

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Record Personal Protective Equipment Policy Issue #: 1 Revision #: 0

Reviewed by: Jason Haywood
Managing Director Approved by: Jason Haywood
Managing Director

Personal Protective Equipment Policy

Objective:

To protect workers from workplace hazards by developing a system to manage the selection, use and maintenance of PPE where required.

Scope:

This policy covers all workers required to wear PPE.

Policy:

The purpose of PPE is to protect the workers of Convoy Transport Pty Ltd from exposure to workplace hazards. Convoy Transport Pty Ltd will provide workers with suitable PPE for the workplace or where required for specific tasks at no cost to the worker.

Convoy Transport Pty Ltd will:

- Ensure PPE is suitable concerning:
 - Nature of the work;
 - Hazards associated with work;
 - Appropriate size and fit;
 - Reasonably comfortable to wear for type of task and intended duration of the job;
 - Maintained, repaired and replace to ensure it remains effective in minimising risk to workers;
- Select quality PPE to meet relevant AS/NZS;
- Provide training, guidance, and assistance to supervisors and workers on the proper selection, use, care, and cleaning of approved PPE;
- Develop and make accessible, instructions for selection, use, maintenance, and cleaning of PPE;
- Designate areas where PPE is required and display signs;
- Periodically re-evaluate the suitability of previously selected PPE;
- Develop a system to inspect PPE to ensure it is clean, hygienic and in good working order;
- Conduct inspection and checks to make sure workers are using provided PPE;
- Review, update and conduct PPE suitability assessments whenever:

- There is a job change;
- Using new equipment;
- There has been an incident;
- A supervisor, worker or Health and Safety Representative requests it;
- Or at least every year;
- Maintain records of PPE assignments and training.

PPE is not a substitute for more effective controls, only consider PPE when higher means of protection are not reasonably practicable, or in addition to higher control measures.



Amendment Personal Protective Equipment Issue #: 1 Revision #: 0
 Record Procedure

Reviewed by: Jason Haywood Approved by: Jason Haywood
 Managing Director Managing Director

Personal Protective Equipment Procedure

Responsibilities:

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- Providing suitable PPE to protect workers from hazards and risks;
- Ensuring suitable mechanisms are in place for the acquisition, use, maintenance and storage of PPE.

Managers/Supervisors are responsible for ensuring:

- That all items of PPE that are acquired meet relevant AS/NZS;
- PPE to be worn for specific work tasks is identified using risk assessments, SWI, and Operational Manuals etc.;
- Workers are provided with appropriate PPE for the tasks they perform;
- Workers are trained and competent in the selection, use and maintenance of PPE;
- Workers wear and use allocated PPE at all times and correctly while working;
- Repair and replaced PPE when required;
- Locate and display signs in areas where PPE must be worn;
- Keep records in the PPE Register.

All workers at the workplace are required to:

- Wear PPE as appropriate and/or instructed;
- Not misuse or deliberately damage PPE;

- Inform management of any damage, defect or contamination of PPE that may render the PPE unusable.

Procedure:

PPE will be issued to workers and others when:

- A hazard cannot be eliminated or reduced by controls other than the use of PPE;
- Specific protection required by risk assessments and SWI;
- It is identified or determined by relevant legislation, Code of Practice or AS/NZS.

Individuals must wear PPE:

- As and when instructed by managers/supervisors;
- Recommended by a Safety Data Sheet, risk assessment, SWI, or Operational Manuals etc.;
- Following induction and competency training and relevant procedures;
- Following the manufacturer's guidelines.

PPE must:

- Be appropriate for the type of work and give adequate protection from the hazard;
- Not create additional hazards or risks for the user, or for others;
- Be compatible PPE (e.g. Hardhat and ear protectors);
- Correct fit, comfortable and be easy to use;
- Not interfere with any medical conditions of the user;
- Comply with the relevant AS/NZS;
- Be kept in good condition and cleaned after each use;
- Be replaced when required.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300069	PPE Register (<i>OHSMS Recording Forms</i>)
Document #	
Document #	