those risks by ensuring the correct type of gloves are selected in relation to the level of dexterity, chemical or heat resistance, the specific glove material required and the most appropriate style and fit for the user
- identify required training for workers in the correct use and maintenance of the protective gloves, including making sure gloves are clean before and after using gloves.

The correct selection of gloves will ensure that the gloves perform better, last longer and provide the highest level of protection.

Needlestick-resistant gloves must be used for the safe collection of used needles and other sharp pointed items. Long sleeved cuffed gloves should be used when working with or handling barbed wire.

Gloves used for performing electrical work must comply with PPE requirements identified in the Electrical Safety Procedure ([PRO-00006](#)).

High visibility clothing

High visibility clothing must comply with *AS/NZS 1906.4 High visibility materials for safety garments and AS/NZS 4602 High visibility safety garments*.

Leg protection

Long trousers are required when entering or working on an operational site.

Shorts or long pants with zip off legs are only permitted to be worn when:

- mountain biking (in conjunction with knee and elbow protective pads)
- working in a boat, canoe or kayak
- there is a need to enter and work in water (e.g. wading into water to launch a boat).

Where shorts or long pants with zip off legs are worn a risk assessment must be completed and approved by the line supervisor to determine alternative controls to protect the legs when undertaking these tasks.

Other forms of leg protection that may be required based on the task involved include:

- Waders when undertaking water weed harvesting.
- Chaps when using a chainsaw.

Feet protection

Safety footwear

Safety footwear must comply with *AS/NZS 2210: Safety footwear*. In addition, safety footwear issued to Seqwater workers must also conform to:

- AS/NZS 2210.2: *Occupational protective footwear – requirements and test methods*
- AS/NZS 2210.3: *Occupational protective footwear – Specification for safety footwear*
- AS/NZS 2210.7: *Occupational protective footwear – Additional specification for safety footwear*.

Types of safety footwear available to Seqwater workers are;

- (a) Type 1, classification I with 200 joules impact resistant toecaps (**Preferred**)
- (b) Type 2, classification I with 100 joules impact resistant toecaps. **May only be used where:**
 - approval has been granted by the line supervisor after consultation with the WHS Team
 - the risk to feet is minimal
 - the nature of occupation requires the type of shoe sought.
- (c) Type 3 (ladies footwear), Classification I with 100 joules impact resistant toecaps – where size or fit cannot be obtained in Type /Classification I with 200 joules impact resistant toecaps, employee may be allowed to purchase Type 3 (ladies footwear) if:
 - approval has been granted by the line supervisor after consultation WHS Team
 - the risk to feet is minimal.
- (a) Type 4, classification II with 200 joules impact resistant toecaps (waterproof footwear), including:
 - ankle length footwear
 - knee length footwear.

The following should be considered when selecting and using safety footwear:

- The correct fit of safety footwear is very important. If an employee is in any doubt about fit, or if the footwear to be issued is different from that presently used, the employee should be allowed to try on footwear before issue.
- Selection on style of safety footwear can be very important, depending on the work type carried out (e.g. work that involves walking on uneven terrain may require greater ankle support than would be required in a workshop environment). Advice on selection of brand and type of safety footwear should be sought from the WHS Team.
- Employees who for orthopaedic reasons, including extremes in foot size, require safety footwear to be specially made, will be subsidised at full cost. To be eligible to receive made to measure or orthopaedic safety footwear, an employee is to be examined by an orthopaedic specialist or other appropriate medical professional and provide Seqwater with a medical report indicating medical advice to be taken.
- Footwear which becomes unserviceable due to a manufacturing defect or premature failure of materials is to be replaced immediately.

Workers may be exempt from wearing safety footwear whilst engaged in certain occupations within a specified work area (e.g. rigging, working on roofs etc.), where the wearing of safety footwear would constitute a hazard in itself or be impractical due to immersion. The exemption must be based on a risk assessment undertaken in accordance with the WHS Hazard Identification and Risk Management Procedure ([PRO-00657](#)) and approved by their line supervisor.

Boat shoes

Seqwater employees who will be working in a vessel or working in water are permitted to wear boat shoes while undertaking this task.

Skin protection

Ultraviolet radiation

The following should be considered when workers are required to work in an area where they will be exposed to ultraviolet radiation:

- The length of time that workers will be exposed to ultraviolet radiation.
- Long sleeved shirts and trousers must be worn.
- Broad brimmed hats or safety helmets with brim attachments must be worn.
- Tinted safety glasses should be worn
- Sunscreen must be applied to clean dry skin, at least 20 minutes before being exposed to ultraviolet radiation and as recommended by the label
- Sunscreen must not be used as the sole form of protection for the skin.

Barrier Cream

Barrier cream may be used for hand protection where gloves are not suitable (as determined through a risk assessment undertaken in accordance with the WHS Hazard Identification and Risk Management Procedure ([PRO-00657](#))). Barrier cream protects the hands by:

- protecting against chemical defatting of the skin, and moisturising dry skin
- preventing cracking and chapping, and entry of grime into the skin pores.

Barrier cream must be applied to skin before commencing work and re-applied after washing hands.

Body protection

The following factors must be considered when selecting body protection PPE:

- the type of work to be carried out
- locations where work is to be carried out
- special needs e.g. flameproof, water-resistant, high-visibility
- climatic conditions.

Clothing or equipment chosen should generally be:

- not too loose as to cause a hazard to the wearer around machinery
- not so tight as to restrict free movement.

Concealed closures are preferred where clothing could become entangled with rotating or moving machinery parts.

Selection of clothing and body protection for welders and persons involved in other hot processes should conform with the requirements of *AS4501.1: Occupational protective clothing- Guidelines on the selection, use, care and maintenance of protective clothing*.

Industrial clothing and overalls are to conform to *AS2919: Industrial clothing*.

Body protection equipment used for performing electrical work must comply with the PPE requirements defined in the Electrical Safety Procedure ([PRO-00006](#)).

Lifejackets

Lifejackets must be provided and used in accordance with the requirements established in the Working On, In or Near Water Procedure (PRO-00714).

All lifejackets purchased by Seqwater must conform to *AS/NZS 4758.1: Lifejackets – General requirements*. Refer to the Working On, In or Near Water Procedure (PRO-00714) for further information on the selection, use, care and inspections requirements for lifejackets.

Electrical PPE

Workers required to perform electrical work must comply with the PPE requirements identified in the Electrical Safety Procedure ([PRO-00006](#)).

Appendix B – Summary of applicable standards

Number	Title
AS/NZS 1270	<i>Acoustics - Hearing protectors</i>
AS/ NZS 2063	<i>Bicycle Helmets</i>
AS/NZS 1336	<i>Eye and face protection - guidelines</i>
AS/NZS 1337	<i>Eye protectors for industrial applications</i>
AS/NZS 1338.1	<i>Filters for protection against radiation generated in welding and allied operations</i>
AS/NZS 1338.2	<i>Filters for protection against ultraviolet radiation</i>
AS/NZS 1906.4	<i>High visibility materials for safety garments</i>
AS/NZS 4602	<i>High visibility safety garments.</i>
AS 2919	<i>Industrial clothing</i>
AS/NZS 1891	<i>Industrial fall arrest systems and devices</i>
AS/NZS 4758	<i>Lifejackets- General requirements</i>
AS/NZS 4501.1	<i>Occupational protective clothing - Guidelines on the selection, use, care and maintenance of protective clothing</i>
AS/NZS 2210.7	<i>Occupational protective footwear - Additional specification for safety footwear</i>
AS/NZS 2210.2	<i>Occupational protective footwear - Requirements and test methods</i>
AS/NZS 2210.3	<i>Occupational protective footwear - Specification for safety footwear</i>
AS/NZS 2161.1	<i>Occupational protection gloves - Selection, use and maintenance</i>
AS/NZS 1801	<i>Occupational protective helmets</i>
AS 1698	<i>Protective Helmets for Vehicle Users</i>
AS/NZS 1716	<i>Respiratory protection devices</i>
AS/NZS 2210	<i>Safety footwear</i>
AS 1319	<i>Safety signs for the occupational environment</i>
AS/NZS 1715	<i>Selection, use and maintenance of respiratory protective devices</i>
AS 1067	<i>Sunglasses and fashion spectacles</i>
AS/NZS 4399	<i>Sun Protective Clothing – Evaluation and classification</i>