

# PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE

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**1. OBJECTIVE**

The objective of this procedure is to outline the minimum requirements for the selection, use and maintenance of personal protective equipment (PPE).

**2. SCOPE**

All personnel accessing Port areas and/or undertaking works for Pilbara Ports Authority (PPA) are required to comply with this procedure, including employees and Contractors. Directors and Visitors must comply with all reasonable instructions given by their escort. Licensees, and the lessees of lease sites where a PPA employee is the Registered Manager (RM), are required to have systems in place that define PPE requirements. Additionally, Licensees are required to wear PPE when in prescribed areas, as defined in [section 11](#) of this procedure, unless doing so creates a greater risk than not following it.

**3. DEFINITIONS**

TERM	DEFINITION
Port	Port means any 'port land' within the meaning of the Port Authorities Act 1999 (WA) and all other land, waters or seabed at the Port that is vested in or that is under the management of PPA, including at the Port of Port Hedland, Port of Dampier, or Port of Ashburton, and any future Ports transferred or vested in or under the management of PPA.
Personal protective equipment (PPE)	Any clothing, equipment, or substance designed to be worn by a person to protect the person from risks of injury or illness.
Visitor	A person who is signed in as a visitor at a PPA site and typically has not completed the PPA induction program and who is not engaged to participate in any work activities. They are escorted at all times by inducted personnel.

Capitalised terms used in this document which are not defined have the meaning outlined in the Vendor Management Procedure.

**4. RESPONSIBILITIES**

ROLE	RESPONSIBILITIES
Managers, superintendents and supervisors	Personnel under their control are aware of, understand and comply with the requirements of this procedure.
Employees and Contractors	Comply with the requirements of this procedure.
Licensees	Managers and those in supervisory positions representing a Licensee must understand and comply with the requirements of this procedure and seek advice from PPA's Health and Safety department should they not understand any of the requirements. They also must ensure their personnel comply with the requirements of this procedure.
Directors	Comply with all reasonable instructions given by your escort.
Visitors	Comply with all reasonable instructions given by your escort.

## 5. PPE PROVISION

PPA will provide PPE for all its employees and Directors at no cost to the employee or Director. PPA sponsored Visitors will be provided PPE on an as needs basis. Each department is responsible for the supply and provision of their own PPE.

Contractors and Licensees are responsible for the provision of PPE to their own employees and Visitors. PPE must meet PPA's minimum standards.

## 6. HAZARD AND RISK ASSESSMENT

Prior to the execution of any work, a risk assessment must be carried out in accordance with the Hazard Management Procedure to identify PPE requirements. The principles of the hierarchy of controls must be used, that is, PPE is used as a last priority control measure.

## 7. SITE PPE REQUIREMENTS

It is a condition of entry to PPA sites that all personnel wear the appropriate PPE when in prescribed areas as:

- defined in this procedure;
- signposted in locations around each site; and
- defined on the minimum PPE requirements maps, which are:
  - [Port of Ashburton – Minimum PPE Requirements Map](#);
  - [Port of Dampier – Minimum PPE Requirements Map](#);
  - [Port of Port Hedland – East Side Minimum PPE Requirements Map](#); and
  - [Port of Port Hedland – Utah Point Minimum PPE Requirements Map](#).

Minimum PPE requirements maps are available on the DMS for internal staff under Health and Safety (see Reference Documents) and more widely on the Pilbara Ports Authority website.

In areas where PPE is not required clothing must be suitable and footwear must be firm fitting, covered, and with non-slip soles (open sandals and thongs are not acceptable). Additionally, stilettos are not permitted at the Utah Point site.

### 7.1 Travelling in a Vehicle on Site

When travelling in a vehicle on site at Eastern Harbour and Dampier, clothing and footwear must be suitable. Footwear must be firm fitting, covered, and with non-slip soles (open sandals and thongs are not acceptable). Personnel exiting vehicles must wear the PPE required for that area.

When travelling in a vehicle on site at Utah Point and Ashburton, personal protective clothing and protective footwear must be worn. Personnel exiting vehicles must wear the PPE required for that area.

These rules apply unless exemptions are in place as detailed in sections 7.2, 7.3, 7.4, 7.5 or 7.6 of this procedure.

When travelling in a vehicle on site at Eastern Harbour, Dampier, Ashburton or Utah Point, persons must wear safety eye protection when they have their windows open (safety eye protection is not required when scanning access card(s) at security gates).

### **7.2 General PPE Exemptions all Sites**

The following PPE exemptions apply to all sites:

- Wearing a safety helmet is not required when conducting welding or grinding tasks where the wearing of a safety helmet is impractical due to other PPE requirements;
- Wearing PPE for pre-approved events is not required where a documented risk assessment has been undertaken and the event has been sanctioned by the PPA CEO (e.g. family open day); and
- Wearing PPE for personnel accessing an area for observation purposes only is not required where a documented risk assessment has been undertaken and the manager of the area has granted approval.

### **7.3 Utah Point PPE Exemptions**

The following PPE exemptions apply to Utah Point:

- Wearing PPE clothing and footwear is not required prior to or immediately after rostered shifts when walking between the administration area and the visitor car park. Clothing and footwear must be suitable. Footwear must be firm fitting, covered, and with non-slip soles (stilettos, open sandals and thongs are not acceptable);
- Persons attending the administration area are not required to wear PPE. Office attire and footwear must be suitable. Footwear must be firm fitting, covered, and with non-slip soles (stilettos, open sandals and thongs are not acceptable). Persons must enter site using the pedestrian entrance at the security gate, they cannot drive onto site and park in the administration carpark; and
- Visitors attending a site visit pre-approved by the RM are not required to wear PPE. The Visitors must follow all requirements of the approval and be escorted by a fully inducted site representative. Clothing and footwear must be suitable. Footwear must be firm fitting, covered, and with non-slip soles (stilettos, open sandals and thongs are not acceptable).

### **7.4 Eastern Harbour PPE Exemptions**

The following PPE exemption applies to Eastern Harbour:

- Wearing PPE is not required for all personnel including cruise vessel staff and passengers on berth 1 and 2 when a cruise vessel is alongside, where the activities relate to the cruise vessel.

#### **7.4.1 Eastern Harbour PPE Requirements – Seafarers**

The following PPE requirements apply to Seafarers at the Eastern Harbour:

- Seafarers engaged in operational activities are required to comply with PPE requirements for the specific berth area. PPE requirements for Seafarers undertaking recreational shore leave may be relaxed subject to their compliance with PPA approved disembarkation and assembly requirements for the specific vessel/berth. Refer to the Port of Port Hedland – Traffic Management Procedure (Eastern Harbour Operations) for further information.

#### **7.5 Dampier PPE Exemptions**

The following PPE exemption applies to Dampier:

- Wearing PPE is not required for personnel being picked up or dropped off at their vessel, provided they proceed immediately from the gangway to the waiting vehicle or from the vehicle to the gangway and onto the vessel.

#### **7.6 Ashburton PPE Exemptions**

The following PPE exemptions apply to Ashburton:

- Wearing PPE is not required for personnel being picked up or dropped off at their vessel provided they proceed immediately from the gangway to the waiting vehicle or from the vehicle to the gangway and onto the vessel.

### **8. INSTRUCTION AND TRAINING**

Supervisors and escorts must ensure that prior to their employees, Directors and visitors using PPE, they have received the appropriate instruction and /or training on correct use, maintenance, storage, disposal and limitations. All training must be recorded, and records must be maintained.

### **9. PRESCRIPTION SAFETY GLASSES ORDERING AND REPLACEMENT**

PPA employees and Directors can order prescription safety glasses by completing and submitting a Prescription Safety Glasses Application Form.

### **10. USE, CARE, MAINTENANCE AND REPLACEMENT**

All employees, Contractors, Directors and Visitors are expected to take appropriate care of PPE provided for their use by cleaning, handling and storing them according to manufacturer's instructions or instructions given by the PPE issuer. PPE must be controlled and maintained in good order.

All personnel must:

- use PPE in designated areas and as determined by risk assessment;
- regularly inspect their PPE, and if required, repair or replace;
- not use PPE which is not in good working order;
- report damaged or worn PPE to their line manager;

- remove from service PPE that either does not comply with specifications, or is damaged;
- regularly clean PPE that is not of a disposable nature and store as per manufacturers recommendations. Storage facilities, appropriate for the equipment type, must be provided for all such PPE after or between uses;
- wear PPE so it doesn't create secondary safety or health risks which cannot be appropriately controlled;
- not use one type of PPE that will adversely affect the use of another type of PPE. For example, the use of safety glasses should not take away from the effectiveness of ear muffs;
- use PPE that complies with relevant Australian/New Zealand Standards, or if one does not exist, another recognised standard such as EN or ANSI;
- use PPE as designed; any deviation from the intended design specifications may render it useless and may not provide the protection that was intended by the manufacturer. The user must ensure that structural interference or alteration of PPE does not occur; and
- replace composite toe cap safety footwear and safety helmets that have sustained a significant impact, irrespective of visible damage being present.

**11. PERSONAL PROTECTIVE EQUIPMENT MATRIX**

This matrix provides information on minimum PPE requirements and references the applicable Australian Standard.

EXPOSURE	PPE TYPE	STANDARD	APPLICABLE INSTRUCTIONS
Eyes	Safety Glasses and Eye Protectors	AS/NZS 1337	<p><b>Safety Glasses</b> Eye protection used must comply with the requirements of AS/NZS 1337 Eye Protectors for Industrial Applications and must be either medium impact resistant or high impact resistant.</p> <p><b>Prescription Safety Glasses</b> Prescription glasses must comply with AS/NZS 1337 Prescription Eye Protectors Against Low and Medium Impact and must be fitted with medium impact lenses and side shields.</p> <p><b>Face Shields</b> Face shields must be worn over safety glasses or goggles to give the wearer double eye protection when conducting tasks with risk of high impact such as grinding.</p>
Footwear	Safety, protective and occupational footwear	AS/NZS 2210	<p><b>Foot Protection</b> Safety footwear must comply with the requirements of AS/NZS 2210 Occupational Protective Footwear.</p> <p>Composite toe cap safety footwear that have sustained a significant impact, irrespective of visible damage being present, must be replaced.</p> <p>Where safety footwear is not required, footwear must be firm fitting, covered, and with non-slip soles. Stilettos, open sandals and thongs are not acceptable.</p>
Hands	Protective and Insulating Gloves	AS 2161 AS 2225	<p><b>Hand and Finger Protection</b> Gloves must comply with the requirements of AS/NZS 2161: Occupational Protective Gloves or AS 2225 Insulating Gloves for Electrical Purposes and be suitable for the hazard they are providing protection against. Gloves must be worn:</p> <ul style="list-style-type: none"> <li>• Where there is an identified risk or potential for finger or hand injury from sharp, hot, and jagged objects;</li> <li>• Where they will assist with the grip of the object; or</li> </ul>



EXPOSURE	PPE TYPE	STANDARD	APPLICABLE INSTRUCTIONS
			<ul style="list-style-type: none"> <li>When handling hazardous substances as required in the Material Safety Data Sheet (MSDS).</li> </ul> <p>Gloves are not required where there is a risk of entanglement, such as using a pedestal grinder, lathe, or pedestal drill.</p>
Head	Safety Helmets	AS/NZS 1801	<p><b>Safety Helmets (Hard Hats)</b> Safety helmets must comply with the requirements of AS/NZS 1801 Occupational Protective Helmets. The following requirements for safety helmets apply:</p> <ul style="list-style-type: none"> <li>They must be properly adjusted for correct fit;</li> <li>No hats, caps or beanies are to be worn under helmets;</li> <li>They must not be drilled, cut or otherwise altered, or have stickers/markings which could alter the helmets integrity or impede inspection;</li> <li>Safety helmets that have sustained a significant impact, irrespective of visible damage being present, must be replaced;</li> <li>Safety helmets have a limited useful life even if not damaged by an impact. User name and issue date must be noted on the internal helmet sticker with helmets replaced as required (AS/NZS 1800 Occupational protective helmets — Selection, care and use states that an average helmet shell will last three years but the internal harness only two. Due to the harsh Pilbara environment and to simplify the inspection process, PPA recommends safety helmets that are frequently used be replaced every two years);</li> <li>Chin straps should be used in situations which are windy and/or where the helmet may fall off;</li> <li>Safety helmets must be worn when completing tasks that involve line of fire or dropped objects risks such as throwing straps for tying down loads and rigging and dogging crane loads; and</li> <li>Safety helmets must be worn when completing tasks that involve operating mobile plant; and including forklifts, order pickers, and cranes, that have no overhead guards to protect the operator from the risk of falling and dropped objects.</li> </ul>
Hearing/ Noise	Acoustics Hearing Protectors	AS/NZS 1269 AS/NZS 1270	<p><b>Hearing Protection</b> Hearing Protection must comply with the requirements of AS/NZS 1270 Acoustics – Hearing Protectors. The following requirements for hearing protection apply:</p>

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EXPOSURE	PPE TYPE	STANDARD	APPLICABLE INSTRUCTIONS
			<ul style="list-style-type: none"> <li>Hearing protection must always be worn in designated "Hearing Protection Areas" as indicated by signage, when the equipment is running and when determined by risk assessment;</li> <li>Earplugs and earmuffs must be worn as double protection when personnel are exposed to excessive noise, for example when using a needle gun; and</li> <li>Consideration when selecting appropriate hearing protection must be given to the risk of the wearer losing the ability to hear otherwise available alarms.</li> </ul>
Respiratory	Respiratory Protective Equipment	AS/NZS 1715 AS/NZS 1716	<p><b>Respiratory Protection</b> Employees may be exposed to a variety of airborne substances which may be in the form of gases, vapours, dusts, mists, fumes and smoke. Personnel must wear respiratory protective equipment where there is a risk of such exposure. All respirators must comply with:</p> <ul style="list-style-type: none"> <li>AS/NZS 1716 Respiratory Protective Devices; and</li> <li>AS/NZS 1715 Selection, Use and Maintenance of Respiratory Protective Devices.</li> </ul> <p>The following requirements for respiratory protection apply:</p> <ul style="list-style-type: none"> <li>The selection of respiratory protective equipment will be influenced by the contaminant, task, operator and equipment limitation. The devices selected should be suitably matched to the individual by way of respirator fit testing, and with consideration for the duties, the likely duration of wear and the nature of the environment e.g. personal characteristics, physical fitness, work rate, posture, space restrictions, ambient temperature and relative humidity; and</li> <li>A P2 face mask must be worn when pressure washing a surface that has marine growth.</li> </ul>
Whole body	Clothing	AS/NZS 4602	<p><b>Personal Protective Clothing</b> The following requirements for personal protective clothing apply:</p> <ul style="list-style-type: none"> <li>Clothing for day time use must have fluorescent material complying with AS/NZS 4602;</li> <li>Clothing for night time use must have retro reflective material complying with AS/NZS 4602;</li> <li>Personal protective clothing must be full length (long sleeved shirts and pants);</li> <li>A high visibility vest may be worn over a long-sleeved shirt where it is not a hazard (e.g. at risk of being entangled in rotating plant);</li> </ul>

EXPOSURE	PPE TYPE	STANDARD	APPLICABLE INSTRUCTIONS
			<ul style="list-style-type: none"> <li>Garments should be inspected on a regular basis and replaced if they are badly damaged, soiled or faded, or the retro-reflective material has ceased to function;</li> <li>Garments must be kept clean by washing or cleaning in accordance with manufacturer's instructions; and</li> <li>Garments must be worn fully fastened in a way that all safety features of the garment are effective for example, high visibility vests must be fastened at the front, shirts must remain buttoned up at the front, and sleeves buttoned down at the wrist unless doing so introduces an additional hazard, as demonstrated by risk assessment.</li> </ul>
Skin/Body	Sunscreen	AS/NZS 2604	<p><b>Sunscreen Protection</b> The following requirement for sunscreen protection applies:</p> <ul style="list-style-type: none"> <li>Sunscreen must be water resistant with a sun protection factor (SPF) of 30 or higher.</li> </ul>
Electrical	Arc Flash Protective Clothing	Various	<p><b>High Voltage, or Arc Flash Suits</b> Arc Flash suits are designed to protect persons when operating any High Voltage Device. When a fault condition is present in a high voltage installation it has the potential to cause an Arc Flash when switch gear is operated. These suits protect the operator from the extreme temperatures present when an arc flash occurs. These suits are to be used whenever manually operating any high voltage equipment on site, except Toshiba VVVF drive unit output isolator and earth switch at Utah Point: on this equipment the upstream devices interrupt the circuit before any manual tasks are undertaken.</p> <p>Regular inspections must be carried out on all high voltage protective clothing including gloves, suit and hood.</p> <p>Only trained, licensed and competent people are permitted to operate High Voltage equipment on PPA sites.</p>
Falls	Fall Arrest Systems and Devices	AS/NZS 1891	<p><b>Falls Prevention</b> Wherever practicable, a fall restraint system must be used over a fall arrest system. All restraint technique equipment and anchorages must be fall-arrest rated to prevent falls in failed situations. Personal equipment including harnesses, lanyards, connectors, fall-arrest and fall restraint devices must be inspected:</p>

EXPOSURE	PPE TYPE	STANDARD	APPLICABLE INSTRUCTIONS
			<ul style="list-style-type: none"> <li>• Before and after each use by a Competent Person; and</li> <li>• Equipment inspected at 3 monthly intervals must comply with the RGBY tagging system:                             <ul style="list-style-type: none"> <li>○ Red tag: Dec – Feb;</li> <li>○ Green tag: Mar – May;</li> <li>○ Blue tag: Jun – Aug; and</li> <li>○ Yellow tag: Sep – Nov.</li> </ul> </li> </ul> <p>For more information see the Fall Prevention Procedure.</p>
Water	Personal Flotation Device	AS/NZS 4758	<p><b>Personal Flotation Device (PFD)</b> An appropriately maintained PFD that meets AS4758.1 must be worn where there is a risk of falling into the water, including:</p> <ul style="list-style-type: none"> <li>• When within 2 metres of a berth face/edge where there is no barrier or fall prevention system in place;</li> <li>• When working on a small vessel or pontoon in the harbour;</li> <li>• When getting on or off a ship where there is a risk of falling into water; and</li> <li>• When working suspended over water in a workbox or platform.</li> </ul> <p>There may be some instances where an auto inflatable PFD may be a risk, in these instances the use of a non-auto inflatable PFD should be considered.</p> <p>For more information see Working On, Over, In or Near Water Procedure.</p>
Welding and allied processes	Various	WTIA TN07 AS/NZS 2161	<p>During welding, cutting and allied processes, persons may be exposed to heat, fumes, radiation and particles. PPE must be suitable for the task and hazards.</p> <p><b>Protection of Eyes and Head</b> The eyes and head are particularly sensitive and almost always require some protection against radiation, hot metal slag, flying particles, falling objects and noise. PPE to be considered includes:</p> <ul style="list-style-type: none"> <li>• Welding helmets;</li> <li>• Safety glasses and goggles;</li> <li>• Protective filters to reduce the intensity of radiation;</li> </ul>

EXPOSURE	PPE TYPE	STANDARD	APPLICABLE INSTRUCTIONS
			<ul style="list-style-type: none"> <li>• Welder’s caps to provide protection from radiation reflected from adjacent surfaces; and</li> <li>• Face shields must be worn over safety glasses or goggles to give the wearer double eye protection when conducting tasks with risk of high impact such as grinding.</li> </ul> <p><b>Protective Clothing</b> The clothing should:</p> <ul style="list-style-type: none"> <li>• Protect body parts from hot particles and objects;</li> <li>• Be wool, or made of other flame resistant material;</li> <li>• Be free of cuffs or open pockets that could trap molten metal; and</li> <li>• Cover tops of footwear.</li> </ul> <p><b>Gloves</b> Gloves for hot work on metals must be worn during all arc, gas or thermal cutting to protect the hands and wrists from heat, burns and cuts.</p> <p><b>Additional Protection</b> Aprons, sleeves, shoulder covers, hoods, leggings or spats may be required if areas of the body encounter hot metal. For example, overhead welding, sitting at a bench where molten metal may land in the lap.</p> <p><b>Respiratory</b> When general or local ventilation is not effective in reducing fume levels, respiratory protection is required. Respiratory protection must be selected for each application; this may require the assistance of a Competent Person, refer to the Health and Safety team for help.</p> <p><b>PFDs, Harnesses, Lanyards</b> PFDs, harnesses and lanyards worn during hot work must be flame retardant or protected by using fire retardant blankets.</p>

## **12. REFERENCES**

AS 4758 Personal Flotation Devices

AS/NZS 1269.3: Occupational noise management – hearing protector program

AS/NZS 1270 Acoustics – hearing protectors

AS/NZS 1337 Personal eye protection

AS/NZS 1338.1 Filters for eye protectors - Filters for protection against radiation generated in welding and allied operations

AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment

AS/NZS 1716: Respiratory protective devices

AS/NZS 1801 Occupational protective helmets

AS/NZS 1891 Industrial fall-arrest systems and devices

AS/NZS 2161 Occupational protective gloves

AS/NZS 2210 Occupational protective footwear

AS/NZS 2604 Sunscreen products

AS/NZS 4453.3: Protective clothing for users of hand-held chainsaws - Protective legwear

AS/NZS 4501.1-2008: Occupational protective clothing - Guideline on the selection, use, care and maintenance of protective clothing

AS/NZS 4602 High visibility clothing

Confined Space Entry Procedure

Fall Prevention Procedure

Hazard Management Procedure

Port of Ashburton – Minimum PPE Requirements Map

Port of Dampier – Minimum PPE Requirements Map

Port of Port Hedland – East Side Minimum PPE Requirements Map

Port of Port Hedland – Utah Point Minimum PPE Requirements Map

Prescription Safety Glasses Application Form

Welding Technology Institute of Australia: TN07 Health and Safety in Welding

Working On, Over, In or Near Water Procedure

**13. PROCESS OWNER**

The Health and Safety Manager is responsible for this procedure.

Date approved:	24 August 2020	Review date:	24 August 2022
Version:	5	Approved by:	General Manager of Corporate Affairs and Governance