

Personal Protective Equipment

WHS-WI-315

Applicability

SMS

Publication Requirement

Internal and External

Primary Source

Replaces previous version 2.0.

Document Status

Version #	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
2.2	20 December 2016	Corporate Work Health and Safety Coordinator	Corporate Work Health and Safety Manager	Executive General Manager Enterprise Services	Operational Safety and Environment Review Committee

Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment
2.2	20 December 2016	Minor change to clarify that mandatory PPE requirements include vests or wet weather gear with reflective tape required at night or low light conditions as per AS 4602.1. Additional requirements may be applied in line with section 2.1.

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1 Introduction

1.1 Purpose

To outline Personal Protective Equipment (PPE) requirements when working for ARTC

1.2 Scope

This work instruction applies to all workers (including contractors) and visitors.

1.3 Procedure Owner

The Executive General Manager Enterprise Services owns this document.

1.4 Accountabilities

ARTC Managers must ensure workers have the required PPE before starting work, and monitor that PPE is used as instructed.

ARTC Workers must use PPE as required and report any damaged PPE so this can be replaced.

1.5 References

The [Work Health and Safety Procedure](#) is the parent document to this work instruction.

Other reference documents include the:

- [Protocol for Entering the ARTC Rail Corridor](#)
- [PPE and Industrial Clothing Procedure](#) and [PPE and Clothing Catalogue](#)
- [ARTC Approved Work Method Statements](#)
- [Business Expenses Policy](#)

2 Work Instruction

2.1 ARTC Requirements

The following PPE must be worn in the ARTC rail corridor and other areas as designated:

- steel or carbon fibre capped ankle length safety boots that are fit for purpose
- long sleeved shirt with sleeves rolled down and long pants
- high visibility outer clothing, such as vests or wet weather gear.

(reflective tape is required when working at night or in low light conditions, as per AS 4602.1)

Clothing must be done up at all times.

No red or green clothing or accessories are to be worn or carried at any time in the rail corridor including caps, hats and equipment bags.

Additional PPE requirements will be:

- as instructed by an ARTC Manager or supervisor
- as specifically designated (for example, an area delineated by signage as a hard hat area)
- as required by a pre-work brief, work method statement or assessment of risk
- as required by manufacturer's instructions or a safety data sheet

Additional PPE requirements may include:

- clothing – flame resistant clothing, chaps, gloves, hard hats
- eye protection – safety glasses (tinted or clear), safety goggles, face shields, welding shields
- fall protection – harnesses, safety lines
- hearing protection – ear muffs, ear plugs, ear canal caps
- respiratory protection – respirators, disposable masks
- UV protection – sunscreen, broadbrim hats (or broadbrim attachments to hard hats)
- wet weather clothing

2.2 Prescription Safety Glasses

Prescription safety glasses may be used where:

- the glasses comply with the relevant Australian Standards (that is AS 1336 and AS 1337) and are appropriate to the work being performed
- the glasses include a suitable set of safety frames, and
- lenses are manufactured from suitable impact-resistant material (such as polycarbonate or hard resin) and are suitably coated to avoid scratching.

Workers are to store their glasses safely and securely when not in use.

Prescription safety glasses must not be shared between workers as each worker will have different vision correction requirements.

2.3 Supply of PPE

Managers are required to supply and issue PPE to employees with consideration to:

- the nature of the work to be completed and any associated hazards / risks
- the requirements of this work instruction and any related documents such as work method statements, manufacturer's instructions and safety data sheets
- the needs of the particular individual using the PPE (such as size, fit and comfort)

Managers will also ensure that workers receive appropriate instruction, information and training (if required) on how to use, maintain and store their PPE.

A process for ARTC Managers / ARTC employees to order PPE is provided in ARTC's [PPE and Industrial Clothing Procedure](#) and [PPE and Clothing Catalogue](#).

2.4 Supply of Prescription Safety Glasses

Where approved by an ARTC Manager, ARTC employees may obtain a reimbursement of up to \$400 towards the cost of prescription safety glasses.

To obtain a reimbursement, ARTC employees will:

- attend an eye examination to ensure a satisfactory prescription (consultation fees are the responsibility of employees and are recoverable from Medicare – 1 visit in a 2 year period)
- complete an ARTC [Business Expenses form](#) and attach a tax invoice for the purchase. Up to \$400 may be costed to the General Ledger home cost centre of the individual and the natural account 3021 (Prescription Eyewear)
- obtain the signature of an ARTC Manager and forward the form to ARTC Accounts Payable.

ARTC employees are entitled to have their prescription safety glasses repaired or replaced when they become damaged through reasonable wear and tear. It is anticipated that this will occur no more than once in two years and will not apply if the damage is by neglect or intentional misuse.

2.5 Storage of PPE

When storing PPE, consideration should be given to minimising the likelihood of:

- exposure to abrasive surfaces
- exposure to excessive heat
- exposure to chemicals such as petroleum, cleaning agents, adhesives and/or other chemicals
- distortion or alteration of the shape of the PPE

2.6 Maintenance of PPE

PPE must be maintained so as to ensure its continued effectiveness, taking into account regular wear and tear, unexpected damage, the working life specified by the manufacturer and whether it provides the required level of protection.

PPE must be regularly inspected by the user to ensure it is fit for purpose.

PPE shared with others should be cleaned and disinfected before storage / next use.

2.7 Replacement of PPE

PPE is to be reissued where items are rendered unserviceable or unhygienic and there is no automatic or time based reissue cycle.

If you believe your PPE needs replacement, discuss this with your Manager.