**Personal Protective Equipment Procedure**

# Purpose

The purpose of this procedure is to provide guidance on the correct selection, use, maintenance, and disposal of Personal Protective Equipment (PPE).

# Legislation

This procedure shall be read in conjunction with the following legislation:

* QLD Workplace Health and Safety Act.
* QLD Workplace Health and Safety Reg.

# Scope

This procedure applies to all employees, contractors, visitors, volunteers and any other person who enters the workplace.

# Responsibilities

Club management is responsible for:

* Ensuring that adequate resources are in place to meet the requirements of this procedure.
* Ensuring that the application of this procedure is implemented across all functions of the [CLUB NAME].
* Ensuring that a process for the evaluation and provision of appropriate PPE is undertaken.

Club management and Track Managers are responsible for:

* Participation in risk assessment exercises to determine the level of PPE requirements within operations of the [CLUB NAME].
* Ensuring that the provisions of this procedure are distributed and understood by personnel under their control.
* Ensuring that appropriate equipment is kept and maintained to provide a suitable level of PPE to all staff and visitors to [CLUB NAME] premises.
* Ensuring staff are using the required PPE in the prescribed manner.
* Ensuring that staff are trained in the correct use and maintenance of PPE.

Workers are responsible for:

* Wearing PPE as directed and trained.
* Using all PPE that is supplied in the correct manner.
* Maintaining and managing PPE items in accordance with manufacturer’s instructions.
* Following all reasonable instructions on the use and maintenance of PPE.

# Requirements

# General

For [CLUB NAME] premises the general requirements for the selection, training, use, maintenance, and disposal of PPE are:

* Employees, contractors, and visitors have an obligation to use PPE as directed or as required to protect themselves against injury or illness.
* For all tasks, ensure that the correct PPE is identified from the Safe Operating Procedure (SOP), Safety Data Sheet (SDS), instructions or through the risk assessment process.
* The requirements for PPE listed within the SDS must be followed.
* Where necessary, personnel will be instructed or trained in the correct selection and use of PPE.
* Ensure that the correct or suitable PPE is readily available.
* All PPE is to be inspected by the user daily and/or prior to use.
* Dispose of and/or replace all defective and out of date PPE as per manufacturers recommendations and/or SDS.
* All PPE shall comply with the relevant Australian Standards or International Standards if no Australian Standard exists.

This procedure does not address all PPE requirements for all tasks likely to be undertaken throughout the operations of the racecourse. Whilst majority of PPE requirements are covered, specific task-based PPE should be identified through risk auditing, assessment and training. Examples of tasks which would require additional PPE include spraying of chemicals, spray painting, use of chainsaws, welding and cutting.

# Selection of PPE

When selecting PPE consider the following general principles:

* Be familiar with the nature of the work and associated risks.
* The PPE must provide an adequate level of protection against the risks and not create other hazards.
* If several types of PPE are required, they should be compatible, and able to be worn together.
* Adequate and correct fit for everyone; and
* Comfort for the wearer is important.

# Purchase of PPE

PPE must provide adequate protection for the risk exposure based on a risk assessment of the work being undertaken. Guidelines for the selection are provided within Australian Standards and may be sourced through equipment manufacturers and suppliers.

All PPE purchased for use must conform to relevant Australian Standards. All visitors, contractors and suppliers requiring access to site shall be required to comply with requirements of this procedure and to supply their own PPE.

# Mandatory PPE

When entering an area where maintenance related activities are occurring, the following is to be mandatory practices:

* Loose clothing will not be worn where it can contact or catch on energized conductors, moving parts, equipment, or other hazards of this type.
* Tank top, sleeveless shirts are prohibited as outerwear.
* Finger rings or necklaces are prohibited when there is a danger of catching them on moving parts or contacting energized conductors.
* Long hair must be restrained such that it cannot be caught in moving parts or cause risk to the person. This may require the wearing of a hair net or placing the hair into a ponytail which is restrained both at the scalp and at the end of the hair; and
* Footwear providing complete coverage of the foot is mandatory.

# Additional PPE Requirements

# Hearing Protection

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|  | Hearing protection that conforms to AS1269 / AS1270, must be worn when exposed to excessive noise levels and where mandatory where signage is posted. In addition, hearing protection may be required in other high noise exposure areas as determined by risk assessment. |

# Head Protection

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|  | Safety helmets that conform to AS1801 are to be worn during the following circumstances:   * Where a potential risk of dropped objects is present. * When working at heights. * When identified by an SOP; or * If identified as a recommended control during a risk assessment. |

# Footwear

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|  | At all times, enclosed footwear is to be worn. Thongs, sandals, or any other variety of footwear which is not enclosed shall not be worn in active work areas. Safety footwear shall:   * Be mandatory for all Barrier Staff. * Have a hard toe (steel or composite plastic) which conforms to AS2210. * Be in good working condition. * Have a non-slip sole; and * Be appropriate for the potential risk which the employee is exposed to. |

# Eye and Face Protection

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|  | The following is to be considered when selecting eye protection:   * The nature of the task, hazards present and risk of eye damage. * The visual requirements for the task. * The condition of the employee’s eyesight. * The compatibility with other items of PPE to be worn; and * Compliance with relevant Australian Standards.   Appropriate welding shields and lenses are to be used when performing arc welding operations.  Appropriate goggles are to be worn when performing oxy-cutting or welding.  Full face shields must be worn when performing grinding operations. These should be worn in conjunction with safety glasses.  Appropriate eye and face protection shall be worn in accordance with the SDS when performing any task involving the use of chemicals or hazardous materials.  Personnel with prescription glasses must have appropriate safety lenses, or overlay Australian Standard safety glasses when working in areas designated as eye protection areas. |

# Respiratory Protection

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|  | Personnel must wear suitable respiratory protection if there is a potential for exposure to any hazardous respirable atmosphere. Including when using chemicals.  Respiratory protective equipment must conform to AS1715/1716.  Masks and filters must be carefully selected to ensure they provide adequate protection for the hazard present and conform to the Australian Standard for the hazard present. |

# Hand Protection

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|  | Gloves are to be always made available on premises.  Gloves are to be worn when conducting manual activities where a risk of hand injury may exist.  The most suitable type of glove shall be selected utilising the risk assessment process, the glove must meet the requirements of AS2161/AS2225.  Wearing of jewellery must be considered as a hazard when assessing hand injuries. |

# Fall Protection

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|  | While working when there is a risk present of falling 2m or more, suitable edge protection controls shall be implemented. If edge protection cannot be provided, then personal fall protection equipment, such as a harness, shall be used.  Employees must inspect personal fall protection devices for damage or deterioration prior to each use. They must also inspect fall arrest anchor points and satisfy themselves that the anchor point would be capable of arresting their fall (i.e., capable of supporting 14kN).  Harnesses and lanyards are to be stored in an appropriate bag.  If a fall occurs where shock loading has been applied, the user must place an out of service tag on the equipment and notify their supervisor.  The supervisor is to organise for the re-testing of the equipment or its disposal. |

# UV Protection

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|  | All [CLUB NAME] employees working outdoors during daylight hours shall use Sunscreen applied to all exposed skin. Supervisors are responsible for seeing that sunscreen is always readily available for all employees.  Broad brimmed hats are recommended for use and are available for all [CLUB NAME] employees who are exposed to extended periods of UV radiation. |

# Maintenance and Storage of PPE

An adequate supply of the necessary PPE is to be held at the workplace in a clean and operational condition. Items of PPE are to be maintained in a condition that always ensures effective protection levels.

Relevant Australian Standards provide guidelines for the correct selection, use, inspection, and maintenance of PPE.

All items of PPE are to be stored in a condition which protects the integrity of the equipment and maintains the continued and hygienic use by the equipment owner.

5.7 Additional Information

Work Safe Queensland provides more information.

https://www.worksafe.qld.gov.au/safety-and-prevention/creating-safe-work/managing-risks/personal-protective-equipment-ppe