

**Safety Equipment Procedure**

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# Safety Equipment Procedure

## Purpose:

To ensure the provision, maintenance and correct use of all safety and personal protective equipment.

## Scope:

This applies to personal protective equipment as well as all other safety equipment at the premises.

## Definitions:

Personal Protective Equipment (PPE) - Specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, i.e., eyes, head, face, hands, feet, and ears.

Safety Equipment - Any equipment used to reduce risks or minimise the impact of risks e.g., firefighting equipment, first aid kits, safety signs.

## Procedure:

| Process | Methodology | Records/Evidence |
| --- | --- | --- |
| Identify Requirements. | Personal protective equipment (PPE) requirements will be identified for all tasks undertaken by employees. | * Work diary. |
| Safety equipment requirements will be identified for all vehicles . | * Vehicle Safety Inspection Checklist. |
| Purchasing. | PPE and safety equipment must conform to Australian Standards. | * PPE labelling. |
| Issue and Replacement. | All employees will be issued with PPE before they are to commence any tasks. requiring PPE. | * Visual check. |
| All employees are required to wear PPE as appropriate to their work tasks. | * Visual check. |
| All vehicles and premises will be supplied and fitted with required safety equipment including first aid kits and fire extinguishers. | * Vehicle Safety Inspection Checklist. |
| Maintenance and Monitoring. | Individual workers are responsible to maintain and monitor the condition of their own PPE and request replacement as required. PPE should be properly stored in containers e.g., plastic containers with lids. | * Visual check. |
| First aid kits will be checked and restocked as required. | * First Aid Kit Contents list. |
| Fire extinguishers will be serviced every **6** months according to **AS 1851 - 20012**- Maintenance of Fire Protection Systems and Equipment. | * Visual check of inspection tags. |
| Emergency and exit lighting will be inspected every **6** months according to **AS/NZS 2293.2:2019** - Emergency escape lighting and exit signs for buildings - Part 2: Inspection and maintenance. | * Inspection records. |
| Signage. | Areas requiring the use of PPE will be clearly identified with appropriate eye, hearing, face and foot protection signs e.g., on the door to the plant room, near where chemicals are stored/used. | * Visual check. |
| Appropriate traffic control signs will be in place e.g., speed restrictions, traffic direction and pedestrian signs. | * Visual check. |
| Use specific warning signs (e.g., slippery surface, cleaning in progress, no entry) to warn people of hazards. | * Visual check. |
| Isolating work or hazardous areas. | Use bollards, orange mesh, warning tape to isolate **NO GO** areas to protect people from hazards or work areas. | * Visual check. |
| Inspections. | Check the availability and condition of PPE and safety equipment during your 6 monthly walk through using the Safety Inspection Checklist. | * Safety Inspection. Checklist. |