


STANDARD OPERATING INSTRUCTION	SOI-GVW-321
Provision of Personal Protective Clothing and Equipment	

1.0 Purpose

This procedure describes the process of selection, supply, use, replacement, maintenance, training, instruction and storage of personal protective clothing and equipment (PPCE) provided to employees and visitors.

2.0 References

OHS Act 2004 section (21) (1) (2) (c) & (e)
OHS (Confined Spaces) Regs 1996, Reg 26
OHS (Plant) Regs 1995, Reg 716
OHS (Prevention of Falls) Regs 2003, Reg 301
OHS (Noise) Regs 2004, Reg 18
OHS (Asbestos) Regs 2003, Reg 204, Reg 719
Dangerous Goods (Storage and Handling) Regs 2000, Reg 402
OHS (Hazardous Substances) Regs 1999, Reg 321

Australian Standards

AS 2210 – Occupational protective footwear: guide to selection, care and use
AS 1800 – Occupational protective helmets – selection care and use
AS 1336 – Recommended practices for occupational eye protection
AS 1269 – Occupational noise management – hearing protector program

3.0 Definitions

MSDS – Material Safety Data Sheets - information prepared by the manufacturer or supplier of a chemicals which contains relevant safety information including recommended PPCE.

PPCE – Personal Protective clothing and Equipment

4.0 Responsibilities and Authorities

Manager (District Manager other Managers)

- Ensure employees are issued with suitable PPCE
- Ensure records of issue are kept of PPCE issue and inspection and that these are passed on to the OH&S coordinator for filing

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- Ensure 6 monthly inspection of individual and common PPCE takes place.
- Ensure a risk assessment is completed where a new or specialised type of PPCE is required to perform a task.
- Ensure persons are provided with the necessary training to safely use and maintain PPCE

Supervisor (Work Coordinator other Supervisors)

- Through a risk assessment assist to determine the most appropriate form of PPCE where specialised (not included on general checklist) is required to be provided to employees.
- Consult with employees on the selection of PPCE.
- When reported by employees ensure faulty or damaged PPCE is replaced as quickly as possible or interim control measures are implemented to manage the risk without PPCE.
- Arrange with the local H&S rep to carry out 6 monthly checks of PPCE.
- Review records of PPCE checks and where required arrange for the replacement of damaged, faulty or PPCE subject to wear and tear through the central stores / purchasing officer.

Employee

- Never use faulty or damaged PPCE and ensure faulty or damaged PPCE is reported to the relevant supervisor for repair or replacement.
- Ensure PPCE is maintained in a clean and serviceable condition.

OH&S Coordinator

- Ensure records provided are placed onto personal files
- Ensure the PPCE checklist is maintained and where changes occur these are communicated to the relevant managers / supervisors.
- Assist in the assessment of appropriate PPCE for specialist tasks including the inclusion of suitable PPCE in Safe Work Instructions and Safe Operating Instructions

Purchasing / Stores Officer

- Ensure all PPCE purchased conforms with relevant Australian Standards
- Receive and process requests for PPCE
- Periodically review makes and models of PPCE in consultation with Managers and OH&S Coordinator.

5.0 OHS Hazards and Controls

5.1 HAZARDS: NIL

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5.2 CONTROLS TO CONSIDER: NIL

6.0 Procedure

6.1 Hazard Identification and Risk Assessment

- Before personal protective clothing and equipment is issued a hazard identification and risk assessment shall be carried out to ensure PPCE is the most appropriate safety control measures for the task.
- Where possible other more effective control measures shall be implemented in preference to the issuing of PPCE (see SOI-GVW-320, "OH&S Hazard Identification, Risk Assessment and Control") and PPCE may only be considered when more effective control measures have been ruled out as not adequate to protect personnel.
- Provision of PPCE may be considered as part of a risk control strategy which includes one or more control measures from the hierarchy of control.

6.2 Selection and Issue Process

- All PPCE must conform with the relevant Australian Standard
- Persons shall be issued with suitable PPCE items when they commence with Goulburn Valley Water.
- To ensure consistency and compliance with relevant regulations and Australian Standards items of PPCE shall be sourced from the central stores / purchasing officer.
- PPCE shall be based upon the common foreseeable tasks an operator may perform as part of their duties.
- Employees shall be consulted in the selection of PPCE to ensure appropriate fit and comfort.
- Where specific PPCE not included in the Table below is required the supervisor must ensure a risk assessment is completed to identify the most suitable type, make and model of PPCE required. Where required the OH&S Coordinator shall assist in determining the most appropriate type of PPCE.
- Issuing information shall be entered on to the Induction checklist (see Appendix A) which will provide a record PPCE issue. This checklist is required to be forwarded and placed on to an employee's personal file.
- The following table provides guidance on the type of PPCE appropriate for particular certain generic tasks and activities.

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Item of PPCE	Relevant Specification	GVW Requirement Provisions
Ear Muffs and Ear Plugs	AS 1270 and provide protection of minimum – 26 dBC (SLC 80).	Employees who may be exposed to high noise levels in the course of their work.
Tinted Safety Glasses or Overspecs	AS 1337 (medium impact safety glasses) and AS/NZS 1067 (sunglasses). Overspecs provided for persons who are required to wear spectacles.	Employees who may be exposed to particles that may enter the eye including light engineering or construction work. All sunglasses must comply with sunglass and safety glasses standard.
Clear Safety Glasses or or Overspecs	AS 1337 (medium impact safety glasses). Overspecs provided for persons who are required to wear spectacles.	Employees who may be exposed to particles that may enter the eye including light engineering or construction work.
Chemical Goggles and or Face Visor or Combination Item	AS 1337 – goggles and face visor must provide impact resistance.	Employees required to mix and decant chemicals.
Safety Helmet / Hard Hat with Chin Strap	AS/NZS 1801.	Employees working in trenches or near mobile plant and machinery. Helmet must be replaced every 3 years.
Safety Helmet Sun visor	To be attached to safety helmet when working outdoors.	As per safety helmet above.
Disposable Latex (or other type) Gloves	May be provided on demand.	Employees working with waste water or handling biological or potentially infectious material.
Canvas and or Riggers Type Gloves	Not to be used for handling chemicals.	General purpose gloves for manual tasks.
Chemical Gloves (Gauntlet) various materials	Must check compatibility with chemicals used. More than 1 pair of gloves may be required.	Employees handling, mixing and decanting chemicals.
Safety Footwear	AS 2210.2 – Type 1 Steel Capped.	All employees working outdoors.
Safety Gum Boots	AS 2210.2 – Type 4 Steel Capped, waterproof.	Employees working in trenches and shafts, waste water etc...
Disposable Clothing	Tyvek or similar - may be supplied on demand.	Employees working with asbestos, cleaning confined spaces, etc...
Uniform Clothing	AS/NZS 4399 – UPF rating Minimum 25, preferable 40 +	Refer to GVW Protective Clothing Policy
Overalls	High visibility (AS/NZS 4602) or plain.	Employees who may undertake construction and excavation activities.
High Visibility Vest (Day Time / Night Time)	AS/NZS 1906.4 and AS/NZS 4602. Must be suitable for day and night work.	Employees who may potentially work around mobile plant or near a roadway.
Sun Hat	UPF Rating 50 + Wide brim	Employees working outdoors.
Sunscreen	SPF 30 +	Employees working outdoors.
Wet Weather Clothing	PVC or suitable other - Trousers / Overalls, Coat.	Employees who may work outdoors in the rain.
Respiratory Protection Please Specify –	Always seek specialist advice from supplier or OH&S Coordinator.	Employees required to wear respiratory protection.
Storage of Respiratory Equipment	Suitable container which has a lid and is airtight for the storage of respiratory masks and filters.	Employees required to wear respiratory protection.
Storage of PPCE	Suitable container or carry bag	Provided to employees who are required

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	to store small items of PPCE.	to carry PPCE items around in vehicles. PPCE must not be stored together with tools or chemicals.
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6.3 Use, Maintenance and Replacement of PPCE

- Items of PPCE must only be used in accordance with the manufacturer's instructions. Deliberate misuse or tampering with PPCE may lead to disciplinary action.
- Disposable items of PPCE shall only be used once or as per the manufacturer's instructions.
- PPCE shall be maintained as per the manufacturer's instructions and shall be periodically cleaned. It is the responsibility of the employee to ensure PPCE is in a fit and serviceable condition prior to wearing.
- A 12 monthly check shall be carried out by employees to ensure all items of PPCE are in good working order and are appropriately maintained. A record of this check shall be completed and kept at the local work site and a copy on to personal records (See Appendix A). Where items of PPCE are identified as requiring replacement this shall be referred to the Work Coordinator.

6.4 Storage of PPCE

- Provision for suitable storage shall be made for PPCE. This can include a container or bag.
- To ensure the maximum lifespan of the respirator cartridges these shall be placed into a clean airtight container.
- Where possible all personal PPCE shall be marked with the person's initials or some other mark.

6.5 Replacement of Faulty or damaged PPCE

- Faulty or damaged PPCE should never be worn without replacement or repair and should be reported to the supervisor for replacement.
- Where damage has occurred through carelessness of the owner of the PPCE or another person this shall be investigated by the Supervisor and or Manager and where recommended disciplinary action shall be taken.
- Strong disciplinary action may be taken where a person has been found to have tampered or damaged other persons PPCE.
- Periodic 12 monthly self assessment (see 6.3 above) shall identify if PPCE is required to be replaced due to normal wear and tear and requests shall be referred to the supervisor.
- Common items of PPCE (for example chemical handling aprons) shall be inspected as part of Goulburn Valley Water's in-house health and safety inspection schedule and where replacement is required referred to the supervisor.

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6.6 Common Use PPCE Items

- Care shall be taken by the user to ensure PPCE is in a clean and serviceable condition for the next user.
- Gloves and aprons must be cleaned of any chemical residue before they are stored for the next person.
- Where possible items of common PPCE shall be stored away from chemical storage areas. Items must be stored in an appropriate manner (in a container, bag or where required hung up).

6.7 Safe Work Instructions (SWI's)

- Provision is made in SWI's and safe Operating Instructions for PPCE to be specified.
- Where PPCE is indicated employees must follow the requirements of the SWI or SOI
- Disciplinary action may be taken where a person does not follow the prescribed type and level of PPCE specified in the relevant SWI or SOI.

6.8 Manufacturers or suppliers Operating Manuals or MSDS's

- Information which recommends the type of PPCE provided by a manufacturer of plant and equipment or supplier of chemicals should be followed unless a GVW SWI or SOI exists to the contrary.

6.9 Training and Instruction

- The following table provides guidance on the relevant training for various common types of PPCE.

Item of PPCE	Training Course
Ear Muffs and Ear Plugs	OH&S Procedures and Policies – NWP 201 A
Tinted Safety Glasses or Overspecs	OH&S Procedures and Policies – NWP 201 A
Clear Safety Glasses or or Overspecs	OH&S Procedures and Policies – NWP 201 A
Chemical Goggles and or Face Visor or Combination Item	OH&S Procedures and Policies – NWP 201 A and specific chemical training
Safety Helmet / Hard Hat with Chin Strap	OH&S Procedures and Policies – NWP 201 A
Safety Helmet Sun visor	OH&S Procedures and Policies – NWP 201 A
Disposable Latex Gloves	OH&S Procedures and Policies – NWP 201 A
Canvas and or Riggers Type Gloves	OH&S Procedures and Policies – NWP 201 A
Chemical Gloves (Gauntlet) various materials	OH&S Procedures and Policies – NWP 201 A
Safety Footwear	OH&S Procedures and Policies – NWP 201 A
Safety Gum Boots	OH&S Procedures and Policies – NWP 201 A.
Disposable Clothing	OH&S Procedures and Policies – NWP 201 A and .Asbestos Removal Training
Uniform Clothing	Induction
Overalls	Induction

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High Visibility Vest (Day Time / Night Time)	OH&S Procedures and Policies – NWP 201 A
Sun Hat	OH&S Procedures and Policies – NWP 201 A
Sunscreen	OH&S Procedures and Policies – NWP 201 A
Wet Weather Clothing	Induction and OH&S Procedures and Policies – NWP 201 A
Respiratory Protection Please Specify –	<ul style="list-style-type: none"> • OH&S Procedures and Policies – NWP 201 A • Asbestos Removal training • Chlorine Gas training • Entry to Confined Spaces • Use of Self Contained Breathing Apparatus
Storage of Respiratory Equipment	OH&S Procedures and Policies – NWP 201 A
Storage of PPCE	OH&S Procedures and Policies – NWP 201 A

7.0 Appendices

Appendix A – Induction checklist

Appendix B – PPCE routine inspection of PPCE form

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Appendix A – Induction Checklist



OH&S Induction checklist Provision of Personal Protective Clothing and Equipment (PPCE) & Health Monitoring

Employee Name: Supervisor Name:

Work Group: Date:

Item of PPCE	Specification	GVW Requirement Provisions	Yes	No	N/A
Ear Muffs and Ear Plugs (non disposable)	AS 1270 Must provide protection of minimum – 26 dBC (SLC 80).	Employees who may be exposed to high noise levels in the course of their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tinted Safety Glasses or Overspecs	AS 1337 (safety glasses) and AS/NZS 1067 (sunglasses). Overspecs for persons who are required to wear spectacles.	All sunglasses must comply with sunglass and safety glasses standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Safety Glasses	AS 1337	Employees who may be exposed to particles that may enter the eye including light engineering or construction work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Goggles and or Face Visor	AS 1337 – goggles and face visor must provide impact resistance.	Employees required to mix and decant chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Helmet / Hard Hat with Chin Strap	AS/NZS 1801.	Employees working in trenches or near mobile plant and machinery. Helmet must be replaced every 3 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Helmet Sun visor	To be attached to safety helmet when working outdoors.	As per safety helmet above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable Gloves	May be provided on demand.	Employees working with waste water or handling biological or potentially infectious material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canvas and or Riggers Type Gloves	Not to be used for handling chemicals.	General purpose gloves for manual tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Gloves (Gauntlet)	Must check compatibility with chemicals used. More than 1 pair of gloves may be required.	Employees handling, mixing and decanting chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Footwear	AS 2210.2 – Type 1 Steel Capped.	All employees working outdoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Gum Boots	AS 2210.2 – Type 4 Steel Capped, waterproof.	Employees working in trenches and shafts, waste water etc...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable Clothing	Tyvek or similar - may be supplied on demand.	Employees working with asbestos, cleaning confined spaces, etc...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uniform Clothing	To include: trousers, shirts, windcheater, Bluey jacket / Bomber Jacket		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overalls	High visibility or plain. High vis must conform with standard (see below).	Employees who may undertake construction and excavation activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Visibility Vest (Day Time / Night Time)	AS/NZS 1906.4 and AS/NZS 4602. Must be suitable for day and night work.	Employees who may potentially work around mobile plant or near a roadway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun Hat	UPF 50 + Wide brim	Employees working outdoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunscreen	SPF 30 +	Employees working outdoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet Weather Clothing	Trousers / Overalls, Coat.	Employees who may work outdoors in the rain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Protection Please Specify –	Always seek specialist advice from supplier or OH&S Coordinator.	Employees required to wear respiratory protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage of Respiratory Equipment	Suitable containers which has a lid and is airtight for the storage of respiratory masks and filters.	Employees required to wear respiratory protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage of PPCE	Suitable container or carry bag to store small items of PPCE.	Provided to employees who are required to carry PPCE items around in vehicles. PPCE must not be stored together with tools or chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initial Hearing Test	All employees required to wear hearing protection devices in the course of their work	Date scheduled:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Asbestos Medical	All employees required to remove asbestos in the course of their work	Date scheduled:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis A	All employees required to work with waste water and first aiders	Date scheduled:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis B	All employees required to work with waste water and first aiders	Date scheduled:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tetanus Vaccination	All employees working outdoors	Date scheduled:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q Fever Vaccination	All employees who may come into contact with potentially infected stock	Date scheduled:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature: Date: Supervisor Signature:Date:

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Appendix B - Routine Inspection of PPCE Form



**Routine Inspection of PPCE (12 monthly inspection record)
Quality Form, GVW-SOI-321**

Name: _____ Work Team: _____

PPCE Item	Tick Item of PPCE			Employee Initial		Comments for Replacement
	Yes	No	N/A	12 Mths	24 Mths	
Ear Muffs and Ear Plugs (non disposable)						
Tinted Safety Glasses or Overspecs						
Clear Safety Glasses or or Overspecs						
Chemical Goggles and or Face Visor or Combination Item						
Safety Helmet / Hard Hat with Chin Strap						
Safety Helmet Sun visor						
Canvas and or Riggers Type Gloves						
Chemical Gloves (Gauntlet) various materials						
Safety Footwear						
Safety Gum Boots						
High Visibility Vest (Day Time / Night Time)						
Sun Hat						
Sunscreen (in date, 30+)						
Wet Weather Clothing						
Respiratory Protection (half or full face piece)						
Container for Storing Respiratory Equipment						
Container / other for storing PPCE						

Guidance information

<p>Ear Muffs & Ear Plugs (non disposable) General condition clean No oil, dust, excessive perspiration Check Cushions for replacement Foam inserts are OK Headband</p>	<p>Safety Helmet / Hard Hat with Chin Strap General condition clean No signs of cracks, dents penetrations or other damage to shell Headband, cradle, cushioning, nape strap OK Sweatband OK</p>	<p>Safety Footwear (shoes and gum boots) General condition clean Tread in good condition Safety toecaps good covering No holes, cuts or penetrations</p>
<p>Tinted Safety Glasses or Overspecs Tinting in good condition Scratching No obvious penetrations/ cracks/ dents Frames in good order</p>	<p>All components compatible Check date of replacement is within 3 years of manufacture. Neck protection flap</p>	<p>High Visibility Vest (Day Time / Night Time) Clean condition / still retains high Vis (if in doubt replace) Reflective strips OK Can be done up, still fits wearer</p>
<p>Clear Safety Glasses or or Overspecs As above for Tinted</p>	<p>Chemical Goggles and or Face Visor or Combination Item General condition clean Check lenses, frames, headband No chemical residue Scratching No obvious penetrations/ cracks/ dents</p>	<p>Respiratory Protection (half or full face mask) Clean condition Headband OK Valve pieces in place Filters stored appropriately</p>
<p>Gloves General Condition clean No holes, cuts or penetrations No perishing, corrosion Insert fabric OK</p>		

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