

## PERSONAL PROTECTIVE EQUIPMENT (PPE) – Safe use & maintenance guidelines

Updated: 16/8/17

Every team member shall ensure they understand how to safely use and maintain their personal protective equipment prior to using. Supplies of PPE shall be checked by our administration team monthly, however workers must ensure they are actively monitoring their PPE and request additional items between meetings if necessary

### Ear Muffs

- Ear Muffs need to be of Class 5 type.
  - Whilst our power tools don't generate noise great enough to warrant class 5 level protection, we work on construction sites where other trades operate nail guns, ramset guns, Cranes, Jack hammers etc which do warrant class 5 protection.
- Worker must ensure the Ear Muffs they are issued are well maintained and fit for their purpose. Workers must notify management immediately if their Ear Muffs are worn or damaged so replacements can be arranged
- Worker must wear ear muffs at all times when operating power tools or hammering.
- Worker must wear ear muffs at all times when on construction sites due to the high level of noise created by other trades on site.

### Safety Glasses

- Safety Glasses should be without metal frames, have wide vision, UV protection, be scratch resistant and have integral side shields.
  - Workers can also be issued Safety Glasses with an element of sunglasses so they can be worn in external situations. However, clear safety glasses must be worn indoors.
- Worker must ensure the Safety Glasses they are issued are well maintained and fit for their purpose. Workers must notify management immediately if their Safety Glasses are scratched or damaged so replacements can be arranged
  - A supply of replacement Safety Glasses shall be maintained in our workshop
- Worker must wear safety glasses at all times when operating above their head, generating dust or debris from their work, running cabling underneath buildings, or in any situation where there is a likelihood of a foreign object entering their eyes.

### Steel Toe Boots

- Steel toe boots shall be issued to every Electrician and apprentice.
  - Boots shall comply with AS/NZS 2210
  - Some construction sites will only allow lace up type boots.

- Steel toe boots shall be worn at all times by Electrician's and Apprentices unless their work for the day is solely in the office
- Workers must ensure their steel toe boots are not worn or damaged. If they are the worker must notify management urgently so a replacement pair of boots can be organised.

#### **High Visibility Vest**

- Fluorescent vests, polycotton or nylon with 50mm reflective tape allow the wearer to be seen under normal site conditions.
  - High visibility vests should conform to AS/NZS 4602.
- If the site rules of the construction site require Hi Viz to be worn then the worker MUST do so.
- The Hi-Viz vest must be worn on top of usual work clothing.

#### **Hard Hat**

- A Hard Hat complying with NZS 5806 shall be issued to all employees working on a construction site where Hard Hats are a site PPE requirement as set by the head contractor on site
- Hard Hats have an expiry date. This expiry date must be checked by the worker prior to commencing works on a site where a Hard Hat is required.
- It is recommended to secure the hat and prevent dislodgement by using an elastic chinstrap if it is available on the hard hat.
- Hard hats should be replaced after dropping from a height or if there are any visible signs of wear and tear.
- If the Job Safety Analysis indicates there is a risk of objects falling from above then a Hard Hat should be worn. If the worker does not have one in their vehicle then they must notify the office and source a Hard Hat prior to commencing work.

#### **Electrical Safety Gloves**

- Electricians shall be issued with 1x pair of Electrical Safety Gloves to protect worker from 0 to 1000volts (class 0).
  - Electrosoft Latex Gloves code: 129910 (NZ Safety) ;
  - OR
  - Electrosoft ISOARC code: 407188 (NZ Safety)
- Before use each Electrician must check that the glove has no holes or tears that would prevent the gloves from isolating the wearer from electric shock. This is to be done visually and also by inflating the glove with air and then checking (by holding glove against cheek for example) to ensure there is no air escaping from the glove.
  - If the glove/s is/are damaged then they must NOT be used. Worker must contact the office for a replacement pair and the work requiring the electrical safety gloves cannot be carried out until a replacement pair of gloves is obtained.

#### **Latex Gloves**

- Latex gloves are to be used to protect the wearer from soft materials that may cause a health risk to the wearer (for example exposure to septic materials when commissioning the electric's for a septic tank system)
- The employee must select the appropriate size from the supplies that are maintained in Grammar Electrical workshop and place these in their van
- Each van MUST maintain a supply of latex gloves. The regular PPE check form shall give the worker the prompt to ensure they are checking there is sufficient supply of latex gloves in their vehicle

- However, it shall be the employee's responsibility to ensure they maintain supplies of these gloves in their vans in between these meetings
- When removing the gloves start at the wrist and pull forward turning the glove inside out as you do.
- After use the gloves are to be disposed of (single use only)

#### **Hand Protection (General) Gloves**

- General Hand Protection gloves are to be worn by employee's when they are handling materials that may cause discomfort, friction or a risk of cuts/scrapes to the skin. For example (but not limited to)
  - Cable tray work
  - Pulling a large quantity of cables over an extended period
  - Handling cable with copper oxide insulation
  - When working around Insulation that can cause skin irritation (eg Pink Bats)
- Each employee shall be provided with a pair of hand protection gloves of the correct size. These must be kept by the employee in an area that they can easily access at any time. For example in the Van for a Tradesman and in an Apprentices toolbox.
- Before use each employee must check the glove visually for any signs of tearing and/or damage and shall request a replacement pair from management if they find any damage/tearing.
- Grammar Electrical shall check by asking each team member on the regular PPE check form if any replacement Hand Protection Gloves are required.

#### **Disposable Face Masks (grade P2)**

- Disposable Face Masks shall be used by employees in the following situations
  - Working with Asbestos Containing Materials (as per our Asbestos Policy)
  - When generating concrete/masonry dust (refer Silica Dust Policy)
  - Using Solvents
  - Working in dusty environments
  - Working in ceilings/under house with Fibreglass insulation
  - Any other time when the employee feels they need protection from airborne particles.
- Instructions for safe use:
  - Take a new disposable mask from the box
  - Cup the respirator in your hand, with both straps hanging below.
  - Hold the mask under the chin, thinner part up.
  - Place the lower head-band around the neck below the ears.
  - Holding the mask against the face, place the top head-band above the ears, around the crown of the head.
  - Place the hand on each side of the mask and move smoothly and slightly right and left, up and down, in order to achieve the most adjusted position of the mask on face (which is the most comfortable.)
  - To check the fit of your valved respirator, place both hands over the respirator and inhale hard. If you feel air escaping around the edges, adjust the respirator on your face and check again.
  - Ensure any safety glasses sit on top of the face mask, and not underneath
  - **NOTE: Facial hair such as bears or stubble may permit inward leakage of contaminant.**
- When removing the face mask at the end of use:
  - Hold the mask and remove the straps from your head
  - Remove the mask from your face and immediately dispose of safely
  - Wash your hands straight away

- NOTE: When working with Asbestos Containing Materials or Silica Dust, ensure the Dust Mask is the last item of PPE to be removed.
- Grammar Electrical shall check by asking each team member via a monthly PPE check form if any replacement Hand Protection Gloves are required.
  - It shall be the employee's responsibility to ensure they request more disposable masks should they run out of a supply.
- Each van shall be equipped with a box of disposable P2 masks

#### **Knee Pads**

- Knee Pads are worn to protect the wearers knee from damage due to pressure and weight when working on your knees
- Every employee shall be offered a pair of knee pads when they start in employment, and on each regular PPE check form
- The employee shall be given a purchase order for NZ Safety, Corys, or Bunnings to select a pair of knee pads that the employee finds comfortable. Grammar Electrical shall pay for these
- The employee must wear their knee pads according to the manufacturer's instructions
- Before use check the inside of the knee pad to ensure there are no foreign objects that could cause damage or discomfort when being worn

#### **Disposable Overalls**

- Disposable Overalls are to be worn when:
  - Working with Asbestos Containing material (as per our policy)
  - Working with Silica Dust (as per our policy)
  - Working in ceilings (to protect against rodent matter, insulation, insects, debris etc)
  - Working under houses (to protect against rodent matter, insects, debris etc)
  - Working in any other environment where you want/need to protect your skin and/or uniform from physical matter
- These are NOT designed to protect the wearer from mains voltages
- Instructions for safe use:
  - Select the correct size
  - Ensure the overalls cover all under garments and ankles
  - Ensure the cuffs of overalls are in contact with the skin
  - Fasten the overalls correctly
    - The zip should be fastened fully and the zip flap should cover the zip.
  - Single use only – dispose of once finished using (as per policy if appropriate)
- Grammar Electrical shall maintain a supply of Medium, Large, and Extra Large disposable overalls in the workshop.
- It shall be the employees responsibility to ensure they maintain a supply of disposable overalls with them at all times
  - Grammar Electrical shall check by asking all employees on regular PPE check forms if they have sufficient supply

#### **“Booties”**

- These are a disposable cover to go over work boots. They are generally made out of a paper type material
- Inspect the booties for holes and/or damage prior to using
- Booties shall be worn when

- Working with Asbestos Containing Materials (refer policy)
- Wearing work boots inside someone's home or building to prevent damage to flooring
- Working with Silica Dust (refer policy)
- The Bootie must be placed over the employee's Work Boot BEFORE entering the work area
- On completion of works in the area where the booties are required they must be removed and disposed of (prior to removing your dust mask).
- A supply of "booties" shall be issued with each vehicle. It shall be the vehicle operators responsibility to ensure the supply of "booties" in the vehicle is maintained

#### MCB Lockouts

- Every van shall be issued with 6x single MCB Lockouts, padlocks, and tags.
  - Lockout types Vynco MCB Single Lockout Yellow LM-MCL1 – Cory's code 633912
- A plant equipment lockout station is on the wall in the Grammar Electrical warehouse. Employee's will need to take required MCB lockouts and tag's from this lockout station if needed for the work being carried out.
  - If this lockout station is missing items the employee must notify management straight away so parts can be replaced.
  - This lockout station has larger style MCB lockouts

<ul style="list-style-type: none"> <li>• Vynco MCB Lockouts Instructions for use:</li> </ul>
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| <ul style="list-style-type: none"> <li>○ Turn the circuit breaker to the OFF position</li> <li>○ Clamp the lockout device onto the circuit breaker toggle in the off position, using a small screw driver</li> <li>○ Tighten the screw</li> <li>○ Place the padlock through the hole in the device to prevent anyone other than yourself from removing the device.</li> <li>○ Place tag onto padlock prior to locking</li> <li>○ Write your name and phone number on the tag so you can be contacted should someone else want to remove this lockout device</li> <li>○ Verify that the circuit breaker cannot be turned to the on position.</li> </ul> |
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- Safe use of Schneider type MCB lockouts is by following the process
  - [Safe use MCB Lockouts 1.pdf](#)
  - [Safe use MCB Lockouts 2.pdf](#)
- An "Out of Service" tag is to be placed on each lockout padlock with the name and phone number of the person who has locked off the MCB. The MCB cannot and must not be re-livened without this person being notified and unlocking the padlock.

#### Water Spray bottle

- Every van shall be issued with 1x water spray bottle
- This is to be used when removing Asbestos Containing Material (as per our policy guidelines) or generating Silica dust (as per our policy guidelines).
- At the end of use the bottle must be washed down (while still wearing your mask if asbestos or silica dust environment) and thoroughly cleaned before returning to the van.

#### Disinfectant Spray for tools

- Every van shall be issued with some disinfectant spray.
- This spray shall be used to disinfect tools that may have come into contact with unhygienic matter (for example while working in a Septic system)

- How to use:
  - Clean the tool first under running water to remove physical dirt
  - Dry the tool with a disposable rag
  - Spray with disinfectant spray and allow to dry before putting tool away.

#### **RCD Lead**

- Every van shall be issued with an HPM 1.6m long RCD lead for use on construction sites
- This RCD lead shall be plugged into the power supply on site and the employee's power tool plugged into the RCD lead.
- The RCD lead shall ensure that the power supply is cut off to the tool if there is a current is flowing to earth, thereby reducing the risk of electric shock from the power tool.

#### **Sunscreen**

- Every van shall be issued with a bottle of sunscreen
- Every employee working outside during the spring/summer/autumn months shall wear sunscreen to remove/minimise the risk of sunburn
- Sunscreen must be applied BEFORE commencing works outside and reapplied at least four hourly (or as per the instructions for application on the bottle).
  - Note that Sweat and wiping of the skin will reduce the effectiveness of the sunscreen so in these situations it should be applied more regularly.

#### **Half face Respirator with P3 filters**

- Grammar Electrical shall keep one half face respirator with P3 filters in the office. This shall be kept with the Health and Safety Manager
- This respirator shall only be used on sites where we are advised that a P2 grade mask is insufficient. As a general rule our work will not require the use of anything greater than a P2 grade mask.
  - However, on odd occasions we may need to attend sites to make cabling safe, or test cabling, or carry out isolations where there is an air contaminant the requires P3 grade mask.
- Before using the employee shall get an Alcohol sanitising wipe and thoroughly wipe down the inside of the mask to ensure germs are not spread between staff members
- Before use new P3 filters must be installed according to the instructions provided by the manufacturer
- On completion of use the P3 filters must be removed and disposed of. The mask must be washed with water on the outside and then dried off and the mask inside thoroughly wiped out with an alcohol sanitising wipe.

#### **Cotton Long Sleeve Button up Overalls**

- Grammar Electrical shall provide every Electrician with one item of uniform that is Cotton, has long sleeves, and can be buttoned up to the neck
  - This shall be overalls
- Prior to carrying out any live work the Electrician must put on their Long Sleeve PPE, ensure sleeves are rolled down, collar is up, and top buttons done up.
- Prior to carrying out any Isolation verification, testing, or fault finding on a current exceeding 100A the Electrician must put on their Long Sleeve PPE, ensure sleeves are rolled down, collar is up, and top buttons done up
  - See required PPE extract from AS/NZS 4836:2011

**TABLE 9.2**  
**GUIDE TO THE SELECTION OF PERSONAL PROTECTIVE EQUIPMENT**

TASK	CURRENTS UP TO AND INCLUDING 100 A	CURRENT EXCEEDING 100 A AND UP TO AND INCLUDING 400 A	CURRENTS EXCEEDING 400 A
Work (isolated and verified)	Footwear Protective clothing (if required) Eye protection (if required) Gloves (if required) Hearing protection (if required) Safety helmet (if required) Respiratory protection (if required)	Footwear Protective clothing (if required) Eye protection (if required) Gloves (if required) Hearing protection (if required) Safety helmet (if required) Respiratory protection (if required)	Footwear Protective clothing (if required) Eye protection (if required) Gloves (if required) Hearing protection (if required) Safety helmet (if required) Respiratory protection (if required)
Switching, isolating, removing fuses or links	Footwear Protective clothing Eye protection Gloves (if required) Hearing protection (if required) Safety helmet (if required) Respiratory protection (if required)	Footwear Protective clothing Eye protection Gloves Hearing protection (if required) Safety helmet (if required) Respiratory protection (if required)	Footwear Protective clothing Eye protection Gloves Hearing protection (if required) Safety helmet (if required) Respiratory protection (if required)
Isolation verification, testing or fault finding	Footwear Protective clothing Eye protection Gloves Hearing protection (if required) Safety helmet (if required) Respiratory protection (if required)	Footwear Protective clothing* Eye protection Gloves Arc flash suit and hood (if required) Hearing protection (if required) Safety helmet (if required) Respiratory protection (if required) Face shield (if required)	Footwear Protective clothing* Eye protection Gloves Face shield Arc flash suit and hood (if required) Hearing protection (if required) Safety helmet (if required) Respiratory protection (if required)
Live electrical work	Footwear Protective clothing* Eye protection Insulating gloves Arc flash suit and hood (if required) Flame-resistant gloves (if required) Face shield (if required) Safety helmet (if required) Hearing protection (if required) Respiratory protection (if required)	Footwear Protective clothing * Eye protection Safety helmet Insulating gloves Arc flash suit and hood (if required) Flame-resistant gloves (if required) Face shield (if required) Hearing protection (if required) Respiratory protection (if required)	Footwear Protective clothing * Eye protection Insulating gloves Flame-resistant gloves Arc flash suit and hood Hearing protection Respiratory protection (if required)

\*(if required)\*: Determined by the risk assessment.

\* Collar up, top buttons done up and sleeves down.

Bracelets, rings, neck chains, exposed metal zips, watches, and other conductive items shall not be worn while working on or near exposed energized conductors or live conductive parts.