

# Personal Protective Equipment (PPE)

## 1. Brief description

*This procedure outlines the process for the selection, approval, wearing, inspection, maintenance, training and disposal of personal protective equipment.*

### 1.1 Related policies

This procedure is made under and supports the *Safety, Health and Environment Management Standard (EDM 32254910)*.

### 1.2 Introduction

This procedure has been developed to communicate the PPE requirements contained within the *Work Health and Safety (General) Regulations 2022 Division 5 requirements*.

The level of PPE and clothing required will vary according to the conditions and locations of work sites. Requirements for PPE must be made clear through appropriate procedures, work instructions, signage, risk assessments and training.

The use of PPE is the last line of defence in the hierarchy of control for managing risks to safety and health.

### 1.3 Scope

This procedure applies to:

- Workers
- Contractors
- all Western Power business activities and operations.

Additional PPE requirements may be specified:

- in Safety Data Sheets
- in manuals, procedures and work instructions

Compliance with this document is mandatory.

## 2. Details

### 2.1 Responsibilities

The roles and responsibilities outlined below are in addition to the roles and responsibilities set out in the *Safety, Health and Environment Management Standard (EDM 32254910)*.

The **Head of SEQT** is responsible for:

- ensuring PPE complies with legislation, industry standards and this procedure
- developing and maintaining the PPE procedure and approved PPE and Personal Protective Clothing (PPC) technical specifications
- reviewing and monitoring vendor PPE performance
- the PPE Improvement group, as the Management Sponsor

- ensuring that appropriate PPE signage is in place.

The **PPE Improvement Group** are responsible for:

- ensuring PPE is fit for purpose and meets workforce requirements
- participate and contribute to improvements to this procedure, PPE and PPC technical specifications and associated documents on PPE and PPC
- identifying PPE and PPC improvement initiatives and submit for Management decision.
- coordinating personal protective equipment (including clothing) trials and approvals
- developing and maintaining the PPE and PPC catalogues with Commercial and Contracts Specialist and ensuring compliance and alignment with the PPE and PPC technical specifications.

Refer also to the *PPE Improvement Group Charter (EDM 44549423)*.

**PPE Requisitioners** are responsible for:

- creating orders for PPE on behalf of their area or function
- supporting Delegated Financial Authority (DFA) approvers with use of the Ariba e-procurement system
- all non-catalogue items requisitions.

**Formal Leaders** are responsible for ensuring:

- compliance with the minimum PPE requirements in the workplace
- the correct selection of PPE according to risk and the type of work being performed
- Worker using the PPE are instructed and are appropriately trained in relation to the correct fitting, use, selection, maintenance and storage of the clothing or equipment
- that PPE is not used in isolation of other risk controls
- that only Western Power approved PPE is used
- persons using the PPE are informed of the limitations in the use of the clothing or equipment
- PPE is maintained in good working order and pre-use inspections are conducted
- that off-catalogue prescription safety glasses meet *AS/NZS 1337.1:2010 Personal eye protection, Part 1: Eye and face protectors for occupational applications* and *AS/NZS 1337.6:2012 Personal eye protection – Prescription eye protectors against low and medium impact* prior to approving the purchase or approving reimbursement
- PPE is replaced:
  - when, upon inspection, it is deemed to no longer provide the level of protection required to protect the wearer or user against the particular hazard
  - when the service life, as indicated by the manufacturer's specification, has expired
  - when it is damaged and ineffective.
- approving Ariba requisitions for PPE and PPC in the approved catalogues
- approving Ariba out of catalogue requisition for PPE and PPC and ensuring that the requisitions meet PPE and PPC technical specifications
- ensuring their Area/Function has representation in the PPE Improvement Group and the nominated representative is given the time and resource to function in the PPE Improvement Group

**Workers** are responsible for:

- complying with the minimum PPE requirements

- hazard identification and risk assessment of the work processes are considered in the selection of appropriate PPE
- assessing the effectiveness of chosen PPE is carried out to warrant its required protection and that no additional safety or health problems are introduced
- using PPE in a way they have been instructed and trained
- visually inspecting their PPE prior to use and reporting and removing from service damaged or faulty PPE
- ensuring that they are aware of the correct fitting technique for the type of PPE being used before putting on the PPE
- not misusing or intentionally damaging the clothing or equipment
- notifying their Formal Leader of any defect or malfunction of PPE
- consulting with their Formal Leader if the PPE is uncomfortable or not fit for purpose.

**Contractors** are responsible for:

- meeting the minimum requirements as defined in the following Sections:
  - 3 – Minimum PPE for Worker
  - 4 – PPE standards for Worker
  - 6 – Training, inspection, maintenance, storage, replacement, disposal and signage for employees
- ensuring that they and their sub-contractors must have in place similar processes and/or procedures within their organisations that at least meet or exceed the requirements of this procedure and align with their contractual requirements.

**Visitors** are responsible for:

- complying with PPE requirements appropriate to the area, depot, yard or work site they are visiting. The PPE requirements will be managed by a Western Power Representative in charge of the area or work site.

**Responsible, Accountable, Consulted and Informed (RACI) chart** is provided in Appendix 3 covering the key activities.

### **3. Minimum and additional PPE requirements for Worker**

#### **3.1 Minimum PPE requirements for non-operational work in operational areas**

##### **3.1.1 Non-Western Power Worker**

When performing non-operational work in an operational area, the minimum PPE to be worn is:

- high-visibility clothing or high-visibility vest
- long-sleeved shirt (buttoned to the wrist) and long trousers or overalls (buttoned to the wrist)
- enclosed footwear
- eye protection relevant to the risk
- head protection relevant to the risk.

## Western Power Worker

When visiting or performing non-operational work in an operational area (see *Dictionary*), the minimum PPE to be worn is the same as the minimum PPE requirements for operational work in operational areas (see *Section 3.2 Minimum PPE requirements for operational work in operational areas*).

Note: If there is an exemption needed for a special event (e.g. ceremony or official proceeding), it can be applied for in writing to the Head of Function for Safety Environment, Quality and Training for consideration.

### Office-based staff (who do not wear PPE to work)

When office-based staff are outdoors in a depot yard they must restrict their movements (where possible) to the designated walkways, and the minimum PPE to be worn is:

- high-visibility clothing or high-visibility vest
- long-sleeved shirt (buttoned to the wrist) and long trousers or overalls (buttoned to the wrist)
- enclosed footwear
- eye protection relevant to the risk
- head protection relevant to the risk.

## 3.2 Minimum and additional PPE requirements for operational work in operational areas

Standard Western Power PPE 1 (shirt and trousers, or overalls) are flame retardant (FR). For details on minimum and additional level PPE requirements for work in operational areas, see tables 1-4 below.

**Table 1: Minimum flame retardant PPE 1**

Minimum FR PPE 1
<ul style="list-style-type: none"> <li>• Hi-vis FR long sleeve shirt</li> <li>• FR long trousers OR FR overalls</li> <li>• Electrical Hazard safety protective footwear</li> <li>• Gloves relevant to the risk</li> <li>• Eye protection relevant to the risk</li> <li>• Head protection relevant to the risk</li> </ul>

Appropriate footwear must be selected, used and maintained in accordance *AS/NZS 2210.1:2010 Safety, protective and occupational footwear Guide to selection, care and use* for all work where there is a potential for exposure to electrical hazards.

**Table 2: Additional levels of FR PPE**

FR PPE 2	FR PPE 3	FR PPE 4
<ul style="list-style-type: none"> <li>• <b>FR PPE 1, plus:</b> <ul style="list-style-type: none"> <li>○ FR overalls</li> <li>○ Safety glasses</li> <li>○ Arc rated face shield</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>FR PPE 1, plus:</b> <ul style="list-style-type: none"> <li>○ FR switching jacket</li> <li>○ FR switching trousers</li> <li>○ Safety glasses</li> <li>○ Arc rated face shield</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>FR PPE 1, plus:</b> <ul style="list-style-type: none"> <li>○ FR switching jacket</li> <li>○ FR switching trousers</li> <li>○ Safety glasses</li> <li>○ FR hood</li> </ul> </li> </ul>

**Table 3: PPE/Flame Retardant Cal Rating Comparison**

PPE level	Cal rating	WP requirement
PPE 1	4-8	6.5
PPE 2	8-25	9.7
PPE 3	25-40	37
PPE 4	37-40	40

Operational work requires PPE 1 to be worn. Switching, live work, or testing on energised apparatus may require additional levels of PPE to be worn. Refer to Table 4: PPE requirements when switching or working on or near live electrical equipment below for the minimum requirements.

**Table 4: PPE requirements when switching or working on or near live electrical equipment**

	Personal protective equipment				
	PPE 1	PPE 2	PPE 3	PPE 4	
<b>Type of electrical equipment</b>					
PPE level					
HV O/H equipment	✓				
LV O/H and underground equipment	✓				
LV pillar and kiosk - insulated live connections	✓				
LV pillar and kiosk - exposed live connections		✓			
LV cable – exposed live cores		✓			
Transformer LV frame up to 315 kVA air insulated		✓			
Transformer LV frame greater than 315 kVA air insulated			✓		
HV RMU SF6 insulated	✓				
HV RMU air insulated			✓		
HV RMU oil insulated				✓	
Terminal and Zone substation outdoor equipment, air insulated	✓				
Zone substation “Primary” indoor equipment (Gas and vacuum)		✓			
Zone substation “Primary” indoor equipment (Oil)				✓	
Terminal and Zone substation indoor and outdoor secondary systems	✓				

- The identified risk assessment controls could require additional PPE levels to be worn.
- HV live work may require additional specialist PPE (gloves, sleeves etc.). Refer to the *High Voltage Live Line Work Manual (52790811)* for more information.
- When applying shorting leads on underground LV network, a minimum of FR PPE 2 must be worn.

- PPE for works within three metres of live exposed electrical apparatus is supplied in accordance with *ENA NENS 09-2014 National Guideline for the Selection, Use and Maintenance of Personal Protection Equipment for Electrical Arc Hazards*.
- Approved wet weather and thermal protective garments obtained from authorised vendors can be worn over the protective clothing.
- Non-natural fibre garments (e.g. nylon or polyester) are not recommended to be worn under protective clothing.

### 3.3 Additional PPE requirements

Additional level of PPE must be worn if the procedure, work instruction, Formal Leader, Workplace Risk Assessment Plan (WRAP) deem it necessary according to the circumstances (e.g. on or near live low voltage busbars/conductors, live low voltage cable jointing, load testing or when racking switchgear).

## 4. PPE standards for Worker

### 4.1 Gloves

Western Power requires gloves to be used and maintained in accordance with *AS/NZS IEC 60903:2020 Live working - Electrical insulating gloves, EN 388:2016 Protective gloves against mechanical risks* and *AS/NZS 2161.10.1:2005 Occupational protective gloves against chemicals and micro-organisms – terminology and performance requirements* when working:

- on the high and low voltage networks
- with chemicals.

There are specific requirements for maintaining electrically rated gloves:

- Electrically rated gloves do not have a limited shelf life but must have the issue date recorded on them.
- Electrically rated gloves must be electrically tested every six months from the date of issue and every six months thereafter, and they must have the test date recorded on them (to get gloves tested, contact <https://mobiletestncal.com.au/>).
- They must be stored in an approved glove bag and/or a dry location.
- If rated  $\geq 3.3$  kV, they must be electrically tested before initial use.

Before using gloves:

- check they are within the required inspection date, if gloves are outside of their inspection date, they must not be used until retested
- ensure they are in good condition, i.e. must be visually inspected inside and out, and a roll air test must be completed
- use air pressure testing to check for any cuts or punctures (for electrically rated and chemical gloves).

Discard any gloves that:

- are damaged or are in poor condition
- fail the air pressure test.

Gloves must be worn in accordance with *Table 5: Gloves worn during work on Western Power Network and Operations* (below) when working on the overhead network on both energised and de-energised HV and LV conductors.

Gloves must be worn from the time the person leaves the ground and/or are within the minimum approach distance. Works must not commence until indication is received by the Safety Observer that gloves are being worn. The Safety Observer will then give approval for the works to go ahead.

Gloves must not be removed until the person is outside of the minimum approach distance and approval is given by the Safety Observer.

**Table 5: Gloves worn during work on Western Power network and operations**

Work type	Glove type
Working on de-energised lines where a risk of induction has been identified	Refer to <i>Induced voltage in isolated conductors/apparatus work instruction (EDM 41854206)</i> .
Working on or near live low voltage structures with single voltages present Working on or near energised LV electrical apparatus within a transmission substation, (not including secondary systems)	Minimum 500V rated with approved wrist length mechanical protective outer gloves.
Working on isolated and earthed/shorted structures with a single voltage present	Approved wrist length mechanical protective gloves.
Working on live high voltage structures with different voltage levels (glove and barrier)	Wear the gloves and outer protectors for the conductor voltage being worked on. Gloves must be worn from the time the person leaves the ground and/or are within the minimum approach distance.
Operating high voltage switchgear	3,300-volt minimum rated insulating gloves with approved wrist length arc flash mechanical protective gloves shall be worn.
Working on shared structures with different voltage levels	When working on shared voltage structures, wear the gloves for the conductor voltage being worked on with approved wrist length mechanical protection. If testing after earthing/shoring indicates voltages present, refer to induction procedure and document additional controls, such as additional PPE/earths, within the WRAP.
Working where there is a cut hand injury risk	Cut resistant glove rated 2542, in accordance with <i>Table 6: Standard mechanical glove performance level rating chart</i> below, or greater on the hand exposed to the cut risk (normally on the left hand for a right-handed person).
Working where there is a hand injury risk, other than a cut injury	Wear approved wrist length mechanical protective gloves rated 3121, in accordance with <i>Table 6: Standard mechanical glove performance level rating chart</i> below, or greater.
Working with dangerous goods or hazardous substances, chemicals or materials	Refer to the Safety Data Sheet (via ChemAlert located on the Grid for correct glove type).

**Table 6: Standard mechanical glove performance level rating chart**

Test	Performance Level Rating*					
	0	1	2	3	4	5
Abrasion Resistance (cycles)	< 100	100	500	2000	8000	-
Blade cut resistance (factor)	< 1.2	1.2	2.5	5.0	10.0	20.0
Tear resistance (newton)	< 10	10	25	50	75	-

Puncture resistance (newton)	Performance Level Rating*					
	< 20	20	60	100	150	-

\*This content is taken from EN 388:2016 Protective gloves against mechanical risks.

## 4.2 Glove use on low voltage secondary systems

Due to the increased dexterity required for working on secondary systems, exemptions have been allowed only for working in the secondary system environment (see *Secondary Systems Protective Equipment (EDM 24638458)*). The appropriate PPE is determined by the risk of LV contact.

Where there is a potential risk of LV contact, the following additional PPE is required:

- insulated, rated tools, and insulated rated gloves or
- insulated rated tools and secured insulated rated barrier (shroud) or
- insulated rated gloves and secured insulated rated barrier (shroud).

## 4.3 Head protection

- Safety helmet in accordance with *AS/NZS 1801:1997 Occupational protective helmets* when:
  - there is a risk of a person being struck on the head by a falling object
  - there is a risk of a person hitting their head on an overhead stationary object
  - the site displays a 'Safety Helmet Area' sign.
- Record the date of issue inside the safety helmet.
- All Worker must wear an approved arc flash visor for tasks where there is a risk of an arc flash occurring.
- Secure the safety helmet with a chinstrap if there is potential that it may fall.
- Replace a safety helmet or arc flash visor that is damaged, suspected of being damaged or after two years in an operational environment.
- Where this is no requirement to wear a helmet, a wide brim hat may be worn for sun protection.
- For maximum sun protection, use a plastic snap brim.

## 4.4 Eye protection

Eye protection must comply with *AS/NZS 1337.1-2010 Personal eye protection, Part 1: Eye and face protectors for occupational applications* and *AS/NZS 1337.6:2012 Personal eye protection – Prescription eye protectors against low and medium impact* and must be worn appropriate to the hazard that is to be encountered.

Safety glasses – minimum level of eye protection must have:

- a medium impact rating
- frames made of non-conductive, non-metallic materials
- include integrated side protection.

Goggles - must be worn when:

- advised by the safety data sheet (SDS) of the product being worked with
- the risk assessment identifies that wearing goggles will reduce a risk (i.e. when there are high concentrations of dust particles in the air).

Eye protection must be worn day or night:



- in designated (signed) eye protection areas
- as instructed by the procedure, work instruction, Formal Leader or site owner
- when working on live electrical apparatus
- when operating switchgear
- in zone and terminal substations and power station switchyards
- in workplaces where there are:
  - mechanical hazards (e.g. flying particles, sparks, molten metal splash, wire or conductor recoil)
  - chemical hazards (e.g. splashes, fumes and dust)
  - thermal and radiation hazards (e.g. heat, glare, ultraviolet rays, infrared rays).

For arc flash protection, wear eye protection underneath the face shield or arc flash hood.

Prior to removing goggles, wipe over the outside surface to remove contaminants.

#### 4.4.1 Prescription safety glasses

- Where required by operational staff, prescription safety glasses will be supplied by Western Power. In addition to meeting the requirements of medium impact rated lenses (marked with an I or F) and non-conductive/non-metallic safety frames, prescription safety glasses:
  - must be supplied with certificates detailing compliance to *AS/NZS 1337.1:2010 Personal eye protection, Part 1: Eye and face protectors for occupational applications* and *AS/NZS 1337.6:2012 Personal eye protection – Prescription eye protectors against low and medium impact*
  - must have lens coatings or tinting appropriate to the environment they are to be worn in (e.g. clear lenses for workshop, indoor warehousing and nightshift, tinted or transition (photochromatic) for outdoor work)
  - must be foam backed if working on sites where they are required
  - may be replaced every two years; when a person's prescription changes or when damaged to an extent as to be rendered unserviceable. Line management approval is required prior to replacing prescription safety glasses
  - must be inspected annually by an optician or optical dispenser if they are more than two years old.
- Worker who require prescription safety glasses are entitled to a maximum of two pairs every two years, with the glasses having a combination of clear and transition/photochromatic lenses (e.g. 1 pair of dark lens glasses and 1 pair of transition glasses). Worker must not be issued with two pairs of glasses with transition lenses, those seeking to do so will require line management approval prior to seeking a quote.
- Prescription safety lenses in non-safety frames do not provide the same level of protection to the wearer and are not approved for work on behalf of Western Power. For prescription safety glasses, a quote is to be sourced from a Vision Services Retailer, by an Approved PPE Requisitioner. (<https://www.vision-services.com.au/login>). For more information, refer to [Appendix 1. Prescription safety glasses through preferred supplier.](#)
- The vision services form must be used by the requestor, Formal Leaders are required to review the form and confirm the codes and description align before approving requisitions.
- Where suitable prescription safety glasses are unavailable from the list of approved frames and lenses from a Vision Services retailer (e.g. Laubman & Pank or OPSM), prescription safety glasses may be obtained through reimbursement. Reimbursement is subject to line management approval, provision of a copy of the certificate, and the prescription glasses meeting *AS 1337.6-2012 Personal eye protection - Prescription eye protectors against low and medium impact* and a copy of a valid receipt. Reimbursement will be applied in accordance with the amounts in *Table 7: Prescription safety glasses*

*reimbursement amounts. Refer to Appendix 2 - Prescription safety glasses through reimbursement for the process on how to obtain prescription safety glasses through reimbursement.*

- If approved, Worker submits a reimbursement claim via the HR solutions centre on the GRID – HR Services > Pay & Benefits > Reimbursement forms > Business reimbursement.
- Select OTHER as the expense element and attach the certificate and receipt.

Note: Add the agreed amount to be claimed to the comments section (see *Table 7: Prescription safety glasses reimbursement amounts*).

Formal Leader approves the Western Power agreed portion of the reimbursement claim.

**Table 7: Prescription safety glasses reimbursement amounts**

*Frames and lenses – based on lens type	*Reimbursement maximum amount including extras (certificate, postage, soft case and nylon cord)
Single vision (clear)	\$295
Single vision Polarised/tinted	\$326
Single vision Transition	\$381
Bifocal (clear)	\$346
Bifocal Transition	\$370
Multifocal (clear)	\$385
Multifocal Transition	\$495
Multifocal Transition Polarised/tinted	\$550

Note: The amounts may change. Please confirm with your requisitioner.

#### 4.5 Face protection

Face protection must comply with *AS/NZS 1337.1:2010 Personal eye protection, Part 1: Eye and face protectors for occupational applications*. Face protection (e.g. face shield, welding helmet) must be worn with safety glasses or goggles when:

- grinding (e.g. bench, angle) cutting, brazing and welding
- using a chainsaw or chipper
- any machining tasks that produce flying particles
- advised by the SDS of the product being worked with
- the risk assessment identifies that appropriate controls are put in place to reduce the risk of wearing face protection.

Ensure that face protection:

- has impact rated lenses
- is not lifted when performing the task for which the protection is required.

#### 4.6 Hearing protection

Hearing protection must comply with *AS/NZS 1270:2002 Acoustics – Hearing protectors* must be worn for the appropriate decibel (dB) noise level that is to be encountered.

Hearing protection will have a class code on the packaging that relates to the dB noise environment. The classes are stipulated for a specific dB(A) level. Use *Table 8: Hearing protection – classes and ratings* below to select the hearing protection related to the maximum dB level that you may be exposed to. If a dB meter is not available, use the Perceived loudness column as a guide.

**Table 8: Hearing protection – classes and ratings**

Class	Rating dB(A)	Perceived loudness*
1	90	Diesel truck at 10m
2	95	A subway train at 60m
3	100	Disco, 1m from speaker
4	105	Jet engine, take-off power at 60m
5	110	Chainsaw at 1m

\* This content is taken from AS/NZS 1270:2002 Acoustics – Hearing protectors.

#### 4.7 Respiratory protection

- Respiratory protection must comply with both *AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment* and *AS/NZS 1716:2012 Respiratory protective devices*.
- The respiratory protection must be worn appropriate for the hazard that is to be encountered.
- Facial hair must be considered where respiratory equipment requires a full seal.

#### 4.8 Footwear

- Safety footwear must comply with *AS/NZS 2210.1:2010 Safety, protective and occupational footwear Guide to selection, care and use* for operational work, and must be lace up (no elastic sided boots) and provide ankle support.
- When working on or near electrical apparatus, Electrical Hazard (EH) boots must be worn.

### 5. PPE procurement for Workers

All PPE used must be ordered via approved PPE Suppliers by an approved PPE Requisitioner through the e-procurement system in Ariba.

#### 5.1 PPE/PPC catalogues

The *Personal Protective Equipment Catalogue (EDM 32958272)* and the *Western Power Catalogue PPC (EDM 55750586)* contain the PPE which is currently approved for use by Workers. The catalogues are managed through the PPE Improvement Group. PPE must comply with applicable Australian Standards and other legislative requirements. For further information on the PPE Improvement Group, refer to the *PPE Improvement Group Charter (EDM 44549423)*.

#### 5.2 Ariba

Catalogue PPE and PPC items must be ordered through Ariba. Only PPE Requisitioners (see *Quarterly Ariba PPE Requisitioners Group members (EDM 55844766)*) can place orders in Ariba.

#### 5.3 Off-catalogue PPE items

PPE and PPC not listed in the PPE/PPC catalogues, except for prescription safety glasses, can only be ordered following approval by the Formal Leader according to the process below:

Approved PPE Requisitioners (in Ariba) request a quote from the approved PPE vendor.

- PPE Requisitioners create a non-catalogue item in Ariba using the quote details. The formal quote EDM must be included in the requisition for the Formal Leader to review.
- Formal Leader receives an email for the approval.
- Formal Leader reviews the requisition and ensures that the non-catalogue item's specification meets Western Power PPE/PPC technical specification, before granting approval

Note: Continued non catalogue requests for the same item will need to be submitted through the PPE Improvement Group for approval.

## **6. Training, inspection, maintenance, storage, replacement, disposal and signage**

### **6.1 Training**

Workers who require PPE for their work must receive appropriate training in relation to the correct fitting, use, selection, maintenance and storage of the clothing or equipment.

The training must include as a minimum:

- when PPE is required
- what PPE is required
- how to properly put on, take off, adjust, and wear the PPE
- limitations of the PPE
- proper care, maintenance, service life and disposal of PPE/PPC.

Workers must be able to demonstrate an understanding of the PPE training before they are permitted to perform work.

### **6.2 Inspection**

Workers must visually inspect PPE for defects prior to each use. Visual inspection checks must be based on manufacturer requirements or criteria outlined in relevant standards.

In circumstances where defects to PPE may be due to equipment not conforming to the manufacturer specifications or relevant standards, a hazard report must be entered into Guardian.

### **6.3 Maintenance**

Where PPE/PPC is damaged, it should be either repaired or disposed of appropriately and replaced. Maintenance of PPE/PPC must be in accordance with the manufacturer's instructions.

### **6.4 Storage**

PPE must be stored in accordance with the manufacturer's instructions. PPE should be stored in a location that is accessible, where it cannot be damaged, deteriorate or be used by another person if it is unhygienic to.

### **6.5 Replacement**

Replacing PPE/PPC is required if:

- it has exceeded the manufacturer's specifications, or the service life outlined in Australian Standards
- it is damaged or not fit for purpose

- it causes the wearer discomfort, is unhygienic or ill-fitting.

## 6.6 Disposal

PPE/PPC that is no longer serviceable must be disposed in the following manner:

- Branded clothing must have the logo cut away and disposed into general waste containers.
- Helmets should have the harness removed and placed in the general waste bin, and the helmet should be placed in the appropriate recycling bins.
- Any plastic and metal PPE items should be placed in recycling bins.
- Any PPE items that have reached their expiry date or are unserviceable, should be:
  - quarantined for inspection and testing and repaired where appropriate (e.g. HV gloves)
  - or
  - destroyed so they cannot be used again. Items being disposed of must be placed in the appropriate waste stream. If records are kept for the item of PPE, these must be updated accordingly.

## 6.7 Signage

Signs must be posted where practical at entry points to workplaces to communicate the mandatory PPE requirements. Signs must comply with *AS 1319-1994 Safety signs for the occupational environment*.

Property and Fleet are responsible for maintaining signage for depot locations. All substation and other asset signage must be maintained by the asset manager for that equipment.

## 7. Dictionary

Words in the first column of the following table are defined terms and have the corresponding meaning shown in the second column of the table. Defined terms appear in this document as capitalised.

Defined term	Meaning
Ariba	Western Power's e-procurement IT business system.
Contractor	A Supplier engaged to provide a service with a set scope and defined deliverables on behalf of Western Power
Non-operational areas	An area that is not defined as an operational area which presents a low level of SHE risk.
Operational areas	Areas in which operational tasks are being performed or where an operational environment presents an elevated, SHE risk, such as a depot yard construction/work sites or substations.
Personal Protective Equipment (PPE)	Anything used or worn to minimise risk to a person's health and safety.
PPE Requisitioner	A person authorised to raise PPE order requests following training in Ariba.
Prescribed activity	An activity carried out in the course of the construction, commissioning, operation, maintenance or decommissioning of a network
Regulatory PPE Items	A PPE item that under WHS Regulations (Australian Standards) has an expiry date. Equipment examples include harnesses, lanyards, High Voltage gloves and head protection.
On	Working anywhere inside the MAD.
Near	Outside the MAD where there is a reasonable possibility of a person, mobile plant or any object, either directly or through any "conducting medium", coming within the MAD.

Defined term	Meaning
Worker	<p>Under the WHS legislation a worker is a person who carries out work in any capacity for a person conducting a business (PCBU) or undertaking, including any of the following:</p> <ul style="list-style-type: none"> <li>• an employee</li> <li>• a contractor or subcontractor</li> <li>• an employee of a contractor or subcontractor</li> <li>• an employee of a labour hire company who has been assigned to work in the person’s business or undertaking</li> <li>• an outworker</li> <li>• an apprentice or trainee</li> <li>• a student gaining work experience</li> <li>• a volunteer – except a person volunteering with a wholly ‘volunteer association’ with no employees (whether incorporated or not)</li> </ul>

## 8. References

- *AS 1319-1994 Safety signs for the occupational environment*
- *AS/NZS 1337.1:2010 Personal eye protection, Part 1: Eye and face protectors for occupational applications*
- *AS/NZS 1337.6:2012 Personal eye protection – Prescription eye protectors against low and medium impact*
- *AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment*
- *AS/NZS 1716:2012 Respiratory protective devices*
- *AS/NZS 1801:1997 Occupational protective helmets*
- *AS/NZS 2161.10.1.2005 Occupational protective gloves against chemicals and micro-organisms – terminology and performance requirements*
- *AS/NZS 2210.1:2010 Safety, protective and occupational footwear Guide to selection, care and use*
- *AS/NZS IEC 60903:2020 Live working - Electrical insulating gloves*
- *AS/NZS 1270:2002 Acoustics – Hearing protectors*
- *ENA NENS 09-2014 National Guideline for the Selection, Use and Maintenance of Personal Protection Equipment for Electrical Arc Hazards*
- *EN 388:2016 Protective gloves against mechanical risks*
- *Work Health and Safety (General) Regulations 2022*

## 9. Related documents

Title	EDM reference
Health Safety and Environment Representatives and Committees Procedure	26785811
High Voltage Live Work Manual	52790811
Induced voltage in isolated conductors/apparatus work instruction	41854206
Live Working procedure	31752736
Personal Protective Equipment Catalogue	32958272
Personal Protective Equipment Technical Specification	31316841
PPE Improvement Group Charter	44549423

Title	EDM reference
Personal Protective Equipment procedure consultation register	43318837
Prescription Safety Glasses: Quick Reference Guide	52336332
Quarterly Ariba PPE Requisitioners Group members	55844766
Safety, Health and Environment Management Standard	32254910
Secondary Systems Protective Equipment	24638458
Western Power Catalogue PPC	55750586

## 10. Review

This procedure will be reviewed and evaluated by the content owner at least once in every three-year period taking into account the purpose of the procedure and the outcome of the compliance review.

## 11. Content owner

Full name	Role title	Business unit
Greta Groenewald	Management Systems Team Leader	SEQT

## 12. Content approver

Full name	Role title	Business unit
Graham Downe	Acting Head of Function	SEQT

## 13. Approval history

Version	Approved by	Date of approval	Notes
1.0	Western Power Board	24/03/2006	Personal Protective Clothing and equipment policy. First issue. (Resolution no. BD/19/2006).
2.0	Claire Royston, Head of Safety, Health and Environment	30/09/2015	Changed to Personal Protective Equipment Procedure. Updated to reflect current business structure/processes DM 7737478
3.0	Andy Shaw, Operations Manager for Safety, Environment, Quality and Training.	04/09/2017	Updated to include requirements from Work Practice Manual and Transmission Substation Work Practice Manual. DM 8765038
4.0	Graham Downe, Head of Function for Safety, Environment, Quality and Training.	08/12/2021	<ul style="list-style-type: none"> <li>Added procurement process for prescription safety glasses, including purchasing options and allowances.</li> <li>Clarification of PPE Cal rating requirements.</li> <li>Added references to PPC and PPE catalogues.</li> </ul>

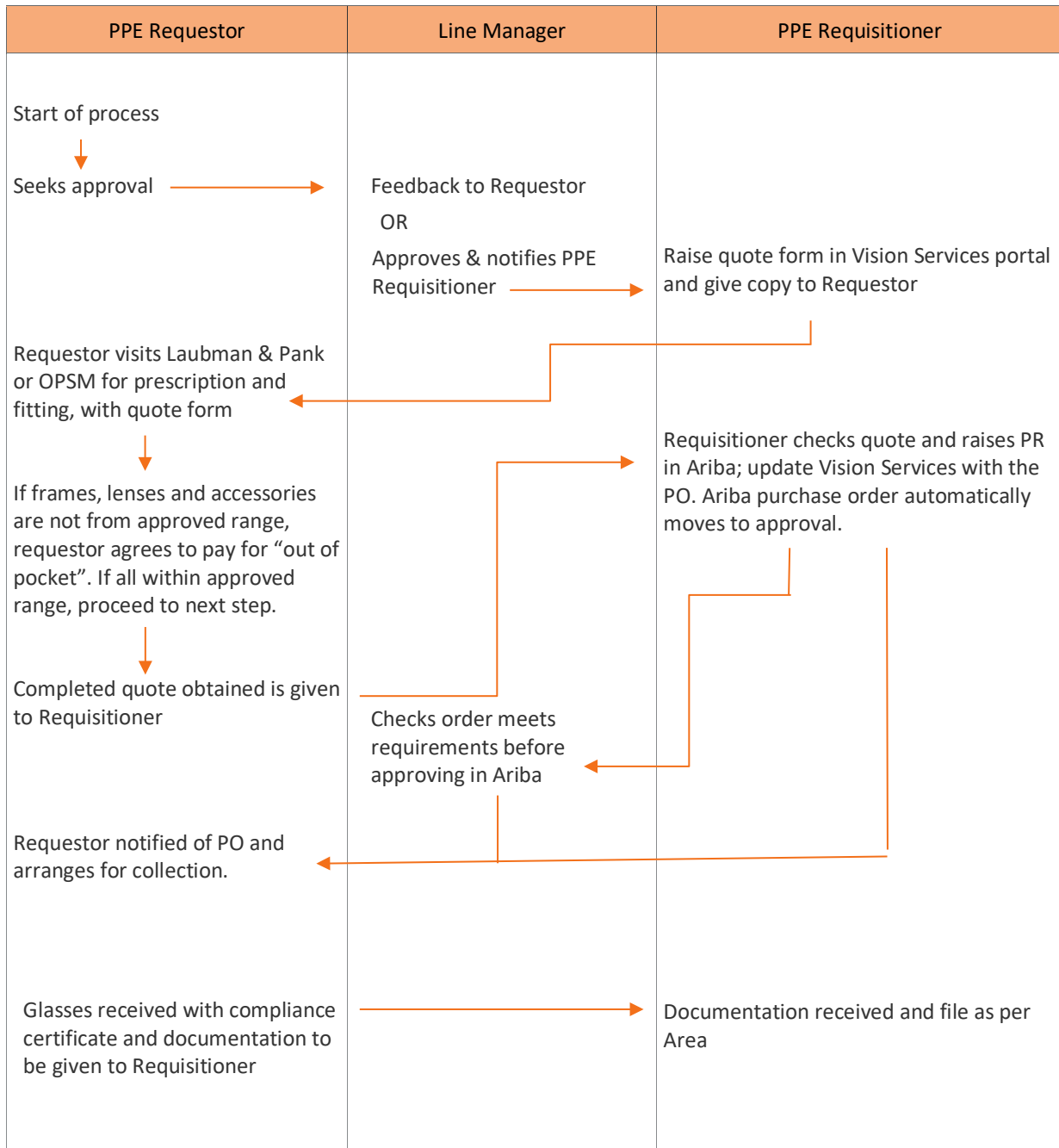
## 14. Accountabilities

Head of SEQT    Accountable for the development, maintenance, and publishing of this procedure in-line with the requirements of Western Power's SHE Management System and, so far as reasonably practicable influencing compliance with the arrangements prescribed by the details within this procedure.

If you have any questions in relation to this procedure, please contact either the Management Systems Team Lead or Head of SEQT.



## Appendix 1. Prescription safety glasses through preferred supplier



Refer to *Prescription Safety Glasses: Quick Reference Guide (EDM 52336332)* for information on how to use the Vision Services Portal.

## Appendix 2. Prescription safety glasses through reimbursement

PPE Requestor	Line Manager
<p>Start of process ↓ Seeks approval</p> <p>Requestor makes arrangements through their optometrist. Prescription safety glasses must meet Western Power specifications as a minimum:</p> <ul style="list-style-type: none"> <li>• non-metallic (plastic safety frames)</li> <li>• frames must have integrated side protection</li> <li>• must be foam backed if required to work on sites that require them</li> <li>• must be supplied with certificate of compliance</li> </ul> <p>Note: Glasses that do not meet the minimum requirements are not eligible for reimbursement</p> <p>Requestor submits copy of certificate</p> <p>Requestor submits claim for reimbursement via the HR solutions centre on the Grid – HR Services &gt; Reimbursement &gt; Business Reimbursement &gt; Other, on the Grid; attach copy of receipt and certificate; adds agreed amounts in comments (see Table 7)</p>	<p>Feedback to Requestor OR Approves &amp; notifies PPE Requestor</p> <p>Line Manager reviews certificate to ensure it meets Western Power requirements. If it does not meet requirements, advise Requestor that claim is not supported.</p> <p>If certificate meets requirements, advise Requestor to submit claim</p> <p>Claim is approved</p>

### Appendix 3. Responsible Accountable Consulted Informed (RACI) chart

Activity	RACI	
<b>PPE improvement Group</b> <i>Including meetings, initiatives, trials &amp; implementation</i>	R A C C/I	<ul style="list-style-type: none"> <li>• PPE Improvement Group</li> <li>• Formal Leaders</li> <li>• SEQT / HSE Representatives</li> <li>• Workers</li> </ul>
<b>PPE &amp; PPE Technical queries</b>	R/A C I	<ul style="list-style-type: none"> <li>• Formal Leaders</li> <li>• PPE Improvement Group / SEQT</li> <li>• Management Systems Team</li> </ul>
<b>PPE &amp; PPC Ariba requisition(s)</b>	R/A	<ul style="list-style-type: none"> <li>• Formal Leaders</li> </ul>
<b>PPE Requisitioner – Approval &amp; updates</b>	R/A	<ul style="list-style-type: none"> <li>• Formal Leaders / PPE Improvement Group</li> </ul>
<b>PPE inbox</b>		<ul style="list-style-type: none"> <li>• N/A – this inbox will be made inactive</li> </ul>
<b>PPE Grid Page update</b>	R/A C I	<ul style="list-style-type: none"> <li>• PPE Improvement Group</li> <li>• Management Systems Team</li> <li>• Workers</li> </ul>
<b>Review and approve non-catalogue PPE requests</b>	R/A C I	<ul style="list-style-type: none"> <li>• Formal Leaders</li> <li>• PPE Improvement Group/SEQT</li> <li>• Management Systems Team</li> </ul>
<b>PPE fitting rooms</b>	R/A	<ul style="list-style-type: none"> <li>• Depots/HO assigned representatives</li> </ul>
<b>Vendor Management</b>	R A I	<ul style="list-style-type: none"> <li>• WHS Risk Team</li> <li>• Commercial</li> <li>• PPE Improvement Group / SEQT/HSE Reps</li> </ul>
<b>Approval of PPE and PPC catalogue, and Ariba items</b>	R/A C C/I	<ul style="list-style-type: none"> <li>• Commercial</li> <li>• WHS Risk Team/PPE Improvement Group</li> <li>• SEQT / Management Systems Team</li> </ul>
<b>PPE technical documentation (SHEMS)</b> <i>PPE Procedure; Technical Specifications</i>	R A C/I	<ul style="list-style-type: none"> <li>• Management Systems Team</li> <li>• SEQT HoF</li> <li>• PPE Improvement Group / HSE Reps / Safety Improvement Review Group</li> </ul>