



Standard

Personal Protective Equipment

Endorsed: 24 June 2019

Brief description

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

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Document accountability

Role	Position
Owner	Chief Executive Officer
Custodian	Safety Manager

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Table of contents

Terms and definitions	2
1 Introduction	3
1.1 Standard purpose	3
1.2 Standard scope	3
1.3 Standard objectives	3
2 Personal Protective Equipment Standard	3
2.1 Roles and Responsibilities	3
2.2 Approval of PPE	4
2.3 Minimum PPE requirements	4
2.4 Safe use of PPE	5
2.5 Specifications for PPE	5
2.6 PPE requirements at GPC by location / activity.....	11
2.7 Training.....	14
2.8 Signage	14
2.9 Standard Monitoring and Review.....	15
3 More information	15
4 Appendices.....	16
4.1 Appendix 1 – Related documents.....	16
4.2 Appendix 2 – PPE Matrix	17
4.3 Appendix 3 – GPC Area Maps.....	18
Appendix 4 – Glove selection chart	20

Terms and definitions

The following key terms and definitions apply to this Standard:

Term	Definition
Owner	Under the GPC governance structure, the Owner is accountable for approval and has the authorised discretion to implement or significantly change the system.
Custodian	Under the GPC governance structure, the Custodian is accountable for monitoring the application of the system and advising the owner of the monitoring outcomes, and is also accountable for proposing system design or redesign and facilitation of conformance.
May	Indicates an option.
Must	Indicates the statement is mandatory. May be interchanged with <i>shall</i> or <i>required</i> .



Required	Indicates the statement is mandatory. May be interchanged with <i>must</i> or <i>shall</i> .
Shall	Indicates the statement is mandatory. May be interchanged with <i>must</i> or <i>required</i> .
Should	Indicates the statement is a recommendation.
Worker	All personnel covered within the scope of this Standard
Water activity	Activities undertaken on watercraft

1 Introduction

1.1 Standard purpose

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

1.2 Standard scope

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

1.3 Standard objectives

The objectives of this Standard are to:

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

2 Personal Protective Equipment Standard

2.1 Roles and Responsibilities

Role	Responsibility
General Managers	<ul style="list-style-type: none">• Ensure that GPC has adequate resources and systems in place for the supply of all mandatory PPE and training in the appropriate use of PPE.• Provide adequate resources to ensure the effective monitoring and management of the requirements of this Standard.• Ensure compliance to this Standard throughout GPC.
Managers	<ul style="list-style-type: none">• Ensure that established systems are promoted, understood and complied with.• Conduct inspections to ensure PPE is being used effectively.• Manage non-conformances with this Standard.
Superintendents	<ul style="list-style-type: none">• Ensure that training is provided for the safe use of PPE.• Ensure that appropriate investigations are conducted into the non-conformance with this Standard.• Conduct inspections to ensure PPE is being used effectively.• Manage non-conformances with this Standard.



Role	Responsibility
Supervisors / Site Contact	<ul style="list-style-type: none">• Conduct inspections to ensure PPE is being used effectively.• Ensure that PPE is readily accessible to all employees / visitors.• Ensure workers are conducting risk assessments to determine adequate PPE required for tasks.• Ensure employees are instructed in the correct use and are competent to wear the specific PPE before it is used.• Manage non-conformances with this standard.
GPC Safety Team	<ul style="list-style-type: none">• Provide relevant advice in the correct selection of PPE, and advice in relation to alternative selections where a defined product is not specified.• Monitor compliance to this Standard.• Support team leaders.• Keep abreast of legislative requirements, Codes of Practices (COP) and Australian Standard (AS) relating to PPE and share relevant information to work groups.
Employees, Contractors, Port Users and Visitors	<ul style="list-style-type: none">• Use all PPE correctly as per its intended use.• Ensure they are trained and competent in the correct use of the PPE they are using.• Report any defective or damaged PPE to their supervisor / superintendent / site contact.• Not wilfully or recklessly damage, interfere or misuse PPE.• Comply with this Standard.

2.2 Approval of PPE

Requests for new PPE to be brought onto site must be approved by the GPC Safety 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.

2.3 Minimum PPE requirements

The minimum PPE requirements, including approved exemptions, for all GPC work areas are listed by location or activity in Section 2.6 and summarised in the PPE Matrix, Appendix 2 of this Standard.

Appendix 3 provides maps that outline the 'Office PPE' zones at RG Tanna, Barney Point and Auckland Point Terminals.

2.3.1 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 eDocs, file path code 8/10/7/1 – *PPE exemption risk assessments*.



2.3.2 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.

2.4 Safe use of PPE

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

Defective or damaged PPE must be removed from service and replaced. The Supervisor is to be notified if there are PPE issues when appropriate.

Selected PPE must be fit for purpose and able to provide protection from the identified hazards.

PPE must be cleaned and sterilised regularly when appropriate.

PPE must not be intentionally misused or wilfully or recklessly damaged.

PPE must be stored appropriately when not in use.

2.5 Specifications for PPE

2.5.1 Safety helmets

Standard requirements	General safety helmets must be constructed to the requirements of AS/NZS 1801. 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 (<i>refer also to 2.5.3 Safety Glasses and Face Shields</i>) or an approved welding helmet.

2.5.2 Hearing protection

Standard requirements	Hearing protection must be a minimum of Class 5. Hearing protection must be compliant with AS/NZS 1270. 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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2.5.2 Hearing protection

Specific requirements for use	<p>Select areas or tasks may require higher levels of protection (i.e. double hearing protection) as identified in the PORT or JSA for the task or as indicated by signage in the specific area, e.g. the rail dump stations when jackhammering trains.</p> <p>Earplugs are considered to be a single use item and should be disposed of appropriately after use.</p> <p>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.</p>
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2.5.3 Safety glasses and face shields

Standard requirements	<p>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.</p> <p>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 Procedure.</p> <p>Over-glasses that meet the requirements of AS/NZS 1337.1:2010 can be worn over the top of normal prescription glasses.</p> <p>All protective eyewear used for welding, cutting and radiation protection must comply with AS/NZS 1338 series.</p>
Specific requirements for use	<p>GPC stocks safety glasses with clear, indoor / outdoor and dark tint lens.</p> <p>Personnel must select the appropriate safety glasses for the lighting conditions and task.</p> <p>Dark tint lenses should not be worn during the hours of darkness or in low light situations.</p> <p>Where face shields are to be used in a designated safety helmet area, then the face shield and helmet must be compatible (<i>refer also to 2.5.1 Safety Helmets</i>).</p> <p>Select areas or tasks may require higher levels of protection (i.e. double eye protection) as identified in the PORT or JSA for the task e.g. using a grinder.</p> <p>Persons performing electrical work must wear non-conductive protective eyewear (prescription or other).</p>

2.5.4 Respiratory protective equipment (RPE)

Standard requirements	<p>All RPE must comply with AS/NZS 1716.</p> <p>All RPE must be selected, used and maintained in accordance with AS/NZS 1715.</p>
Specific requirements for use	<p>All users of RPE must be clean shaven where the respirator seals with the face for the RPE to be effective.</p> <p>All users of RPE must undertake a face fit prior to first using RPE.</p> <p>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.</p>



2.5.4 Respiratory protective equipment (RPE)

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

2.5.5 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 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.

Protective clothing for workers performing **electrical tasks** where there is potential for electric shock or arc flash injuries shall also comply with Section 2.5.12 *Electrical work*.

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.

2.5.6 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.

Specific requirements for use

Long sleeve shirts are only permitted in specific applications. Refer to Section 2.6 *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.



2.5.7 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 2210.3:2009.

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 2210.3:2009.

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.

2.5.8 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.

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.).

2.5.9 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.).

2.5.10 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.

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



2.5.11 Personal floatation device (PFD)

Standard requirements	PFD's used on GPC sites must comply with AS4758: Personal Flotation Devices. PFD's must have a buoyancy classification level of 100+.
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.

2.5.12 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.
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.

2.5.13 Electrical work

Standard requirements	Specific requirements apply to personnel for electrical installations as detailed in the Electrical Code of Practice. 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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a) Clothing

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 .
Flame retardant clothing	Flame retardant clothing must be worn by personnel involved in the following energised electrical work activities: <ul style="list-style-type: none">• 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.



2.5.13 Electrical work

Based on assessed risk, combinations of flame retardant clothing may be necessary to minimise the risk of exposure.

b) Insulating gloves

Insulated gloves

Insulated gloves for electrical work must comply with the requirements of AS2225.

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 (heat and fire).

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

c) 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.

d) Hoods

Hoods

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

2.5.14 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 manufacturer's 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.

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.



2.6 PPE requirements at GPC by location / activity

2.6.1 RG Tanner, Barney Point and Auckland Point

Minimum PPE All workers must wear the following PPE:

- Safety helmet
- 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.

Exemptions

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

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.

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.

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

RGT 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.

2.6.2 Parks and Marina locations

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.

Exemptions	<ul style="list-style-type: none">• 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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2.6.3 Reclamation Sites

Minimum PPE	All workers must wear the following PPE: <ul style="list-style-type: none">• Safety helmet• 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	<ul style="list-style-type: none">• 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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2.6.4 Fisherman's Landing

Minimum PPE	All workers must wear the following PPE: <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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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2.6.5 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.

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.

2.6.6 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.

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.

2.6.7 All GPC offices

Minimum PPE All workers must wear the following PPE:

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

Exemptions

Nil



2.6.8 RGT light vehicle refuelling facility

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

Exemptions Nil

2.6.9 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.

Exemptions Nil

2.6.10 Water activities

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

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.

2.7 Training

The requirements of this Standard regarding the minimum PPE 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 and maintain the minimum PPE listed in this Standard.

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 and maintenance of this PPE prior to use. Details of specialised PPE training is detailed in the relevant Standard or Procedure.

2.8 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.



2.9 Standard Monitoring and Review

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

3 More information

This Standard will be available to all personnel, vendors and consultants.

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

If you require any further information, please contact the Custodian, listed under Document Accountability on the cover page.



4 Appendices

4.1 Appendix 1 – Related documents

Legislation and standards

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

Type	Legislation / regulation
Federal Acts	<i>Nil</i>
State Acts	<i>Work Health and Safety Act 2011</i>
Australian Standards	<i>AS/NZS 1801 Occupational protective helmets</i> <i>AS/NZS 1800 Occupational protective helmets – Selection, care and use</i> <i>AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications</i> <i>AS/NZS 1337.6:2012 Personal eye protection – Prescription eye protectors against low and medium impact</i> <i>AS/NZS 1338 Filters for eye protection – various</i> <i>AS/NZS 1269.3 Occupational noise management – Hearing protector program</i> <i>AS/NZS 1270 Acoustics – Hearing protectors</i> <i>AS/NZS 2210.1 Safety, protective and occupational footwear – Guide to selection, care and use</i> <i>AS/NZS 2210.3 Occupational protective footwear – Specification for safety footwear</i> <i>AS 1319 Safety signs for the occupational environment</i> <i>AS/NZS 4602 High visibility safety garments – Garments for high risk applications</i> <i>AS/NZS 4836 Safe working on or near low-voltage electrical installations and equipment</i>

Gladstone Ports Corporation documents

The following documents relate to this Standard:

Type	Document number and title
Policy	DOCSCQPA#365624 Health and Safety
Standard	DOCSCQPA#854303 Safety Management DOCSCQPA#123483 Work at Height DOCSCQPA#995910 Contractors and Port Users Safety Environment & Security Standard
Specification/ Procedure	DOCSCQPA#TBA Respiratory Protective Equipment DOCSCQPA#932925 Provision of Prescription Safety Glasses
Other	DOCSCQPA#1502431 Glove Selection Matrix (poster)



4.2 Appendix 2 – PPE Matrix

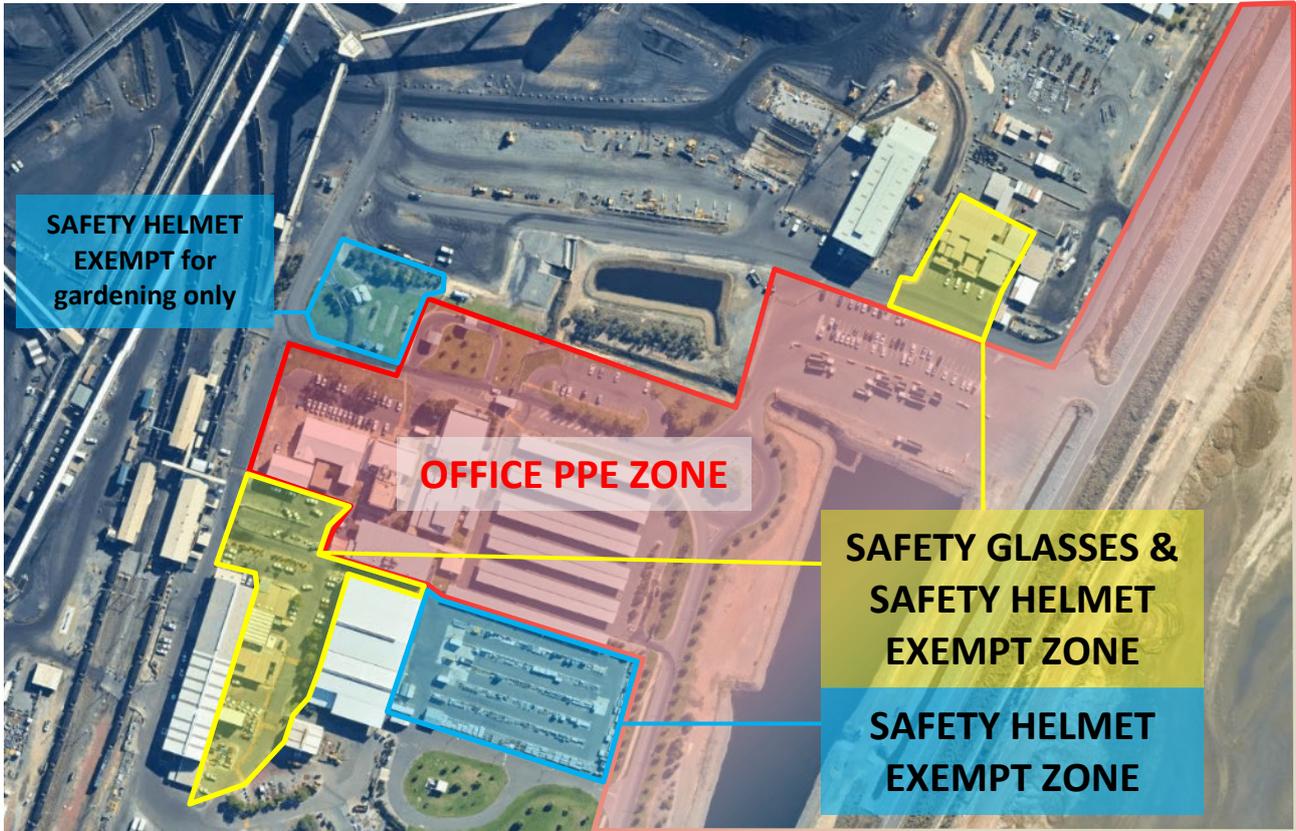
<div style="text-align: center;">LOCATION</div> <div style="text-align: center;">PPE</div>	GPC Offices	Workshops, Warehouse & Quarantine building	RGT, BP, AP	Port Alma	Port of Bundaberg	Reclamation Sites	Parks & Marina	Water Activities
Safety helmets	■	■	◆	■	■	◆	■	■
Hearing protection	■	■	■	■	■	■	■	■
Safety glasses	■	◆	◆	◆	◆	◆	◆	◆
Double eye protection	■	■	■	■	■	■	■	■
Mono goggles	■	■	■	■	■	■	■	■
Respiratory protective equipment	■	■	■	■	■	■	■	■
Air supplied helmets	■	■	■	■	■	■	■	■
High visibility protective clothing	■	◆	◆	◆	◆	◆	◆	■
Long sleeve shirt	■							◆
Safety footwear	■	◆	◆	◆	◆	◆	◆	■
Enclosed shoes	■							◆
Closed-in shoes	◆							■
Gloves – carried or accessible	■	●	●	●	●	●	●	●
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 Standard for details.



4.3 Appendix 3 – GPC Area Maps

4.3.1 RG Tanna Coal Terminal





4.3.2 Barney Point



4.3.3 Auckland Point





4.4 Appendix 4 – Glove selection chart

<h1 style="text-align: center;">GPC GLOVE USAGE MATRIX</h1> <p style="text-align: center;">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.</p>										
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								
	MaxiDry GP, 3/4			 4121						
	Premium Pink			 1010	 Mild cleaning chemicals					
	Showa717			 2001		 JKLOPT				
	MaxiChem			 4121		 AKL				
	NitriCare							✓		
	Welding									✓
	Arc Flash								Cat 3	
	DECO								1000 v	

PICTOGRAM MEANING	
	MECHANICAL HAZARDS Abrasion (A), Cut (C), Tear (T), Puncture (P) e.g. 4131 means: Abrasion 4/4, Cut 1/5, Tear 3/4, Puncture 1/4
	MICRO-ORGANISM HAZARDS Effective barrier to bacteria and fungi.
	CHEMICAL HAZARDS 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.
	CHEMICAL HAZARDS Water proof glove with specific chemical protection. Gloves achieve a breakthrough time of at least 30mins against defined chemicals.

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