

## 1. SUMMARY

To ensure the provision, management, use and maintenance of personal protective equipment as per legislative requirements.

## 2. DEFINITIONS

**personal protective equipment** means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment;

**PCBU** (person conducting business or undertaking) includes Bartsch Builders and others.

## 3. OBJECTIVES

Bartsch Builders is committed to managing risks to health and safety arising from the workplace or work activities. Where it is not reasonably practicable to eliminate a risk, Bartsch Builders will minimise the risk so far as is reasonably practicable, including the use of personal protective equipment (PPE).

## 4. RESPONSIBILITY

POSITION	RESPONSIBILITY
Office Manager	Ensure this procedure is maintained to reflect Bartsch Builders expectations Ensure this procedure is communicated to employee (where relevant)
Project Supervisor	Ensure tasks \ activities \ operations are completed in compliance with this procedure
Employees / Sub Contractors	Comply with the procedure and or any reasonable request by management unless it is unsafe to do so. Communicate any suggestion, errors, omissions associated with this procedure to management

## 5. PROCEDURE \ PROCESS

### Provision to workers and use of personal protective equipment (PPE)

If PPE is to be used to minimise a risk to health and safety in relation to work compliance with the following is required.

The PCBU who directs the carrying out of work must provide the PPE to workers at the Site, unless the PPE has been provided by another.

The PCBU who directs the carrying out of work must ensure that personal protective equipment provided as detailed above, and:

- is selected to minimise risk to health and safety, including by ensuring that the equipment is—
  - suitable having regard to the nature of the work and any hazard associated with the work; and
  - a suitable size and fit and reasonably comfortable for the worker who is to use or wear it; and
  - maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by ensuring that the equipment is—
    - clean and hygienic; and
    - in good working order; and
  - used or worn by the worker, so far as is reasonably practicable.

The PCBU who directs the carrying out of work must provide the worker with information, training and instruction in the:

- proper use and wearing of personal protective equipment; and
- storage and maintenance of personal protective equipment.

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## PPE as a Control Measure

PPE will only be used to control risks as a last resort, where:

- It is not reasonably practicable to eliminate or control the risk through other measures;
- Additional protection is required to support existing control measures.

Where PPE is to be used as a control measure, Bartsch Builders will ensure that all workers required to use/wear the PPE have been provided with the PPE.

The PPE must be:

- Selected to minimise the risk to health and safety and is:
  - Suitable having regard to the nature of the work and any associated hazards;
  - A suitable size and fit for the worker who is to use/wear it.
- Maintained, repaired or replaced so as to be:
  - Clean and hygienic;
  - In good working order.

The PPE provided must conform to a legislative, Australian Standard and/or Industry Standard requirement or guideline.

## When PPE may be required

The following are circumstances in which PPE may be required to be used / worn:

- Head protection – where there is a possibility that a worker may be struck on the head by a falling object, a worker may strike their head against a fixed object, or there may be inadvertent head contact with electrical hazards;
- Eye protection – where a risk of eye injury exists, such as, from flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation from welding operations;
- Hearing protection – where, after all other practicable measures have been taken to provide control measures, there is still a risk of noise induced hearing loss;
- Respiratory protection – where, after all other practicable measures have been taken to provide control measures, there is still a risk of exposure to an atmosphere that is or may be injurious to health;
- Protective clothing and sunscreen – where a worker is required to work outdoors and are exposed to the sun's rays for continuous periods in a day;
- Hand protection – where there is an identified hazard associated with a risk of hand injury, including chemical exposure;
- Protective footwear – where the nature of the work exposes the worker to risk of injury to the feet;
- High visibility safety vests – where there is a risk of injury associated with working on or near roadways or near moving traffic or moving plant.

## Training and Instruction

Bartsch Builders will ensure that a worker who is provided with PPE has also been provided with the appropriate training, information and instruction as to the proper use, wearing, storage and maintenance of the PPE.

## Worker Responsibilities

Where a worker has been provided with PPE, they must:

- So far as is reasonable able, use/wear the PPE in accordance with any information, training or reasonable instruction;
- Not intentionally misuse or damage the PPE;
- Inform [Company Name] of any damage to, defect in or need to clean or decontaminate any PPE of which they are aware.

## Other Persons

The PCBU who directs the carrying out of work must ensure, so far as is reasonably practicable, that—

- PPE to be used or worn by any person other than a worker (e.g. client, visitor) at the workplace is capable of minimising risk to the person's health and safety; and
- the person uses or wears the equipment.

Where other persons at the workplace are required to use/wear PPE by Bartsch Builders they must do so in accordance with any information, training or reasonable instruction provided.

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