

P274-1: Personal Protective Equipment

This DOCUMENT and any linked FORMS have been created to provide specific requirements under the Amalgamated Operating System. For additional information and guidance, please refer to the associated HELP pages

Aim/Justification

To ensure that all personnel in the workplace use, store and maintain Personal Protective Equipment (PPE) in safe and effective manner.

Links

Procedures, forms, help pages and other documents relevant to this procedure are:

- V271 Service Delivery Policy
- F264-1 Safe Work Method Statement – General Pest Management
- H274-1 Personal Protective Equipment Help

Distribution

This procedure is intended to be used by:

- Zone Directors
- Zone Supervisors
- Area Managers
- Zone Supervisors
- Technical Team Members
- Pest Management Technicians

POLICY

Refer to V274 Personal Protective Equipment Policy

Personal Protective Equipment Procedure

1.0 Selection of PPE

- 1.1 Determine the types of hazards to be encountered in the workplace through a Risk Assessment process or a Safe Work Method Statement.
- 1.2 Amalgamated Pest Control equipment policies and procedures state PPE requirements for each specialised piece of equipment. These must be adhered to.
- 1.3 From the outcome of the Risk Assessment determine the need for PPE and the type of PPE must be by consulting (where applicable):
 - 1.3.1 Equipment manufacturer's operation and/or safety manuals;
 - 1.3.2 Product labels and SDS documents;
 - 1.3.3 AOS policy and procedure requirements such as safe work method statements

2.0 Wearing PPE

- 2.1 All employees must be trained in the use and maintenance of all PPE that they will be required to use. This includes PPE required for:
- Respiratory Protection
 - Hearing Protection
 - Eye Protection
 - Dermal Protection
 - Head / Foot Protection
- 2.2 PPE must always be worn according to manufacturer's specifications.
- 2.3 Check condition of PPE prior to each use. If it is not fit for use then follow 3.3 below.
- 2.4 A 'Fit Test' must be conducted where required by the manufacturer (e.g. respiratory protection)
- 2.5 Other tests must be conducted before use where applicable (e.g. ELCB)

3.0 Storage and Maintenance

- 3.1 Clean PPE as required by manufacturer prior to storage.
- 3.2 Check condition of PPE prior to storage. Ensure that it is in a serviceable condition for next use prior to storage.
- 3.3 If PPE is damaged or defective, the employee must:
- 3.3.1 Report the damage or defect to their supervisor immediately
 - 3.3.2 Not use the PPE
 - 3.3.3 If repair is possible, isolate and label/tag the PPE to avoid it being used prior to repair
 - 3.3.4 If repair is not possible, dispose of the PPE appropriately.
- 3.4 PPE must be stored to ensure it is:
- 3.4.1 Kept free from contamination
 - 3.4.2 Secure from damage
 - 3.4.3 Secure from interference
 - 3.4.4 Easily accessible next time it is required
- 3.5 Records for issue, inspection, use by date, certification, repair and disposal must be maintained where applicable.
- 3.6 PPE must not be deliberately misused or damaged.

4.0 Issue of PPE

- 4.1 The following items of PPE have been determined to be consumable. Records of issue do not need to be maintained and supplies of these consumables are readily available for all staff and contractors:
- Gloves
 - Eye protection
 - Hearing protection
 - Disposable respirators and cartridges
 - Footwear
 - Uniforms - including overalls

End of Procedure