

PROCEDURE



Personal Protective Equipment



Personal Protective Equipment

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Personal Protective Equipment

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1 Personal Protective Equipment

The purpose of Personal Protective Equipment (PPE) Procedure is to outline the requirements of selecting, use, maintenance and management of PPE to adequately manage and to minimise the risk of injury or harm to workers and subcontractors. The Personal Protective Equipment (PPE) Procedure applies to all CATS workers and subcontractors when undertaking work on behalf of CATS. PPE must be used by CATS workers when hazards in the workplace cannot be eliminated or reduced by other risk controls.

2 Procedure

PPE is the least preferred control method to reduce the risk of exposure to a hazard.

PPE shall be used when no other risk control methods are available or practicable, where required by legislation or to increase protection in conjunction with other risk controls.

The PPE requirements are to be selected after reviewing the hazards and risks for each site and activity.

PPE selected must comply with Australian Standards.

Where PPE is required, signage in the work area will outline the PPE requirements and will be reinforced by the site Supervisors and/or Project Manager.

Note: Cats will reasonably assist all workers to comply with the PPE procedure. Anyone who is unable to comply with the PPE procedure for medical reasons must discuss this with our HR Officer and provide a medical certificate.

3 Minimum Standard

- ❖ PPE must be used, maintained/serviced and stored in accordance with the manufacturer's instructions and/or relevant Australian Standards.
- ❖ CATS will regularly review the approved list of available PPE items to ensure that new innovations and designs are considered and to ensure that the list is appropriate for all CATS activities,
- ❖ PPE must only be used in the manner for which it is intended and must not be modified in any way.
- ❖ PPE must be visually inspected before each use and any damaged PPE must not be used.
- ❖ PPE is to be replaced on a "fair wear and tear" basis. This includes the replacement of dirty or faded high visibility clothing.
- ❖ PPE needing repair must be removed from use and appropriately tagged as unserviceable until it is suitably repaired or replaced.
- ❖ Reusable PPE must be cleaned in accordance with the manufacturer's instructions to maintain a high level of hygiene.
- ❖ Workers requiring PPE shall be trained in its correct use, maintenance, fault detection, disposal and storage requirements at the time of issue.
- ❖ PPE shall be stored in a dedicated, readily accessible area free from contaminants.
- ❖ Sun protection - Sunscreen (SPF50+) (in warmer months when required)
- ❖ Sites must document and monitor any necessary PPE maintenance or replacement schedules.
- ❖ Workers and contractors undertaking work on behalf of CATS at a non-CATS controlled site shall provide CATS a summary of their minimum PPE requirements prior to commencing work.
- ❖ All workers on standby when responding to a callout, must comply with the minimum PPE requirements.

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- ❖ PPE must only be selected from CATS Store or from a CATS approved PPE provider.
- ❖ PPE supplied by CATS remains the property of CATS. (other than shirts, hats & glasses).

4 Head Protection

- ❖ All hard hats used on Cats sites must comply with Australian standards
- ❖ Hard hats are required for all Cats workers, contractors and visitors in designated
- ❖ Hard hats must be replaced every 2 years from issue date.
- ❖ Baseball caps, caps, beanies and other non-religious apparel must not be worn under hard hats.
- ❖ Hard Hat liners can be worn under hard hats when required but must be designed for the specific purposes of being worn under and recommended by the hard hat supplier
- ❖ Where hard hats are not required, beanies can be worn in the cooler months when required or when the UV index is low

5 Eye Protection

- ❖ Safety Glasses (eye protection) must be always worn by all Cats employees & subcontractors during work hours while working onsite and in the workshop.
- ❖ Eye protection is also to be worn in outdoor settings, warehouses, depots, storage yards and compounds where either a task or the environmental conditions may result in eye injuries or foreign objects entering a worker's eyes.
- ❖ Safety glasses are not required to be worn in crib huts, lunchrooms, administration buildings, break out areas or when walking from the carpark to the office.
- ❖ All eye protection must comply with Australian Standard.
- ❖ Safety spectacles with side shields must be used in areas where the risk of eye damage from flying particles exists.
- ❖ Goggles must be used when extra eye protection is required.
- ❖ Face shields are considered additional protection for high temperatures, high density / impact particles or against chemical splashes and are not an alternative to goggles.
- ❖ Eye protector side frames or over-glasses will be provided by Cats and must be worn and comply with AS/NZS 1337:2010 and 2:2018.
- ❖ Contact lenses must not be worn during welding or near welding activities, or whilst handling or working near dry or wet chemicals.
- ❖ Eye protection worn at night must be clear (non-tinted).
- ❖ Tinted safety glasses that offer UV protection are recommended when working outside during daylight hours.

6 Hearing Protection

- ❖ All hearing protection must comply with Australian Standard
- ❖ Selection of hearing protection must be based on attenuation of the different frequency component of the offending noise.

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- ❖ Hearing protectors must be worn throughout the period of exposure to noise above 85 dB(A).
- ❖ Earplugs are provided by Cats.

7 Respiratory Protection

- ❖ All respiratory protection must comply with Australian Standards:
- ❖ Respiratory Protection Devices used must be reviewed and **approved by management prior to use.**
- ❖ The risk assessment of the respiratory hazard must be made to ensure the correct degree of protection is provided (e.g. full face, half face, correct filters etc.).
- ❖ All Cats workers must conduct a personal fit check of the respiratory device before each use to ensure it is appropriately fitted.
- ❖ Cats workers must be trained in the method of conducting a personal fit check prior to the use of respiratory devices.
- ❖ Cats workers and contractors are to be cleanly shaven when wearing half-face or full-face respirator.

8 Protective Clothing

- ❖ CATS workers are to wear PPE as required and supplied.
- ❖ All CATS workers, visitors and contractors are to ensure that they wear cuffed long shirts and long trousers to provide 50+ SPF sun protection.
- ❖ A high-visibility protective shirt AS 4602.1:2011 (Orange) must be always worn whilst on site where there is a high risk of interaction between personnel and vehicles or mobile plant and equipment or when working within or near any rail corridor.
- ❖ In addition, retro-reflective protective clothing must be worn at night, and or in conditions where visibility is poor (such as at dawn and dusk or poor weather).
- ❖ Retro-reflective material on garments AS/NZ 1906.4: 2010 increase the wearer's visibility to others, especially in the dark or in low light conditions.
- ❖ Workers who are required to work in these conditions must be supplied with and wear clothing with retro-reflective materials.
- ❖ Workers undertaking welding tasks must wear task-specific eyewear, gloves aprons and other PPE as identified by risk assessment.
- ❖ Workers involved in tasks where contamination of clothing will result are to be issued with protective outerwear that is either single use/disposable or is reusable in which case, collection and laundering services must also be provided.

PPE must comply with relevant Australian Standards, including but not limited to:

- ❖ Safety gloves that must be at least Coup Cut Test Level 3, or TDM Cut Test Level B Cut
- ❖ Hard Hat Type 1, compliant with AS1801
- ❖ Safety glasses with a AS/NZ 1337.10 safety rating.

Any other exceptions to this rule must be risk assessed and can only be approved by the Project Manager.

The following safety Personal Protective Equipment (PPE), must also be correctly worn at prestart and on Site:

- ❖ Orange, High Visibility long-sleeved shirt (buttoned with the sleeves rolled down).

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- ❖ Trousers Not track pants.
- ❖ Above the ankle, protective capped Safety Boots compliant to AS/NZ standards (correctly laced and zipped if zip fitted).

The leading hands must undertake an inspection before commencing the prestart, check to confirm that all personnel presents are correctly prepared for prestart.

Any non-compliance will result in the removal from the prestart and referral to the Project Manager or his/her delegate for disciplinary action if deemed necessary.

9 Problems when using PPE

Not wearing or using PPE properly can have serious consequences.

A worker who is not wearing the right PPE, or who isn't using it properly, could:

- ❖ be exposed to risks to their health and safety
- ❖ have restricted vision or mobility, affecting how well they do their job
- ❖ overheat, if the PPE is stopping their sweat from evaporating, or
- ❖ have an allergic reaction to the materials in the PPE.

Supervisor/leading hands must check and fix any problems a worker is having with their PPE.

10 Maintaining PPE

You must make sure PPE remains in good working order and instruct your workers on how to do this.

PPE must be:

- ❖ clean and hygienic
- ❖ stored correctly, and
- ❖ repaired or replaced if not functioning properly.
- ❖ You can find information about how to maintain and store the PPE you choose from the manufacturer

11 Managers

All managers and supervisors in all operational areas and Cats worksites are responsible for ensuring the implementation of this procedure.

This includes:

- ❖ Ensuring that workers are aware of and comply with this procedure
- ❖ Ensuring personnel are trained in the selection, use and maintenance of PPE for all work environments
- ❖ Ensuring sufficient PPE is available for all work environments and is correctly used and maintained
- ❖ Documenting and retaining records of inspections.

12 Employees

All employees must ensure that they:

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- ❖ Understand and the requirements detailed in this procedure and associated documents
- ❖ Wear PPE in the manner instructed, and do not interfere with or alter any Cats PPE
- ❖ Report any PPE defects/damage immediately to their supervisor and complete a Cats Incident Report in accordance with accident / incident reporting procedures.

13 Subcontractors

At all times when performing work on a Cats site or for/on behalf of Cats contractors must meet the requirements of this procedure:

- ❖ Providing adequate PPE that is specific to the task requirements to ensure implementation of the requirements of this procedure in a timely and effective manner in all areas where work is undertaken.
- ❖ Complying with this procedure and all relevant legislation, codes of practice, standards and licensing requirements that apply to their respective scope of work.

14 Purchasing

When purchasing PPE the buyer (i.e. purchasing officer) is required to check all PPE products are as per the Australian standard, prior to raising an internal purchase order. If they are unsure of the standard they must contact their direct line manager for confirmation. Failing to verify the 'product' may result in disciplinary actions.

What should I look for when buying PPE?

- ❖ Be aware of what standards are applicable to the products you are purchasing and ask your supplier for evidence that their products meet these standards.
- ❖ A list of PPE standards is available on the Department of Industry, Science, Energy and Resources websites.
- ❖ If you are seeking to purchase items from overseas, check that the product being sold is subject to the same level of quality control and assurance as would be expected from an Australian product.
- ❖ Check that you are purchasing from a legitimate supplier and be wary of fraudulent offers.
- ❖ Keep records of PPE – delivery, specifications, user instructions.
- ❖ Seek out suppliers that are known and trusted legitimate businesses that can validate the standard of the PPE you seek to purchase.

Reference

Clothing AS 4602.1:2011 (Retro-reflective material on garments AS/NZ 1906.4: 2010)

Sunscreen AS 2604:2012

Hard Hat AS1801

Safety glasses AS/NZ 1337.10

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