



# Personal Protective Equipment Procedure

## Brief description

The purpose of this Procedure is to clarify the personal protective equipment requirements of all Employees, Workers, Contractors, port users and visitors entering or working on a GPC site.

### Document information

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### Document accountability

Role	Position
Owner	Executive General Manager Safety and ESG
Custodian	Safety and Training Manager

Endorsed by **Acting Executive General Manager Safety & ESG on 21/09/2022**

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The current version of this Procedure is available on GPC's Intranet.

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# 1 Terms and definitions

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In this Procedure:

“**Water activity**” means activities undertaken on watercraft.

Terms that are capitalised and not otherwise defined in this Procedure are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

## 2 Introduction

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### 2.1 Purpose

The purpose of this Procedure is to define the PPE requirements of all Employees, Workers, Contractors, port users and visitors entering or working on a GPC site.

### 2.2 Scope

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

### 2.3 Objectives

The objectives of this Procedure are to:

- (a) specify a high standard of PPE utilisation to help achieve a zero harm workplace; and
- (b) specify the standard of PPE that, as a minimum, meets legislative requirements and industry best practice and is fit for purpose at GPC.

## 3 Roles and responsibilities

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To assist GPC Representatives to better understand their responsibilities, key responsibilities and accountabilities are summarised below:

Role	Responsibilities
Executive Management Team	<ul style="list-style-type: none"><li>• 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.</li><li>• Provide adequate resources to ensure the effective monitoring and management of the requirements of this Procedure.</li><li>• Ensure compliance to this Procedure throughout GPC.</li></ul>
Managers	<ul style="list-style-type: none"><li>• Ensure that established systems are promoted, understood and complied with.</li><li>• Conduct inspections to ensure PPE is being used effectively.</li></ul>

Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Manage non-conformances with this Procedure.</li> </ul>
Superintendents	<ul style="list-style-type: none"> <li>• Ensure that training is provided for the safe use of PPE.</li> <li>• Ensure that appropriate investigations are conducted into the non-conformance with this Procedure.</li> <li>• Conduct inspections to ensure PPE is being used effectively.</li> <li>• Manage non-conformances with this Procedure.</li> </ul>
Supervisors/GPC Representatives	<ul style="list-style-type: none"> <li>• Conduct inspections to ensure PPE is being used effectively.</li> <li>• Ensure that PPE is readily accessible to all Employees, Workers, Contractors and visitors.</li> <li>• Ensure Workers are conducting risk assessments to determine adequate PPE required for tasks.</li> <li>• Ensure Employees are instructed in the correct use and are competent to wear the specific PPE before it is used.</li> <li>• Manage non-conformances with this Procedure.</li> </ul>
Safety & Training Team	<ul style="list-style-type: none"> <li>• Provide relevant advice in the correct selection of PPE, and advice in relation to alternative selections where a defined product is not specified.</li> <li>• Monitor compliance to this Procedure.</li> <li>• Support team leaders.</li> <li>• Keep abreast of legislative requirements, Codes of Practices (COP) and Australian Standards (AS) relating to PPE and share relevant information to work groups.</li> </ul>
Employees, Workers, Contractors, port users and visitors	<ul style="list-style-type: none"> <li>• Use all PPE correctly as per its intended use and in accordance with all information, training and instructions provided.</li> <li>• Ensure they are trained and competent in the correct use of the PPE they are using.</li> <li>• Report any defective or damaged PPE to their supervisor / superintendent / site contact.</li> <li>• Not intentionally, wilfully or recklessly damage, interfere or misuse PPE.</li> <li>• Comply with this Procedure.</li> </ul>

## 4 Personal Protective Equipment Procedure

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### 4.1 Use of PPE

PPE limits exposure to the harmful effects of a hazard but only if Workers wear and use the PPE correctly. Administrative controls and PPE should only be used:

- (a) when there are no other practical control measures available (as a last resort);
- (b) as an interim measure until a more effective way of controlling the risk can be used; or
- (c) to supplement higher level control measures (as a back-up).

### 4.2 Approval of PPE

Requests for new PPE to be brought onto site must be approved by the GPC Safety and Training Team to ensure they adequately address the known hazards. Sufficient justification should also be provided by the person requesting the new PPE if there is already a stocked item available from the Warehouse.

Where required, a consultation process through relevant Department Safety Committees will follow approval.

### 4.3 Minimum PPE requirements

The minimum PPE requirements, including approved exemptions, for all GPC work areas are listed by location or activity in Section 4.6 and summarised in the PPE Matrix in Appendix 2 – PPE Matrix of this Procedure.

Appendix 3 – GPC Area Maps provides maps that outline the 'Office PPE' zones at RGTCT, Barney Point and Auckland Point Terminals.

PPE must be selected to minimise risk to health and safety by ensuring:

- (a) the equipment is suitable having regard to the nature of the work and any hazard associated with the work; and
- (b) the PPE is of a suitable size and fit and is reasonably comfortable for the Worker who is to use or wear it.

#### Exemptions

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

#### Supplementary PPE

Where the minimum PPE does not provide sufficient protection for task specific hazards, supplementary PPE may be required. A risk assessment in the form of a PORT or JSA, must be conducted to identify the hazards and the additional PPE required to adequately control those hazards.

### 4.4 Safe use of PPE

- (a) PPE must be inspected by the user prior to each use and fitted, used and maintained in accordance with training and instructions provided.

- (b) Defective or damaged PPE must be removed from service and replaced. The Supervisor is to be notified if there are PPE issues when appropriate.
- (c) Selected PPE must be fit for purpose and able to provide protection from the identified hazards.
- (d) PPE must be cleaned and sterilised regularly when appropriate.
- (e) PPE must not be intentionally misused or wilfully or recklessly damaged.
- (f) PPE must be stored appropriately when not in use.

## 4.5 Specifications for PPE

### Safety helmets

#### Standard requirements

General safety helmets must be constructed to the requirements of AS/NZS 1801:1997.

Safety helmets 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.

#### Specific requirements for use

Safety helmets must be replaced when they become unserviceable.

Marking helmets with paint, marking pens or other solvent-based chemicals is 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.

Items **must not** be stored in the 'crumple' space between the harness and the shell of the helmet.

Where welding work is being performed in designated safety helmet areas, an approved helmet mounted welding shield shall be worn (*refer also to Safety Glasses and Face Shields specifications*) or an approved welding helmet.

### Hearing protection

#### Standard requirements

Hearing protection must be a minimum of Class 5.

Hearing protection must be compliant with AS/NZS 1270:2002.

Hearing protection is available as ear plugs, ear muffs or custom fit plugs.

Electrical workers shall not wear conductive hearing protection.

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**Specific requirements for use**

Select areas or tasks may require higher levels of protection (i.e. double hearing protection) as identified in the PORT, JSA or Safe Work Instruction (SWI) for the task or as indicated by signage in the specific area, e.g. the rail dump stations when jackhammering trains.

Earplugs are considered to be a single use item and should be disposed of appropriately after use.

Earmuffs shall be inspected regularly and the cushions and foam lining cleaned when contaminated. The complete set of ear muffs should be replaced if damaged or significantly contaminated.

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**Safety glasses and face shields**

**Standard requirements**

All **safety glasses** must be at least medium impact resistant and comply with AS/NZS 1337.1:2010. They must be either wrap-around style or have side shields permanently fitted to the frames.

**Prescription safety glasses** must be at least medium impact resistant and comply with AS/NZS 1337.6:2012. They must be either wrap-around style or have side shields permanently fitted to the frames. Refer to GPC Provision of Prescription Safety Glasses Instruction.

**Over-glasses** that meet the requirements of AS/NZS 1337.1:2010 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 1338:2012 series.

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**Specific requirements for use**

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.

Dark tint lenses should not be worn during the hours of darkness or in low light situations.

Where **face shields** are to be used in a designated safety helmet area, then the face shield and helmet must be compatible (*refer also to Safety Helmets specifications*).

Select areas or tasks may require **higher levels of protection** (i.e. double eye protection) as identified in the PORT, JSA or Safe Work Instruction (SWI) for the task e.g. using a grinder.

Persons performing **electrical work** must wear non-conductive protective eyewear (prescription or other).

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## Respiratory protective equipment (RPE)

**Standard requirements** All RPE must comply with AS/NZS 1716:2012.

All RPE must be selected, used and maintained in accordance with AS/NZS 1715:2009.

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**Specific requirements for use** All users of RPE must be **clean shaven** where the respirator seals with the face for the RPE to be effective.

All users of RPE must undertake a **face fit** prior to first using RPE.

For GPC Employees, the face fit will be re-tested every two (2) years or if the Employee has had a significant change in weight or undergone any facial reconstruction.

Face fit tests and instructions for correct fitting of RPE are provided by the Health and Wellbeing Centre for GPC Employees.

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## High visibility protective clothing

**Standard requirements** High visibility protective clothing means long trousers and collared long sleeve button front shirt or overalls that provide full body protection (neck to wrist to ankle).

High visibility protective clothing must be constructed of cotton or other fire retardant material.

High visibility protective clothing must be fitted with high visibility reflectors so as to be visible from all aspects.

High visibility protective clothing for workers who **work on or adjacent to public roadways** must also be of a majority

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high visibility colour for daytime (e.g. fluorescent yellow or orange), or otherwise wear a high visibility vest.

Jackets, vests and wet weather gear must also meet the required high visibility requirements.

**Polyester high visibility vests** are permitted to be worn over long sleeve shirts constructed of cotton or other fire retardant material.

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**Specific requirements for use**

Protective clothing needs to be maintained in serviceable condition.

Protective clothing shall be replaced if damaged beyond reasonable repair or if excessive wear and tear is evident.

**Long sleeves** must be rolled down and buttoned at all times to prevent ingress of substances onto the forearms, sun protection and entanglement of sleeves in rotating parts, 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) to prevent entanglement in rotating parts.

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**Long sleeve shirt**

**Standard requirements**

Long sleeve shirt means a collared long sleeve button front shirt that provides full protection (neck to wrist).

Refers to long sleeve shirts that are NOT high visibility protective shirts.

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**Specific requirements for use**

Long sleeve shirts are only permitted in specific applications. Refer to Section 4.6 *PPE requirements at GPC by location/activity*.

Long sleeves must be rolled down and buttoned at all times to prevent ingress of substances onto the forearms, sun protection and entanglement of sleeves in rotating parts, unless a task specific risk assessment deems it unsafe to do so.

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## Safety footwear

**Standard requirements** **Safety boots** are described as being fully enclosed and covering the ankle bone with a steel or equivalent non-metallic composite toe-cap that complies with the AS/NZS 2210.3:2019.

**Safety shoes** are described as being fully enclosed and NOT covering the ankle bone with a steel or equivalent non-metallic composite toe-cap that complies with the AS/NZS 2210.3:2019.

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**Specific requirements for use**

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 footwear is considered to be '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 footwear has worn through.

Consideration should be given when working or walking over rough terrain to give preference to the wearing of lace-up safety boots over elastic sided safety boots or safety shoes to ensure appropriate ankle support is provided.

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## Enclosed footwear

**Standard requirements** Enclosed footwear means the entire foot is covered up to the base of the ankle bone (minimum).

Enclosed footwear used for water activities must be non-slip.

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**Specific requirements for use**

It is the responsibility of the worker to ensure that their footwear is maintained in a serviceable condition (i.e. free from splits, worn sole etc.).

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## Closed-in footwear

**Standard requirements** Closed-in footwear means the toes are 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.

**Specific requirements for use** It is the responsibility of the worker to ensure that their footwear is maintained in a serviceable condition (i.e. free from splits, worn sole etc.).

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## Gloves

**Standard requirements** Gloves must be selected based on the application (task) and associated hazards.

Appendix 4 – Glove selection chart provides practical guidance on the glove selection approved for use at GPC highlighting their intended purpose, protection properties and relevant standards they meet.

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**Specific requirements for use** Gloves must be **carried or be readily available** at all times by all persons in operational areas.

Gloves must be used as required by task specific procedures or as identified in the PORT, JSA or Safe Work Instruction (SWI).

Approved gloves suitable for the known hazards at GPC are available from the warehouse.

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## Personal floatation device (PFD)

**Standard requirements** PFD's used on GPC sites must comply with AS4758:2015 (series).

PFD's must have a buoyancy classification level of 100+.

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**Specific requirements for use** It is the responsibility of the worker to perform the fit check to ensure the PFD is suitable.

PFD's 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.

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## Sun Protection

**Standard requirements**     **Wide brims** and **neck flaps** for attaching to safety helmets rated at 30+ are available from the warehouse.

**Wide brim hats** are available for outdoor workers who predominately work in non-safety helmet areas.

30+ (min) **sunscreen** and **lip balm** is available from the warehouse.

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**Specific requirements for use**     Workers who are required to work outdoors should use hard-hat brims or wide brim hats.

Workers who are required to work outdoors should apply sunscreen to exposed skin.

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## Electrical work

**Standard requirements**     Specific requirements apply to personnel for electrical installations as detailed in the Electrical Safety Codes of Practice.

Specific requirements apply when performing work where there is potential exposure to arc flash. Refer to the GPC Arc Flash Management Plan for full details on PPE requirements for protection against arc flash hazards.

If working on **energised equipment**, the PPE must be able to protect the worker from the maximum prospective energy available at the work site.

No **exposed conductive jewellery** or **adornments** including, watches, metal frame spectacles, neck chains, rings/studs, metal zips that are in contact with the skin shall be worn by electrical workers while performing energised electrical work.

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### Electrical work - Clothing

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

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Flame retardant clothing     Flame retardant clothing must be worn by personnel involved in the following **energised 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.

**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.

### Electrical work - Insulating gloves

#### Insulated gloves

Insulated gloves for electrical work must comply with the requirements of AS/NZS IEC 60903:2020.

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

Flame resistant gloves for electrical work are to comply with the requirements of AS/NZS 2161.4:1999 (heat and fire).

Flame resistant gloves must be made from leather or other non-melting and heat-resistant material.

### Electrical work - Face shields

#### 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.

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### Electrical work - Hoods

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

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### Task specific PPE

**Standard requirements** Task specific PPE may include, but is not limited to:

- Personal fall protection systems
- Welding jackets, spats etc.
- Wet weather gear.

Task specific PPE must meet, and be used in accordance with the relevant Australian Standard.

If an Australian Standard does not exist, the manufacturers specifications may be reviewed to determine the suitability and safe use requirements for the PPE.

Site requirements for task specific PPE is defined in the relevant GPC Standard or Procedure where available.

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**Specific requirements for use** It is the responsibility of the worker to perform the relevant pre-use inspections and maintenance.

Refer to the relevant GPC Standard or Procedure for specific requirements.

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## 4.6 PPE requirements by GPC by location / activity

### RGCT, Barney Point and Auckland Point

**Minimum PPE** All workers must wear the following PPE:

- Safety helmet
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- Safety glasses
- High visibility protective clothing
- Safety boots
- Gloves – carried on person or readily available and must be used as deemed required through risk assessment
- PFD – 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.

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### **Exemptions**

- Within an office / amenity
- Within an enclosed cabin or vehicle
- Within the Office PPE zones and other exemptions indicated in Appendix 3 – GPC Area Maps
- Any other exemptions must be risk assessed and approved by the relevant areas General Manager.

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### **Workshops and Quarantine building**

- Safety helmets are not required within the workshops or quarantine building unless operating an overhead crane or it is deemed necessary through the task risk assessment.

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### **Warehouse**

- Safety glasses are not required in the customer service area of the warehouse.
- Safety helmets are not required within the warehouse or the outdoor laydown area unless interacting with cranes or it is deemed necessary through the task risk assessment.

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### **Auckland Point**

When Cruise ships are at berth, a 'safe' corridor is created through barricading to allow the public to disembark and embark. When workers are in this barricaded area:

- Safety helmets are not required
- Enclosed footwear is permitted

- Safety glasses and high visibility protective clothing is required.
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#### **RGCT on-site car wash area**

- Safety helmets are not required for gardening activities in the grassed and gardened area around the RGT onsite car wash unless deemed necessary through the task risk assessment.
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### **Parks and Marina location**

#### **Minimum PPE**

All workers must wear the following PPE:

- Safety glasses
  - High visibility protective clothing – must be majority fluorescent colour when working on or adjacent to public roadways
  - Safety boots
  - Gloves – carried on person or readily available and must be used as deemed required through risk assessment
  - PFD – 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.
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#### **Exemptions**

- Within an office / amenity
  - Within an enclosed cabin or vehicle
  - High visibility protective clothing is not required when attending the designated room for drug and alcohol testing room for that purpose. Enclosed footwear is required.
  - Any other exemptions must be risk assessed and approved by the relevant areas General Manager.
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### **Reclamation Sites**

#### **Minimum PPE**

All workers must wear the following PPE:

- Safety helmet
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- Safety glasses
- High visibility protective clothing – must be majority fluorescent colour when working on or adjacent to public roadways
- Safety boots
- Gloves – carried on person or readily available and must be used as deemed required through risk assessment.

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**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.

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**Fisherman's Landing****Minimum PPE**

All workers must wear the following PPE:

- Safety glasses
- High visibility protective clothing
- Safety boots
- Gloves – carried on person or readily available and must be used as deemed required through risk assessment
- Safety Helmet – only required when interacting with cranes or as identified through the task risk assessment.

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**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.

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**Port Alma Shipping Terminal****Minimum PPE**

All workers must wear the following PPE:

- Safety glasses

- High visibility protective clothing
- 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
- PFD – 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.

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**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.
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**Port of Bundaberg**

**Minimum PPE**

All workers must wear the following PPE:

- Safety glasses
  - High visibility protective clothing
  - 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
  - PFD – 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.
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**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.
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## All GPC offices

**Minimum PPE** All workers must wear the following PPE:

- Closed-in footwear (toes covered as a minimum).

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**Exemptions** Nil

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## RGTCT light vehicle refuelling facility

**Minimum PPE**

- Safety glasses to be worn when re-fueling
- Enclosed footwear
- Long sleeve / long trousers – does not need to be high visibility.

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**Exemptions** Nil

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## Projects

**Minimum PPE** 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 any of the sites listed in this Standard, the PPE requirements of that location must be the minimum requirements detailed in the project risk assessment.

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**Exemptions** Nil

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## Water activities

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

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- Safety helmet – required during boarding activities and when deemed required through risk assessment
- Safety glasses
- Long sleeve shirt – does not need to be high visibility unless required by risk assessment
- Enclosed footwear – must be non-slip
- Gloves – carried on person or readily available and must be used as deemed required through risk assessment
- PFD.

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**Exemptions**

- PFD is not required to be worn while inside cabin of boats.
  - Any other exemptions must be risk assessed and approved by the relevant areas General Manager.
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## 4.7 Training

- (a) The requirements of this Procedure regarding the minimum PPE requirements are communicated in the site induction and through the Corporate Mandatory Training eLearning Module – PPE. The eLearning module also describes how to select, fit, use, test, store and maintain the minimum PPE listed in this Procedure.
- (b) All personnel required to wear specialised PPE (i.e. respiratory protective equipment, fall arrest harness etc.) are provided with relevant training, by an appropriate subject matter expert, in the selection, use, fitment, testing, storage and maintenance of this PPE prior to use. Details of specialised PPE training is detailed in the relevant Standard or Procedure.

## 4.8 Signage

Signage that designates an area as a mandatory PPE zone is positioned in a noticeable location and complies with the requirements of AS 1319 *Safety Signs for the Occupational Environment*.

## 4.9 Monitoring and Review

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

## 5 Appendices

### 5.1 Appendix 1 – Related documents

#### (a) Legislation and regulation

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

Type	Legislation/regulation
State Acts	<p><i>Work Health and Safety Act 2011</i> (Qld)</p> <p><i>Work Health and Safety Regulation 2011</i> (Qld)</p>
Other	<p>Managing Electrical Risks in the Workplace Code of Practice</p> <p><b>Australian Standards</b></p> <p>AS/NZS 1801-1997 Occupational protective helmets</p> <p>AS/NZS 1800:1998 Occupational protective helmets – Selection, care and use</p> <p>AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications</p> <p>AS/NZS 1337.6:2012 Personal eye protection – Prescription eye protectors against low and medium impact</p> <p>AS/NZS 1338:2012 (series) Filters for eye protection – various</p> <p>AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment</p> <p>AS/NZS 1716:2012 Respiratory protective devices</p> <p>AS/NZS 1269.3:2005 Occupational noise management – Hearing protector program</p> <p>AS/NZS 1270-2002 Acoustics – Hearing protectors</p> <p>AS/NZS 2210.1:2010 Safety, protective and occupational footwear – Guide to selection, care and use</p> <p>AS/NZS 2210.3:2019 Personal Protective Equipment, Part 3: Safety footwear</p> <p>AS 1319:1994 Safety signs for the occupational environment</p>

Type	Legislation/regulation
	AS/NZS 4602.1:2011 High visibility safety garments – Garments for high risk applications
	AS 4758:2015 (series) Lifejackets
	AS/NZS IEC 60903:2020 Live working – Electrical insulating gloves
	AS/NZS 2161.4:1999 Occupational protective gloves – Part 4: Protection against thermal risks (heat and fire)

(b) **Gladstone Ports Corporation documents**

The following documents relate to this Procedure:

Type	Document number and title
<b>Tier 1:</b> Policy	#365624 Safety Policy
<b>Tier 2:</b> Standard/Strategy	#854303 Safety Management Framework Standard #995910 Contractors and Port Users Safety Environment & Security Standard
<b>Tier 3:</b> Specification/ Procedure/Plan	#1305140 Electrical Safety Management Plan – Arc Flash Management Plan
<b>Tier 4:</b> Instruction/Form/ Template/Checklist	#932925 Provision of Prescription Safety Glasses Instruction #1621179 GPC Corporate Glossary Instruction
<b>Other</b>	#1502431 Glove Selection Matrix (poster)

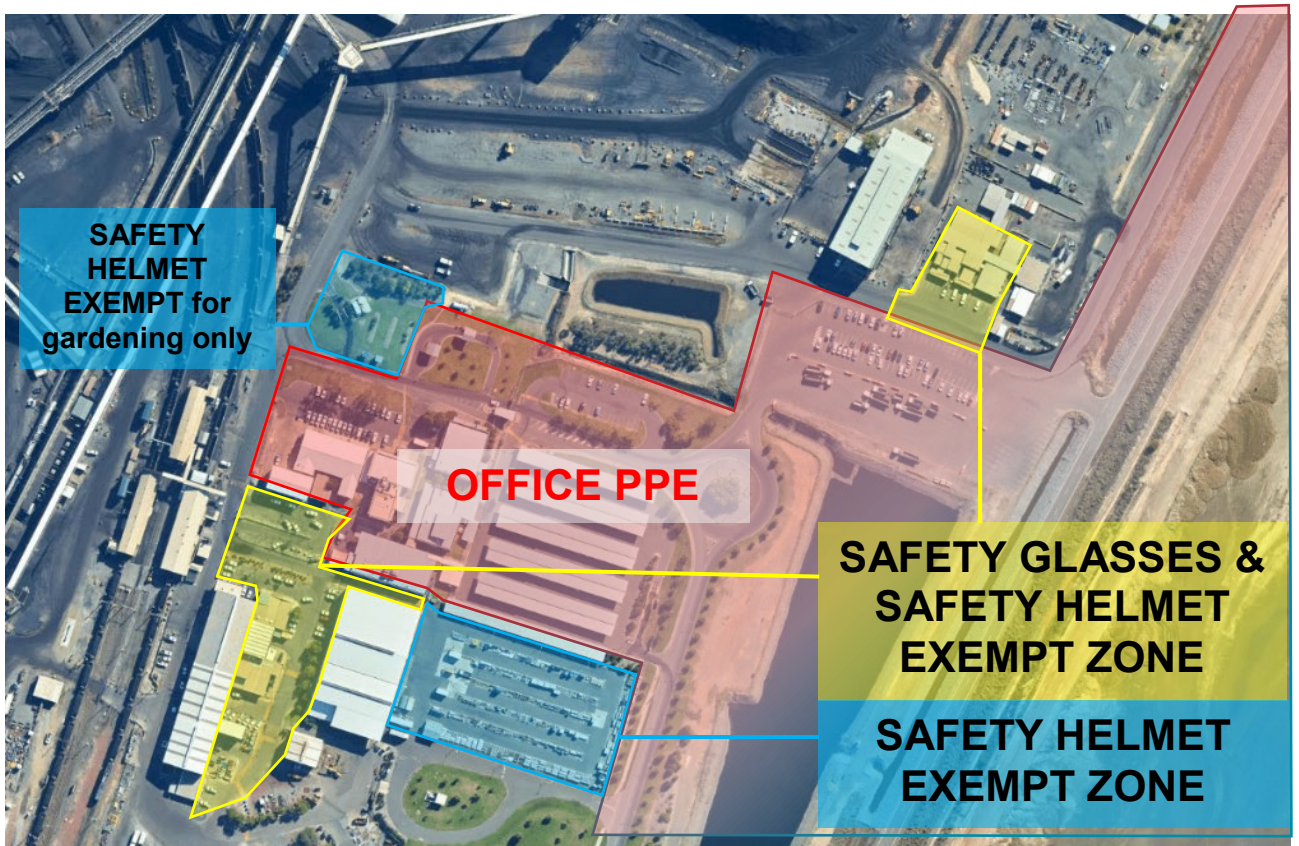
## 5.2 Appendix 2 – PPE Matrix

LOCATION  PPE	GPC Offices	Workshops, Warehouse & Quarantine building	RGT, BP, AP	Port Alma	Port of Bundaberg	Reclamation Sites	Parks & Marina	Water Activities
<b>Safety helmets</b>	■	■	◆	■	■	◆	■	■
Hearing protection	■	■	■	■	■	■	■	■
<b>Safety glasses</b>	■	◆	◆	◆	◆	◆	◆	◆
Double eye protection	■	■	■	■	■	■	■	■
Mono goggles	■	■	■	■	■	■	■	■
Respiratory protective equipment	■	■	■	■	■	■	■	■
Air supplied helmets	■	■	■	■	■	■	■	■
<b>High visibility protective clothing</b>	■	◆	◆	◆	◆	◆	◆	■
Long sleeve shirt	■							◆
<b>Safety footwear</b>	■	◆	◆	◆	◆	◆	◆	■
Enclosed shoes	■							◆
Closed-in shoes	◆							■
<b>Gloves – carried or accessible</b>	■	●	●	●	●	●	●	●
Personal floatation device (PFD)			■	■	■	■	■	◆
Sun protection	■	■	■	■	■	■	■	■
Fall protection harness	■	■	■	■	■	■	■	■
Disposable Overalls	■	■	■	■	■	■	■	■
Wet weather gear	■	■	■	■	■	■	■	■
◆ PPE must be worn								
■ PPE must be worn as required based on risk of activity								
● PPE must be carried or be readily available and must be worn as required based on risk of activity								

Note: some exclusions may apply. Refer to the relevant section in this Procedure for details.

### 5.3 Appendix 3 – GPC Area Maps

(a) RG Tanna Coal Terminal





(b) Barney Point



(c) Auckland Point



























## 5.4 Appendix 4 – Glove selection chart

# GPC GLOVE USAGE MATRIX



Growth, prosperity, community.

**THIS MATRIX IS A GUIDE ONLY. OTHER GLOVES MAY BE REQUIRED AS PER A RISK ASSESSMENT.**  
 FOR ASSISTANCE, CHECK CHEMALERT INFORMATION OR CONTACT THE GPC SAFETY TEAM.

GLOVE PICTURE	GLOVE DESCRIPTION	GENERAL HANDLING A C T P	CUT RESISTANT A C T P	LIQUID PROOF	LIQUID PROOF & LIGHT CHEMICAL	CHEMICAL	BACTERIA & FUNGI	MEDICAL	ELECTRICAL	WELDING
	MaxiFlex Ultimate	 4131								
	MaxiFlex Cut 3		 4331							
	Riggers	 3123								
	MaxiDev GP, 3/4			 4121						
	Premium Pink			 1010	 NMS cleaning chemicals					
	Showa717			 2001		 JKLOPT				
	MaxiChem			 4121		 AKL				
	NitriCare							✓		
	Welding									✓
	Arc Flash								Cat 3	
	DECO								1000 v	

PICTOGRAM MEANING	
	<b>MECHANICAL HAZARDS</b> Abrasion (A), Cut (C), Tear (T), Puncture (P) e.g. 4131 means: Abrasion 4/4, Cut 1/5, Tear 3/4, Puncture 1/4
	<b>MICRO-ORGANISM HAZARDS</b> Effective barrier to bacteria and fungi.
	<b>CHEMICAL HAZARDS</b> Water proof glove with low chemical protection. Gloves that do not achieve a breakthrough time of at least 30mins against at least three chemicals from the defined list.
	<b>CHEMICAL HAZARDS</b> Water proof glove with specific chemical protection. Gloves achieve a breakthrough time of at least 30mins against defined chemicals.

DOCSCQPA-#1502431-v2-SAFETY\_-\_GUIDELINE\_-\_Glove\_Selection\_Matrix\_(refer\_to\_PPE\_Procedure).docx

## 5.5 Appendix 5 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
20/04/2016	Initial document creation	Tony Young, Safety Manager	John Sherriff, Safety, Environment & Risk GM	CEO
24/06/2019	Triennial document review and update.	Rebecca Devine, Safety Specialist – Systems & Projects	Tony Young, Safety Manager	CEO
31/01/2021	HSF legal review – minor immaterial changes.  Downgrade of Standard to a Procedure.	Kirsty Iszlaub, Safety & Training Specialist - Systems	Tony Young, Safety & Training Manager	Rowen Winsor, Executive General Manager People & Community
14/09/2022	Add reference to GPC Arc Flash Management Plan that has been updated and remove reference to electrical tasks in high vis section to ensure alignment with and reference back to Plan.  V4 published	Kirsty Iszlaub, Acting Safety & Training Manager	Kirsty Iszlaub, Acting Safety & Training Manager	Richard Haward, Acting EGM Safety & ESG