



Personal Protective Equipment (PPE) Procedure and Minimum Dress Code

Power and Water Corporation Corporate Procedure

1 Purpose

This procedure lists the requirements for use of personal protective equipment at Power and Water Corporation offices, industrial sites, depots, workshops and work sites.

2 Scope

This procedure covers the requirements of Personal Protective Equipment for all employees, contractors and visitors to all Power and Water Corporation offices, industrial sites, depots, workshops and work sites.

3 Description of Activities

Because of the diversity of work sites and hazards, it is not appropriate to suggest a "one size fits all" solution. A matrix has been developed recommending minimum standards for common work sites.

The level of PPE and clothing required will vary with conditions and locations of the work sites. Requirements for PPE to be used must be made clear by the use of appropriate signs, local rules, a Job Safety Analysis, and communicated by the supervisor or service coordinator.

Head Protection

Safety helmets shall be worn where an overhead hazard exists, and whilst working on or adjacent to electrical apparatus. Head protection shall comply with AS/NZ 1800:1998 and AS/NZ 1801:1997.

Eye and Face Protection

Eye protection and /or face protection shall be worn whenever there is a requirement to protect your eyes and/or face from electrical hazards, foreign objects, flashes and arcs. Eye and face protection shall comply with AS/NZ 1336:1997 and AS/NZ 1337:1992.

Prescription safety glasses shall be appropriate for the tasks being performed.

Authorised By:	Prepared By:	Issue Date:	Status
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Managing Director	Manager OHS	File No: F2005/16696	Version 4

Footwear

Appropriate footwear shall be worn at all PWC sites. Closed shoes or boots shall be worn in designated walkways at industrial sites, (Categories C, D, &E), and in office and administrative areas, (Categories A&B), if required by local area management.

Safety footwear worn in designated areas shall comply with AS/NZ 2210.3.

Other PPE

Regardless of location, PPE appropriate for the task shall be worn at all times. Clearly sign posted local rules or a Risk Assessment and Job Safety Analysis will identify the required PPE.

Wide brimmed hats and long sleeved shirts will be considered for protection from the sun, along with sunscreen with a Sun Protection Factor of 15+ where there is a hazard of exposure to solar ultraviolet radiation.

Minimum Dress Code

The minimum dress code for PWC employees, contractors and visitors will be dependent on their work location. Designated areas are listed below as Table 1.

When working on or near live electrical apparatus, clothing worn (including warm and/or wet weather clothing) shall:

- (i) have flame retardant properties not inferior to 100% cotton drill with a minimum weight of 185 grams per square metre;
- (ii) be worn so that the body is covered from neck to wrist to ankle. Shirt, coat or jacket, and/or overall fasteners must be done up to at least the second top button or equivalent;
- (iii) comply with AS 2919, Industrial Clothing;
- (iv) not contribute to the severity of any injuries that may occur as a result of an electrical incident;
- (v) have non-metallic fasteners or have fasteners protected by a layer of the same material as that of the garment on both the top and undersides;
- (vi) be maintained in accordance with manufacturers' instructions.

For all other work activities where live electrical apparatus do not exist, the industrial clothing worn shall have flame retardant properties not inferior to 100% cotton drill with a minimum weight of 155 grams per square metre.

All of the industrial shirts shall have the weight of the shirt embroidered onto the shirt, beneath the PWC logo. The colour of thread will be as close a match as possible to the colour of the shirt.

It is the responsibility of the wearer of the personal protective equipment to ensure they are wearing the appropriate personal protective equipment for the duties they are performing.

Table 1

Personal Protective Equipment Procedure

Area	Clothes	Feet	Eyes	Hands	Other
Category A	Neat, smart dress or Corporate uniform	Optional. Closed shoes required for designated walkways or mandated work areas.	Risk Assessment	Risk Assessment	Risk Assessment
Category B	Corporate uniform	Optional. Closed shoes required for designated walkways or mandated work areas.	Risk Assessment	Risk Assessment	Risk Assessment
Category C	Long trousers, L/S High Viz shirt (cot), High Viz overalls, or L/S shirt and High Viz vest	Safety Footwear	Eye Protection in mandated areas, all other areas by Risk Assessment	Risk Assessment	Helmet Risk assessment for Airway and Sunscreen
Category D	Long trousers, L/S High Viz shirt (cot), High Viz overalls, or L/S shirt and High Viz vest	Safety Footwear	Risk Assessment	Risk Assessment	Risk assessment for Helmet, Airway, and Sunscreen
Category E	Long trousers or Shorts, L/S or S/S High Viz shirt (cot), or L/S or S/S shirt with High Viz vest	Safety Footwear	Risk Assessment	Risk Assessment	Risk assessment for Helmet, Airway, and Sunscreen
Category F	S/S Cotton Drill Shirts, Cotton Drill Shorts, Cotton Drill Trousers, L/S Cotton Drill Shirts, Overalls	Safety Footwear	Eye Protection Risk Assessment	Risk Assessment	Risk assessment for Hearing Protection, Airway, and Sunscreen

Workplace Categories: Examples

Category A

• Administration areas	• Mitchell Centre
• Offices	• Greatorex Building
• Designated walkways	• Ben Hammond Complex
	• Hudson Creek Control Centre
	• Sadadeen Complex
	• Katherine-Victoria Highway Complex
	• Ludmilla Waste Water Treatment Plant (office only)
	• Visitors (people not undertaking works) to all Water Services Facilities

Category B

All Retail staff dealing with the public.
Administration personnel at Powerstations.

Category C

• Worksites with electrical hazards	• Sub stations
	• Switchyards
	• Underground networks
	• Overhead networks

Category D

• Power Stations	Channel Island, Berrimah, Ron Goodin, Katherine, Tennant Creek, Yulara.
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Category E

• Industrial sites	• BHC yard/ workshop
• Workshops	• LWWTP yard / workshop
• Depots	• Sadadeen Complex yard / workshops
• Other worksites	• HCCC yard
• De energised underground and overhead networks when included in the risk assessment	• Katherine Victoria Highway Complex

	<ul style="list-style-type: none"> • Katherine Water Services depot
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Category F

<ul style="list-style-type: none"> • Remote Operations locations & worksites 	<ul style="list-style-type: none"> • Remote Community and Minor Centre Low Voltage Power Stations and Infrastructure
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4 Risk Assessment

Regardless of location, PPE appropriate for the task shall be worn at all times. Clearly sign posted local rules or a Risk Assessment and Job Safety Analysis will identify required PPE. This may include but is not limited to:

- Hearing protection
- Clear safety glasses in workshops and areas of low light
- Gloves appropriate for the task/s being performed
- Respiratory protection
- Full body harness and lanyard
- Full face shield and goggles
- Long sleeved shirts, trousers or overalls
- SPF 15+ sunscreen for solar ultraviolet radiation

5 Responsibilities and Authorities

Role / Title	Responsibility
Managing Director	<ul style="list-style-type: none"> • Authorises procedure
Business Unit General Manager	<ul style="list-style-type: none"> • As a member of EMC recommends approval by MD • Ensures this document meets PWC OHS standards and sufficient enrolment has occurred with the Business Unit
Business Unit Manager	<ul style="list-style-type: none"> • Ensures that this procedure is accessible and complied with by all employees
Document Controllers	<ul style="list-style-type: none"> • Maintains authorised procedures on the PWC computer network and ensures that the most recent issues of the documentation is available
Document Custodians	<ul style="list-style-type: none"> • Format procedures to agreed site standards as requested

	<ul style="list-style-type: none"> • Submits all documentation to EMC for MD approval • Forwards approved copy to document controller for retention
All Employees	<ul style="list-style-type: none"> • Wearing appropriate PPE at all times

6 Definitions

Closed footwear	Low heeled shoes or boots of sturdy design covering the toes and heel.
Designated Walkway	Clearly marked pedestrian pathways in a workshop, industrial site or work depot.
Head Protection	Head protection defined in AS/NZ 1800 and AS/NZ 1801.
High Viz S/S Shirt	A short sleeved collared shirt of high visibility material class D for daytime work as defined in AS4602, and class N for night time work as defined in AS1906.4. The shirt will be a minimum weight of 155gsm, and 185gsm for electrical work in cotton drill.
High Viz L/S Shirt	A long sleeved collared shirt of high visibility material class D for daytime work as defined in AS4602 and class N for night time. The shirt will be a minimum weight of 155gsm, and 185gsm for electrical work in cotton drill.
Mandated Work Area	A workplace in which PPE standards exceed this procedure due to the requirements of the local workplace management.
PWC	Power and Water Corporation
Personal Protective Equipment (PPE)	Safety equipment designed for personal use and protection eg. Safety glasses, safety helmets, safety footwear.
Safety footwear	Closed footwear with steel caps as defined in AS 2210.
Safety glasses	Eye safety products defined in AS 1992, including side shields.
Shirt	Apparel to cover the upper body that must have as a minimum, short sleeves and a collar.
Shorts	A two legged outer garment that reaches from the waist to the knee or above as defined in AS2919.
Trousers	A two legged outer garment that reaches from waist to ankles as defined in AS2919. The material will be a minimum weight of 185gsm in cotton drill.
Work	An activity undertaken on behalf of PWC either as part of a works contract or as a contract of employment. (Neat smart dress and closed footwear are not considered as PPE)

Visitor	An individual who attends a PWC site and has not received a formal site safety induction.
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7 References

- 7.1 AS/NZ Standards 1336:1997, *Recommended Practices for Occupational Eye Protection*
- 7.2 AS/NZ Standards 1337:1992, *Eye Protectors for Industrial Applications*
- 7.3 AS/NZ Standards 1800:1998, *Occupational Protective Helmets, Selection, use & maintenance.*
- 7.4 AS/NZ Standards 1801:1997, *Construction of Safety Helmets.*
- 7.5 AS/NZ Standards 1906.4:1997, *High Visibility Materials for Safety Garments.*
- 7.6 AS/NZ Standards 2210.3:2000, *Occupational Protective Footwear.*
- 7.7 AS Standard 2919:1987, *Industrial Clothing.*
- 7.8 AS/NZ Standards 4602:1999, *High Visibility Safety Garments.*
- 7.9 ESAA, *National Guidelines for Selection, Use & Maintenance of Personal Protective Equipment for Electrical Hazards.*