



## **PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY**

### **AIM**

At QSD we are committed to providing a safe environment for our employee's, clients and visitors. Personal Protective Equipment (PPE) is any piece of clothing or equipment which when worn and fitted correctly can protect the wearer from risks of injury or disease in the workplace. PPE includes but is not limited to protective footwear, gloves, hearing and eye protection, head wear, high visibility apparel, respiratory apparatus etc.

### **POLICY**

It is the policy of QSD that PPE must be worn/used at all times it is indicated, without exception.

### **ISSUE AND MAINTENANCE OF PPE**

QSD will ensure employees are issued with PPE on commencing employment

The PPE will be replaced when unserviceable due to damage or fair wear and tear

Employees are responsible for ensuring their PPE fits correctly so it offers maximum protection

All PPE remains the property of QSD

On completion or termination of employment services all PPE items are to be returned to QSD

All items of PPE are to be used according to the manufacturer's instructions and are only to be used for their intended purpose.

It is the responsibility of all employees to regularly inspect their PPE and ensure they are in full working condition. Advise your supervisor immediately if any items need servicing or replacing.

Do not use any item of PPE if it is not in full working condition. Always ask for and use a replacement item.

Employees are responsible for the correct storage of their issued PPE.

## **SPECIFIC PPE**

**Safety Helmets** - are to be worn in designated areas or where there is a danger from falling objects. Safety helmets are to comply with AS1800, AS1801 and AS1698. Safety helmets are to be replaced after 2 years from the issue date or earlier if damaged.

**Safety goggles &/or Facial shields** - the eyes must be adequately protected where possible exposure to hazards exists. Potential eye hazards include chemicals, dust, foreign objects, radiation or other sources. All eye protection must comply with AS1336, AS1337 and AS1338.

**Ear plugs and ear muffs** - where the noise levels exceed 85dBA ear protection must be utilized. Which ear protection to be used in each circumstance needs to be ascertained by qualified personnel. Ear protection needs to comply with AS1270. Don't share ear protection with other employee's due to the risk of infection.

**Respiratory protection** - respiratory protection must be used where indicated in the MSDS or where there is potential exposure to biological or atmospheric hazards including dust. The type of respiratory protection utilized is to be determined by your supervisor and must comply with AS1715 and 1716. Respiratory protection should not be shared amongst employees due to the risk of infection.

**Gloves** - gloves must be worn where there is risk of damage to the hands. The type of glove required depends on the task at hand and is to be determined by your supervisor. Hand protection must comply with AS2161 and AS2225

**Steel Cap boots** - are to be worn where there is potential for foot injury either from falling objects or stubbing injuries. Footwear is to comply with AS2210

**High visibility clothing** - must be worn if employees are working in heavy traffic areas or where you need to be visible to traffic.

**Safety harnesses or lifelines** - must be worn where there is a risk of falling. The Sun Protection Policy constitutes part of this PPE Policy and clearly outlines what must be worn to ensure all outdoor employees are adequately protected from ultra violet radiation.

Personal Protective Equipment Policy

Policy Date: 2008 – Policy Review Date: 2013

Note: All QSD Policies and Plans are ongoing and may be reviewed at any time during this period.