

# Business Procedure

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## Personal Protective Equipment (PPE) Document Number – OHS-PROC-30

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This document applies to the following sites

Brisbane Office	<input type="checkbox"/>	Mica Creek PS	<input checked="" type="checkbox"/>	Meandu Mine	<input type="checkbox"/>
Mackay Gas Turbine	<input checked="" type="checkbox"/>	Stanwell PS	<input checked="" type="checkbox"/>	Tarong Site	<input checked="" type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>				

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## 1.0 Purpose/Scope

This Business Procedure describes Stanwell's minimum mandatory requirements for the selection, use and maintenance of personal protective equipment (PPE).

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

## 2.0 Actions

PPE is the least effective way of controlling risks on the hierarchy of controls to health and safety and shall only be used:

- when there are no other practicable control measures available (least preferred option);
- as an interim measure until a more effective way of controlling the risk can be used; or
- to supplement higher level control measures.

A worker who is provided with PPE by Stanwell shall:

- use and wear the equipment in accordance with the information, training and instruction provided by Stanwell;
- not intentionally misuse or damage the equipment; and
- advise Stanwell of any damage to, defect in, or need to clean or decontaminate any of the equipment that they are aware of.

PPE used on site shall be:

- selected to minimise the risk to health and safety;
- suitable for the nature of the work and any hazard associated with the work; and
- of suitable size and fit and reasonably comfortable for the person wearing it.

Adequate PPE shall be provided for all workers and visitors. Contractors and sub-contractors shall clearly indicate responsibility for providing PPE in accordance with this procedure and contract documentation. The contractor shall ensure their workers are trained in the correct use of such equipment and it is maintained in a serviceable condition.

Work activities and areas shall be subject to risk assessment to identify PPE controls additional to the minimum requirements as outlined in this procedure (e.g. use of additional PPE such as respiratory protection and hot work protection).

Where a worker or visitor is unable to use the provided PPE for physical and/or psychological reasons, a site exemption process shall be implemented that includes conducting a specific risk assessment approved by the relevant Site Manager, and a record of such an exemption maintained on the employee's personal health file or with the visitor's site induction records.

All PPE shall comply with relevant Australian Standards, refer to Appendix B: Relevant Australian Standards for further details.

The following is mandatory standard PPE at a Stanwell site:

- safety helmet (meeting AS/NZS 1801:1991 Occupational protective helmets and replaced at least every two years) fitted with chin strap;
- eye protection (meeting AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications) fitted with foam backs during periods of unit outages. Prescription foam backed safety glasses are available for Stanwell employees who have a vision impairment that requires correction through the use of prescription glasses;
- high visibility day/night 100% cotton long sleeved shirt, 100% cotton long pants or high visibility day/night 100% cotton overalls. Winter coats and jumpers are to be high visibility day/night 100% cotton;
  - *Where personnel may be exposed to electrical arc flash hazards inherently, high visibility day/night flame resistant clothing (FRC) with a minimum incident energy level of 8 cal/cm<sup>2</sup> (meeting requirements of NFPA70E Guidelines 2018) may be used as an alternative to 100% cotton clothing as above.*
  - *98% cotton+2% elastane long pants may be used as an alternative based on risk.*
- protective toe capped safety boots (meeting AS2210.1:2012 Safety, protective and occupational footwear – Guide to selection, care and use); and
- carrying of gloves (meeting AS/NZS 2161 Occupational protective gloves).

Visitors to Stanwell production sites that do not have compliant high visibility clothing are to wear a day/night high visibility safety vest that is compliant with AS4602.1:2011 High visibility garments - Garments for high risk applications. Each site will have a supply of vests for visitors if required. Vests cannot be used for the performance of work at a production site.

Additional PPE requirements that are area and / or task specific may be indicated by signage and are detailed as a control in the relevant risk management tool being used to manage that task.

## 2.1 Maintain and Store PPE

A system shall be in place for the cleaning, maintenance, inspection, testing and certification of PPE in compliance with the manufacturer's requirements over its life cycle.

Each workplace shall have facilities to store PPE in compliance with the manufacturer's requirements.

## 2.2 Signage

Minimum PPE requirements for each site shall be clearly displayed at the entry point to site.

## 2.3 Home Safety

Stanwell actively promotes home safety. In line with this, Stanwell encourages the use of basic Stanwell supplied PPE to make sure that general work at home can be performed safely. PPE permitted to be supplied by Stanwell and used at home includes:

- gloves
- respiratory protective equipment (RPE) for dust management
- ear plugs
- safety glasses

### 3.0 Training and Competency Requirements

All personnel who wear PPE shall be competent as per Stanwell's requirements.

Training and competency requirements shall include, but are not limited to, providing personnel who wear PPE with information, training and instruction in the -

- (a) proper use and wearing of personal protective equipment; and
- (b) the storage and maintenance of personal protective equipment.

### 4.0 References

Source	Reference
Legislation	<ul style="list-style-type: none"><li>• Queensland Work Health and Safety Regulation 2011, Division 5 Personal Protective Equipment</li></ul>
Standards	Refer to Appendix B: Relevant Standards below
Business Procedures	<ul style="list-style-type: none"><li>• Nil</li></ul>
Stay Safe	<ul style="list-style-type: none"><li>• Personal Protective Equipment (PPE) OHS-PROC-30A</li></ul>
Tools	<ul style="list-style-type: none"><li>• Nil</li></ul>
Industry Guidelines	<ul style="list-style-type: none"><li>• NFPA70E Guidelines 2018 (National Fire Protection Association [NFPA])</li></ul>

### 5.0 Definitions

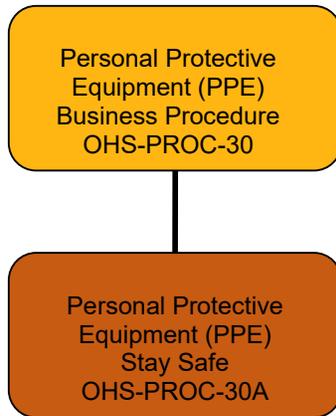
Term	Meaning
Personal Protective Equipment (PPE)	Anything used or worn by a person to minimise the risk to the person's health and safety such as, but not limited to: protective clothing (including flame retardant clothing), footwear, safety glasses, safety helmets, respiratory protection (including air supplied respiratory equipment), personal fall protection equipment, hearing protection and hand protection.

### 6.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	22.05.2015	Document created to consolidate legacy documents	J. Paull	M. Joy / T. Hooper	I. Gilbar
1	25.02.2020	Insertion of guidelines for high visibility day/night flame resistant clothing as an alternative to 100% cotton clothing under Section 3.0 Actions;  Update of Section 5.0 References; and  Insertion of Section 7.0 Revision History.	Dave Lavender / Toni Lawback	Jason Paull	Kriss Ussher
2	15.08.2020	Scheduled 5 year review.	J. Fullard	J. Paull	K. Ussher

## 7.0 Appendices

### Appendix A: Personal Protective Equipment (PPE) Document Flowchart



## Appendix B: Relevant Australian Standards

PPE	Standard
<b>Head Protection</b>	<ul style="list-style-type: none"> <li>AS/NZS 1801:1997 Occupational protective helmets</li> <li>AS/NZS 1800:1998 Occupational protective helmets – Selection, care and use</li> </ul>
<b>Eye Protection</b>	<ul style="list-style-type: none"> <li>AS/NZS 1336:2014 Eye and face protection - Guidelines</li> <li>AS/NZS 1337 (Series) Personal eye protection</li> </ul>
<b>Hearing Protection</b>	<ul style="list-style-type: none"> <li>AS/NZS 1270:2002 Acoustics – Hearing protectors</li> </ul>
<b>Protective Clothing</b>	<ul style="list-style-type: none"> <li>AS/NZS ISO 13994:2006 Clothing for protection against chemicals - Determination of the resistance of protective clothing materials to penetration by liquids under pressure</li> <li>AS/NZS 4399:2020 Sun protective clothing - Evaluation and classification</li> <li>AS/NZS 4501 (Series) Occupational protective clothing</li> <li>AS/NZS 4602.1:2011 High visibility safety garments - Garments for high risk applications</li> <li>AS/NZS ISO 2801:2008 Clothing for protection against heat and flame - General recommendations for selection, care and use of protective clothing</li> </ul>
<b>Hand Protection</b>	<ul style="list-style-type: none"> <li>AS/NZS 2161 (Series) Occupational protective gloves</li> </ul>
<b>Foot Protection</b>	<ul style="list-style-type: none"> <li>AS/NZS 2210 (Series) Safety, protective and occupational footwear</li> </ul>
Other	Standard
<b>Safety Signs</b>	<ul style="list-style-type: none"> <li>AS 1319:1994 Safety Signs for the Occupational Environment</li> </ul>