



## Standard

# Personal Protective Equipment (PPE)

Endorsed: 20/04/2016

### Brief description

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The purpose of this standard is to clarify the PPE requirements of all employees, contractors, port users and visitors entering or working on a Gladstone Port Corporation (GPC) site.

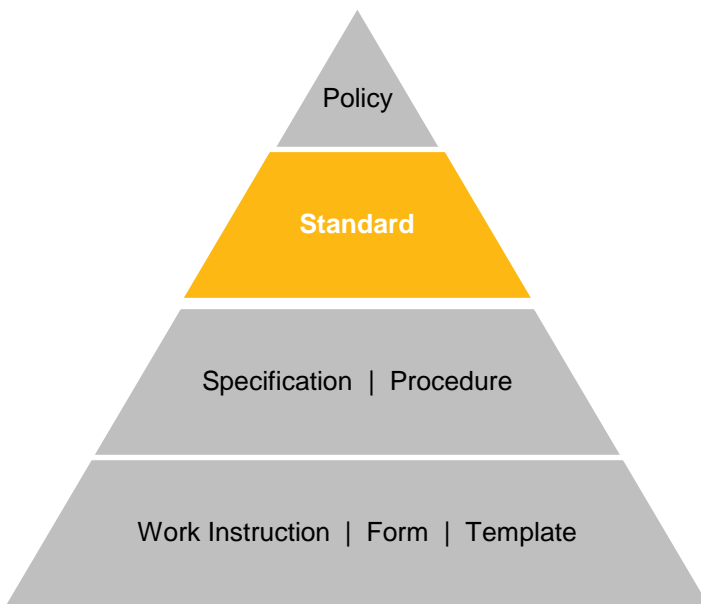
This document is a STANDARD.

A STANDARD underpins a policy and describes GPC's minimum requirements for the business to operate.

A STANDARD is informed and shaped by regulations, codes of practice, international and Australian standards, as well as internal directives.

A STANDARD is approved by the Chief Executive Officer.

The document hierarchy provides a visual representation of Gladstone Ports Corporation's approved Governance Document Hierarchy Framework.



**Tier 1** – Documents in this tier will explain **WHY** we are going to do what we say we are going to do.

**Tier 2** – Documents in this tier will explain **WHAT** we are going to do.

**Tier 3** – Documents in this tier will explain **HOW** we are going to do what we say we are going to do.

**Tier 4** – Documents in this tier are the tools **WITH** which we ensure we do the things we say we are going to do.

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## 1. Standard Statement

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The purpose of this Standard is to clarify the PPE requirements of all employees, contractors, port users and visitors entering or working on a Gladstone Port Corporation (GPC) site.

## 2. Standard Scope

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This Standard applies to all GPC and Gladstone Marine Pilots Services (GMPS) employees, contractors, port users and visitors (to non-public accessible areas) who either enter or conduct work on a GPC site.

## 3. Standard Objectives

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The objectives of this Standard are to:

- Specify a high standard of PPE utilisation to help achieve a zero harm workplace;
- Specify a standard of PPE that, as a minimum, meets legislative requirements and industry best practice.

## 4. Roles and Responsibilities

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### 4.1 Executive Management

It is the responsibility of GPC Executive Management to:

- Ensure that GPC has adequate resources and systems in place for the supply of all mandatory PPE and training in the appropriate use of PPE.
- Provide adequate resources to ensure the effective monitoring and management of the requirements of this Standard.
- Ensure compliance to this Standard throughout GPC.

### 4.2 Managers

It is the responsibility of Managers to:

- Ensure that established systems are promoted, understood and complied with.
- Conduct inspections to ensure PPE is being used effectively.
- Manage non-conformances with this Standard.

### 4.3 Superintendents

It is the responsibility of Superintendents to:

- Ensure that training is provided for the safe use of PPE.
- Ensure that appropriate investigations are conducted into the non-conformance with this Standard.
- Conduct inspections to ensure PPE is being used effectively.
- Manage non-conformances with this Standard.



#### 4.4 Supervisors / Site Contact

It is the responsibility of Supervisors / site contact to:

- Conduct inspections to ensure PPE is being used effectively.
- Ensure that PPE is readily accessible to all employees / visitors.
- Ensure workers are conducting risk assessments to determine adequate PPE required for tasks.
- Ensure employees are instructed in the correct use and are competent to wear the specific PPE before it is used.
- Manage non-conformances with this standard.

#### 4.5 GPC Safety Team

The GPC Safety team will:

- Provide relevant advice in the correct selection of PPE, and advice in relation to alternative selections where a defined product is not specified.
- Monitor compliance to this Standard.
- Support team leaders.
- Keep abreast of legislative requirements, Codes of Practices (COP) and Australian Standard (AS) relating to PPE and share relevant information to work groups.

#### 4.6 Employees, Contractors, Port Users and Visitors

It is the responsibility of employees, contractors, port users and visitors to:

- Use all PPE correctly as per its intended use.
- Ensure they are trained and competent in the correct use of the PPE they are using.
- Report any defective or damaged PPE to their supervisor / superintendent / site contact.
- Not wilfully or recklessly damage, interfere or misuse PPE.
- Comply with this Standard.

## 5. General PPE Requirements

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### 5.1 Minimum PPE

The minimum PPE requirements for all GPC work areas are explained in Section 6 and summarised within the PPE Matrix, **Appendix 14.1** of this Standard. **Appendix 14.2** details maps that outline the Office PPE zones at RG Tanna, Barney Point and Auckland Point Terminals.

Any permanent exemptions to the minimum PPE requirements at any GPC site must be risk assessed and approved by the relevant General Manager. These approved risk assessments must be stored within eDocs file path code 8/10/7/1 – PPE exemption risk assessments.

### 5.2 Supplementary PPE

The PPE Matrix (**Appendix 14.1**) details commonly used PPE on GPC Controlled Sites. The minimum PPE detailed in the Matrix will not always be sufficient for some task specific hazards. A risk assessment must be conducted to establish what additional PPE is required to complete the task safely. The JRA, PORT or an approved Safety Document for each job must identify the hazards and the controls required including any additional PPE.



## 6. Minimum Standards PPE

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### 6.1 RG Tanna, Barney Point and Auckland Point

#### 6.1.1 Minimum PPE

All workers must wear the following PPE:

- Safety glasses.
- High visibility clothing.
- Long sleeves (rolled down) and long trousers.
- Safety boots.
- Gloves carried on person or readily available and must be used as deemed required through risk assessment.
- Safety helmet.
- Lifejacket must be worn on wharves when working within one (1) metre from an exposed edge with a potential fall of at least two (2) metres to water. This does not include transitioning on and off vessels or between dolphins.

#### 6.1.2 Exemptions

- Within an office / amenity.
- Within an enclosed cabin or vehicle.
- Within the Office PPE zones and other exemptions indicated in **Appendix 14.2**.
- Safety helmets are not required within the workshops, warehouse and quarantine building, unless operating an overhead crane or deemed necessary through the task risk assessment.
- Any other exemptions must be risk assessed and approved by the relevant areas General Manager.

### 6.2 Parks and Marina

#### 6.2.1 Minimum PPE

All workers in GPC parks and marina areas must wear the following PPE:

- Safety glasses.
- High visibility clothing.
- Long sleeve shirt (sleeves rolled down) and long trousers.
- Safety boots.
- Gloves carried on person or readily available and must be used as deemed required through risk assessment.
- Lifejacket must be worn on wharves when working within one (1) metre from an exposed edge with a potential fall of at least two (2) metres to water. This does not include transitioning on and off vessels or between dolphins.

#### 6.2.2 Exemptions

- Within an office / amenity.
- Within an enclosed cabin or vehicle.
- Any other exemptions must be risk assessed and approved by the relevant areas General Manager.



## 6.3 Reclamation Sites

### 6.3.1 Minimum PPE

All workers at **reclamation sites** must wear the following PPE:

- Safety glasses.
- High visibility clothing.
- Long sleeves (rolled down) and long trousers.
- Safety boots.
- Gloves carried on person or readily available and must be used as deemed required through risk assessment.
- Safety helmet.

### 6.3.2 Exemptions

- Within an office / amenity.
- Within an enclosed cabin or vehicle.
- Any other exemptions must be risk assessed and approved by the relevant areas General Manager.

## 6.4 Projects

Each **Project** needs to be risk assessed to determine what the minimum PPE requirements are for the project considering the work to be performed and the area the work is being performed at. Where the project is at one (1) of the sites listed in Section six (6) of this Standard, the PPE requirements of that area must be the minimum requirements detailed in the project risk assessment.

## 6.5 Water Activities

### 6.5.1 Minimum PPE

All workers involved in water activities must wear the following PPE:

- Safety glasses.
- Long sleeves (rolled down).
- Enclosed footwear, non-slip.
- Gloves carried on person or readily available and must be used as deemed required through risk assessment.
- Safety helmet required during boarding activities and when deemed required through risk assessment.
- Life jacket.

### 6.5.2 Exemptions

- Life jacket not required while inside cabin of boats or when not engaged in an activity.
- Any other exemptions must be risk assessed and approved by the relevant areas General Manager.





## 6.6 Port Alma Terminal

### 6.6.1 Minimum PPE

All workers must wear the following PPE:

- Safety glasses.
- High visibility clothing.
- Long sleeves (rolled down) and long trousers.
- Safety boots.
- Gloves carried on person or readily available and must be used as deemed required through risk assessment.
- Safety Helmet only required during shipping tie-up and let-go, when using overhead cranes or as identified through the task risk assessment.
- Lifejacket must be worn on wharves when working within one (1) metre from an exposed edge with a potential fall of at least two (2) metres to water. This does not include transitioning on and off vessels or between dolphins.

### 6.6.2 Exemptions

- Within an office / amenity.
- Within an enclosed cabin or vehicle.
- Any other exemptions must be risk assessed and approved by the relevant areas General Manager.

## 6.7 Port of Bundaberg

### 6.7.1 Minimum PPE

All workers must wear the following PPE:

- Safety glasses.
- High visibility clothing.
- Long sleeves (rolled down) and long trousers.
- Safety boots.
- Safety Helmet only required during shipping tie-up and let-go, when using overhead cranes or as identified through the task risk assessment.
- Gloves carried on person or readily available and must be used as deemed required through risk assessment.
- Lifejacket must be worn on wharves when working within one (1) metre from an exposed edge with a potential fall of at least two (2) metres to water. This does not include transitioning on and off vessels or between dolphins.

### 6.7.2 Exemptions

- Within an office / amenity.
- Within an enclosed cabin or vehicle.
- Any other exemptions must be risk assessed and approved by the relevant areas General Manager.



## 6.8 GPC Offices

### 6.8.1 Minimum PPE

All workers in GPC offices must wear the following PPE:

- Closed-in footwear (toes covered as a minimum).
- Heel height up to two (2) inches is acceptable, however the surface area of the shoes heel that makes contact with the ground must not be less than the individuals actual heel.

## 6.9 RG Tanna Light Vehicle Re-fueling Facility

### 6.9.1 Minimum PPE

- Safety glasses when re-fuelling at GPC facility.
- Enclosed footwear.
- Long sleeve / long trousers.

## 7. Specific PPE Requirements

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This section will explain the minimum criteria for commonly used PPE at GPC sites.

### 7.1 High Visibility Clothing

GPC will determine the standard of high visibility clothing that is to be the minimum. This determination must be discussed and minuted through the GPC Safety Committee.

High Visibility clothing must meet the following:

- Provide full body protection (neck to wrist to ankle).
- Shirts and trousers must be constructed of cotton or other fire retardant material.
- Polyester vests are permitted to be worn over long sleeve shirts constructed of cotton or other fire retardant material.
- Sleeves must be rolled down and buttoned at all times unless a task specific risk assessment deems it unsafe to do so.
- Loose items of clothing must be fastened at all times whilst working with or around rotating plant and equipment (i.e. shirts must be tucked in and buttoned, jackets zipped / buttoned).

### 7.2 Long Sleeve Shirt (non-high visibility) Water Activities Only

- Provide full body protection (neck to wrist to ankle).
- Sleeves must be rolled down and buttoned at all times unless a task specific risk assessment deems it unsafe to do so.

### 7.3 Safety Helmets

- General safety helmets must be constructed to the requirements of AS/NZS 1801.
- Task specific safety helmet such as for embarking / disembarking vessels must be constructed to the requirements of Certification CE EN 12492 and ANSI Standard Z89.1-2003 Type 1 Class C as a minimum.
- Safety helmets must be replaced when an existing safety helmet becomes unserviceable.



- Marking helmets with paint, marking pens or other solvent-based chemicals are prohibited as it reduces the effectiveness of the helmet. Non-petroleum, solvent or oil based adhesive stickers may be applied to helmets.
- All helmets are to be worn in accordance with the manufacturer's specifications.
- Any apparel that interferes with the correct fit of the helmet must not be worn. This may include caps, hats and other headgear.
- Don't store items in the space between the harness and the shell of the helmet.

#### **7.4 Safety Boots**

- Enclosed safety footwear with a steel or equivalent non-metallic composite toe-cap that complies with the AS/NZS 2210.3:2009.
- It is the responsibility of the worker to ensure that their safety footwear is in a serviceable condition (i.e. free from splits, exposed toe-caps, broken laces and worn sole).
- Safety boots are considered not fit for purpose when either the sole tread is split or worn to give ineffective seal or grip or the outer cover of the boot has worn through.

#### **7.5 Closed in Footwear**

- Closed-in footwear (toes covered as a minimum).
- Heel height up to 50mm is acceptable, however the surface area of the shoes heel that makes contact with the ground must not be less than the individuals actual heel.

#### **7.6 Enclosed Footwear**

- Enclosed footwear means the entire foot is covered up to the base of the ankle bone.
- Footwear must be non-slip if performing water activities.

#### **7.7 Hearing Protection**

- Hearing protection must be compliant with AS/NZS 1270.

#### **7.8 Safety Glasses**

- All safety glasses must be at least medium impact resistant and comply with AS/NZS 1337.
- GPC stocks Safety Glasses with clear, indoor / outdoor, and dark tint lens. Personnel must select the appropriate safety glasses for the lighting conditions and task. GPC will provide education around suitable conditions for each type of the safety glasses.
- Prescription safety glasses must be at least medium impact resistant and comply with AS/NZS 1337.6. They must be either wrap-around style or have side shields permanently fitted to the frames.
- Over-glasses that meet the requirements of AS/NZS 1337 can be worn over the top of normal prescription glasses.
- All protective eyewear used for welding, cutting and radiation protection must comply with AS/NZS 1338.

#### **7.9 Gloves**

- Gloves must be selected based on the application and associated hazards.



## 7.10 Respiratory Protective Equipment

All Respiratory Protection Equipment (RPE) must comply with AS/NZS 1716. All RPE must be selected, used and maintained in accordance with AS/NZS 1715.

## 7.11 Life Jackets

Personal Floatation Devices used on GPC sites must comply with AS 4758: Personal Flotation Devices Level 100+.

It is the users responsibility to perform the fit check to ensure the PFD is suitable.

## 7.12 Electrical Work

Specific requirements apply to personnel for electrical installations as detailed in the Electrical Code of Practice. If working on energized equipment, the PPE must be able to protect the worker from the maximum prospective energy available at the work site.

### 7.12.1 Clothing

**De-energised electrical work activities** - Flame resistant clothing (100% cotton clothing) that covers the whole body (neck to wrists and ankles) must be worn by all personnel.

**Energised electrical work** – Flame retardant clothing must be worn by personnel involved in the following electrical work activities:

- Work within the PPE zone (500mm of exposed live source) for low voltage equipment.
- Work within the exclusion zone for high voltage equipment and lines.
- Work within an arc flash protection boundary.

**Note: Electrical Safety Observers are required to wear flame retardant clothing under the same conditions.**

- Flame retardant clothing must have non-metallic fasteners or fasteners protected by a layer of the same material as that of the garment on both the top and underside of the fasteners.
- Based on assessed risk, combinations of flame retardant clothing may be necessary to minimise the risk of exposure.

### 7.12.2 Insulating Gloves

**Insulated gloves** for electrical work are to comply with the requirements of AS 2225.

- 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.
- Where insulated and flame resistant gloves are worn together, they are to be matched in accordance with the insulated glove manufacturer's instructions.

**Flame Resistant Gloves** for electrical work are to comply with the requirements of AS/NZS 2161.4 (heat and fire).

They are to be gloves made from leather or other non-melting and heat-resistant material.



### 7.12.3 Face Shields

Face shields used for live electrical work (arc flash / shock hazard management) are to:

- Cover the full face.
- Have no exposed metal parts.
- Have an electrical rating appropriate for the work being undertaken.

### 7.12.4 Hoods

Hoods used for live electrical work (arc flash / shock hazard management) are to have an electrical rating for the work being undertaken.

## 7.1 Sun Protection

- Workers who are required to work outdoors should use hard-hat brims or wide brim hats.
- Workers who are required to work outdoors should applied sunscreen to exposed skin.

## 8. Training

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The requirements of this Standard are to be communicated at site inductions.

All personnel required to wear PPE must be provided with relevant training in the selection, use, fitment and maintenance of PPE prior to its use.

## 9. Signage

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Signage that designates an area as a mandatory PPE zone must be placed in a noticeable location and comply with the requirements of AS 1319 Safety Signs for the Occupational Environment.

## 10. Standard Monitoring and Review

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This Standard will be reviewed every three (3) years or if deemed necessary as an outcome of an audit, incident or change in legislation / Australian Standard.

## 11. More information

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This Standard will be available to all employees, contractors, port users and visitors.

This document is uncontrolled when printed. The current version of this Standard is available on Gladstone Ports Corporation's Intranet.

If you require any further information, please contact the Facilitator, listed under Document accountability, Section 13.2.



## 12. Terms and Definitions

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The following key terms and definitions apply to this Standard:

Term	Definition	Source1
Worker	All personnel covered within the scope of this Standard	

## 13. Document History

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### 13.1 Document information

Current version	1
First released	20 April 2016
Last updated	20 April 2016
Effective by	20 April 2016
Review frequency	3 yearly or as required
Review before	20 April 2019
Audience	All employees, contractor, port users and visitors

### 13.2 Document accountability

Term	Definition	Position
Owner	Accountable for approval and authorised discretion to implement or significantly change the system	Chief Executive Officer
Custodian	Accountable for monitoring the application of the system and advising the owner of the monitoring outcomes	General Manager SER
Facilitator	Accountable for proposing system design or redesign and facilitation of conformance	Safety Manager

### 13.3 Document version control

Version	Date	Author	Change description
1	20/11/2015	T. Young	New Standard
1A to 1D	20/04/2016	Safety Department	Minor changes to glasses, hardhat, sleeves and formatting



## 14. Appendices

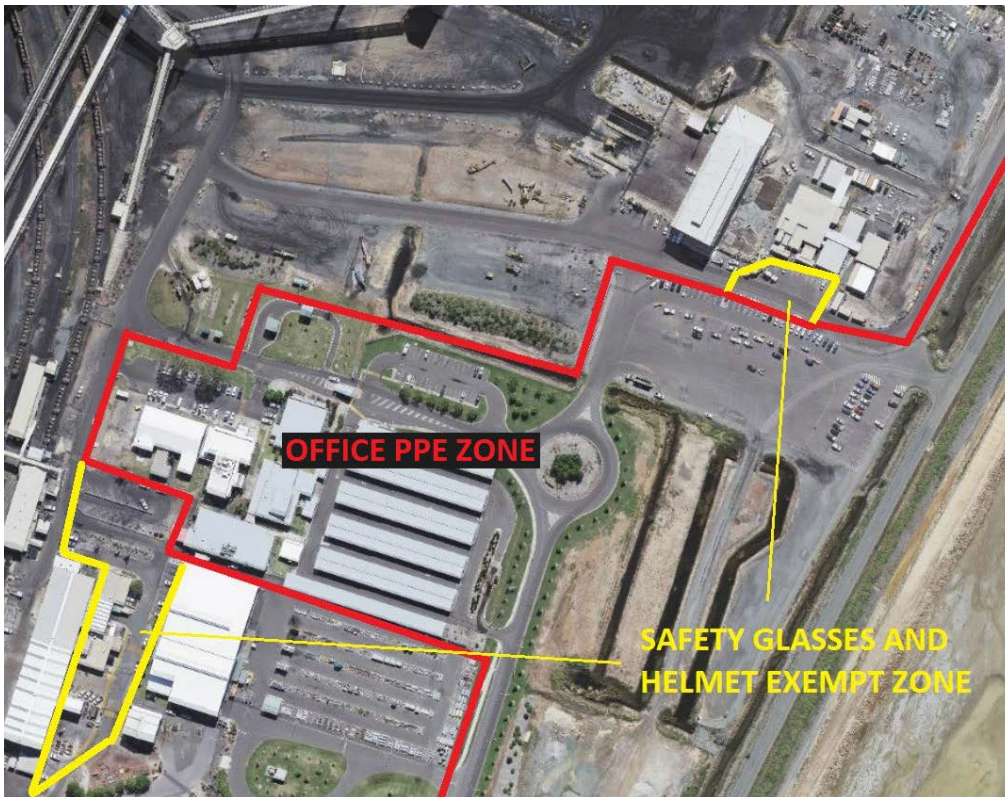
### 14.1 Appendix 1 - PPE Matrix

PPE / AREA	Offices	Workshops Warehouse Quarantine	RGT, BP, AP	Port Alma	Port of Bundaberg	Reclamation Sites	Parks & Marina	Water Activities
Closed-in Shoes	◆							■
Enclosed Shoes	■							◆
Safety Boots	■	◆	◆	◆	◆	◆	◆	■
Safety Helmets	■	■	◆	■	■	◆	■	■
Safety Glasses	■	◆	◆	◆	◆	◆	◆	◆
Hearing Protection	■	■	■	■	■	■	■	■
Sun Protection	■	■	■	■	■	■	■	■
Long Sleeve Shirt	■							◆
High Visibility Clothing (long sleeve shirt / long pants)	■	◆	◆	◆	◆	◆	◆	■
Gloves carried / Accessible	■	◆	◆	◆	◆	◆	◆	◆
Mask / Respirator	■	■	■	■	■	■	■	■
Life Jacket		■	■	■	■	■	■	◆
Working at Height Harness	■	■	■	■	■	■	■	■
Disposable Overalls	■	■	■	■	■	■	■	■
Gum Boots	■	■	■	■	■	■	■	■
Air supplied Helmets	■	■	■	■	■	■	■	■
Double Eye Protection	■	■	■	■	■	■	■	■
Mono Goggles	■	■	■	■	■	■	■	■
◆ PPE must be worn								
■ PPE should be worn as required based on risk of activity								



## 14.2 Appendix 2 - GPC Area Maps

### RGTCT PPE MAP -



### BPCT PPE MAP -



Standard: Personal Protective Equipment (PPE)  
Version: 1  
Updated: 20/04/2016  
Document Number: 1169443  
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AUCKLAND POINT PPE MAP -





## 14.3 Appendix 3 - Related Documents

### Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	What
Federal Acts	NA
State Acts	Work Health and Safety Act 2011
Other	NA

### Guiding principles

The following guiding principles relate to this Standard:

Type	What
GOC Principles	Zero harm
GPC Principles	Excellence – Striving for excellence in safety standards and performance

### Gladstone Ports Corporation documents

The following documents relate to this Standard:

Type	What
Policy	Work Health and Safety Policy
Standard	
Specification / Procedure	