

PERSONAL PROTECTIVE EQUIPMENT

1. Purpose

This document covers the requirements associated with the selection, maintenance, training and use of Personal Protective Equipment (PPE) used to protect individuals from safety or health hazards and associated risks.

2. Scope

This procedure applies to Public Transport Services (PTS) workers, contractors and visitors on all PTS sites. In addition to the mandatory requirements listed within this procedure, site and task specific requirements may apply.

3. Related Documents

DOCUMENT NAME	DOCUMENT NUMBER
DPTI WHS&W Personal Protective Equipment (PPE) Policy	DP055
Operational Risk Management Procedure	PR-SR-RM-004
Height Safety and Lifting Equipment Register	8632732
Personal Protective Equipment Form	FO-SR-RM-853

4. References

- *AS 1067 Sunglasses and Fashion Spectacles*
- *AS 1270 Acoustics – Hearing Protectors*
- *AS 1336 Recommended Practices for Eye Protection in the Industrial Environment*
- *AS 1337 Eye Protectors for Industrial Applications*
- *AS 1715 Selection, Use and Maintenance of Respiratory Protective Devices*
- *AS 1716 Respiratory Protective Devices*
- *AS 1800 Occupational Protective Helmets – Selection, Care and Use*
- *AS 1891 Industrial Fall Arrest Systems and Devices – Safety Belts and Harnesses*
- *AS 2161 Occupational Protective gloves – Selection, Use and Maintenance*
- *AS 2161 Occupational Protective Gloves – General Requirements*
- *AS 2210 Occupational Protective Footwear – Guide to Selection, Care and Use*
- *AS 4399 Sun Protective Clothing – Evaluation and Classification*
- *AS 4501 Occupational Protective Clothing – General Requirements*
- *AS 4602 High Visibility Safety Garments*
- *AS 4836 Safe Working on Low voltage Electrical Installations*
- *AS 1906 Retro-reflective materials and devices for road traffic control purposes*
- *AS 2225 Insulating gloves for Electrical Purposes*
- *AS 2375 Guide to the Selection, Care and Use of Clothing for Protection against Heat and Fire*
- *AS 1319 Safety Signs for the Occupations Environment*

5. Definitions

TERM	DEFINITION
Personal Protective Clothing & Equipment (PPE)	Any clothing, equipment or substance (e.g. sunscreen) designed to be worn by a person and in order to protect the person from risks of injury or illness.
System Document	Can be a work instruction, standards work instruction or a safe work method statement

6. Roles and Responsibilities

6.1. Rail Commissioner/Deputy Chief Executive/Executive Directors/Directors

Are responsible to:

- Implement this procedure for workers under their control.
- Ensure that adequate financial provisions are made for PPE and its maintenance.
- Ensure that managers who select and purchase PPE are adequately trained in the selection, care and use of PPE.

6.2. Managers/Supervisors

Are responsible to:

- Conform to requirements within the *DPTI DP055 PPE policy*
- Support and facilitate the implementation of this procedure
- Ensure that the requirements of this procedure are communicated to all contractors
- Ensure adequate supply and type of PPE is available for personnel
- Ensure visitors are made aware of site PPE requirements, and;
- Ensure appropriate information, instruction and training is provided to workers in selection care and use.

6.3. Workers

Are responsible to:

- Conform to requirements within *DPTI DP055 PPE policy*.
- Wear supplied PPE when required.
- Comply to PPE requirements outlined in system documents.
- Use PPE in accordance with manufacturers recommendations.
- Care for and maintain and report and or replace faulty or damaged PPE.
- Review currency of PPE and ensure replacements are sourced prior to expiry dates.

6.4. Contractors

As a minimum, must comply with *Section 7.6.1* of this procedure.

6.5. Safety Advisors

Are responsible to:

- Assist managers as required.

7. Procedure

7.1. Purchasing

- All Personal Protective Equipment must conform to legislative requirements and the relevant Standards and Code of Practice.
- The selection of Personal Protective Equipment to be used, shall be a risk based approach in accordance with *PR-SR-RM-004 Operational Risk Management*
- All purchases should be initiated using:
 - Engineering and Maintenance use *FO-SR-RM-853 Personal Protective Equipment Request Form*
 - Rail Operations Train & Tram to liaise with Rail Operations Train and Tram Administration staff to be further guided on forms and processes to be followed for ordering of Uniform and issuing of Equipment.

7.2. Replacing PPE

Where required, a replacement program shall be implemented for specific types of PPE. This shall be in accordance with:

- Wear and tear
- Prescribed timeframes
- Standards / Code of Practice
- Manufactures instructions

- All replacements should be initiated using:
 - Engineering and Maintenance use *FO-SR-RM-853 Personal Protective Equipment Request Form*
 - Rail Operations Train & Tram to liaise with Rail Operations Train and Tram Administration staff to be further guided on forms and processes to be followed for ordering of Uniform and issuing of Equipment.

7.3. Introduction of New PPE

The introduction of a new PPE shall include consultation with relevant workers.

7.4. Inspection, Testing and Maintenance and Storage

PPE shall be inspected and tested in accordance with the relevant legislation, standards and code of practice, and if required, repaired or replaced.

Records of the fall arrest & lifting equipment are detailed on the *Height Safety and Lifting Equipment Register* (KNet# 8632732).

PPE that is identified as defective must not be used..

All PPE shall be stored in such a way so as to prevent damage or deterioration and to ensure it is in good working order and ready to be used.

7.5. Changes to PPE

Any changes or modifications to process, working conditions, materials used, technology, etc, shall be assessed and if required, corresponding changes shall be made to Personal Protective Equipment used by personnel who may be affected by the modification.

7.6. Use of PPE

All PPE must conform to legislative requirements and the relevant Standards / Code of Practice.

7.6.1. Mandatory PPE requirements

High Visibility

clothing within:

- the rail corridor when external from vehicle / rolling stock (shall be Hi Vis Safety Orange, class D/N both day and night use, style as depicted in *Appendix A, 1.1*)
- 1.5 metres from the edge of stations platforms
- any construction site, and
- areas designated by sign high visibility areas

Unacceptable clothing

In order to ensure that clothing is not mistaken for railway hand signals, the following restrictions apply when within the rail corridor:

- No person shall wear red or green clothing.

Protective Head Wear

Helmets (hard hats) are to be worn all times on 3rd Party construction sites or where an assessment or risk identifies the requirement.

- Purpose made wide brim inserts or back/side flaps (toilet seats) will be provided and worn with protective helmets (hard hats) when UV rating are 3 and higher.
- Hard hats provided and used will comply with AS/NZS 1800 Occupational Protective Helmets – Selection, Care and Use
- Helmets must be fitted with a chin strap when performing working at heights
- The use of caps or bucket hats worn under helmets is prohibited.

- No painting, stickers or writing on hard hats is permitted
- Helmets shall be replaced when:
 - they show signs of damage or wear
 - they have been involved in a significant impact
 - the expire the compliance date

Wide brimmed hats

- Workers working outdoors will be provided (store issue only) wide brim hats that are to be worn when UV ratings are 3 and higher.

Personnel working across functions

Workers undertaking varying activity must as a minimum align to the PPE requirements of that activity e.g. safety / learning and development personnel conducting audits, training in accordance with *Section 7.6.2 Personal Protective Equipment matrix*.

7.6.2. Personal Protective Equipment Matrix (PPEM)

The below matrix details operational roles and assessment of exposures to hazard conducted by the associated activities and the potential risk arising, and lists required PPE to mitigate that exposure.

PERSONAL PROTECTIVE EQUIPMENT RISK BASED APPROACH MATRIX

Legend:
Null - Not in use
√ - Items determined

Role	Activities	Exposure to: things that can shift / drop / cut / stab / puncture / entrap / heat / cold / UV / vibration / movement / fauna / animal	RATING		Individual Enclosed Footwear (ankle support / lace up)	Safety Footwear (ankle support / lace up)	Hi Vis Vest	Cap	Wide Brimmed Hat	Protective Helmet	Gloves	Goggles / Safety	Hearing Protection	Surfcoat (allowance / supplied)	Long & Long Pants (allowance / supplied)	Rain Protection
Barrier Attendant	Customer Service ARS	No exposure to elements	L1	Incident with or without minor injury	√	√	√				√		√			√
Shift Coordinators	Manage Station	No exposure to elements	L2	Incident with or without minor injury	√	√	√				√		√			√
Tram Drivers	Drive a Tram, Prepare Tram, Evacuations, Points Change	Limited opportunities for exposure to external environment outside of Tram	L5	Incident with or without minor injury	√	√	√				√		√			√
Train Drivers (Incl. Senior)	Drive a Train, Prepare Train, Evacuations, Points Change, Coupling and Uncoupling	Limited opportunities for exposure to external environment outside of Train.	L5	Incident with or without minor injury	√	√	√				√		√			√
PSA	Customer Service, Revenue Protection, Right of Way, Crossing Keeper	Limited opportunities for exposure to external environment outside of Train.	L7	Incident with or without minor injury	√	√	√				√		√			√
PC	Right of way, Coupling / Uncoupling within ARS	Limited opportunities for exposure to external environment outside of Train.	L5	Incident with or without minor injury	√	√	√				√		√			√
NOS	Emergency / Incident Management	Potential for some exposure to Elements and site hazards	M15	Injuries requiring medical treatment		√	√	√	√	√	√	√		√	√	√
SPSA	Incident Management / Revenue Protection	Potential for some exposure to Elements and site hazards	M15	Injuries requiring medical treatment		√	√	√	√	√	√	√		√	√	√
Track Inspectors	Walk on Track / Drive on track	Potential for some exposure to Elements and site hazards	M13	Injuries requiring medical treatment		√	√	√	√	√	√	√	√	√	√	√
Protection Officers	Worksite Protection on Track	Potential for some exposure to Elements and site hazards	M15	Injuries requiring medical treatment		√	√	√	√	√	√	√	√	√	√	√
Civil Works	Variety within Corridor relating to track/infrastructure	Full exposure to Elements and site hazards	E23	Single fatality, permanent or partial disabilities, injuries requiring hospitalisation		√	√	√	√	√	√	√	√	√	√	√
Signal Fitters	Signal Maintenance, Inspection / Repair / Installations	Full exposure to Elements and site hazards	E23	Single fatality, permanent or partial disabilities, injuries requiring hospitalisation		√	√	√	√	√	√	√	√	√	√	√
Corridor Facilities	On track/platform and corridor works (off track)	Full exposure to Elements and site hazards	E23	Single fatality, permanent or partial disabilities, injuries requiring hospitalisation		√	√	√	√	√	√	√	√	√	√	√
Traction Power	OHW	Full exposure to Elements and site hazards	E23	Single fatality, permanent or partial disabilities, injuries requiring hospitalisation		√	√	√	√	√	√	√	√	√	√	√
Track Maintenance	Variety within Corridor relating to track	Full exposure to Elements and site hazards	E23	Single fatality, permanent or partial disabilities, injuries requiring hospitalisation		√	√	√	√	√	√	√	√	√	√	√

Knet# 8615336

7.6.3. System Documentation

Shall be prepared to define the Personal Protective Equipment to be worn for each task and or activity. These instructions shall be made easily accessible to all personnel.

The type of PPE to be used in various circumstances shall be specific and where required, detailed (eg. exactly which type of gloves must be used for different types of chemicals).

7.7. Other Supplied PPE items

PPE can be ordered by completing:

- Engineering and Maintenance use *FO-SR-RM-853 Personal Protective Equipment Request Form*
- Rail Operations Train & Tram to liaise with Rail Operations Train and Tram Administration staff to be further guided on forms and processes to be followed for ordering of Uniform and issuing of Equipment.

All orders are to be approved by supervisors or managers, items such as but not limited to:

- Safety protection (clear / tinted, goggles)
- Sunscreen SPF 50+
- Hearing protection
- Torches
- Rigger / Pig Skin gloves
- Wet weather gear
- Insect spray
- Welding boots / spats

7.8. Training

All personnel shall be given training in the selection use and care of PPE & identification of faults.

APPENDIX A

1. Additional Information

1.1. High Visibility Clothing

 <p>REFLECTIVE VEST MUST BE WORN</p> 	<ul style="list-style-type: none"> High Visibility Clothing shall be Class D/N in accordance with AS/NZS 4602 High Visibility Safety Garments and AS/NZS 1906.4 Retro-reflective materials and devices for road traffic control purposes.
--	--

1.2. Eye and Face Protection

 <p>EYE PROTECTION MUST BE WORN</p>  <p>FACE SHIELD MUST BE WORN</p>  <p>GOGGLES MUST BE WORN</p>	<p>Eye protection must be worn at all times where signed, or where an assessment of risk has identified the requirement.</p> <ul style="list-style-type: none"> The minimum requirement will be safety spectacles with side shields or wrap around complying with AS/NZS 1337 Eye Protectors for Industrial Applications. Damaged safety glasses must be replaced immediately Prescription lenses must be hardened in accordance with AS/NZS 1337 Eye protectors for industrial use and have side shields fitted. Shaded/tinted safety glasses are restricted to outdoor use. Other task specific eye protection that may be required for particular tasks or as a result of a Risk Assessment process, including Welding Masks, Goggles or face shields shall be worn and selected in accordance with the relevant Australian Standard.
--	---

1.3. Hearing Protections

 <p>HEARING PROTECTION MUST BE WORN</p>	<p>Where noise levels have been identified as exceeding the exposure rate in accordance with Australian Standards class 5 hearing protection shall be worn. Hearing protection shall be worn at all times where signed or where an assessment of risk has identified the requirement.</p> <ul style="list-style-type: none"> Hearing protection may be in the form of ear plugs or earmuffs and shall comply to AS/NZS 1270 Acoustics – Hearing Protectors Workers shall maintain Hearing protection in a clean and serviceable condition and replaced when required.
---	---

1.4. Hand Protection

	<p>Hand protection shall be worn at all times where signed, or where an assessment of risk has identified the requirement.</p> <p>Hand protection provided and used will be appropriate to the task and provide specific protection e.g.</p> <ul style="list-style-type: none"> • Heat resistant gloves for hot work (welding) • Cut resistant gloves for sharps • Chemical resistant gloves as identified from a SDS (Safety Data Sheet) when handling hazardous substances • Insulating gloves for Electrical work • General purpose glove as identified. <p>Hand protection shall comply with AS/NZS 2161 Occupational Protective Gloves – General Requirements/Selection use and maintenance.</p>
---	--

1.5. Head Protection

	<ul style="list-style-type: none"> • Helmets provided and used will comply with AS/NZS 1800 Occupational Protective Helmets – Selection, Care and Use • No painting or writing on hard hats is permitted • Helmets shall be replaced when they show signs of damage or wear or have been involved in a significant impact. All helmets shall be marked with the date of issue on the label inside the helmet.
--	--

1.6. Fall Arrest Equipment

	<p>Fall protection Equipment shall be worn at all times where signed or where an assessment of risk has identified the requirement.</p> <ul style="list-style-type: none"> • Fall arrest equipment provided and used shall comply with AS/NZS 1891 Industrial Fall-Arrest Systems and Devices. • All persons shall be trained and competent in the use of fall arrest or fall prevention equipment. • All fall protection equipment shall be indelibly marked with the last inspection date and must be in date as per AS/NZS 1891 Industrial Fall -Arrest Systems and Devices.
---	--

1.7. Skin Protection

	<p>Sunscreen with SPF 30+ will be provided and used where exposure to UV rays exist.</p> <p>Purpose made wide brim inserts or back/side flaps (toilet seats) will be provided and worn with protective helmets.</p> <p>Hats shall be either;</p> <ul style="list-style-type: none"> • Wide brimmed 100% cotton (UVPF 50+) or • Legionnaire style wide brimmed 100% cotton (neck flap, UVPF 50+) or • Caps 100% cotton (UVPF 50+).
---	--

1.8. Foot Protection

 <p>FOOT PROTECTION MUST BE WORN</p> <p>LONG BOOTS MUST BE WORN</p>	<ul style="list-style-type: none"> • Safety Boots shall comply with AS/NZS 2210 Occupational Protective Footwear – Guide to Selection and Care and lace up with ankle support. • Specific tasks may required alternative foot protection e.g welding boots, spats. • Footwear shall be replaced when showing signs of wear e.g exposure of protective toe cap. • Industrial footwear – inclosed shoe that is lace up with ankle support
--	---

1.9. Respiratory Protection

 <p>DUST MASK MUST BE WORN</p> <p>BREATHING APPARATUS MUST BE WORN</p> <p>RESPIRATOR MUST BE WORN</p>	<ul style="list-style-type: none"> • Respiratory protection shall be worn at all times where signed, or where an assessment of risk has identified the requirement. • Types of protection are P1 or P2 dust mask. SCBA portable respirator, Half/full face cartridge and gas respirators. • All Respiratory Protective Equipment shall comply to AS/NZS 1716 Respiratory protective devices and shall be fitted in accordance with AS 1715 Selection, use and maintenance or respiratory protective devices. • All persons required to wear a Respirator shall be clean shaven as per the fit requirements within AS/NZS 1715. • All persons must be trained and competent in the use of Respiratory Protective Devices.
---	---

1.10. Other

	<p>Other specialist tasks or functions may require the use of PPE not listed</p> <p>Additional specific PPE may apply</p> <p>PPE must be worn at all times where signed or where an assessment</p>
---	--

 <p>The image contains three vertically stacked safety icons. The top icon is a blue circle with a white silhouette of a human head in profile, showing hair. The middle icon is a white rectangular box with a black border containing the text 'HAIR PROTECTION MUST BE WORN' in black, bold, uppercase letters. The bottom icon is a blue circle with a white silhouette of a protective apron.</p>	<p>of risk has identified the requirement.</p> <p>PPE will be selected, fitted maintained and used in accordance with the manufacturer's advice and Australian Standards.</p> <p>Workers must be trained, competent and in some cases licensed/certified for the use of certain PPE.</p>
---	--