

HASLIN

Personal Protective Equipment

SEQ-PR-012

Document Revision Control

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1. Scope

The purpose of this element is to provide instruction to management, staff and site personnel on the selection, use and replacement of personal protective equipment (PPE).

2. Application

This work instruction is applicable to all Haslin work areas and sites.

3. References

- WHS ACT 2011 Section 17 & 18
- WHS REGS 2017 Section 36 & 44
- National Occupational Health & Safety Commission (Work Safe) for Noise Management
- Australian Standard – HB9: Occupational Personal Protection.
- Australian/New Zealand Standard – 2210.1&2, Occupational Protective Footwear
- Australian/New Zealand Standard – 3661.2 Parts 2: Guide to the Reduction of Slip Hazards.
- Australian Standard 1269 & 1270 – Hearing protection
- Australian Standard 1715 & 1716 – Respiratory protection devices
- Australian Standard 1336 & 1337 – Eye protection
- Australian Standard 2161 – Industrial Safety gloves and mittens
- Australian Standard 2210 – Occupational protective footwear
- Australian Standard 2919 – Industrial clothing
- Australian Standard 3765 – Clothing for protection against hazardous chemicals
- Australian Standard 3957 – Light transmitting screens & curtains for welding operations
- Australian Standard 4399 – Sun protective clothing
- Australian Standard 4626 – Industrial fall arrest devices
- Code of Practice NSW – Noise Management and Protection of Hearing at Work

4. Definitions

Hearing Protection:	The total of measures and devices implemented to preserve persons from harm to the faculty of perceiving sound, and must be manufactured by an approved manufacturer and provider that complies with Australian Standard 1269.3:2005
Hand protection:	Barrier creams and gloves that are made by an approved manufacturer and complies with Australian Standards 2161
Personal Protective Equipment:	Items designed to protect against occupational hazards. They must comply with Australian Standards or equivalent international standards.
Prescription Safety Eyewear:	Safety glasses manufactured by an approved safety glass provider fitted with prescription category 2 impact protection lenses.
Safety Eyewear:	Protective glasses / goggles with category 3 (or higher) impact protection lenses that conform to Australian Standards 1337:1992.
Safety Footwear:	Protective shoes / boots that are manufactured by an approved manufacturer and provider that complies with the Australian Standard.2210.3

5. Legal Requirements

- WHS ACT 2011 Section 17 & 18



- WHS REGS 2017 Section 36 & 44

6. Procedure

6.1. General Requirements

All Haslin staff and employees are required to comply with these PPE requirements as a condition of employment.

Each Haslin employee shall obtain PPE during their induction at site. This will be recorded on the PPE Register SEQ-FM-052. Once issued, the PPE then becomes the employees' responsibility and it must be available for use when required. PPE must be inspected prior to each use and used in accordance with the manufacturer's instructions. All PPE must be maintained in a sanitary and reliable condition.

Selection of PPE must be based on a risk assessment of the hazards associated with each work activity to determine the most suitable PPE required for the task. The results of the risk assessment must be incorporated into the appropriate SWMS for the task. Where minimum PPE requirements do not create the most suitable control for the task, any additional type of PPE required for works (e.g. the use of steel capped gumboots during concrete pours) must be brought to the attention of the Project Manager to arrange for the required PPE to be obtained.

During induction the employee will be introduced to the skin protection policy and the roles and responsibilities to the WHS ACT 2011 Section 17 & 18 and WHS REGS 2017 Section 36 & 44.

Haslin expects that each subcontractor will provide such things as clothing, footwear, safety glasses, earmuffs and respirators in accordance with legislative obligations and Enterprise Bargaining Agreements.

When Haslin hosts a visitor on to office / site, it is their responsibility to ensure that the visitor is aware of their responsibilities and the specific PPE requirements.

Personal protective equipment must be worn at all times whilst at work. Breaches of this requirement without reasonable cause will lead to the individual being sent to obtain the personal protective equipment. If a continuous breach becomes evident, then disciplinary proceedings may be applied in accordance with agreed Haslin policies and procedures.

It is a legal requirement that employees and / or Sub-contractor personnel must not wilfully or recklessly interfere with or misuse safety equipment that is provided. They must not wilfully put at risk the health and safety of themselves or others.

6.2. Exemption from PPE Requirements

Exemption from wearing personal protective equipment in a designated area will only be considered for specific and valid reasons, either:

- Not exposed to the risks which have necessitated the personal protective equipment determination as outlined below. For example, visitors and Haslin administration staff who only briefly enter the area and are not exposed to a significant risk, i.e. not regularly employed in a work area.
- Have a current letter from a registered medical practitioner stating that the wearing of personal protective equipment will pose a risk to the individual. The person shall not engage in any activities that present a significant injury risk whilst personal protective equipment is not being worn.
- An individual who cannot reasonably wear the company supplied personal protective equipment due to unusual conditions may, with supporting medical evidence, purchase suitable alternative personal protective equipment. Haslin will reimburse reasonable expenses for the purchase with the prior agreement and on presentation of a receipt that provides evidence of purchase.

6.3. Repair and Replacement

Haslin shall arrange for the free replacement or repair of PPE which is so worn or damaged as to be ineffective or uncomfortable. However, Employees have a duty of reasonable care for the issued personal protective equipment.

6.4. Safety Signs

All safety signs placed in the workplace shall be in accordance with the Australian Standard AS1319; Safety Signs for the Occupational Environment.



An explanation of the sign's functions and meanings shall be included in induction training. When it is proposed to display a new sign or change the position of a sign due to a significant change in a workplace hazard or legislative requirement, employees are informed at toolbox meetings.

Signs should be reviewed as follows:

- When inadequate signage has been identified e.g. hazard report, workplace inspection,
- In response to changes in warning signs requirements based on legislative requirements,
- Upon implementation of new plant or work systems,
- As part of regular workplace inspections,
- Particular attention should be focused on the removal and review of temporary signs when the hazard no longer exists.

6.5. PPE Requirements

The main areas into which PPE are divided are Head; Hearing; Vision; Face; Hands; Respiratory; Body; Feet.

Safe Work Method Statements identify the Site-specific PPE requirements for each of the tasks.

Employees shall be provided with the required PPE. This shall be recorded on the PPE Register SEQ-FM-052.

Once issued, the PPE then becomes the employees' responsibility. They must ensure their PPE is maintained with care and is available for use when required.

Haslin expects that each subcontractor will provide such things as clothing, footwear, safety glasses, earmuffs and respirators in accordance with legislative obligations and Enterprise Bargaining Agreements.

Haslin must ensure that each person, including Subcontractors, carrying out work at the site is provided with, and wears at all times, PPE that satisfies the following criteria:

- As a minimum, long-sleeved shirts fitted with collars and long trousers;
- High visibility clothing (including high-visibility vest or shirt, and wet weather/winter upper body apparel) which:
- Is compliant with section 8 (Class D/N Garments) of AS 4602 High Visibility Safety Garments and the label clearly states that the clothing meets this standard and any others standards applicable;
- Is approved by the client;
- Steel capped safety footwear compliant with AS/NZS 2210 Occupational Protective Footwear;
- A safety helmet compliant with AS/NZS 1801 Occupational Protective Helmets and appropriate to the environment in which they work or enter;
- All employees are provided with and wear, where required by the nature of the task and the environment, all necessary and appropriate PPE including:
- Safety eye wear and/or face protection which is appropriate to the task and environment. Eyewear must be compliant to AS 1337 Eye Protectors for Industrial Applications;
- Full-fingered gloves (the type of glove is to be determined by the task and/or by a risk assessment, gloves used on site must be of performance level 4X42D as a minimum as per standard EN388);

All employees are provided with and wear, where required by the nature of the task and the environment, all necessary and appropriate PPE including:

- Respiratory protection (including particulate respirator, gas filter respirator and supplied air respirator) appropriate to the environment to the task;
- Hearing protection appropriate to the environment to the task;

Where the minimum PPE does not create the most suitable control for the task a risk assessment must be undertaken and defined controls incorporated into the SWMS (e.g. the use of steel capped gumboots during concrete pours). Based on a risk assessment of it is the employee responsibility to identify any type of additional Personal Protective Equipment (PPE) required for works and inform the Project Manager. Haslin shall provide the item and supply it to the employee.

Any accidents and incidents need to be investigated considering the selection use and maintenance of PPE. The event shall be recorded, and corrective actions implemented in accordance with procedure SEQ-PR-002 Incident Management.

6.6. Working on or near water

Personal floatation devices (PFD)

Workers engaged in activities on waterborne vessels or near water need to wear appropriate personal floatation devices to protect them from potential hazards they may encounter while in or near water

A PFD shall be worn when:

- A risk assessment indicates a risk of falling in to water and / or drowning;
- Working on any inclined surface adjacent to a body of water; and PFDs must comply with AS 4758.1:2008 Personal floatation devices – General requirements. All PPE used for diving or work on or near water shall:
- Be maintained and worn according to the manufacturer’s instructions; and
- Be examined regularly.

There are three primary types of personal floatation devices:

<p>Level 100+ (Type 1) lifejackets</p> <p>Designed for the highest level of safety and for use on open waters, Level 100+ lifejackets provide extra buoyancy, keeping the wearer’s head above the water, even if unconscious. Wet weather jackets and windproof vests that incorporate inflatable lifejackets are also available in the range.</p>	
<p>Level 50 (Type 2) lifejackets</p> <p>A Level 50 lifejacket is designed to keep a conscious person afloat. It is suitable for boating on sheltered waters, where help is generally close at hand. These lifejackets are considered to be more comfortable than a foam Level 100+ lifejacket and its bright colours make search and rescue easier.</p>	
<p>Level 50S (Type 3) lifejackets</p> <p>The Level 50S range has the same buoyancy characteristics of Level 50 lifejackets, but without the highly visible colours. These lifejackets provide great comfort and style. Best used where help or the shoreline is nearby.</p>	

7. Training

The Project manager shall be responsible for ensuring that all personnel under their control are appropriately trained, or retrained if required, in the appropriate selection, use and maintenance of PPE. Training shall be carried out in accordance with procedure SEQ-PR-069 Training. Should an employee have reasonable doubt regarding the usage then they should contact Safety Manager or Project Manager.

8. Relevant Templates, Forms and Checklists

- SEQ-FM-052 PPE Issue Register
- SEQ-PR-074 Skin Protection
- SEQ-POL-018 Skin Protection Policy