

Personal Protective Clothing and Equipment

Procedure

CONTROLLED DOCUMENT

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Amanda-Lea Smith

APPROVED

Executive General Manager People
Culture and Safety
Power and Water Corporation

THIS PROCEDURE IS UNCONTROLLED WHEN PRINTED



We put
**PEOPLE
FIRST**



We value our
customers and
give them
OUR BEST



We have
pride in
ourselves and
OUR WORK



We work
better by
working
TOGETHER

Power and Water's values in action.

Essential. Every day.

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1 Purpose

The purpose of this procedure is to support our *Work Health and Safety (WHS) Policy Statement* and *Work Health and Safety Management Standard* by defining Power and Water Corporation's (Power and Water) minimum requirements for selecting, using and maintaining Personal Protective Clothing (PPC) and Personal Protective Equipment (PPE) (PPC & E).

2 Scope

This procedure applies to all Power and Water employees, contractors and visitors who attend Power and Water controlled and/or operated sites.

Additional PPC & E and other control measures may be required for specific tasks, which are not referenced by this procedure (e.g. for working at heights or with hazardous materials, other control measures such as barriers, mats, rescue items etc. for protection against electrical hazards). Refer to relevant activity specific safe work documents for more details on particular risk control measures.

This procedure should be read in conjunction with the *WHS Risk Management Procedure* and the *Contractor WHS Management Procedure*.

3 Procedure

3.1 General requirements

3.1.1 Introduction

Power and Water is committed to providing the highest level of protection to workers. To achieve this Power and Water uses various combinations of defences to mitigate hazards and risks. It is the combination of these defences that provide the highest level of protection and reduce risk to 'As Low As Reasonably Practicable' (ALARP).

The types of defences are monitored through regular hazard and risk reviews. These reviews need to ensure that relevant Australian and industry standards and codes of practice are being applied.

When determining risk control measures to ensure the health and safety of workers, senior managers must ensure PPC & E is used in conjunction with other defences.

3.1.2 PPC & E variations

The responsible senior manager/s must review and approve a variation of the minimum PPC & E requirements where:

- The risk to the individual is likely to be increased through the use of a component of PPC & E
- The requirement to wear one item of PPC & E may impede the wearing of another item of PPC & E
- The work or environment is of such a nature that prohibits the effective wearing of PPC & E
- Other defences eliminate a specific hazard.

The responsible senior manager/s must seek advice from HSE specialists and ensure other suitable defences have been implemented to protect the worker's health and safety. For a variation of the minimum PPC & E requirements the [PPC & E Variation Request Form](#) (CONTROL0809) is required to be completed and approved by the relevant senior manager. The following information is required:

- A clear description of the task or activity where the PPC & E variation is requested
- The PPC & E the deviation change requirement covers
- Why the change is required
- Information relating to the hazard or risk
- Changes to the likelihood or consequence associated with relevant hazards or risks
- Changes to existing or new defences

- Who will be impacted and who has been consulted (this may require sign off from more than one relevant senior manager)
- Other changes to documentation or process that may be impacted
- What are the associated relevant industry standards or trends.

The Senior Manager HSE may decline a variation where;

- The variation does not align to industry standards,
- The introduction of the variation will alter the risk of the activity through an elevated consequence,
- That other work groups or business units have not been consulted with appropriately, or
- Any other consideration that has the ability to impact on the safety of the individual or activity.

The decision to decline a variation must be provided in writing with the rationale to the relevant senior managers supporting the variation.

The HSE Team will maintain a register of approved variations. The register will be available through Power and Water's intranet system under 'HSE' (also refer to [Appendix E](#) for an example). Approved changes will be communicated through HSE bulletins or other communication methods.

Where an approved variation is used, it must be noted on the relevant Job Safety Environment Assessment (JSEA).

Where a variation becomes part of a SWMS or other permanent documentation it should be noted in the register. The variation must remain in the register but the variation will be 'struck through' indicating it is not required.

Where a diagnosed medical condition impacts the wearing of PPC & E it should be discussed with their line manager. The line manager may consult with relevant Senior Leaders and the HSE Team on the appropriate action.

3.1.3 PPC & E sites controlled by a principal contractor who is not Power and Water

If Power and Water workers carry out activities on a site controlled by an employer other than Power and Water, the higher of the applicable PPC & E standards prevail.

3.1.4 Site specific PPC & E requirements for Power and Water controlled sites

Site specific PPC & E requirements must be communicated through:

- Site induction processes
- Access restrictions, escorting or other processes
- Displaying safety signage at Power and Water facilities
- Marking walkways and exclusion areas and/or controlling access via electronic systems.

Power and Water sites must have signage indicating the PPC & E requirements for the site. Where PPC & E signage is used, it must be placed in a prominent position in the workplace, for example site entrances.

Directions given by signage must be followed.

Walkways within Power and Water sites

For walkways marked as 'Pedestrian Crossings' or 'Shared Walkways' no PPC & E requirements are specifically in place.

Marked walkways with operational areas or sites require the minimum PPC & E; safety footwear and Neck to Wrist to Ankle (NWA) high visibility clothing. The requirement to *Carry and Wear As Required* (CWAR) safety glasses and gloves is not required while on these walkways.

Refer to [Appendix C](#) for more information.

3.1.5 PPC & E for events organised or sponsored by Power and Water

For events organised by Power and Water at a prescribed worksite or third party site, the event organiser must document, risk assess and communicate required PPC & E to relevant workers, visitors or other persons involved in the event. If the risk assessment is not undertaken, then the minimum requirements in accordance with site signage or the requirements in this procedure must apply.

If Power and Water employees participating in a Power and Water externally organised event are uncertain of the PPC & E requirements, the event organiser should be contacted and official guidance requested.

3.1.6 Third parties working in the vicinity of Power and Water assets

Where Power and Water is required to issue approvals, such as Authorities to Work in the Vicinity (AWVs) to third parties the issuing officer must consider the type and level of PPC & E third party workers must wear. These requirements must be stipulated in the approval.

In determining the type and level of PPC & E the issuing officer must consider the following:

- The nature and inherent risk (risk after other types of defences have been applied) of the work
- The type of assets involved
- The duration and frequency of the activity
- Relevant procedures associated with the issue of the approval.

Refer to [Appendix A](#) (Electrical Work Sites) for more information.

3.1.7 Prohibited use of clothing, eyewear or other non-protective clothing.

Power and Water employees are only permitted to wear Power and Water approved PPC & E.

Only protective eyewear (incl. tinted or polarised) that meets AS/NZS 1337 is permitted to be worn.

Shorts or short-sleeved shirts are not considered personal protective clothing. NWA PPC is mandatory for all employees and contractors.

3.1.8 Correct wearing of PPC

PPC is considered to be correctly worn and fully effective when sleeves are fully extended to wrist level and the cuff is secured. The shirt is tucked in and buttoned one button or press stud below the neckline.

However, workers may adjust PPC to facilitate cooling by un-cuffing sleeves and allowing their shirt to be untucked provided:

- There are no entanglement hazards present, or
- The work being carried out is not at an Electrical Worksite.

Sleeves must be fully extended if the worker is exposed to UV with an index rating of 3 or greater for more than 15 minutes.

3.1.9 Trials

Prior to any PPC & E trials a risk assessment of the proposed PPC & E must be undertaken by the work area and the trial needs to be approved by the Senior Manager HSE. Where the introduction of the PPC & E is likely to affect more than one business area then a Power and Water wide approach to the trial must be undertaken. The management and coordination of the trial should be the responsibility of the business unit/work group proposing the trial.

Trials must comprise employees from all work groups affected by the implementation of the new/changed PPC & E item. Following the successful trial of a new/changed PPC & E item, the appropriate stakeholders/consultative committee/forum(s) must be consulted to address:

- Costing of the item
- Stock on hand of currently held PPC & E items of a similar nature
- How and where the item can be procured

- Procurement quantities
- Storage and maintenance
- Assessment of options from existing suppliers.

Prior to deployment of the new/changed PPC & E item, communications must occur with all potentially impacted work groups. Topics to be addressed in the communications are:

- Appropriate training required
- Use and care of the PPC & E
- Maintenance and storage.

3.1.10 Supply

Power and Water provides for a range of PPC & E to their workers that must be relevant to the work activity and risk exposure. Initial PPC & E is provided during the induction process and is replaced under the following circumstances:

- At the end of the item's life as indicated by manufacturers' instructions
- Reasonable wear and tear
- When the item has been damaged
- As outlined in business unit specific replacement intervals, not affecting the above requirements.

The selection, provision and replacement process and related requirements or allowances for PPC & E must be communicated to workers and PPC & E requests must be reviewed and approved by relevant supervisors/managers.

PPC & E supplied will be:

- PPE 1 (arc rated) for electrical workers or workers who work on or near electrical assets or apparatus.
- 100% 150gsm cotton drill protective clothing for all other work activities
- Power and Water approved and branded as required
- Suitable for the nature of the work and its associated hazards and the work environment
- Of suitable size and fit and reasonably comfortable for the person who is to use or wear it
- Compliant with relevant Australian Standards or, where there is no relevant Australian Standard, other international standards relevant to that type of PPC & E.

Workers are to be supplied with PPC & E relevant to their job requirements.

PPC & E requests must be made through Business Unit Process and must be traceable.

Note: The HSE Team will advise workers of any product recalls as soon as becoming aware of it.

Note: Contractors must provide their own PPC & E, as required.

3.1.11 Instructions, fitting and training

All workers required to wear PPC & E will be provided with adequate instructions/fitting/training prior to its use.

For some types of specialised PPE (such as Self Contained Breathing Apparatus [SCBA]) a competency-based training and assessment is required. It is the responsibility of the manager/supervisor to ensure relevant training has been undertaken.

Induction, refresher and other training programs must be reviewed and updated where required each time there is a change in the hazard information available, work practices, equipment, attachments or other control measures.

Records of relevant qualifications, licenses, training and their currencies and refresher requirements must be recorded in Power and Water training and authorisation systems.

When workers are fitting equipment such as harness, SCBA and other high risk activity PPC & E, they are to be assisted and checked by a fellow worker or supervisor prior to using the equipment. The check must include ensuring the correct fitting and adjustment and attachments/parts such as carabiner clips, couplings, regulators, ropes, etc. are fit for purpose, within inspection/life date and secured properly.

All workers will use, wear and maintain their PPC & E in accordance with any information, training or reasonable instruction provided in a manner to avoid or minimise unacceptable risks by ensuring:

- Suitability for the purpose
- Correct fit
- Adequate storage to protect the PPC & E
- Inspections prior each use and after use is required
- Appropriate maintenance (inc. cleaning).

Workers should refer to the HSE Team if they require further information on caring for their PPC & E.

3.1.12 Exchange and returns

On commencement, a Power and Water employee will be supplied approved PPC & E. After the initial issue of PPC & E all old or damaged uniforms must be exchanged for new uniforms. PPC & E should not be issued without the old PPC & E being returned.

PPC must be replaced if it is no longer fit for purposes, e.g. heavily soiled, fluorescent colour has faded significantly, is torn, has holes, unable to be buttoned or fastened appropriately or reflective band is no longer serviceable.

Workers must report to their supervisor/manager immediately any damage to, defect with, or need to decontaminate any PPC & E. Any repairs and maintenance of PPC & E must be undertaken by a competent person.

Workers must not use any damaged, defective or contaminated PPC & E. Where a worker identifies damaged PPC & E they are not to proceed with the work activity and must report the matter immediately to the supervisor/manager. The defective PPE item must be taken out of service with a 'do not use' or similar tag affixed to prevent inadvertent use. The 'do not use' tag cannot be removed until the defective item is repaired to manufacture specifications or disposed of appropriately. Damaged, excessively worn or contaminated PPC should be disposed of.

When a worker ceases employment with Power and Water, they must return their PPC & E to their supervisor/manager for disposal.

The supervisor/manager must arrange for old, damaged or contaminated PPC to be returned to stores in Alice Springs (Sadadeen Complex) or Darwin (Ben Hammond Complex). Other centres must arrange for old PPC to be transported to these centres.

3.2 PPC & E application (wear requirements)

3.2.1 Overview - PPC & E minimum requirements

The following minimum requirements apply to the use of PPC & E at Power and Water.

All PPC & E must comply with relevant legislative requirements and Australian Standards and/or international standards.

Workers must ensure that required PPC & E is available at all times and at all workplaces, including work vehicles.

PPC & E must be worn when:

- Stipulated by this procedure and other hazard specific safe work documents (e.g. procedures, work instructions, Work Practice Standards or Safe Work Method Statements)
- Signposted by mandatory signs or other markings or controls
- Determined by risk assessment

- Recommended in Safety Data Sheets (SDS)
- Directed by a supervisor/manager or person in control of a work site/work area.

3.2.2 PCC minimum requirements

NWA PPC is mandatory for all workers carrying out work at Power and Water operational sites, operational areas or operational work sites.

All workers must comply with the following minimum PPC requirements:

- Yellow/navy long sleeved high-visibility collared shirt and navy blue long trousers or work wear denim trousers, which must be fully extended to ankle level, or
- Yellow/navy NWA coveralls
- PPC must conform to Class D/N AS/NZS 4602.1:2011 and where applicable, NFPA 70E.

3.2.3 Night or low light work

- Clothing must comply with Class RF AS/NZS 1906.4 Reflective materials and devices for road traffic purposes, Part 4: High Visibility Materials for Safety Garments and Class N AS/NZS 4602.1:2011.
- Consideration should be given to providing workers who are required to work at night or in low light only PPC with reflective stripes.
- Workers must ensure that when working at night or in low light that they are wearing PPC with reflective stripes.
- Yellow/navy long sleeved high-visibility cold/wet weather jackets must be issued to workers as required.

Note: Contractors must meet the above requirements but may choose another high-vis colour for shirts, coveralls and trousers.

3.2.4 Electrical work requirements

Power and Water electrical workers or workers who work at electrical work sites are required to wear NWA arc rated PCC (shirts and trousers or coveralls) to meet PPE 1. The calorific rating information should be fixed on the outside of the garment and on or near the left chest pocket for shirts and coveralls and below the waist band or pocket for trousers. Must have non-metallic fasteners/zips to minimise conductivity.

Workers wearing arc rated PPC should wear under garments made from natural fibre and not be wearing jewellery.

Cold/wet weather jackets used by electrical workers are required to meet or better the requirements for electrical workers PPC.

Electrical contractors must comply with the requirements for arc rated clothing when carrying out work at electrical work sites.

Refer to [Appendix A](#) for more detailed information.

3.2.5 Working with electrical workers

Non-electrical workers performing work near electrical workers (e.g. traffic management workers) are permitted to wear cotton drill clothing providing the work does not require them to sign on to an electrical AA, AWV or operating plant or machinery that will contact live apparatus (e.g. operating a giraffe type plant for vegetation cutting or a crane used to support live conductors).

3.2.6 Eye protection

Eye or face protection must be used when workers are exposed to the potential risk of eye or facial injuries or contact from chemical and biological substances including, but are not limited to:

- Airborne particles such as grit or similar debris
- Biological material such as waste-water and sewage
- Electrical hazards, electric arc events
- Pressurised air and water
- Radiation
- Ultraviolet
- Hazardous substances etc.

Note: Some machines, such as bench grinders, are fitted with movable shields. These guarding systems do not provide sufficient eye and face protection therefore double eye protection is mandatory (i.e. face shield and protective eyewear (safety glasses)) must be worn while using these machines or performing grinding, metal cutting, polishing or finishing activities.

Relevant standards:

- AS/NZS 1336:2014: Eye and face protection – Guidelines
- AS/NZS 1337 Series: Personal eye protection
- AS/NZS 1338 Series: Filters for eye protectors

Safety glasses

Safety glasses must comply with AS/NZS 1337 when worn by an Electrical Worker in proximity to any energised part, have a non-conductive frame and be rated for medium impact.

Over glasses

Over glasses that comply with AS/NZS 1337 must be worn where prescription safety glasses have not been provided.

Sun glasses

Sun glasses are not appropriate for occupational eye protectors unless they comply with AS/NZ 1337 and are rated to medium impact. Eyewear (sunglasses) that do not meet AS/NZS 1337 will be required to be worn with over glasses.

Prescription safety glasses

Prescription safety glasses must comply with AS/NZ 1337. Prescription spectacles with plastic lenses will be medium impact rated, be of a wrap-around design or fitted with plastic side shields, and be selected and adjusted to hug or fit closely to the face.

Any prescription spectacles worn by an Electrical Worker or worker who attends Electrical Work Sites must have a non-conductive frame.

For persons requiring general purpose eye protection in addition to sight correction, any of the following options are acceptable:

- The use of safety prescription spectacles with CR 39 plastic lenses fitted in an appropriate safety spectacle frame with side shields; or
- The use of non-safety prescription spectacles worn with additional protection e.g. coverall goggles or clip-on lens protectors.

The relevant manager will grant approval for the purchase of prescription safety glasses.

Process for obtaining prescription safety glasses

- The employee must obtain a prescription and quote from a suitably qualified practitioner and supplier.
- The relevant line manager will approve the purchase in line with their financial delegation. The relevant line manager has the option to request the employee to gain more than one quote.

Note: The employee will cover any costs in relation to obtaining the prescription. The business unit will cover the costs for prescription safety glasses.

Contact lenses

The wearing of contact lenses must never be considered as an alternative to eye safety protection requirements.

3.2.7 Fall from height protection

In all cases where adequate fall prevention is not available, fall protection must be used. This includes situations in which work is being carried out from an elevated work platform or man-cage.

Where an adequate fall protection system is not available, work must not proceed. For details, refer to the *Managing the Risk of Falls Procedure* and business unit specific safe work documents.

A safety helmet with secured chin strap must be worn whenever there is a potential for a fall from height or where there is a risk being struck from items falling from height

Relevant standard:

- AS/NZS 1891: Industrial fall-arrest systems and devices

3.2.8 Personal flotation devices

Personal Flotation Devices (PFD) must be provided to workers and worn where there is a credible risk of falling into the water or other liquid and the water or liquid is off a depth where drowning is possible.

Relevant standard:

- AS 4758.1—2015: Lifejackets

3.2.9 Foot protection

Ankle high lace up Foot Protection must be worn at all times when undertaking operational activities, i.e. outside office environments. Laces must be laced to the top of the footwear using all eyelets and/or hooks. Foot protection incorporating laces and zips is permitted.

Elastic sided or wide mouth safety boots are not permitted.

For wet areas, slip on gum boots with safety toe caps are permitted.

Foot Protection must comply with AS/NZS 2210.1:2010: Safety, protective and occupational footwear – Guide to selection, care and use.

3.2.10 Hand protection

Gloves must be carried in operational areas, operational sites and operational work sites and worn when required. Gloves must be worn to protect against cuts, lacerations, abrasions, punctures, heat and cold, hazardous material or chemicals, biological and electrical hazards as indicated by safe work document, risk assessment or signage.

Gloves worn must be appropriate for the work being performed to protect the worker from the hazards of the work. Gloves must be worn on each hand.

Relevant standards:

- AS/NZS 2161 Series: Occupational protective gloves – Series
- AS 2225-1994: Insulating gloves for electrical purposes

- AS 2225-1994/Amdt 1-1996: Insulating gloves for electrical purposes
- IEC 61482-1-1:2009: Live working - Protective clothing against the thermal hazards of an electric arc
- IEC 60903:2014: Live working - Electrical insulating gloves
- ASTM D120: Standard Specification for Rubber Insulating Gloves
- ASTM F496: Standard Specification for In-Service Care of Insulating Gloves and Sleeves

3.2.11 Head protection

Safety helmet

The safety helmets (commonly referred to as 'hard hats') should be coloured white and must be worn when:

- An overhead hazard is present at a workplace (e.g. during lifting and slinging operations),
- There is a potential for a fall from height
- There is a potential for exposure to electrical hazards
- Performing electrical operating work.
- Safety helmets must be replaced two years after being issued. At the time of issue to the wearer, the helmet must be marked with an issue date on the sticker provided by the manufacturer for this purpose.

Helmet accessories

Where the safety helmet is worn outdoors in daylight conditions, a legionnaire's flap or wide brim must be worn to provide sun protection for the ears and neck if exposure to UV is at index 3 or greater for 15 minutes or longer.

Chin straps must be supplied and fitted to the helmet. When the worker is required to undertake working from heights the chin strap must be used.

No unauthorised alterations may be made to the helmets, such as drilling holes to fit an accessory.

Relevant standards:

- AS/NZS 1800:1998: Occupational protective helmets – Selection, care and use
- AS/NZS 1801:1997/Amdt 1:1999 – Occupational protective helmets

Broad-brimmed hats

- Broad-brimmed hats must be used when there is a risk of exposure to solar (ultraviolet) radiation with an index of 3 or greater for 15 minutes or longer.

Bump cap

Bump caps are lightweight and provide minimal protection. Bump caps may only be worn in situations where:

- There is no risk of material or tools and equipment falling from height;
- A safety helmet impedes the worker's access and/or vision when working within restricted head space; and no live work is being undertaken.

3.2.12 Hearing protection

Hearing protection (e.g. earmuffs or earplugs) must be used when workers are exposed to hazardous noise, e.g. from plant, machinery, light aircraft or other sources:

- noise levels exceeding 85dB(A)
- in designated hearing protection area/s e.g. power stations, generator rooms, pump stations
- as an outcome of risk assessment of that hazard
- other noise exposure that accumulatively presents a worker to additional risk.

Relevant standards:

- AS/NZS 1269 Series: Occupational noise management set
- AS/NZS 1270:2002:Acoustics - Hearing protectors

3.2.13 Respiratory protection devices

Respiratory protection devices must be used when the following hazards are present:

- Particulate contaminants, or
- Gaseous or vapour contaminants.

Respiratory protection devices fall into four major categories:

- **Dust masks** – used for protection against nuisance dusts such as sawdust, chalk, plant-related and sanding dusts. These are generally not suitable for toxic substances.
- **Gas filters** - filter fitted into a half face mask, full face mask or hood, suitable for removing low concentrates of certain gases and vapours. Filters have limited use and storage lives and are specific to certain gases or vapours. They are not generic - a specific filter needs to be matched to a specific make of mask.
- **Particulate filters** - used to remove finely divided solid or liquid particles from inhaled air. There are three types of particulate filter suitable for filtering finely divided solid or liquid particles, or both, from inhaled air. These are classified as:

- CLASS (P1) Intended for use against mechanically generated particulates (e.g. silica, asbestos).
- CLASS (P2) Intended for use against both mechanically and thermally generated particulates (e.g. metal fumes).
- CLASS (P3) Intended for use against all particulates including highly toxic materials, (e.g. beryllium) - Class P3 requires a full face mask.

Particulate type Class P2 and P3 must have the filters inspected prior to use to ensure in use date and appropriate filter type and serviceability.

- **Combined gas and particulate filters** - filter combinations are used where both hazard types may exist.

Relevant standards:

- AS/NZ 1715:2009. Selection, use and maintenance of respiratory devices
- AS/NZS 1716:2012: Respiratory protective devices

Moustaches and beards

Moustaches may spoil the fit of a half face respirator and may interfere with the peripheral seal of a full face respirator. Moustaches must not protrude beyond projected lines drawn vertically from the corner of the mouth.

Bearded person/s cannot expect to achieve adequate respiratory protection seal when wearing a full or half face respirator. No person who requires respiratory protection must attempt to wear either a full or half face respirator over a beard.

Stubble growth, depending on its length and stiffness, interferes with proper sealing of the face piece and it is necessary that male wearers of respirators are clean shaven.

3.2.14 Respiratory protection – Self Contained Breathing Apparatus (SCBA)

Devices which supply breathing air, including airline respirators and SCBA must be used when the oxygen level is below 18%.

Where air-supplying devices are used, the business unit must document safe work practices in using the device and ensure adequate training is provided and maintained and users are competent to operate the equipment.

The quality of the air must be tested regularly.

The mask must be fit tested when the device issued for personal protection. Emergency response equipment that is not individually issued is not required to be fit tested.

Relevant standards:

- AS/NZ 1715:2009. Selection, use and maintenance of respiratory devices
- AS/NZS 1716:2012: Respiratory protective devices

3.2.15 Skin protection

Skin protection must be used (but not limited to) when there is a risk of exposure to solar radiation with a UV index of 3 or greater for a period of 15 minutes or longer or in the presence of harmful insects.

Apart from personal protective clothing requirements, workers at risk should use the following additional skin protection:

- Headwear –broad-brimmed hats and broad-brimmed safety helmet attachments.
- Broad-spectrum UVA/UVB sun-screen applied topically to exposed skin at the rate and frequency recommended by the manufacturer.
- Insect repellents and/or Fly Veils.
- Neck gaiters.

Refer to [Appendix B](#) for more information.

3.2.16 Additional PPE and task specific PPE

Other forms of PPE may be required as identified by legislation, the SWMS or Safe Work Procedure (SWP). Workers must refer to the relevant document and/or manufacturer's instructions before commencing a task to ensure the correct PPE is used.

Examples of additional and task specific PPE are:

- Asbestos works – disposable overalls, respiratory equipment (min. P2 disposable mask), appropriate gloves, goggles
- Prevention of pathogens during a pandemic – disposable and/or re-useable respiratory protective masks
- Handling hydrocarbons or other chemicals – As per SDS
- Bush work areas with potential snake bite hazard - snake gaiters
- Welding – welding helmet/goggles and apron or jacket and leather gloves, hearing protection
- Work using chainsaws (ground work) chain saw chaps, appropriate gloves, chain saw face shield and eye protection and hearing protection
- Marshy or wet ground environments – steel capped gumboots in addition to standard PPC & E.

4 Roles and responsibilities

Role / Title	Responsibility
Executive General Managers and Senior Managers	<ul style="list-style-type: none"> ▪ Ensure compliance with this procedure. ▪ Ensure that WHS procedures are available, disseminated and implemented throughout the business unit. ▪ Ensure all workers and visitors are aware of and comply with any PPC & E requirements. ▪ Ensure business unit safe work documents are developed, maintained, adequately consulted upon and communicated where required to represent this procedure to their workers. They may include additional WHS related matters that are to be adopted when performing duties within the business unit. ▪ Ensure workers are consulted on health and safety matters, as required. ▪ Approve PPC & E variations
Line Managers (inc. Supervisors, Team Leaders etc.)	<ul style="list-style-type: none"> ▪ Ensure that WHS procedures and business unit specific systems of work, which meet or exceed the procedure, are available, adequately communicated and implemented into business unit operations, where applicable. ▪ Manage locations where workers must comply with this procedure in their area of responsibility. ▪ Provide workers with adequate and suitable PPC & E where it is necessary to ensure their health and safety. ▪ Ensure that the PPC & E is provided in a clean and hygienic condition, and is properly stored, maintained and repaired. ▪ Monitor workers' compliance with the PPC & E procedures during their day-to-day activities. This includes contractors and visitors. ▪ Ensure only approved variations of PPC & E are used.
Contract Managers	<ul style="list-style-type: none"> ▪ Ensure contracts contain relevant information on the required PPC & E to be worn. ▪ Monitor compliance with PPC & E requirements.
Health, Safety and Environmental (HSE) specialists (Business Partners and Advisors)	<ul style="list-style-type: none"> ▪ Provide subject matter advice on risk control and preventative measures. ▪ Assist with any risk based assessment in relation to decisions regarding PPC & E. ▪ Ensure the suitability of PPC & E available / supplied to Power and Water employees. ▪ Verify compliance with PPC & E requirements by conducting regular audits. ▪ Conduct regular reviews of safe work documents (e.g. SWMS) to ensure they remain adequate.
Workers	<ul style="list-style-type: none"> ▪ Cooperate with Power and Water's health and safety requirements and use PPC & E, when required and/or directed to do so. ▪ Undertake a risk assessment where it is identified that a potential risk to the health and safety of worker exists. ▪ Do not interfere with, mistreat or misuse PPC & E. ▪ Ensure the proper laundering of protective clothing in accordance with the manufacturer's instructions. ▪ Use PPC & E in accordance with instructions. ▪ Undertake regular training in the use, fitting and maintenance of PPC & E, as required. ▪ Maintain the equipment in a sanitary and usable condition. ▪ Store PPC & E in a safe place. ▪ Do not use damaged or defective PPC & E. ▪ Where PPC & E requires maintenance or replacement, notify their supervisor/manager. ▪ If seeing someone not using PPC & E when they should stop work immediately, warn them of the risk they are taking and not recommence until the appropriate PPC & E is in use. ▪ Return the PPC & E, when leaving Power and Water or when seeking replacement PPC & E.

5 Definitions

Where terms or words are not included in the definitions section, refer to our glossary for clarification. The glossary is available in our process improvement management system ProMapp.

Term	Definition
Arc Thermal Performance Value (ATPV)	The incident energy on a material or a multi-layer system of materials that results in a 50% probability that sufficient heat transfer through the tested specimen is predicted to cause the onset of a second degree skin burn injury based on the Stoll curve, without the material/s breaking open
Brown Field	An operational work site where existing Power and Water assets exist.
Calorie	The energy required to raise one gram of water one degree Celsius at one atmosphere pressure. Second-degree burns occur at 1.2 calories per centimetre squared per second (cal/cm ²)
Carried, Worn As Required (CWAR)	Refers to the practice of carrying an object of Personal Protective Equipment and wearing in situations it is required.
Competent Person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
Contractor	A person who is engaged by PWC to undertake an activity.
Electric arc flash	An arc flash is a dangerous condition (type of electrical explosion or discharge) associated with the release of energy caused by an electric arc.
Electrical worker	Any Power and Water worker or contractor that is employed to work on electrical assets.
Electrical Work Site	An Operational Work Site where Electrical hazards are present or have the potential to be present. #See Appendix A for more details.
Employee	A person who is directly employed by Power and Water.
Extra low voltage	Less than 50vAC or 120v DC
Fall Prevention	A System that prevents a worker from falling such as scaffolding, railings etc.
Fall Protection	A system that protects workers in the event of a fall such as lanyards, pole straps and rope lines etc.
Flame retardant	Having properties that suppress or delay the combustion or propagation of flame.
Garment	A single item of clothing, which may consist of single, or multiple layers. For more details, refer to further definitions on protective clothing.
Green Field	An operational work site where no previous Power and Water assets exist.
Heat attenuation factor	Electric arc testing is the per cent of the incident energy which is blocked by a material at an incident energy level equal to the Arc Thermal Protective Value (ATPV)
High viz garment	A long sleeved garment of high visibility material class D for daytime work as defined in AS4602.1 and class N for night time

Term	Definition
Neck to Wrist to Ankle (NWA)	Neck to Wrist to Ankle refers to clothing covering from the neck through to the wrist and through to the ankle.
Operational Site	A Power and Water owned or operated facility where its whole intent is to contain operational assets and no administration areas are present. ie Power Zone Substations, Building Transformer Rooms, Generator sites, water holding, storing or treatment sites and sewerage pump stations.
Operational Area	Part of a facility that is used as a warehouse/workshop or meets the definition of an operational site.
Operational Work Site	Any site associated with the construction, inspection (including for scoping of works), measuring, maintenance and operation Power and Water assets.
PPE 1 (HRC1)	Long Sleeve Shirt (or Jacket) and Pants or AR Coverall with minimum arc rating of 4 cal/cm ²
Personal Protective Clothing (PPC)	Protective clothing consists of a shirt and trousers or as a coverall, which may or may not include a jacket, coat, hood, etc., and interface components that are designed to provide protection to the worker's body from Neck to Wrist to Ankle (NWA). For garments that are arc rated, they must be tested and marked with an ATPV value.
Protective jacket	A protective garment designed and configured to provide protection to the upper torso and arms, excluding the hands and head.
Risk Assessment	The combined processes of risk identification, risk analysis and risk evaluation.
Worker	A Power and Water employee, contractor, consultant or any person engaged by PWC to carry out an activity.

6 Change management and continuous improvement

6.1 Consultation, approval and communication

This procedure must be endorsed by the Responsible Manager and Executive Leadership Team and approved by the Accountable Manager.

Role / title	Requirement
Executive General Manager, People, Culture & Safety	Accountable - approve this document
Executive Leadership Team	Responsible - endorse this document
Senior Leadership Team	Responsible – endorse this document
Line Management	Consult – endorse this document
Power and Water HSE Team /	
WHS Committees, HSRs	Consult – consult with business unit WHS committees and via other consultative forums and endorse this document
Workers	Communication – informed of any changes

6.2 Review

The requirements of this procedure are mandatory and must be reviewed and updated periodically for its ongoing effectiveness. This procedure will be reviewed, at a minimum, every three years or in the event of any significant change in our vision, values, long-term goals, risk appetite, policy statement, management standard, business model or organisational structure, or related systems or processes.

6.3 Internal references and related documents

Document title	Record number
Contractor WHS Management Procedure	CONTROL0011
Injury Management Procedure	CONTROL0046
Just and Fair Safety Culture Procedure	CONTROL0247
Managing the Risk of Falls Procedure	CONTROL0065
PPC & E Variation Request Form	CONTROL0809
PPC & E Variation Register	D2021/219596
Uniform and Sports and Casual Wear Guideline	CONTROL0142
WHS Risk Management Procedure	CONTROL0068
Work Health and Safety Management Standard	CONTROL0379
Work Health and Safety Policy Statement	CONTROL0073

6.3.1 External references, legislative and regulatory obligations

- Work Health and Safety (National Uniform Legislation) Act 2011 and Regulations
- Managing noise and preventing hearing loss at work, Code of Practice. NT.
- Hazardous Chemicals - Personal Protective Equipment (PPE). NTWS bulletin.

Standards

- AS 2225-1994/Amdt 1-1996: Insulating gloves for electrical purposes
- AS 2225-1994: Insulating gloves for electrical purposes
- AS 4758.1—2015: Lifejackets
- AS/NZ 1715:2009. Selection, use and maintenance of respiratory devices
- AS/NZS 1067.2003: sunglasses and fashion spectacles
- AS/NZS 1269 Series: Occupational noise management set
- AS/NZS 1270:2002:Acoustics - Hearing protectors
- AS/NZS 1336:2014: Eye and face protection – Guidelines
- AS/NZS 1337 Series: Personal eye protection
- AS/NZS 1338 Series: Filters for eye protectors
- AS/NZS 1716:2012: Respiratory protective devices
- AS/NZS 1716:2012: Respiratory protective devices
- AS/NZS 1800:1998: Occupational protective helmets – Selection, care and use
- AS/NZS 1801:1997/Amdt 1:1999 – Occupational protective helmets
- AS/NZS 1891: Industrial fall-arrest systems and devices
- AS/NZS 1906.4:2010: Retroreflective materials and devices for road traffic control purposes – High visibility materials for safety garments
- AS/NZS 2161 Series: Occupational protective gloves – Series

- AS/NZS 2210.1:2010: Safety, protective and occupational footwear – Guide to selection, care and use
- AS/NZS 2604:2012: Sunscreen products - Evaluation and Classification
- AS/NZS 4399:2017: Sun protective clothing - Evaluation and classification
- AS/NZS 4501 Series: Occupational protective clothing
- AS/NZS 4602.1:2011: High visibility safety garments – Garments for high risk applications
- ASTM D120: Standard Specification for Rubber Insulating Gloves
- ASTM F1891-12: Standard Specification for Arc and Flame Resistant Rainwear
- ASTM F496: Standard Specification for In-Service Care of Insulating Gloves and Sleeves
- ENA NENS 09 – 2014, National Guidelines for Selection, Use & Maintenance of Personal Protective Equipment for Electrical Hazards.
- IEC 60903:2014: Live working - Electrical insulating gloves
- IEC 61482-1-1:2009: Live working - Protective clothing against the thermal hazards of an electric arc
- ISO14116:2015 Protective clothing - Protection against flame - Limited flame spread materials, material assemblies and clothing

6.4 Records management

This procedure and all related documents, are captured, stored and managed in our Electronic Document and Records Management System and controlled in the Controlled Document Register.

6.5 Improvement suggestions

Improvement suggestions are captured and managed in our process improvement and event information management system. To log an improvement suggestion for this document please see the 'how to report an event' user guide located on our intranet or contact events@powerwater.com.au.

6.6 Document history

Date of issue	Version	Prepared by	Description of changes
10/06/2014	0.4	Peter Egger	Minor changes made arising from consultation. Circulated to HSE Committee for ratification.
27/06/2014	1.0	Lindsay Craker	Minor changes made arising from consultation. Ratified by HSE Committee. Submitted for endorsement and approval.
14/10/2014	1.1	Kiri Waugh	Changes made arising from workforce consultation feedback. Ratified by Executive HSE Committee. Submitted for CE endorsement. Supersedes: <ul style="list-style-type: none"> ▪ QDOC2006/866 Personal Protective Equipment PPE Procedure and Minimum Dress Code ▪ QDOC2005/139 Supply of Prescription Safety Glasses
14/12/2015	1.2	Otto Kainulainen	Changes made to reflect Basic PPE (Long Sleeves and Long Pants) requirement across all Power and Water.
13/08/2018	1.3	Birgit George	Full review and transformation into corporate procedure. Distributed to corporate Health and Safety Adviser for review.
23/08/2018	1.4	Birgit George	Feedback addressed and distributed to HSE Manager and HSSF for review and business unit consultation.
26/10/2018	1.5	Birgit George	Feedback reviewed and addressed. Re-distributed for review.
11/2018	1.6	Birgit George	Consultation around business unit feedback provided occurred on 5/11/2018 with HSE staff (Power Services non-attendance); procedure reviewed based

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT PROCEDURE

			on discussion to reduce to minimum requirements applying organisation-wide; final draft re-distributed for review.
February - March 2020	1.7	Peter Doody	<p>Merge Power Services PPC & E requirements into CONTROL0052. Remove duplication where applicable. Ensure inclusion of all mandatory minimum PPC & E standards from CONTROL0508. Draft distributed across the organisation for consultation of proposed changes.</p> <p>Introduce mandatory requirement across the business for the wearing of eye protection, and gloves while performing any operational work activity.</p> <p>One standard for wearing protective clothing i.e. sleeves rolled down, shirt tucked in, cuffs secured and shirt buttoned one down from the neckline.</p>
November 2020	1.8	Dave Totham	<p>Extensive review and changes incorporating feedback gathered.</p> <p>Including ELT and SLG consultation. Comprehensive discussion with the workforce at various locations throughout the NT. Refer D2020/421529 for more detail.</p> <p>Supersedes:</p> <ul style="list-style-type: none"> ▪ D2014/219204 Safety Management Corporate Guideline – Personal Protective Equipment ▪ D2016/179612 Power Services - Work Instruction: Supply of Prescription Safety Glasses ▪ CONTROL0508 Power Services - Personal Protective Equipment Procedure
08/04/2021	1.9	Document Control	Prepared document for endorsement and approval
07/05/2021	2.0	Document Control	Published approved controlled document
28/05/2021	2.1	B George Document Control	<p>Updated to replace CONTROL0810 with D2021/219596 (PPC & E Variation Register)</p> <p>Published approved controlled document</p>

7 Appendices

Appendix A: Guide to Arc Rated Clothing

Arc Rated clothing is made from flame retardant material that has been tested and proven to self-extinguish when exposed to an arc event.

Power and Water electrical workers and workers who carry out activities at electrical work sites are required to wear arc rated clothing with a PPE 1 Rating.

PPE 1 aligns with a HRC 1 rating and an ATPV of between 4 and 7.9 Cal.

A Heat and Hydration Considerations

The fabric used in the construction of Arc Rated clothing has less air permeability due to its nature and purpose.

Works planning should consider this and the relative seasonal weather patterns when preparing schedules (annually and regular works planning/schedule cycles) and allow an increase in time for tasks or additional manpower.

Power and Water has well-established heat and hydration mitigation strategies that should be adopted at all times. A key strategy is the scheduling of hydration and cooling breaks.

B Electrical Work Sites

Electrical Works sites include the following:

- Any work site where specified work or test on Electrical Apparatus is being carried out (or similar) (Refer Power Services Schedule of Specified Work or Test (D2015/443167))
- Power Zone Substations and/or HV Switch/Transformer Rooms or Buildings, or any building or enclosure that has exposed HV/LV busbar or terminations.
- Any work site where work on the following Electrical Sundry Apparatus (D2015/443169) is being carried out;
 - LV customer service conductors, cables and fittings (pole/pillar to customers installation),
 - Streetlights and Street lighting circuits,
 - Standby Generators (cables used to connect generators into the distribution network are considered LV mains and under the charge of a controller), and
 - Transformer oil storage and reclamation plant
 - Electrical Switchboards associated with Water, Sewerage Generation, including solar, or Gas Infrastructure.
 - Rooms containing Uninterrupted Power Supply, Battery Banks if signed.
- Any work site where an Electrical Access Authority (AA) is on issue, and
- Any work site where an Authority to Work in the Vicinity (AWV) covering electrical assets is on Issue and the work or undertaking activities exposes the receivers to the same or greater exposure to an electrical arc as outlined in this appendix.

Consideration for the use of arc rated clothing needs to include if assets are designed to be contacted (screened cables, etc), if the assets are buried and in conduit and the type of work being undertaken (risk of causing an arc). [Refer to Power Services AWV procedure for more information.](#)

Appendix B: Guide to Sun Protection

Ultraviolet radiation is a major hazard. It can cause sunburn, eye damage, premature aging and is linked to Skin Cancer.

To Manage the UV radiation hazard Power and Water Workers are required to wear Neck to Wrist to Ankle (NWA) Cotton drill or Arc Rated Clothing the sleeves rolled down and wide brim hats or a helmet brim/flap if working exposed to UV radiation with an index of 3 or greater for 15 minutes or longer. This should be supported by the application of SPF 30 or greater Sunscreen to any exposed parts of the skin.

Premature ageing²

The first sign of skin damage from UV is premature skin ageing in people under 50. Sun-exposed skin especially on the face, forearms and backs of the hands, becomes wrinkled and dry, often with brown spots and on the face, small visible blood vessels. These changes result from UV destroying the elasticity that gives skin its youthful appearance. You can tell the amount of UV damage to exposed skin simply by comparing its appearance and texture with skin that doesn't see the sun.

Eye damage²

It's not just your skin that suffers. UV also harms our eyes when they are unprotected from the sun for many years. It causes growth of tissue and blood vessels in the inner corners of the eyes (called 'pterygium') and cataracts in the lens of the eye.

Skin cancer²

Severe UV damage to skin cells results in red, scaly skin lesions (sometimes known as 'sunspots'). In time, skin cancers may develop from the damaged cells. In fact, skin cancers are by far the most common cancers in Australia. Your face is most often affected, and the scalp, if unprotected by hair or a hat, is also very prone to UV damage and skin lesions.

There are several types of skin cancers, which vary in severity. Melanoma is a less common form of cancer that arises in the skin's pigment cells. It is the most dangerous skin cancer and looks like a brown or black mole that is changing in size or colour, though very occasionally a melanoma may appear red or pink. Australia and New Zealand have the highest melanoma rates in the world. Melanoma is preventable by protecting the skin from UV, starting in childhood.

It is important to ensure sun protection is applied when the UV index is above 3 and you are outdoors longer than 15 minutes. It is estimated that with a UV index of between 7 - 10 it takes between 15 – 24 minutes to burn.¹

Australia has one of the highest levels of ultraviolet (UV) radiation in the world. The Northern Territory often has a maximum UV index of 10 or over.

¹ <http://media.bom.gov.au/social/blog/1862/not-just-sunburn-theres-more-to-uv-than-meets-the-eye/>

Appendix C: Guide to Pedestrian and Vehicle Use at Power and Water Facilities.

Power and Water sites must be marked to control vehicle and pedestrian interactions to ensure that people entering operational areas do not put themselves in harm's way.

Power and Water has various markings on its facilities including:

- Vehicle paths indicated by solid unbroken **White** lines. Vehicle paths must have appropriate signage including stop, give way and directional, to ensure traffic flows.
- Operational Area Walkways are marked with **Yellow** unbroken lines and can be painted solid yellow. Pedestrians must give way to vehicles and plant, be wearing safety footwear and wearing NWA high visibility clothing. The requirement to CWAR safety glasses and gloves is not applicable while on these walkways. Operational Area walkways are predominately used with workshops and stores to guide workers away from traffic such as forklift operations or other activities such as welding.
- Pedestrian Paths and Light Vehicle Car Parks. Pedestrian Paths are marked as 'Pedestrian Crossings' (Zebra Stripes). Pedestrians are not subject to PPC & E requirements on pedestrian paths or Light Vehicle car parks. Vehicles are required to give way to pedestrians on pedestrian paths and light vehicle car parks. Pedestrian paths are predominantly used to navigate between administrative offices or lunch facilities.
- Shared Zones are marked by diagonal **White** stripes and have the words 'Shared Zone' written in them. The PPC & E requirement is the same as for pedestrian paths. Vehicles are required to give way to pedestrians in shared zones. Shared Zones should be used where there are multiple entry and exits between administrative areas.
- Operational Car Parks. These are not connected to administration areas via a shared zone or pedestrian path. The minimum PPC & E is as per an operational area walkway. Workers must CWAR glasses and gloves when unloading and loading vehicles.

Appendix D: PWC PPC & E Matrix minimum required by location

Place of Work	¹ Safety Eye wear (Medium Impact)	Safety Footwear	Safety Helmet ³ (Hard Hat)	² Hat or helmet ³ brim/flap and sunscreen on exposed skin	Long sleeved shirt, long trousers (ARC rated for electrical workers)	Gloves selected appropriate to task
Construction sites	✓	✓	✓	✓	✓	CWAR
Construction / refurbishments work within a building, not associated with a building site.	✓	✓	Overhead work or fall/drop hazards	N/A	✓	✓
Public roadways and verges (e.g. assets inspection, meter reading, surveying, meter replacement excluding electrical work)	CWAR	✓	Overhead work or fall/drop hazards	✓	✓	CWAR
Substation assets, transformer buildings, electrical and generation sites.	✓	✓	✓	✓	✓	CWAR
Work sites below ground, or where others may be overhead (e.g. dry wells, value pits, water tanks sites)	✓	✓	✓	For direct sunlight only Exposure to UV index ≥ 3 longer than 15mins	✓	CWAR
Workshop interiors (e.g. mechanical, light fabrication or electrical, excluding desk based work)	CWAR	✓	Overhead work or fall/drop hazards	N/A	✓	CWAR
Workshop interiors (desk based work)	CWAR	✓	N/A	N/A	✓	CWAR
Treatment plants, dams bore sites, pump stations and similar operational sites.	✓	✓	Overhead work or fall/drop hazards	Exposure to UV index ≥ 3 longer than 15mins		CWAR
Visitors to operational sites	CWAR	CWAR	Overhead work or fall/drop hazards	Exposure to UV index ≥ 3 longer than 15mins	✓	CWAR
Administration Offices (staff offices)	N/A	N/A	N/A	N/A	N/A	N/A
Gas pipelines and Stations	✓	✓	Overhead work or fall/drop hazards	Exposure to UV index ≥ 3 longer than 15mins	✓	CWAR
<p>Key: ¹ Appropriate for task. ² Hat with wide brim - not cap ³ Chin strap to be worn if working over head “✓” indicates “is required to be worn”. “CWAR” indicates must be carried when in operational area and worn as required (signage or risk assessment). # Gloves must be worn when carrying out work activities.</p>						

Appendix E: PPC & E Approved Variations Register (EXAMPLE ONLY)

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPC&E) VARIATION REGISTER



INSTRUCTIONS: Personal Protective Clothing and Equipment that is to be worn based on a task-specific activity, or task-specific location that deviates from the requirements outlined in the Personal Protective Clothing and Equipment Procedure (CONTROL0052) must be risk assessed and signed off by a Responsible Senior Manager to ensure the risk of injury or illness as a result of the deviation is mitigated to as low as reasonably practicable.

BU	WORK GROUP/ SECTION	ACTIVITY DESCRIPTION	PPE/C IMPACTED	PPE & C VARIATION	VARIATION REASON	APPROVED BY	DATE APPROVED	COMMUNICATED
All	All	Using fixed rotating machinery	Wearing of gloves	Gloves are not required when operating fixed rotating machinery such as lathes, bench grinders or buffing wheels etc.	The use of gloves when operating fixed rotating machinery introduces an increased risk of injury through entanglement. The consequence of injury is considered less when not wearing gloves	Manager HSE	20-Jan-21	Bulletin Sent out with finalised PPE & C Procedure on the 30 January 2021
All	All	Wearing of Sun Brims with Safety Helmets on Windy Days	Sun Brims, Chin Straps and Safety Helmets	Sun Brim's maybe removed due to high wind issues. Where Sun Brims are removed SPF50+ sunscreen must be applied hourly. The Safety Helmet must be worn. This must be identified on the relevent JSEA	High Wind can causes excessive pressure on the jaw of a worker wearing a safety helmet with a sun brim attached.	Manager HSE	20-Jan-21	Bulletin Sent out with finalised PPE & C Procedure on the 30 January 2022