



TARONG ENERGY CORPORATION LIMITED
CORPORATE BUSINESS PROCEDURE FOR
PERSONAL PROTECTIVE EQUIPMENT

OHS-PROC-12

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1.0 Purpose

This procedure provides information about the required Personal Protective Equipment (PPE) for use by employees, contractors, and visitors whilst on Tarong Energy Corporation (TE) operational sites.

2.0 Scope

This procedure applies to all employees, contractors and visitors that are required to work on behalf of or visit TE operational sites.

3.0 Introduction

TE is committed to minimising the risk of injury or illness caused by workplace hazards. In order to meet this commitment, it is necessary to ensure that the correct PPE is provided and used by all persons in accordance with TE set standards and legislative requirements.

Legislation and Standards cover the basic requirement for PPE, but in striving towards TE's goal of zero harm, these requirements may be exceeded for specific purposes. PPE as specified will be worn and used by all employees, contractors and visitors in accordance with the rules prescribed. Adherence to these rules is a condition of employment with TE.

Employees will be subject to normal disciplinary procedures should they:

- fail to correctly use such PPE as required;
- misuse or damage any equipment provided; and
- fail to comply, so far as they are reasonably able, with instructions given by the Company or Company representative.

Unique operations requiring PPE will be subject to a risk assessment to determine the most appropriate PPE to be worn.

PPE is the last line of defence and should be used in conjunction with higher control methods (such as engineering design or administrative controls) wherever possible to effectively mitigate potential risks.

4.0 Responsibilities

Managers/Supervisors

- Ensure that the requirements of this procedure are enforced within their area of responsibility;
- Ensure regular checks are carried out to confirm compliance;
- Ensure adequate PPE is made available for the task at hand. Obtain professional advice from the Health and Safety team if required;
- Ensure visitors are made aware of the site PPE requirements prior to their arrival at site, in particular the need to supply their own safety boots that meet the standard specified in this procedure;
- Ensure appropriate information, instruction and training is provided to each of their employees for the type of PPE used; and
- Ensure that processes are in place to inspect, clean and maintain PPE.

Employees and Contractors

- Wear all items of PPE as instructed and not modify, damage or use PPE in a way contrary to manufacturer's instructions;
- Check the condition of any PPE before use, look after it whilst in their possession, and return it to its correct location after use (where applicable);
- Remove from use all defective/damaged PPE;
- Ensuring clothing and footwear are the correct fit when ordering;
- When procuring alternative PPE, provide the medical report as described in Section 11;
- Laundering and taking care of protective clothing issued or loaned for general purpose use;
- Comply at all times with the PPE requirements as specified in this procedure;
- Participate in training where requested.

Visitors

- Comply with the PPE requirements as specified within the TE visitor's induction and as instructed by their host while visiting a TE site;
- Supply own safety boots that meet the requirements outlined in this document;
- Return all borrowed PPE to the security gatehouse after use.

Health and Safety Team

- Maintain the currency and accuracy of this procedure;
- Provide guidance and/or training on the selection, use and limitations of PPE as required;
- Provide general awareness training in relation to the requirements of this procedure;
- Monitor the implementation of this procedure and undertake audits to confirm compliance.

Emergency Services Officer

- Prepare a maintenance schedule in accordance with the relevant standard to manage routine maintenance of specialised emergency response PPE such as self contained breathing apparatus.

Tarong Energy:

Shall be responsible for:

- Providing a range of clothing and footwear of appropriate standard for the conditions of use.
- Placing the corporate logo on all appropriate clothing;
- Embroidering of employees names on shirts, overalls and jackets;
- Laundering and mending of dirty work overalls;
- Providing replacement of clothing and footwear in accordance with Appendix 2.

5.0 PPE General

5.1 Minimum PPE Requirements for TE sites

The wearing of appropriate protective clothing and footwear is a condition of employment on Tarong Energy Operational sites. The minimum PPE requirements for all sites and areas shall be defined and explained during site and area inductions. The minimum required PPE for TE Operational Site consists of:

- **Eye protection - Safety glasses with side shields.** Refer to [Section 6.1](#) for eye protection standards.
- **Head protection - Safety helmet.** Refer to [Section 6.2](#) for safety helmet protection standards.
- **Foot protection - Type 1 safety boots / shoes.** Refer to [Section 6.3](#) for foot protection standards.
- **Gloves – Gloves are required to be carried by all personnel at all times when in minimum PPE areas.** Refer to [Section 6.5](#) for hand protection standard.
- **Hi Vis Protective Clothing – High visibility long sleeved shirt (or high visibility vest for visitors) & long pants (Cotton or wool/cotton blend). It is a TE requirement that sleeves are rolled down at all times unless determined to be unsafe by a risk assessment.** Refer to [Section 6.10](#) for Hi Visibility protective clothing standards. The exempt areas listed in section 5.2 do not apply to the high visibility clothing and sleeves requirement.

Additional PPE for work activities are determined by risk assessment. Such items of PPE are detailed in section 6 of this procedure.

5.2 Exempt Areas

The minimum required PPE must be worn in all areas with the following exemptions:

- a) Offices,
- b) Unit Control Rooms,
- c) Canteen / crib rooms,
- d) Warehouse non-operational areas are exempt from head protection,
- e) Workshops are exempt from head protection, unless the task specific risk assessment requires a safety helmet be worn, for example when operating an overhead crane.

The minimum required PPE is not required at TPS when persons are using designated pathways (yellow lined) to walk to and from the main gate at the start and finish of their shift. Refer to Appendix 3.

The minimum required PPE is not required at WPS when persons are walking to and from the car park and offices / change rooms. Persons must be wearing the minimum PPE to enter past the blue line inside the power station.

In order to receive an area exemption (whether temporary or permanent) a formal risk assessment which is approved by the applicable manager of the area and the Health and Safety Manager will be required. Approved exemptions will be recorded on official file within TRIM Container "WHS/100".

5.0 PPE General (cont'd)

5.3 Visitors

TE personnel are responsible for ensuring that visitors to their areas comply with the basic and/or supplementary PPE for the location. The following PPE is available for loan from the main security gatehouse at TPS and the offices at WPS:

- Dust coats and high visibility vests
- Safety glasses
- Safety helmets

The visitor's host is responsible for advising security in advance regarding the arrival of visitors. The host is expected to ensure that an adequate supply of loan PPE is available.

5.4 Contractors

Contractors will supply their own PPE in accordance with this procedure and contract documentation. It shall be a condition of contract that all their agents, employees and visitors will have access to, and wear when appropriate, the required protective equipment. The contractor must ensure their workers are trained in the correct use of such equipment and it is maintained in a serviceable condition.

5.5 Supplementary PPE

Where supplementary PPE is required for a particular task/job then the following will occur:

5.5.1 Task Specific PPE Requirements

- Before prescribing the type of supplementary PPE required for a task, either a TE "HSE Star Card" (Pre-Start Task Risk Assessment), or a Job Safety and Environmental Analysis (JSEA) will be used to determine appropriate PPE requirements as part of the hazard control process. These methods will not be used to override mandatory PPE requirements.
- Prescribed PPE shall be included in operating procedures where possible.
- Areas and equipment where prescribed PPE is mandatory are to be clearly signposted.
- Equipment where prescribed PPE is mandatory will be clearly signposted.
- When new hazardous chemicals are introduced to a TE workplace, there will be a formal risk assessment of the PPE requirements for the actual use of such chemical. This risk assessment will include the Occupational Hygiene Officer and be documented. Refer to the template for Hazardous Substances Risk Assessment T-1052.

5.5.2 Job Safety and Environmental Analysis (JSEA)/HSE STAR Card:

The JSEA risk assessment and/or HSE STAR Card process, as part of planning for the task, shall be used to determine the appropriate PPE required. This should be conducted by personnel with the necessary skills and experience to assess the PPE and job safety requirements.

Where additional advice on the appropriate type and level of PPE is required, a member of the Health and Safety team should be contacted.

The supervisor and work party should monitor the PPE requirements during the task and reassess if additional protection or other suitable controls are required. (Eg. post incident, change to work method or change to scope of work).

5.0 PPE General (cont'd)

5.6 Home Safety

As well as TE's commitment to safety within the workplace, TE also actively promotes home safety. In line with this, TE permits the basic PPE to be taken home to ensure that general home work can be performed safely. PPE permitted to be taken home includes:

- Gloves,
- Dust masks,
- Ear plugs, and
- Safety Glasses.

6.0 PPE Standards

6.1 Eye Protection

The minimum eye protection to be worn by all personnel at TE operational areas will be safety spectacles with side shields (or wrap around type) which comply with AS/NZS 1337.

The following rules apply:

- Eye protection will be mandatory at all sites and in any workshop area except when inside an enclosed vehicle cab or in an exempt area;
- The standard safety glasses for use in and around plant areas (e.g. poorly lit, confined spaces, inside buildings etc) shall be clear lenses or inside / outside. Shaded safety glasses can be worn but their use is restricted for outside day work only.
- Persons using prescription lenses must have hardened lenses in an approved frame with the glasses compliant to AS/NZS1337;
- Damaged safety glasses must be replaced immediately;
- Additional eye protection such as goggles or face shields will be required for specific tasks, e.g. grinding, welding, drilling, handling chemicals or if a task will generate excessive dust / high speed particles. A JSEA or STAR Card shall be conducted to determine adequate PPE control.
- Lens cleaning stations, or lens cleaning material will be made available in dedicated locations, e.g.: inside crib rooms and workshops;

6.1.1 *Issue of Prescription Safety Spectacles:*

For those employees who require prescription glasses, TE will accept the cost of single vision, multifocal or graduated prescription lens fitted to safety spectacles which comply with Australian Standard No. 1337.

If an employee thinks that they may need prescription lenses, the OHN can do a vision screen test to determine whether he/she should consult an optometrist for an eye test.

If the employee is already wearing prescription glasses and in need of a re-test or safety spectacles, then the OHN will supply the employee with a letter and an instruction to the optometrist indicating the lens and frame safety specifications (refer to Form T-0638).

6.0 PPE Standards (cont'd)

6.1.1 Issue of Prescription Safety Spectacles: (cont'd)

The employee will then consult an optometrist with whom Tarong Energy has a Service Contract or Purchase Order. The OHN will provide details of participating optometrists. The cost of the consultation is covered by Medicare. The instruction to the optometrist will also request a detailed itemised account for payment be sent to the OHN for forwarding to the accounts department.

Lenses

An employee may obtain single vision, multifocal or graduated lenses and may also request a transitional lens provided compliance to AS 1337 is maintained.

Repairs

The OHN will also affect the issue, repair or assembly of lenses into new prescription safety frames should the existing frames be damaged. If replacement is requested within a two (2) year period of the previous issue of the prescription safety lens, the cost of the prescription component of the lens is to be paid by the employee unless special circumstances, such as proven work related damage apply.

6.2 Safety Helmets

The following rules apply:

- Helmets are to be selected in accordance with AS/NZS 1800 and must be worn at all times on site except within an enclosed vehicle cab, or in an exempt area;
- They should be properly adjusted for correct fit;
- No hats or caps will be worn under helmets (unless designed for this purpose);
- Metallic helmets will not be used;
- The use of bump hats will require a formal risk assessment;
- Mechanical or service personnel may have to remove helmets for particular procedures, but this should be discouraged and chin straps should be used. Chin straps should also be used to prevent helmets falling off when working at heights;
- Under no circumstances will helmets be painted or written on in any fashion. (Solvents seriously affect the properties of the plastics used in helmets). For similar reasons, helmets will not be drilled, cut or otherwise altered;
- Helmets may be labelled with stick-on name tags;
- Helmets that have suffered any significant impact will be replaced.
- Safety helmets will be replaced every 3 years from date of issue.

6.3 Safety Footwear

The following rules apply:

- Type 1 (Heavy Industrial) protective toe capped safety boots or shoes that comply with AS 2210 will be worn at all times, except within an exempt area where covered footwear must be worn;
- Comfort is an absolute necessity in safety footwear, and a variety of brands, types and sizes are available to suit the wide range of foot shapes. Where an employee has difficulty in obtaining a comfortable fitting boot, the referral and use of a podiatrist and/or customised boot manufacturer may be utilised. The Occupational Health Nurse will facilitate such a referral;
- Boot styles with ankle support are recommended for those personnel required to spend extended periods on their feet or who regularly walk on rough or broken ground;

6.0 PPE Standards (cont'd)

6.3 Safety Footwear (cont'd)

- Safety footwear must be maintained in a good state, and replaced if damaged. Reasons for replacement include any separation of the upper from the sole, holes or tearing of any kind, impact damage, or damage that prevents proper fastening of the footwear;
- Laces should be checked regularly and replaced if defective;
- Where there is any risk of chemical contamination of footwear, suede boots or boots with elastic sides will not be used.

Personnel whose work place is primarily an office environment are exempt from the foot protection requirements set out in this procedure. As a minimum, these individuals must wear fully enclosed shoes, however when entering operating plant or industrial areas, the previously mentioned shall wear footwear compliant with AS2210.1:1994.

NOTE: *By placing any device within a safety shoe (eg: orthotics, inners) the relationship between the weight bearing surface of the foot and the shoe is altered and may take the footwear out of compliance with the relevant Australian Standard. The Occupational Health Nurse should be consulted regarding the fitting of such devices.*

6.4 Hearing Protection

The following rules apply:

- Hearing protection is to be selected in accordance with AS/NZS 1270.
- Approved hearing protection will be worn at all times in designated "Hearing Protection Areas" as indicated by signs or stickers;
- Hearing protection will be worn in other circumstances (e.g. job/ area specific) when noise levels exceed 85 dB(A) including workshops where "noisy" activities are being carried out;
- Ear plugs, helmet attachable ear muffs or separate ear muffs may be worn;
- Ear plugs may be required to supplement muffs when employees are exposed to excessive noise for short periods of time;
- Employees will be responsible for maintaining ear muffs in a clean and operative condition;
- Employees shall receive training in the correct fit technique for ear plugs / muffs e.g. through safety toolbox talks.

NOTE: *Ear muffs must be correctly fitted to give a good seal for proper protection. Extra care must be taken in fitting ear muffs if eye protection is being worn. Ear plugs may be required to supplement the ear muffs.*

Any disturbance of the sealing surface of ear muffs or any tearing of the lining indicates immediate replacement.

6.5 Hand Protection

The following rules apply:

- All personnel are expected to carry gloves at all times when in the minimum PPE areas.
- Gloves will be worn by all employees as per job activity demands. A JSEA or HSE Star Card should be used to determine correct PPE for each task;
- The user must ensure they select the appropriate glove to provide protection from the specific hazards present i.e. rough or sharp surfaces, heat, chemicals etc;
- TE shall ensure the appropriate glove is available for use to control the specific hazard present. Referral to the OHS team may be required for glove selection, in particular where chemical hazards are present;
- Gloves are not to be worn when a risk exists of a glove being caught in a rotating device such as, using a pedestal grinder, lathe or drill etc.

6.0 PPE Standards (cont'd)

6.6 Respiratory Protective Equipment (RPE)

For this procedure it is to be recognised that dust masks are considered different to respirators.

- All Respiratory Protective Equipment (RPE) used at TE sites will comply with AS 1716. Where RPE that relies on a facial seal is used, it is recommended that the user will be clean shaven. All negative pressure respirators rely on a facial seal;
- Where practical, workers required to wear respirators are to be issued with respirators for their own exclusive use;
- Where compressed air is used it will be either medical air or air tested and proved to be of adequate quality as defined in AS1715.

Respirators are to be donned prior to entering the contaminated area so that workers can perform a simple positive or negative pressure fit check to test the respirator fit.

Where escape respirators are provided there will be:

- specialised training;
- programmed maintenance of the equipment. Maintenance schedules and documentation to be kept.

6.6.1 Facial Fit:

Prior to a respirator being used by a worker, a qualitative or quantitative fit test, in accordance with AS/NZS 1715 - Selection, use and maintenance of respiratory protective devices, is to be undertaken by a competent person to assure the respirator is suitable.

NOTE: Further facial fit test's should be performed at regular intervals or whenever there is a change in the wearer's facial characteristics (e.g. after weight loss), or other features which may affect the facial seal of the respirator.

6.6.2 Facial Hair:

Beard growth, some hairstyles and other facial features may prevent an adequate seal between the wearer's face and the fitting surfaces of a face piece or mouthpiece. Facial hair may also interfere with inhalation and exhalation valve operation. As a result, the following is to be observed:

- Workers with facial hair who are required to use a negative pressured respirator are to have regular facial fit test's to ensure an effective seal is obtained.
- Moustaches should not protrude beyond projected lines, drawn vertically from the corner of the mouth.
- When a full face piece is being worn, sideburns should not extend below a line drawn through the top of the tragon (the notch in the cartilage of the ear just above and immediately in front of the ear lobe) and the canthus (corner of the eye).

6.7 Fall arrest / restraint equipment

Refer to TE procedure Fall Injury Prevention Systems (OHS-PROC-102) that describes the requirements for the selection and use of fall injury prevention systems including personal fall arrest harnesses and fall restraint devices for persons working at TE sites.

6.0 PPE Standards (cont'd)

6.8 Skin Protection

Ultra Violet Radiation (UVR):

- Sun protection provided by safety helmets is to be improved with add-on brims, or the addition of back and side flaps where required. Add-on brims will be provided upon request.
- Personnel working outdoors are encouraged to apply sunscreen on unprotected areas of skin.
- TE shall provide Sun Protection Factor (SPF) 30+, broad spectrum and water resistant sunscreen for use at TE sites.
- Sunscreen shall be stored in a cool dry place as it can deteriorate if exposed to heat and/or air for long periods of time.
- It is recommended that persons using a new sunscreen brand for the first time, test on a patch of skin before applying.
- Sunscreen should be applied liberally to clean dry skin, at least 20 minutes before being exposed to UVR.
- Sunscreen shall not be used as the sole form of sun protection for the skin.
- Sunscreen is the skin's last line of defence from UVR and shall be used in conjunction with other sun protective measures, such as shade, long sleeved clothing and long pants, hats and sunglasses.

Other activities:

Persons with sensitive skin may benefit from the use of barrier cream on hands to prevent irritation from work activities and regularly washing hands (note: appropriately selected protective gloves shall be worn to protect hands from chemicals / hazardous substances i.e. as recommended on the MSDS or the Occupational Hygiene Officer). Protection from sun or wind burn to the lips should also be considered by outdoor workers. Supplies of barrier cream will be supplied for use at TE sites.

6.9 Live Electrical Work PPE

Items of personnel protective equipment worn by workers while performing live electrical work activities must not contain metal materials that come into direct contact with the unprotected skin of the worker.

6.9.1 *Electrical Work Protective Clothing:*

Workers requiring to perform switching operations and work on electrical equipment must do so in compliance with CORP-SAF-28 Flame Retardant Clothing Use Guidelines.

6.9.2 *Insulating Gloves:*

- Insulated gloves for electrical work are to comply with the requirements of AS2225.
- Insulated gloves for working on low voltage equipment are to be rated to the highest voltage expected when performing the task.
- Insulated gloves used for indirect contact with high voltage equipment such as performing switching operations on HV equipment and high voltage test to prove de-energised are to be Class"0" or 1000 volts working.
- Testing of electrical insulating gloves is to be undertaken 6 monthly. Results are to be recorded within an Electrical Equipment Register. A register is to be maintained at each site at which electrical work activities are undertaken.

6.0 PPE Standards (cont'd)

6.9 Live Electrical Work PPE (cont'd)

6.9.3 Safety Footwear:

- Safety shoes/boots that are worn when performing live electrical work are to comply with the requirements of AS2210.2.
- Shoes/boots must be in good condition and are not to have any exposed metal such as steel toe-caps.

6.9.4 Face Shields:

- Face shields used for live electrical work are to cover the full face.
- Face shield for electrical work are to have no exposed metal parts.
- Must have an electrical rating appropriate for the work being undertaken.

6.10 Hi Vis Protective Clothing

- Acceptable clothing shall be capable of covering the wearer's arms to the wrist and legs to the ankles. Sleeves must be rolled down on shirts unless a risk assessment can demonstrate that a specific task requires that sleeves are to be rolled up for safety or health reasons.

High Visibility Requirements:

High visibility clothing must be worn when at an operating site. The clothing must comply with AS/NZS 4602: 1999 or meet the minimum requirement of TE which is :

- Shirts are to be fitted with retro reflective material in strips not less than 50mm wide and 150mm long applied above the pockets and sleeves, and 350mm strips long across the back of the shirt.
- The retro reflective material used on TE shirts shall be fire resistant tape – static free and non-electrical conducting, which is compliant to AS 4824 and AS 4967.

7.0 Storage and Maintenance

PPE must be stored in a dry, clean place and maintained in accordance with manufacturer's instructions. Responsibility for the maintenance of PPE rests ultimately with Line Management. However, users also have responsibilities to:

- inspect PPE before and after use and replace items that are not in a serviceable condition e.g. worn, damaged or brittle;
- clean non-specialist items of PPE after removal and before storage, eg. glasses/goggles, ear-muffs, air-purifying respirators;
- tag out of service and arrange for it's repair or dispose of any faulty or damaged items of PPE;

Cleaning equipment (eg. alcohol wipes) to enable personnel to clean re-useable PPE as required, will be provided.

8.0 Training

Supervisors must ensure persons under their control are provided with adequate training prior to using new PPE. PPE training should include:

- what PPE is necessary for the task;
- how to correctly wear and adjust items of PPE;
- the limitations of PPE;
- fault detection; and,
- the proper care, maintenance, useful life and disposal of PPE.

Note: Provision of training may be sourced from the supplier / manufacturer for specialist / complex PPE (e.g. respirators) as determined on a case by case basis.

Training records will be maintained which detail:

- Who has completed the training;
- Who conducted the training;
- The content of the training;
- Date of training.

Such records are stored within the Learning Management System (LMS).

9.0 Suitability of Equipment

The following rules apply:

- PPE for use by personnel will only be of an approved type;
- All PPE will have the registered mark of the Australian Standards (AS) displayed, or be otherwise approved;
- The provision of PPE should always be used where practicable, in conjunction with higher forms of control, such as engineering or work procedures;
- When PPE is required, every effort should be made to ensure that it is as comfortable to use as possible.

10.0 Purchasing / Approval of PPE

The range of PPE for use at TE sites will be approved and reassessed at predetermined intervals by the HSE Committee. The trial or purchase of PPE outside of the approved PPE range will be subject to a trial process endorsed and monitored by this committee.

11.0 Issue of Alternate PPE

Where a TE employee is unable to use the standard PPE due to a medical reason, alternative / custom equipment may be required. Employees are required to provide a medical report identifying the nature of a current impairment, the medical reason the standard issue is not appropriate and specifying the features required in alternative PPE.

Alternative PPE will need to comply with the relevant Australian Standard (refer to Appendix 1).

No person will receive an exemption from wearing the required PPE without a sound medical reason, supported by periodic doctor's medical certificates and a specific risk assessment approved by the person's applicable manager. Such exemptions may require the worker to perform modified tasks. A record of such an exemption will be maintained on the employee's personal health file.

Employees who have obtained medical advice and have been approved to source alternate PPE can procure such PPE following the TE 'Purchasing Catalogued and Non Catalogued Items' user guide.

12.0 Definitions

Fall Injury Prevention System:

Means a system designed to control a person's fall from one level to another and also minimise the risk of injuries or harm during the fall. Fall injury prevention systems (FIPS) include:

- Restraint systems;
- Fall-arrest systems;
- Catch platforms;
- Scaffolding (As per OHS-PROC-105);
- Safety nets; and
- Safety mesh.

Flame Retardant Clothing:

Clothing that has properties which suppress or delay the combustion or propagation of flame.

Negative Pressure Respirator:

A respirator that has negative (lower) air pressure inside the face piece with respect to the ambient air pressure outside the respirator during inhalation.

Insulating Gloves:

Gloves specifically designed, approved and tested for use on, or within the safe approach distances of live electrical equipment that is energised at a voltage equal to or less than the voltage rating marked on the gloves.

Personal Protective Equipment (PPE):

Any clothing, equipment or substance designed to be worn which protects the wearer from risk of injury or illness.

Visitor:

An individual who:

- is at a TE workplace on a short term basis (no more than 3 consecutive days for any particular stay);
- has not undertaken a full TE induction;
- is not undertaking work on or around operational areas, and
- is accompanied by a TE Employee or Contractor at all times who has been fully inducted.

13.0 Reference Documentation

QLD Workplace Health and Safety Act 1995

AS/NZS 1067: 2003 Sunglasses and Fashion Spectacles

AS/NZS 1270: 2002 Acoustics – Hearing Protectors

AS 1319:1994 Safety Signs for the Occupational Environment

AS/NZS 1336: 1997 Recommended Practices for Eye Protection in the Industrial Environment

AS/NZS 1337: 1992 Eye Protectors for Industrial Applications

AS/NZS 1715: 1994 Selection, Use and Maintenance of Respiratory Protective Devices

AS/NZS 1800: 1998 Occupational Protective Helmets – Selection, Care and Use

AS/NZS 1891.1: 1995 Industrial Fall Arrest Systems and Devices – Safety Belts and Harnesses

AS/NZS 2161.1: 2000 Occupational Protective Gloves – Selection, Use and Maintenance

13.0 Reference Documentation (cont'd)

AS/NZS 2161.2: 2005 Occupational Protective Gloves – General Requirements

AS/NZS 2210.1: 1994 Occupational Protective Footwear – Guide to Selection, Care and Use

AS 2225:1994 Insulating Gloves for Electrical Purposes

AS 2375: 1980 Guide to the Selection, Care and Use of Clothing for Protection against Heat and Fire

AS/NZS 4399: 1996 Sun Protective Clothing – Evaluation and Classification

AS/NZS 4501.2: 1999 Occupational Protective Clothing – General Requirements

AS/NZS 4602: 1999 High Visibility Safety Garments

AS/NZS 4836: 2001 Safe Working on Low Voltage Electrical Installations

TE Procedures and Forms

Fall Injury Prevention Systems (OHS-PROC-102)

T-1052 Hazardous Substances Risk Assessment

T-1179 Claim for Reimbursement of Photochromatic / Transitional Lens

T-0638 Letter to the Optometrist

T-0874 Special Payment Request

T-0868 Authorisation for reimbursement for purchase of protective footwear

14.0 Revision Timeframe

This document is required to be reviewed, as a minimum;

- Every 3 years,
- As identified through a risk assessment,
- As a result of a significant incident, or
- Any significant legislative change

15.0 Revision History

Rev. No.	Rev. Date	Revision Description	Written by	Approved by
0	February 2008	New procedure. Replaced CORP-SAF-16 Safety Spectacles – Requirements and Issue & CORP-SAF-15 Protective Clothing and Safety Footwear – Issue and Responsibility	M. Joy	J. Judge
0		Section 6.10 Addition of reference to standard AS/NZS 4602: 1999 regarding high-vis at operating sites only This is a minor change only and does not require revision change or signoff. (30.06.2009)		
		Reference to T-0868 Authorisation for reimbursement for purchase of protective footwear added This is a minor change only and does not require revision change or signoff. (18.08.2009)		
1	25.11.2009	Section 5.6 Home Safety was included	T. Young	J. Judge
2	08.06.2010	Section 5.2 (e) was amended to include the need to risk assess when a safety helmet is required for workings within a workshop. Section 5.6 was amended to remove the paragraph detailing equipment loaning.	T. Young	J. Judge

Appendix 1 – PPE Standards references

PPE Type	Relevant Australian Standard
Eye Protection	AS/NZS 1336: 1997. Recommended practices for occupational eye protection AS/NZS 1337: 1992: Eye protectors for industrial applications
Footwear	AS 2210.1:1994 – <i>Occupational Protective Footwear – Guide to Selection, Care and Use</i>
Hand Protection	AS/NZS 2161.1:2000 – Occupational Protective Gloves – Selection, Use and Maintenance AS/NZS 2161.2:2005 – Occupational Protective Gloves – General Requirements AS 2225-1994/Amdt1-1996 – Insulating Gloves for Electrical Purposes
Head Protection	AS/NZS 1800:1998 – Occupational protective helmets – selection, care & use AS/NZS 1801:1997 – Occupational protective helmets Note: Where relevant, chin-straps are to be worn to secure hard hats (e.g. in windy conditions; when working at heights etc.).
Hearing Protection	AS/NZS 1270:2002 – <i>Acoustics: Hearing Protectors</i>
Non-conductive & Inherently Fire Retardant Clothing	AS/NZS 4836:2001 – <i>Working on Low Voltage Electrical Installations</i> AS 2375:1980 – <i>Safe Guide to the Selection, Care and Use of Clothing for Protection against Heat and Fire</i>
Personal Fall Protection	AS/NZS 1891.1:1995/Amdt5:2004 – Industrial Fall Arrest Systems and Devices: Safety Belts and Harnesses.
Prescription Safety Glasses	AS 1337:1992/Amdt2:1997 – <i>Eye Protectors for Industrial Applications</i>
Protective Clothing	AS/NZS 4501.2:2006 – <i>Occupational Protective Clothing: General Requirements</i>
Respiratory Protection	AS/NZS 1716:2003 <i>Respiratory Protective Devices</i> AS/NZS1715:1994 – <i>Selection, Use and Maintenance of Respiratory Protective Devices</i>
UV / Sun Protective Clothing	AS/NZS 4399:1996/Amdt1:1998 – <i>Sun Protective Clothing: Evaluation and Classification</i>

Appendix 2 – Supply and Issue of PPE

Upon commencement of employment at Tarong Energy Industrial Sites, Tarong Energy employees will be issued protective clothing and footwear as per the table below:

EMPLOYEES	CLOTHING	FOOT-WEAR	DIRTY WORK OVERALLS	JACKET
Permanent staff & Apprentices, or employees with more than 2 months employment term, eg. Part and Full Time Temporaries.	5 sets	1 Pair	2 sets for staff involved in very dirty work.	1 Issue in April to August only.
Employees with less than 2 months employment term, eg. Part and Full Time Temporaries, Vacation Students or Casuals.	Loan as required.	Nil	Loan as required.	Nil.

The following table highlights which Business Unit is responsible for the supply of PPE and replacement times that apply for issued PPE:

PPE ITEM	SUPPLY DETAILS
Protective Clothing (long sleeved shirt and long pants as per TE standards)	Annually (sooner for fair wear and tear) – Main Warehouse
Fire Retardant Clothing	As needed – from each individual workgroup store or through the normal purchasing system via the Main Warehouse and PPE dispensers
Safety Boots	Annually (sooner for fair wear and tear) – Main Warehouse
Hearing Protection	As needed – from each individual workgroup store or through the normal purchasing system via the Main Warehouse and PPE dispensers
Hard Hat	3 years from date of issue (sooner for fair wear and tear) – from each individual workgroup store or through the normal purchasing system via the Main Warehouse.
Gloves & Glove Clips	As needed – from each individual workgroup store or through the normal purchasing system via the Main Warehouse.
Prescription Safety Glasses	As needed with a 2 yearly replacement period – Refer to Section 6.1.1 and/or the Occupational Health Nurse for more details.
Wrap Around Safety Glasses	As needed – from each individual workgroup store or through the normal purchasing system via the Main Warehouse.
Wet weather /winter Clothing	Annually (sooner for fair wear and tear) – Main Warehouse
Height Safety Equipment	As needed – from each individual workgroup store or through the normal purchasing system via the Main Warehouse and PPE dispensers
Respiratory Protection	As needed – from each individual workgroup store or through the normal purchasing system via the Main Warehouse.

