Southern Ports

# Personal Protective Equipment Procedure

# DOCUMENT CONTROL

| Version | Description | Reviewed by | Approved by | Review Date | Issue Date |
|---|---|---|---|---|---|
| 1 | New document | B Gallop | B Gallop | | 21/11/2014 |
| 2 | Personal Protective Equipment Zones added; Personal Protective Equipment Zone map added; definition of safety helmet chin strap requirements, removal of safety glasses zones 1 & 2. | B Gallop | B Gallop | 15/06/2015 | 15/06/2015 |
| 2.1 | Personal Protective Equipment Zone map updated; removal of Activity Selection Table; clarification of minimum Personal Protective Equipment Issue. | BG, CW, MC, IH, EW, TT, HSRs | (Remained in draft.) | N/A | N/A |
| 3 | Complete review and the reclassification from Standard to Procedure. Transferred to Port of Esperance approved procedure format, updated Personal Protective Equipment zone map and addition to allowance. | CW, MC, IH, EW, HSRs | Safety and Security Manager | 27/03/2017 | 27/03/2017 |
| 4 | Clarification for section 3.2.3 and 3.8. | Safety & Security Manager | Safety & Security Manager | 31/03/2017 | 31/03/2017 |
| 5 | Added Cliffs office to Area A. | Safety & Security Manager | Safety & Security Manager | 27/04/2017 | 27/04/2017 |
| 6 | S3.8 added clarification re: footwear. | Safety & Security Manager | Safety & Security Manager | 28/06/2017 | 28/06/2017 |
| 7 | Annual review. Removal of superfluous information covered in uniform procedure. | Ventilation and Noise Officer and OHS Administrator | Maintenance & Operations Manager | 22/11/2018 | 22/11/2018 |
| 8 | Recommend minimum Personal Protective Equipment standards | Senior OHS Advisor | Safety & Security Manager | 18/01/2023 | 18/01/2023 |
| 9 | Reviewed and updated for all Ports | Squad review | Chief Operating Officer | 23/06/2023 | 23/06/2023 |
| 10 | Reviewed and updated maps | Squad review | Chief Operating Officer | 17/08/2023 | 17/08/2023 |

# AUDIT

This Procedure shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review this Procedure
- when legislative changes impact this Procedure
- following a significant incident involving this Procedure
- at least every two years.

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# 1 INTRODUCTION

## 1.1 Purpose

This Personal Protective Equipment Procedure describes Personal Protective Equipment for workers (including contractors) and visitors at the Ports of Albany, Bunbury and Esperance inside the port land and marine boundaries:

- Minimum Personal Protective Equipment requirements
- additional Personal Protective Equipment requirements for specific work areas.

## 1.2 Scope

| In Scope | Out of Scope |
|---|---|
| Personal Protective Equipment for workers (including contractors) and visitors at the Ports of Albany, Bunbury and Esperance inside the port land and marine boundaries:<br>• Minimum Personal Protective Equipment requirements<br>• additional Personal Protective Equipment requirements for specific work areas. | Personal Protective Equipment activities conducted by leaseholders that are under the full control of a lessee. |

## 1.3 Roles and Responsibilities

Roles and responsibilities for this Procedure are shown in Table 1 below.

Table 1: Roles and Responsibilities

| Role | Responsibility |
|---|---|
| Regional Managers | *Regional Managers* are responsible for:<br>• Implementing the requirements of this Procedure.<br>• Provide where required and properly maintain personal protective equipment.<br>• Provide information and training on correct care and use of personal protective equipment. |
| Leaders | Leaders *(Managers, Superintendents and Supervisors)* are responsible for:<br>• reviewing work activities for their work area to identify situations in which additional personal protective equipment may be required.<br>• monitoring work practices on a continuing basis, to ensure that all personnel wear suitable personal protective equipment for the task being carried out. |
| Workers | Workers *(Employees*, *Contractors* and *Subcontractors)* are responsible for:<br>• Wear personal protective equipment as required by signage, risk assessment and this Procedure.<br>• Select and wear personal protective equipment as trained.<br>• Maintain and care for personal protective equipment.<br>• Report damage to or loss of personal protective equipment. |
| Visitors | *Visitors* are responsible for:<br>• Wear personal protective equipment as directed. |

## 1.4 Referenced Documents

### *1.4.1 External Documents*

Table 2 below describes external documents referenced by this Procedure.

Table 2: External Documents

| Reference | Title |
|---|---|
| AS/NZS 1270:2002 | Acoustics - Hearing protectors |
| AS/NZS 1336:2014 | Eye and Face Protection – Guidelines |
| AS/NZS 1338.1:2012 | Filters for eye protectors – Filters for protection against radiation generated in welding and allied operations |
| AS/NZS 4602.1:2011 Amd 1:2016 | High visibility safety garments – Garments for high risk applications |
| AS/NZS 1891.2:2001 | Industrial fall-arrest systems and devices – Horizontal lifeline and rail systems |
| AS/NZS 1891.4: 2009 | Industrial fall-arrest systems and devices – Selection, use and maintenance |
| AS/NZS 1269.3:2005 | Occupational noise management – Hearing protector program |
| AS/NZS 2161.1:2016 | Occupational protective gloves – Selection, use and maintenance |
| AS/NZS 1800:1998 | Occupational protective helmets — Selection, care and use |
| DR AS/NZS 1891.3:2018 | Personal equipment for work at height – Fall-arrest devices |
| AS 1891.5:2020 | Personal equipment for work at height - Manufacturing requirements for lanyard assemblies and pole straps |
| AS/NZS 1891.1:2020 | Personal equipment for work at height – Manufacturing requirements for full body combination and lower body harnesses |
| AS/NZS1337.1:2010 | Personal eye protection – Eye and face protectors for occupational applications |
| AS/NZS 1716:2012 | Respiratory protective devices |
| AS/NZS 1337.1:2010 | Personal protective equipment – Safety footwear |
| AS/NZS 2210.1:2010 | Safety, protective and occupational footwear – Guide to selection, care and use |
| AS1319:1994 | Safety Signs for the Occupational Environment |
| AS/NZS 1715:2009 | Selection, use and maintenance of respiratory protective equipment |
| AS/NZS 4399:2020 | Sun protective clothing – Evaluation and classification |
| | Work Health and Safety (General) Regulations 2022 |
| | Work Health and Safety Act 2020 |

### *1.4.2 Southern Ports Documents*

Southern Ports documents referenced in this Procedure are shown in Table 3 below.

Table 3: Southern Ports Documents

| Document Reference | Document Title |
|---|---|
| D19/6372 | Arc Flash Protection Electrical Procedure |
| D16/1002 | Mooring Operations Procedure |
| D18/4568 | Uniform Procedure |

## 1.5 Terms and Definitions

Terms used in this Procedure are defined in Table 1 below.

Table 4: Terms and Definitions

| Term | Definition |
|---|---|
| Risk Assessment | A Risk Assessment is made to identify hazards and controls to minimise risk to safety, health, environment and community. It may be made as part of an Operational Risk Assessment, Safe Work Instruction, Job Hazard Analysis, Stop and Think, or a combination of the above. |
| Safe System of Work | A Safe System of Work comprises four elements: Planning, Equipment, Change and People. The four elements are interrelated or integrated and dependent upon each other to ensure that a safe system is maintained at the workplace. |
| Shall and Should | In this document, the word “shall” is to be understood as mandatory and the word “should” as recommended but non-mandatory. |
| Sign | An inscribed board, plaque or other delineated space on which a combination of legible writing and symbols is used to convey a message. |
| Worker | All personnel working at Southern Ports including employees, contractors, sub-contractors, clients, port users and visitors. |
| Workplace | An area, such as a ship, vehicle, building or other structure, that workers are likely to work in or occupy. |

# 2 PERSONAL PROTECTIVE EQUIPMENT

Adherence to this Personal Protective Equipment Procedure is a condition of employment and of access to Restricted Zones at Southern Ports.

## 2.1 General Information

As set out in the Work Health and Safety (General) Regulations 2022, regulation 36: "where it is not reasonably practicable to eliminate risks to health and safety, those risks must be minimised".

The Hierarchy of Controls (Eliminate, Substitute, Separate, Engineer, Administrative, and Personal Protective Equipment) must be applied when determining appropriate controls.

In controlling hazards, the use of Personal Protective Equipment is considered when used in conjunction with higher practicable controls and shall be accompanied by adequate training and education.

All personnel are required to select and use approved Australian Standard Personal Protective Equipment in order to provide themselves with the maximum level of personal protection.

All Personal Protective Equipment shall be Australian Standard approved and worn in the manner in which manufacturers intended and as per the training and instruction received at the time of issue or as designated by signage.

All equipment shall be worn in the manner in which designers/manufacturers intended and as per the training and instruction received at the time of issue or as designated by signage and task specific documents.

No person shall receive dispensation from wearing Personal Protective Equipment without:

- A sound medical reason, supported by periodic medical certificates; and
- A risk assessment documenting the additional controls to be implemented in lieu of Personal Protective Equipment.

Personal Protective Equipment is to be inspected, cleaned and maintained at regular intervals in accordance with the manufacturers' instructions.

Where Personal Protective Equipment requires quarterly testing and tagging, for example fall protection equipment, testing and tagging will be conducted at a minimum of every three months and recorded in a register.

The colour coded maintenance system, **Red** **Green** **Blue** **Yellow** will be used to identify the inspection period.

## 2.2 Availability

Southern Ports will make available adequate Personal Protective Equipment for all Southern Ports workers.

Contractors and other port users are required to supply their own Personal Protective Equipment in line with this procedure.

Southern Ports will continually monitor changes in design as well as regulations regarding Personal Protective Equipment and change supplies or suppliers when necessary. Stock levels will be managed by Southern Ports Stores.

At times work tasks may require new or work specific Personal Protective Equipment to be sourced. In consultation with the Safety Team the workplace supervisor shall conduct a risk assessment of the proposed Personal Protective Equipment.

The workplace manager, in consultation with the Safety Team, shall review and authorise the risk assessment prior to procurement of new Personal Protective Equipment.

## 2.3 Clothing

Only the current Southern Ports company logo may shall be displayed on the clothing or safety helmets of Southern Ports employees.

Shirts shall be collared, long sleeved, constructed of cotton or other fire-retardant material. Shirts shall be Hi-Visibility with 50 mm retro-reflective taping that can be seen from the front, side and back. Shirts with collars shall be worn buttoned. Shirt sleeves are to be worn rolled down with cuffs buttoned at the wrist. Long trousers that cover the tops of the person's safety boots shall be worn.

Clothing should be inspected on a regular basis and replaced if it is badly damaged or faded, or the retro reflective material has ceased to be fit for purpose.

Specific clothing requirements apply to personnel for electrical installations as detailed in the Arc Flash Protection Electrical Procedure.

Visitors shall wear as a minimum a long sleeved shirt, long trousers and covered in shoes. If the visitor is required to enter an area where there are visibility related hazards the *Responsible Person* (*Escort*) shall specify that a Hi-Visibility vest or approved Hi-Visibility shirt is required.

## 2.4 Head Protection

### *2.4.1 Safety Helmets*

Safety helmets must be compliant with AS/NZS 1801:1997 Occupational protective helmets and shall be worn in operational areas as indicated on the Personal Protective Equipment Zones Map, where identified in risk assessment and/or by signage except:

- inside vehicles,
- offices,
- control rooms,
- machine cabins,
- crib rooms,
- designated workshops, and
- ablutions.

Where protection from the cold is required during normal operations, an approved safety helmet winter thermal liner may be used with the safety helmet.

No hot works or live electrical work is to be conducted while wearing a liner and ear plugs are to be used in lieu of ear muffs.

Safety helmets shall remain as original issue with the exception of label tape for an individual's name and approved company issued safety labels (such as *Emergency Response Team*, *First Aid*, *Isolator* and so on).

Safety helmets shall not be worn back to front and under no circumstances are they to be drilled, cut or modified in any way.

Where protection from the sun is required, an approved wide brim/over attachment should be fitted to the safety helmet in accordance with AS/NZS 4399:2020 Sun protective clothing – Evaluation and classification.

Safety helmets shall be replaced when:

- subjected to a major fall or load;
- its full usage history is not known;
- you have any doubt as to its integrity.

- it is two (2) years from the original date of issue (which must be recorded on the manufacturer's label inside the helmet), or for marine climbing helmets, five (5) years from date of manufacture.

### *2.4.2 Chin Straps*

Chin straps shall be fitted to all safety helmets when working at height. Safety helmet chin straps must be correctly fitted to ensure that the safety helmet cannot fall off if a person should slip or fall.

### *2.4.3 Marine Climbing Helmets*

Specific Personal Protective Equipment requirements such as marine climbing helmets apply to personnel for mooring specific tasks as prescribed in the Southern Ports Mooring Operations Procedure.

### *2.4.4 Head and Neck Wear*

Non Southern Ports approved headwear, such as caps, bandanas or beanies, shall not be worn under a safety helmet, Australian Standard approved liners may be used.

No scarves or neck warmers are to be worn. Personal adornments and hair are to be confined so as to prevent entanglement with any machinery, electrical equipment or other device at the workplace.

### *2.4.5 Beards and Facial Hair*

Persons with long hair shall confine their hair with nets or elastic bands.

Beards and facial hair shall be trimmed or confined to avoid being caught in machinery, plant and equipment.

## 2.5 Foot Protection

Safety boots shall be worn unless in a controlled environment, such as an office or the person is entering/leaving at the start/end of shift, via the designated walkways from/to carparks. In these cases, enclosed footwear should be worn.

Safety boots shall be Type 1 (Type 2 for electrical work) steel or composite capped boots which comply with AS/NZS 2210.1:2010 Safety, protective and occupational footwear – Guide to selection, care and use. They must be lace up safety boots with ankle support, which should be laced firmly to the top eyelet. Elastic sided safety footwear may be permitted for personnel who predominantly work in an office.

Composite material uppers and composite capped toe safety boots shall not be worn when conducting hot works or when working with powered cutting tools or grinders or penetrating tools as they do not provide the same protection as steel caps.


Figure 1: Foot Protection Sign

Safety boots shall be replaced if the fabric on the toe of the boot is worn away exposing the cap or when the tread becomes worn to the point where traction or heel support is compromised by extended wear-and-tear.

## 2.6 Eye Protection

Medium impact safety glasses with side shields or wrap around safety glasses compliant with AS/NZS1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications, must be worn except when inside offices, crib rooms or an enclosed vehicle cab, with all doors and windows closed.

Prescription safety glasses shall have approved hardened lenses and be wrap around style or fitted with side shield protection compliant to AS/NZS1337.1.

Clear safety glasses shall be worn in poorly lit areas and during the hours of darkness.

Safety glasses with clear or indoor/outdoor tinted lenses are to be worn when in sheds or workshops or storage areas.

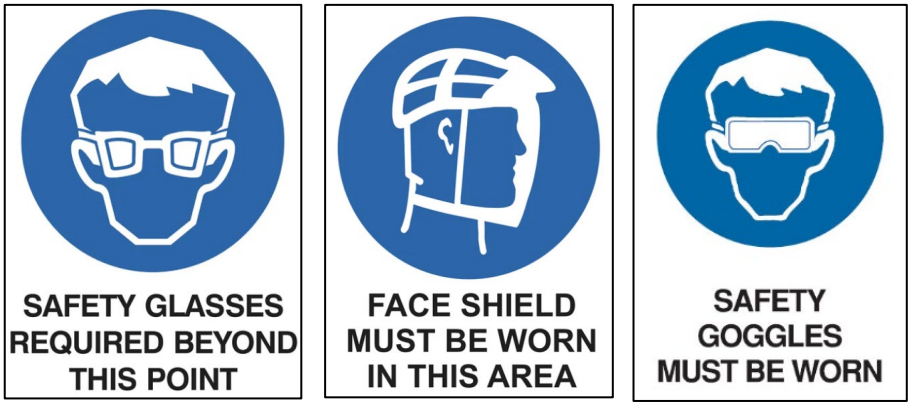



Figure 2: Eye Protection Signs

Additional and alternative eye protection shall be worn for tasks, which involve flying particles or where there is the potential for eye or face damage/injuries to occur.

Double eye protection with appropriate high impact ratings compliant with AS/NZS 1336:2014 Eye and Face Protection – Guidelines (see table 4.1) shall be worn, as a minimum, at all times when performing the following tasks:

- **Grinding**: Full-face visor and safety glasses or mono-goggles.
- **Welding**: Safety glasses and welding helmet.
- **High Pressure Hoses**: High impact visor and safety glasses or mono-goggles.
- **Using Chemicals**: Goggles and Full-face visor.

- **Disc Type Cutting Tools**: High impact visor and safety glasses or mono-goggles.

Mono-goggles shall be worn when working in high dust areas where eye injury is more likely.

Personnel changing from a welding task to grinding are required to change from the welding helmet or shield to a high impact visor and safety glasses as a minimum.

Welding helmets are not to be used for grinding as the chipping lens can be confused with the anti-splatter lens which is not impact rated and will therefore offer no protection.

It shall be the responsibility of personnel conducting activities such as grinding, welding or cutting to ensure that where applicable, suitable and adequate protection screens are placed around the work area to protect others.

Eye wash stations are to be established where there is a risk of eye injury from dust or airborne contaminants.

## 2.7 Hearing Protection

Hearing protectors shall be an AS/NZS 1270:2002 Acoustics - Hearing protectors approved type, fitted correctly, maintained in accordance with AS/NZS 1269.3:2005 Occupational noise management – Hearing protector program and selected to suit the noise level experienced at the time as well as any other conditions pertinent to the job being undertaken.

Hearing protection shall be worn in designated hearing protection areas as indicated by signs or stickers.


Figure 3: Hearing Protection Sign

Personnel shall wear hearing protection whenever they are exposed to a noise level of 82-dB (A) over a 12-hour shift or 85-dB (A) over an 8-hour shift.

For each 3 dB (A) increase in noise level the exposure time shall be halved (e.g. 4 hours at 88 dB (A) 2 hours at 91-dB (A) etc.

In accordance with relevant state requirements, Managers shall provide resources to assess and control risks arising from exposure of personnel to noise in the workplace. Controls shall be implemented to reduce the exposure of personnel to excessive noise. The following approved controls shall be available:

- Disposable Ear Plugs (various attenuated ranges);
- Ear Muffs;
- Suitable training to be conducted on a regular basis in accordance with statutory requirements.

Disposable Class 5 earplugs are the standard hearing protection equipment. However, the appropriate type will be determined based on a noise assessment and with regard to the attenuation (noise reduction) properties of the hearing protection.

Earmuffs must be kept clean and maintained by the user. The muffs must be stored in a clean and protected area to reduce contamination and deterioration.

The use of personal headphones with multimedia or personal music devices shall be restricted to office and crib room areas and must not be worn in operational areas where full awareness of the surrounding work area is required.

## 2.8 Hand Protection

All manual handling tasks require gloves, except where the task risk assessment deems that wearing gloves increases the risk to the person.

Gloves should always be carried at all times by workers when outside of the office environment, attached with a non-metallic glove clip.

Selection, maintenance and use of gloves shall comply with AS/NZS 2161.1:2016 Occupational protective gloves – Selection, use and maintenance. The selection of occupational protective gloves should be risk based. The risk assessment should consider:

- the type of occupational hazard for example chemical, mechanical, heat, vibration or electric shock;
- the duration of the exposure;
- the level of dexterity required for the work; and
- workers' physical size.

The risk assessment should also include secondary hazards such as possible entrapment in rotary plant and suitability for water-based work.


Figure 4: Hand Protection Signs

The International Standards describe the requirements, test methods and labelling of safety gloves against specific hazards when carrying out work.

Safety gloves are classified with a performance level in relation to each of the individual mechanical hazards. The relevant values (number from 0 to 5, with 4/5 being the best) can be seen next to the pictogram on the glove.

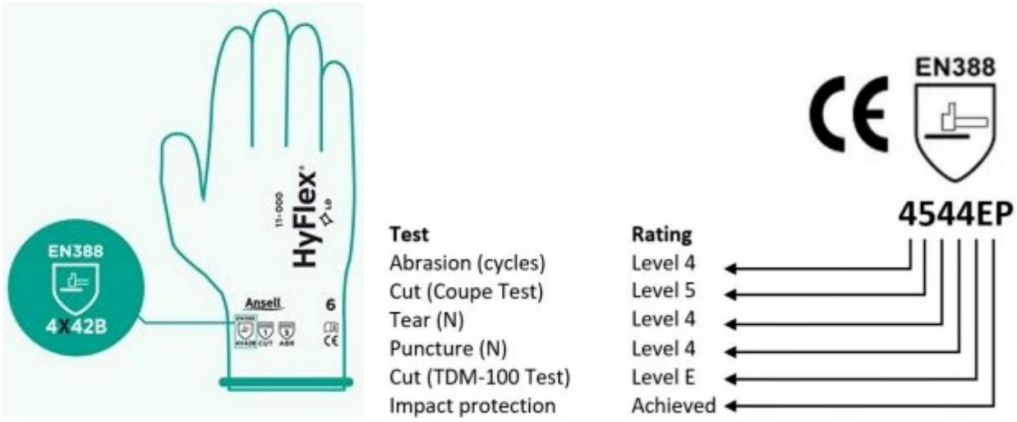



Figure 5: Safety Glove Labelling

To provide Southern Ports workers with adequate hand protection safety gloves should comply with the following minimum performance levels and standards:

Table 5: Gloves

| Standard | Definition |
|---|---|
| EN388 2143 | General purpose gloves worn to provide protection to mitigate mechanical hazards such as but not limited to mechanic abrasion, cut, tear and puncture hazards should comply with EN 388 Safety Gloves for Mechanical Risks and have a minimum performance level of 2222. |
| EN 10819 | Anti-vibration gloves that reduce the health risks related to hand and arm vibration while operating powered hand tools such as but not limited to an impact driver or vibrating plate compactor should comply with EN ISO 10819:2013 Mechanical vibration and shock (hand – arm vibration). |
| EN 374-1994 | Gloves to protect the worker from chemical and micro-organism hazards should comply with EN 374 Chemical Safety Gloves with a minimum performance level of Chemical Type B for the chemical being used, for example but not limited to Type F - Toluene, K – Sodium Hydroxide or L – Sulphuric Acid. Workers should refer to the chemical manufactures Safety Data Sheet (SDS) to determine the appropriate level of protection required. |
| EN388 2143 EN407 X3X | Gloves used for occupational hot works should comply with both EN 407 Thermal Risks and EN 388 Safety Gloves for Mechanical Risks and have a minimum performance level of 2222. Gloves for firefighting operations shall comply with AS 2161.6 or ISO 15383 |

## 2.9 Fall Protection

A ‘work positioning system’ includes any plant or structure, other than a temporary work platform, that enables a person to be positioned and safely supported at a location in such a way that a fall is prevented. Work positioning systems may include but are not limited to safety harnesses, lanyards and attachment slings and devices.


Figure 6: Safety Harness Sign

Work positioning and arrest systems shall conform to:

- AS/NZS 1891.1:2020 Personal equipment for work at height – Manufacturing requirements for full body combination and lower body harnesses
- AS/NZS 1891.2:2001 Industrial fall-arrest systems and devices – Horizontal lifeline and rail systems
- DR AS/NZS 1891.3:2018 Personal equipment for work at height – Fall-arrest devices
- AS/NZS 1891.4: 2009 Industrial fall-arrest systems and devices – Selection, use and maintenance
- AS 1891.5:2020 Personal equipment for work at height - Manufacturing requirements for lanyard assemblies and pole straps

A work positioning fall protection system is required in circumstances where there is an exposure to a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or other person. This includes circumstances in which the worker or other person is:

- in or on plant or a structure that is at an elevated level
- in or on plant that is being used to gain access to an elevated level
- in the vicinity of an opening through which a person could fall
- in the vicinity of an edge over which a person could fall
- on or in the vicinity of a surface through which a person could fall
- on or near the vicinity of a slippery, sloping or unstable surface
- working from a boom type Elevated Work Platform or workbox,
- when working in a confined space where vertical or horizontal rescue may be required.

Full body harness should be worn and must be in accordance with the manufacturers' instructions. Unless risk assessed as not practicable for specific work, an AS/NZS 1891 compliant combined working at height and confined space full body harness fitted with trauma relief straps is recommended for use at Southern Ports. The harness should include a dorsal and chest attachment point, and shoulder attachment points to facilitate vertical rescue from a confined space. Work harnesses compliant with AS/NZS 1891.1:2020 Personal equipment for work at height – Manufacturing requirements for full body combination and lower body harnesses should be used when conducting welding, grinding or similar hot works.

Adjustable lanyards with an energy absorbing package should be used in lieu of fixed length lanyards. Unless erecting or disassembling scaffolding or employing double lanyards to climb an exposed ladderway, lanyards should be fitted with double action

safety hooks or with triple lock karabiners with captive bar, in lieu of double action scaffold hooks.

Weight restrictions of harnesses must be reviewed prior to each use and abided by.

Personnel using safety harnesses shall visually inspect their safety harness and lanyard daily prior to use and confirm they are using the correct weight rating.

Each component of the individual fall arrest system should be inspected by a competent person:

- after it is installed but before it is used
- at regular intervals, and
- immediately after it has been used to arrest a fall.

Inspection of components should be conducted in accordance with the manufacturer's specifications and the relevant standards. If signs of excessive wear or other defects are found during the inspection those components should be withdrawn from use.

Due to the detrimental effect on their safe working capacity, lanyards must not be "back-hooked". Slings/strops and/or triple karabiners must be used to attach lanyards to anchor points.

Fall protection Personal Protective Equipment requires regular testing and tagging which will be conducted at a minimum of every three months and recorded in a register.

The colour coded maintenance system **Red Green Blue Yellow** will be used to identify the inspection period.

Any harness submitted to an actual load condition or found to be defective must be tagged "Out of Service" and reported to the applicable Team Supervisor.

## 2.10 Respiratory Protection

Selection, maintenance and use of Respiratory Protective Equipment shall comply with AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment.

Respiratory Protective Equipment such as disposable particle masks, respirators, supplied air equipment or Power Air Purifying Respirators may be required where the inhalation of dust particulates, toxic hazards, heat or smoke is identified as a potential risk to the health of workers during a workplace risk assessment, gas test atmosphere or as stated in a Safety Data Sheet.

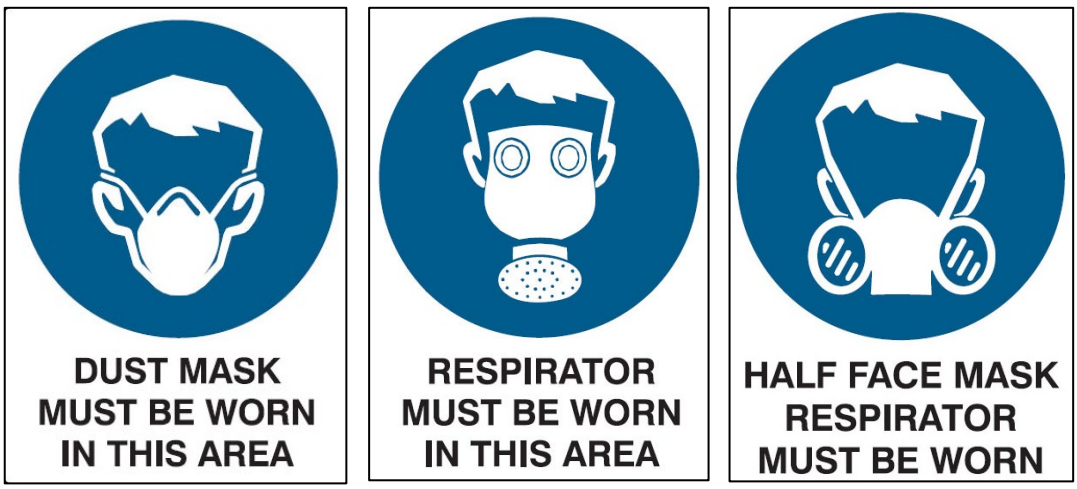



Figure 7: Respiratory Protection Signs

Disposable dust masks should comply with AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment and have a minimum particulate filter class of P2.

The selection of filters for half or full-face respirators and Power Air Purifying Respirators should be risk based. The risk assessment should include but not limited to the Safety Data Sheet for chemical or the metal arc welding rods being used, the gases produced during metal trades hot works, the workers level of training and work position ergonomics.

The following table provides guidance on the colour coding of filters which comply with AS/NZS 1715.

| Colour code | Filter type | Contaminants present |
|---|---|---|
| | AX[3)] | Gases and vapours of organic compounds with boiling point ≤ 65 °C |
| | A | Gases and vapours of organic compounds with boiling point > 65 °C |
| | B | Inorganic gases and vapours, e.g. chlorine, hydrogen sulphide, hydrogen cyanide |
| | E | Sulphur dioxide, hydrogen chloride |
| | K | Ammonia and organic Ammonia derivates |
| | CO[4)] | Carbon monoxide |
| | Hg[5)] | Mercury vapour |
| | NO[6)] | Nitrous gases including nitrogen monoxide |
| | Reactor[7)] | Radioactive iodine including radioactive methyl iodide |
| | P | Particles |

Figure 8: Colour Coding of Filters

A minimum filter type of ABEP2 should be used for organic gas and vapours with a boiling point of less than 65 degrees Celcius, for example but not limited to sulphur related work.

Users of disposable and non-disposable respiratory protection should be clean shaven to fit the device and a fitting test must be conducted prior to use.

Users of non-disposable respiratory protection requiring a seal shall be tested with its user for facial seal integrity before first use and annually.

Air compressors can be used to supply clean breathing air to Respiratory Protective Equipment used in a range of industrial and manufacturing processes such as abrasive blasting and spray painting. The quality of supplied air must meet the minimum standard outlined in AS/NZS 1715. This standard defines acceptable levels of oxygen, carbon monoxide, carbon dioxide, oil, moisture and pressure for supplied-air respirators.

Where reticulated breathing air is installed, fittings shall be unique to breathing air and outlets shall be labelled accordingly. Where compressed air is used for process purposes and there is potential for back-flow or cross contamination, then it shall not be used for breathing air.

Respiratory Protective Equipment shall not be shared unless disinfected in accordance with the Original Equipment Manufacturer instructions between users.

Where emergency escape respirators are provided, users shall be trained in their use and the respirators shall be maintained to manufactures requirements.

Where the airborne contaminant is dust alone, or dust and low-level nuisance contaminants, combined dust/gas cartridges shall be replaced in accordance with manufacturer's recommendations or immediately when either:

- Breathing resistance noticeably increases; or
- Dust or contaminant can be smelled or tasted.

Specialist training is required for self-contained and supplied air breathing apparatus.

## 2.11 Sun Protection

Sun protections shall comply with AS/NZS 4399:2020 Sun protective clothing – Evaluation and classification which sets out procedures for determining the performance of materials and items of clothing that are worn in close proximity to the skin to provide protection against solar ultraviolet radiation.

The sun protective capability of materials and clothing is described in terms of their Ultraviolet Protection Factor, which is based on an objective, reproducible test conducted on the material. This information is provided to the consumer in the form of a labelling scheme Sun protective hats, worn outside the designated safety helmet areas, should always be worn in conjunction with other forms of sun protection for example but not limited to 30+ Ultraviolet Protection Factor Sunscreen.

Sun protection controls are readily available to Southern Ports workers from port Stores.

Neither heat nor high temperatures are related to levels of solar ultraviolet radiation. A Sun Smart Ultraviolet Alert is issued by the Bureau of Meteorology whenever the solar ultraviolet radiation index is forecast to be 3 or above.

Where practicable, safety helmets should be fitted with a brim attachment or legionnaire cover.

Sunshades (safety helmet attachments) are available and should be worn where appropriate to protect the face and neck from the effects of sunlight. They should be broad brimmed (minimum 75 mm wide) or bucket-type and worn when the Ultra Violet index is predicted to be 3 (moderate) or above.

## 2.12 Cleaning of Personal Protective Equipment

Personal Protective Equipment should be inspected, cleaned and maintained at regular intervals or as instructed by the Southern Ports Leader (Supervisor, Superintendent or Manager).

Guidance should be sought from the manufacturer or supplier of the Personal Protective Equipment as to cleaning methods and substances to be used to ensure that the item is not damaged.

As a general rule, cleaning should be done with detergent and water. Gloves should be worn during cleaning. Items should be washed and scrubbed to remove all visible contaminants.

Care should be taken to avoid splashing. Eye protection should be worn if splashing is likely to occur.

It is also important to ensure that contaminated Personal Protective Equipment, which cannot be decontaminated, is disposed of in a manner that protects personnel from exposure to hazards.

## 2.13 Training

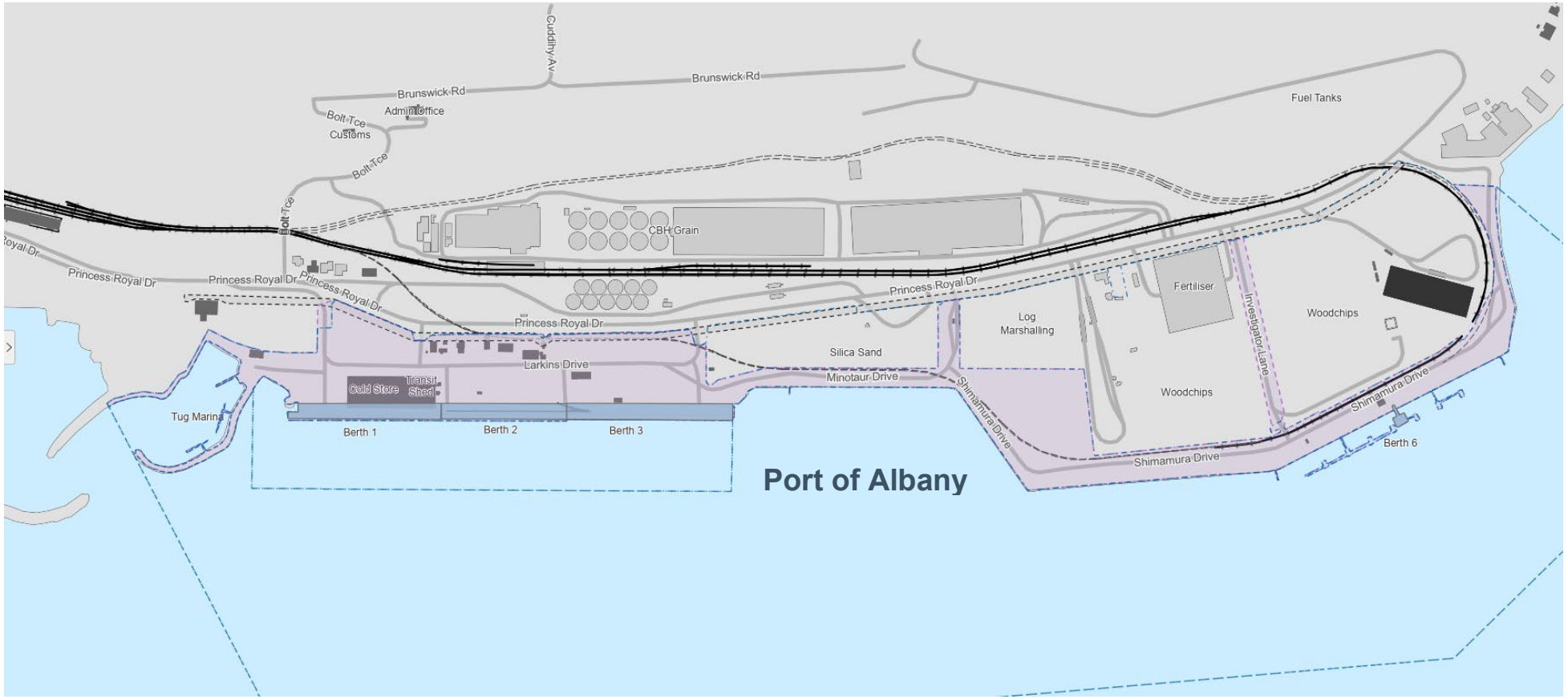
All workers required to wear Personal Protective Equipment shall be provided with relevant training which will include the selection, use, fitment, and maintenance prior to its use. Further training should be provided every two years or as required.

## 2.14 Assessment of Work Activities

Work area Leaders are responsible for reviewing work activities to identify situations in which additional Personal Protective Equipment may be required.

Leaders are to monitor work practices on a continuing basis, to ensure that all personnel wear suitable Personal Protective Equipment for the task being carried out.

# APPENDIX A: ZONE MAP – ALBANY



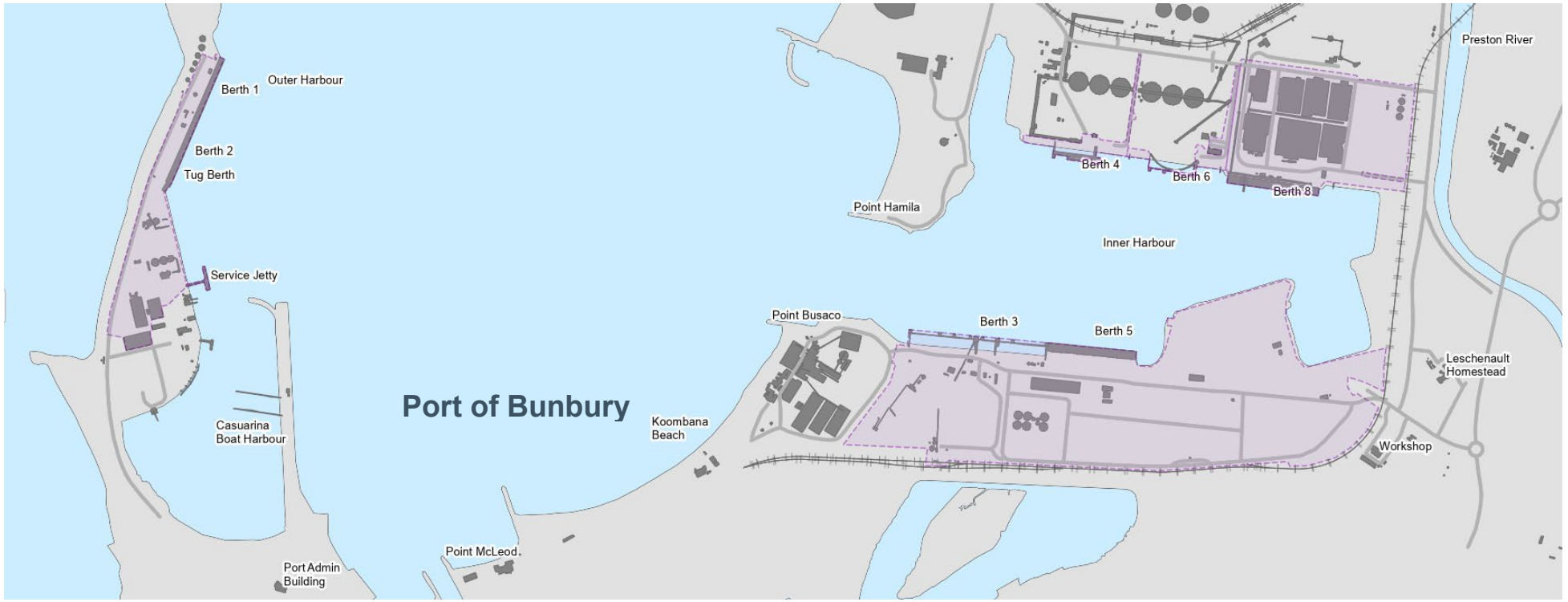

| Minimum Personal Protective Equipment | Long Clothing | High Visibility Clothing | Safety Boots | Safety Glasses | Safety Gloves | Safety Helmet | Safety Helmet with Chin Strap | Personal Flotation Device |
|---|---|---|---|---|---|---|---|---|
| Landside | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Water Adjacent | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |

**Important Notes**

- Wear **Personal Protective Equipment** as signposted and as per specific work conditions and Risk Assessments.
- Wear a **Safety Helmet with Chinstrap** during mooring operations.
- Wear **Personal Flotation Devices** on board a vessel and within 2 metres of unguarded water edges.
- Wear **Enclosed Footwear** (no thongs, crocks or sandals) in office areas, designated walkways, and when starting or ending shifts.

Figure 9: Zone Map – Albany

# APPENDIX B: ZONE MAP – BUNBURY



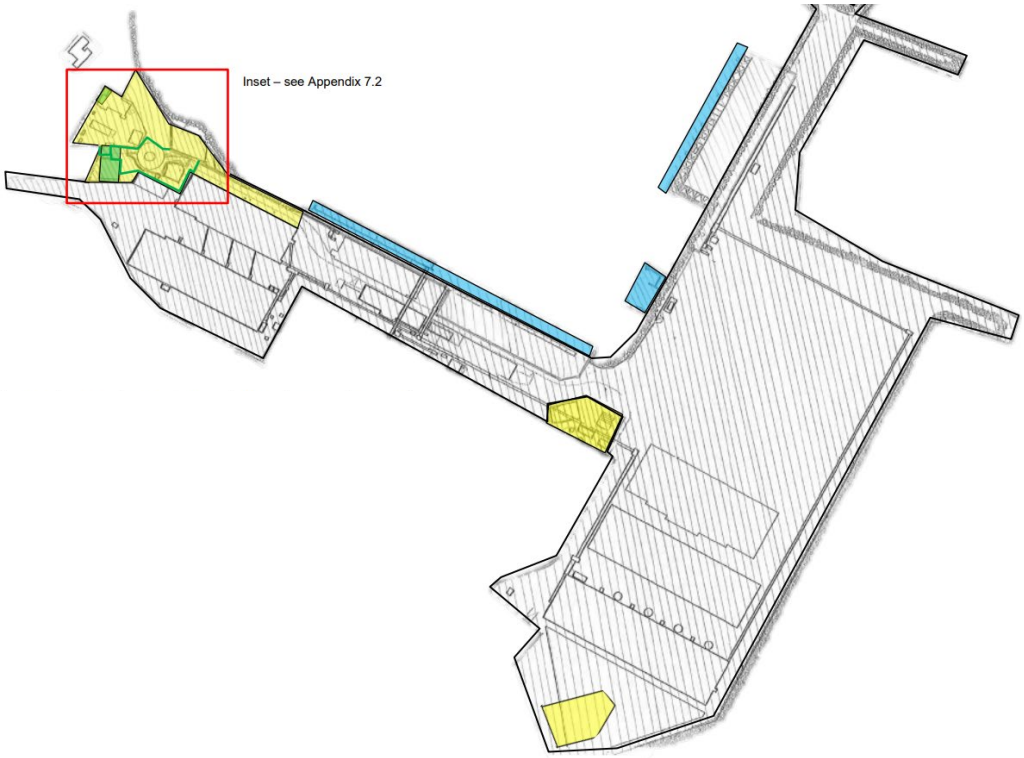

| Minimum Personal Protective Equipment | Long Clothing | High Visibility Clothing | Safety Boots | Safety Glasses | Safety Gloves | Safety Helmet | Safety Helmet with Chin Strap | Personal Flotation Device |
|---|---|---|---|---|---|---|---|---|
| **Landside** | ● | ● | ● | ● | ● | ● | | |
| **Water Adjacent** | ● | ● | ● | ● | ● | | ● | ● |

**Important Notes**

- Wear **Personal Protective Equipment** as signposted and as per specific work conditions and Risk Assessments.
- Wear a **Safety Helmet with Chinstrap** during mooring operations.
- Wear **Personal Flotation Devices** on board a vessel and within 2 metres of unguarded water edges.
- Wear **Enclosed Footwear** (no thongs, crocks or sandals) in office areas, designated walkways, and when starting or ending shifts.

Figure 10: Zone Map – Bunbury

# APPENDIX C: ZONE MAP – ESPERANCE




| Minimum Personal Protective Equipment | Long Clothing | High Visibility Clothing | Safety Boots | Safety Glasses | Safety Gloves | Safety Helmet | Safety Helmet with Chin Strap | Personal Flotation Device | Important Notes |
|---|---|---|---|---|---|---|---|---|---|
| **Landside** | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | • Wear **Personal Protective Equipment** as signposted and as per specific work conditions and Risk Assessments.<br>• Wear a **Safety Helmet with Chinstrap** during mooring operations.<br>• Wear **Personal Flotation Devices** on board a vessel and within 2 metres of unguarded water edges.<br>• Wear **Enclosed Footwear** (no thongs, crocks or sandals) in office areas, designated walkways, and when starting or ending shifts. |
| **Water Adjacent** | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | |

Figure 11: Zone Map – Esperance

| Minimum Personal Protective Equipment | Long Clothing | High Visibility Clothing | Safety Boots | Safety Glasses | Safety Gloves |
|---|---|---|---|---|---|
| Safety Helmet Exemption |  |  |  |  |  |
| Mission Control, Safety Building, Training Room, Stores Offices and Amenities | Appropriate office dress standards including enclosed footwear (no thongs, crocks or sandals). | | | | |
| Designated Walkways | When starting or ending shifts you may enter and leave via the designated walkways in casual clothes with suitable enclosed footwear (no thongs, crocks or sandals). | | | | |

Figure 12: Zone Map Insert – Esperance