



## Defence People Policy, SafetyMan

### Personal Protective Equipment Policy

#### Policy statement

1. Defence will provide personal protective equipment to workers when undertaking hazardous tasks.

#### Scope

2. This policy applies to all Defence workers, including ADF members, APS employees, ADF cadets, contractors and other persons.
3. The application of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

#### Policy – core elements

4. This policy applies to the management, maintenance and supply of personal protective equipment in Defence.
5. Risk assessments must be undertaken when planning activities requiring the use of personal protective equipment.
6. External/environmental and personal risk factors are to be considered in the assessment of risk with the use of personal protective equipment.
7. Where suitable personal protective equipment is not available through the Military Integrated Logistics Information System, local procurement of personal protective equipment is permitted in accordance with the *Defence Procurement Policy Manual*. All locally procured personal protective equipment must be used, maintained and disposed of in accordance with manufacturer instructions.
8. Work areas must have documented personal protective equipment maintenance processes for the following:
  - 8.1. maintenance duties and responsibilities;
  - 8.2. inspection and cleaning procedures;
  - 8.3. information on limitations and the intended conditions of use; and
  - 8.4. criteria for replacement and disposal.
9. A personal protective equipment maintenance sheet is available in the *SafetyMan – Personal Protective Equipment Procedure 01 - Personal Protective Equipment Maintenance Sheet*.

#### Roles and responsibilities

10. Group Heads and Service Chiefs as officers of the Person Conducting a Business or Undertaking are responsible for allocating sufficient resources to effectively manage personal protective equipment related risks.



11. Commanders, managers and supervisors must take all practicable steps to protect the health and safety of workers, contractors, visitors and the environment in the workplace. They have a responsibility to ensure that:
  - 11.1. a risk assessment is completed to determine what personal protective equipment is required;
  - 11.2. appropriate personal protective equipment, approved by the Group or Service, is available for tasks;
  - 11.3. adequate information, instruction, training and supervision is provided in the use of personal protective equipment;
  - 11.4. personal protective equipment is issued to persons in a clean and undamaged condition that will protect the user and not cause a hazard to their health;
  - 11.5. designated risk areas/processes requiring the use of personal protective equipment are signposted;
  - 11.6. all persons entering a workplace where hazardous activities occur, or are likely to occur, are provided with information on the activity, the hazard and the type of personal protective equipment required; and
  - 11.7. personal protective equipment is suitable for the task, is serviceable, fits properly and is, so far as is reasonably practicable, comfortable to wear.
12. All workers have a responsibility to:
  - 12.1. take all reasonably practical steps to safeguard their own health and safety, and the safety of others in the workplace;
  - 12.2. understand and follow established safe work practices and procedures, participate in appropriate training and hazard identification, and control risks arising from personal protective equipment hazards in accordance with guidance;
  - 12.3. advise supervisors of any perceived risk that could increase exposure to injury or illness;
  - 12.4. monitor themselves and their fellow workers, and take action when they observe elevated risks to themselves or others; and
  - 12.5. report events that caused, or could have caused, injury or illness.

### References and Related Documents

13. [\*Work Health and Safety Act 2011\*](#)
14. [\*Work Health and Safety Regulations 2011\*](#)
15. [\*Defence Procurement Policy Manual\*](#)
16. SafetyMan:
  - 16.1. Personal Protective Equipment Procedure 01 - Personal Protective Equipment Maintenance Sheet
  - 16.2. Personal Protective Equipment Procedure 02 – Personal Protective Equipment Selection Checklist
  - 16.3. Personal Protective Equipment Procedure 03 – Use of Personal Protective Equipment

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## Defence People Policy, SafetyMan

### Personal Protective Equipment Procedure 01 – Personal Protective Equipment Maintenance Sheet

1. This procedure provides work health and safety tools, information and/or guidance relating to the *SafetyMan - Personal Protective Equipment Policy*.
2. The Personal Protective Equipment Maintenance Sheet can be used to monitor the maintenance and repair of personal protective equipment.





Australian Government  
Department of Defence  
Defence People Group

## PERSONAL PROTECTIVE EQUIPMENT MAINTENANCE SHEET

This sheet is to be used to monitor the maintenance and repair of personal protective equipment. This sheet is to be placed near the personal protective equipment so that it is readily accessible

<b>Division/Unit:</b>	<b>Building/Location:</b>
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**Description:** (additional information e.g. instructions can be added as separate sheets):

**Frequency of checks/maintenance required:**

Date	Personal protective equipment maintenance type (check, repair etc)	Description of Maintenance	Initials

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## Defence People Policy, SafetyMan

### PERSONAL PROTECTIVE EQUIPMENT PROCEDURE 02 - PERSONAL PROTECTIVE EQUIPMENT SELECTION CHECKLIST

1. This procedure provides work health and safety guidance relating to the *SafetyMan - Personal Protective Equipment Policy*.
2. The Personal Protective Equipment Selection Checklist can be used to record personal protective equipment type and size, and to identify damage or deterioration to the personal protective equipment.



## PERSONAL PROTECTIVE EQUIPMENT SELECTION CHECKLIST

Name of Worker(s)			
Appointment(s)			
Group or Service, Division/Branch/Unit			
Date raised			
Reason for personal protective equipment selection (attach a copy of the completed risk assessment noting that the use of personal protective equipment is the last resort to managing risk)			
Nature of task			
Personal protective equipment type and description		Manufacturer	Product Code/Serial No.
Name of Worker(s)			
Date and Signature			
Name of Supervisor			
Date and Signature			

Not SafetyMan Section 7 Personal Protective Equipment, 6 Sep 2022



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### Personal Protective Equipment

Considerations	Yes	No	Comments (mandatory justification is required if 'no' has been selected for any of the questions below)
Has personal protective equipment been selected to minimise the risk to health and safety?			
Is personal protective equipment stored so that it is not damaged, left to deteriorate, or contaminated by exposure to chemicals or other materials in the workplace?			
Is the personal protective equipment stored in an assigned location so that it is clearly accessible to all workers?			
Is personal protective equipment approved and appropriate for the task/activity?			
Has the personal protective equipment manufacturer/supplier provided evidence of compliance with Australian Standards?			
Is the personal protective equipment of a suitable size and fit and reasonably comfortable for the person wearing it?			
Is the personal protective equipment maintained and repaired or replaced so it continues to minimise the risk?			
Is the personal protective equipment subject to routine inspection (in accordance with manufacturer specifications), cleaning and maintenance?			
Is signage installed in the workplace to indicate areas where workers are required to use personal protective equipment and indicate where it is stored?			
Is the personal protective equipment worn, so far as is reasonably practicable, in accordance with any: <ul style="list-style-type: none"><li>○ information;</li><li>○ training; and</li><li>○ instruction.</li></ul>			

### Selection Checklist: Worker to complete





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## Defence People Policy, SafetyMan

### Personal Protective Equipment Procedure 03 – Use of Personal Protective Equipment

1. The following information is provided to assist Defence workers to administer, implement or apply the *SafetyMan - Personal Protective Equipment Policy*.
2. Personal protective equipment must only be used following completion of a risk assessment, when the hazard cannot be eliminated or where the risk cannot be controlled using other methods from the hierarchy of control.
3. The process of carrying out a risk assessment should include:
  - 3.1. identification of the task;
  - 3.2. list of the hazards present;
  - 3.3. quantification of the risks that would result from exposure to the hazards;
  - 3.4. considerations of the protection provided by other control measures before the application of personal protective equipment;
  - 3.5. defining the level of residual risks that need to be covered by personal protective equipment;
  - 3.6. determination of the level and extent of protection required from the personal protective equipment, taking into account parameters such as duration of exposure to the hazard, ambient temperature and other working conditions; and
  - 3.7. identification of (additional) risks resulting from the use of the personal protective equipment.
4. Personal protective equipment used at a workplace must be:
  - 4.1. selected to minimise risk to health and safety;
  - 4.2. approved and appropriate for the task/activity;
  - 4.3. suitable and appropriate for the nature of the work and any hazard associated with the work; and
  - 4.4. a suitable size and fit for the user.
5. Signage must be installed in the workplace to indicate areas where workers are required to use personal protective equipment and to indicate where it is stored.
6. The effectiveness of personal protective equipment depends upon a good fit between the device and the user. Personal protective equipment may reduce dexterity, movement, communication, vision or breathing. These restrictions must be considered when assessing and procuring personal protective equipment for workers.
7. Where personal protective equipment is required to minimise the risk of exposure to a hazard, worker induction and training in the following must be provided:
  - 7.1. fitting;



- 7.2. cleaning/decontamination;
- 7.3. maintenance;
- 7.4. disposal;
- 7.5. use;
- 7.6. inspection for faults/integrity;
- 7.7. storage; and
- 7.8. records of training must be maintained by work areas.
8. Work areas must store personal protective equipment so it is not damaged, left to deteriorate or contaminated by exposure to chemicals or other materials in the workplace.
9. Personal protective equipment must be stored in specifically assigned storage locations so that it is clearly identifiable and accessible to all workers.
10. Where personal protective equipment is in use, routine inspection (in accordance with manufacturer specifications), cleaning and maintenance is required.
11. There is a large range of personal protective equipment available, as detailed below.

### Gloves

12. Gloves should be used when handling:
  - 12.1. hazardous materials;
  - 12.2. toxic chemicals;
  - 12.3. corrosive materials;
  - 12.4. materials with sharp or rough edges; and
  - 12.5. very hot or very cold materials.
13. The selection of gloves should be based on the following:
  - 13.1. the specific task being performed;
  - 13.2. conditions present;
  - 13.3. duration of exposure;
  - 13.4. potential hazards identified; and
  - 13.5. performance characteristics of the glove material.
14. The selection, care and use of gloves must comply with the relevant Defence information sheet and the Australian/New Zealand standards listed below:
  - 14.1. [\*Defence HAZCHEM Information Sheet #7 – Personal Protective Equipment – Chemical Protective Gloves\*](#)
  - 14.2. [\*Australian Standard/New Zealand Standard 2161.1.2000 Occupational Protective Gloves Part 1: Selection, Use and Maintenance\*](#)
  - 14.3. [\*Australian Standard/New Zealand Standard 2161.2.2005 Occupational Protective Gloves Part 2: General Requirements\*](#)
  - 14.4. [\*Australian Standard/New Zealand Standard 2161.3.2005 Occupational Protective Gloves Part 3: Protection against Mechanical Risks\*](#)
  - 14.5. [\*Australian Standard/New Zealand Standard 2161.4:1999 Occupational Protective Gloves Part 4: Protection against Thermal Risks \(heat and fire\)\*](#)

- 14.6. [\*Australian Standard/New Zealand Standard 2161.5:1998 Occupational Protective Gloves Part 5: Protection against Cold\*](#)
- 14.7. [\*Australian Standard/New Zealand Standard 2161.6:2014 Occupational Protective Gloves – Protective Gloves for Structural Firefighting\*](#)
- 14.8. [\*Australian Standard/New Zealand Standard 2161.7.1:1998 Occupational Protective Gloves Part 7.1: Protection against Cuts and Stabs by Hand Knives – Chainmail Gloves and Arm Guards\*](#)
- 14.9. [\*Australian Standard/New Zealand Standard 2161.7.2.2:2005 Occupational Protective Gloves Part 7.2: Protection against Cuts and Stabs by Hand Knives - Gloves and Arm Guards made of Material other than Chainmail\*](#)
- 14.10. [\*Australian Standard/New Zealand Standard 2161.8:2002 Occupational Protective Gloves Part 8: Protection against Ionizing Radiation and Radioactive Contamination\*](#)
- 14.11. [\*Australian Standard/New Zealand Standard 2161.9:2002 Occupational Protective Gloves Part 9: Method of Measurement and Evaluation of the Vibration Transmissibility of Gloves at the Palm of the Hand\*](#)
- 14.12. [\*Australian Standard/New Zealand Standard 2161.10.1:2005 Occupational Protective Gloves Part 10.1: Protective Gloves against Chemicals and Micro-Organisms – Terminology and Performance Requirements\*](#)
- 14.13. [\*Australian Standard/New Zealand Standard 4179:2014 Single Use Sterile Rubber Surgical Gloves – Specification\*](#)
- 14.14. [\*Australian Standard/New Zealand Standard 2225:1994 Insulating Gloves for Electrical Purposes\*](#)

### **Respiratory protective equipment**

- 15. Respiratory protection must be used in atmospheres where there is a risk of exposure to oxygen deficiency or contaminants above preset limits.
- 16. There are two main types of respiratory protective equipment:
  - 16.1. air purifying devices - inhaled air is drawn through a filter that removes the harmful substances. These devices cannot be used in oxygen depleted atmospheres. Air purifying devices fall into three main categories:
    - 16.1.1. dust masks;
    - 16.1.2. gas filters; and
    - 16.1.3. particulate filters.
  - 16.2. supplied air - an air source independent of the working environment is provided. There are three categories of supplied air respirators:
    - 16.2.1. air-hose respirators;
    - 16.2.2. air-line respirators; and
    - 16.2.3. self-contained breathing apparatus.
- 17. The respirator used must be suitable for the task and workplace conditions. Achieving a good facial seal is essential. Facial hair such as beards and sideburns prevent a close fit: even spectacles or facial irregularity may present problems.
- 18. The selection, care and use of respiratory protective equipment must comply with the relevant Defence information sheet and the Australian/New Zealand standards listed below:

- 18.1. [\*Defence HAZCHEM Information Sheet #8 – Personal Protective Equipment – Respiratory Protective Equipment\*](#)
- 18.2. [\*Australian Standard/New Zealand Standard 1715:2009 – Selection, Use and Maintenance of Respiratory Protective Equipment\*](#)
- 18.3. [\*Australian Standard/New Zealand Standard 1716:2012 - Respiratory Protective Devices\*](#)

### Eye and face protection

- 19. Eye and face protection must be worn when there is a danger of splashing, sparks, explosion, ionising radiation, ultra violet etc.
- 20. Protection comes in the form of:
  - 20.1. safety spectacles;
  - 20.2. safety goggles; and
  - 20.3. face shields.
- 21. If workers require prescription eyewear in order to operate safely within their work environment, then the requirement to wear safety glasses, goggles, or a face shield must accommodate the need for vision correction.
- 22. The selection, care and use of eye and face protection must comply with the relevant Defence information sheet and the Australian/New Zealand standards listed below:
  - 22.1. [\*Defence HAZCHEM Information Sheet #9 – Personal Protective Equipment – Eye and Face Protection\*](#)
  - 22.2. [\*Australian Standard/New Zealand Standard 1337.1:2010 – Personal Eye Protection – Eye and Face Protectors for Occupational Applications\*](#)
  - 22.3. [\*Australian Standard/New Zealand Standard 1337.2:2012 – Personal Eye Protection – Mesh Eye and Face Protectors for Occupational Applications\*](#)
  - 22.4. [\*Australian Standard/New Zealand Standard 1337.4:2011 – Eye and Face Protection – Filters and Eye Protectors against Laser Radiation \(laser eye protectors\)\*](#)
  - 22.5. [\*Australian Standard/New Zealand Standard 1337.5:2011 - Eye and Face Protection – Eye Protectors for Adjustment Work on Laser and Laser Systems\*](#)
  - 22.6. [\*Australian Standard/New Zealand Standard 1337.6:2012 – Personal Eye Protection – Prescription Eye Protectors against Low and Medium Impact\*](#)

### Hearing protection

- 23. Refer to *SafetyMan - Noise Management Policy and Guidance*.

### Safety footwear

- 24. Safety footwear is required if there is a risk of:
  - 24.1. crush or impact injuries;
  - 24.2. chemical or molten metal burns;
  - 24.3. contamination with harmful substances;
  - 24.4. penetration with sharp objects; and/or
  - 24.5. slipping.
- 25. Footwear is divided into 3 categories:

- 25.1. protective;
  - 25.2. safety; and
  - 25.3. occupational.
26. The selection, care and use of safety footwear must comply with the relevant Australian/New Zealand standards listed below:
- 26.1. [\*Australian Standard/New Zealand Standard 2210.1:2010 Safety, Protective and Occupational Footwear – Guide to Selection, Care and Use\*](#)
  - 26.2. [\*Australian Standard/New Zealand Standard 2210.2:2009 – Occupational Protective Footwear – Test Methods\*](#)
  - 26.3. [\*Australian Standard/New Zealand Standard 2210.3:2009 – Occupational Protective Footwear – Specification for Safety Footwear\*](#)
  - 26.4. [\*Australian Standard/New Zealand Standard 2210.4:2009 – Occupational Protective Footwear – Specification for Protective Footwear\*](#)
  - 26.5. [\*Australian Standard/New Zealand Standard 2210.5:2009 – Occupational Protective Footwear – Specification for Occupational Footwear\*](#)

### Protective garments

27. Protective garments should be worn to protect against:
- 27.1. hazardous substances;
  - 27.2. machinery parts; and
  - 27.3. extreme conditions.
28. Protective garments include high visibility garments, thermal wear, overalls aprons and reflective vests.
29. The selection care and use of protective garments must comply with the relevant Australian/New Zealand standards listed below:
- 29.1. [\*Australian Standard/New Zealand Standard 4501.1:2008 Occupational Protective Clothing Part 1: Guidelines on the Selection, Use, Care and Maintenance of Protective Clothing\*](#)
  - 29.2. [\*Australian Standard/New Zealand Standard 4501.2:2006 Occupational Protective Clothing Part 2: General Requirements\*](#)
  - 29.3. [\*Australian Standard/New Zealand Standard ISO 22608:2007 Protective Clothing – Protection against Liquid Chemicals – Measurement of Repellency, Retention and Penetration of Liquid Pesticide Formulations through Protective Clothing Materials\*](#)
  - 29.4. [\*Australian Standard/New Zealand Standard ISO 2801:2008 Clothing for Protection against Heat and Flame – General Recommendations for Selection, Care and Use of Protective Clothing\*](#)
  - 29.5. [\*Australian Standard/New Zealand Standard 4399:1996 Sun Protective Clothing – Evaluation and Classification\*](#)

### Head protection

30. Head protection of the appropriate type must be used at any time where there is a risk of head injury. Head protection includes safety helmets and broad brimmed hats.
31. Head protection should be of an appropriate size for the wearer and have an adjustable headband and chin strap.



32. The selection, care and use of head protection must comply with the relevant Australian/New Zealand standards listed below:
  - 32.1. [Australian Standard/New Zealand Standard 1800:1998 Occupational Protective Helmets – Selection, Care and use](#)
  - 32.2. [Australian Standard/New Zealand Standard 1801:1997 Occupational Protective Helmets](#)
  - 32.3. [Australian Standard/New Zealand Standard 1698:2006 Protective Helmets for Vehicle Users](#)

### Fall protection

33. A fall-arrest system is intended to safely stop a worker falling an uncontrolled distance. These systems must only be used if it is not reasonably practicable to use higher level controls, eg guardrails or walkways etc, or if higher level controls might not be fully effective in preventing a fall on their own.
34. An individual fall-arrest system may consist of components such as:
  - 34.1. harness;
  - 34.2. lanyard;
  - 34.3. anchorages;
  - 34.4. lifelines and rails; and
  - 34.5. snap hooks.
35. The selection, care and use of fall protection systems must comply with the relevant Code of Practice and the Australian/New Zealand standards listed below:
  - 35.1. [Code of Practice – Managing the Risk of Falls at Workplaces](#)
  - 35.2. [Australian Standard/New Zealand Standard 1891.1:2007 – Industrial Fall-Arrest Systems and Devices – Harnesses and Ancillary Equipment](#)
  - 35.3. [Australian Standard/New Zealand Standard 1891.2:2001 – Industrial Fall-Arrest Systems and Devices – Horizontal Lifeline and Rail Systems](#)
  - 35.4. [Australian Standard/New Zealand Standard 1891.3:1997 – Industrial Fall-Arrest Systems and Devices – Fall-Arrest Devices](#)
  - 35.5. [Australian Standard/New Zealand Standard 1891.4:2009 – Industrial Fall-Arrest Systems and Devices – Selection, Use and Maintenance](#)

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## Defence People Policy, SafetyMan

### Welding and Allied Processes Policy

#### Policy statement

1. Defence workers will follow the work health and safety risk management process when planning or undertaking welding and allied processes within Defence work environments.

#### Scope

2. This policy applies to all Defence workers, including ADF members, APS employees, ADF cadets, contractors and other persons.
3. The application of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

#### Policy – core elements

4. This policy applies to all Defence workplaces where:
  - 4.1. welding equipment is used in a workplace; and/or
  - 4.2. welding and allied process work is conducted in a workplace.
5. This policy does not cover the use and maintenance of portable plant such as a hand held grinder used in surface preparations which are detailed in *SafetyMan – Management of Plant Policy*.
6. Welding is the process of permanently joining two or more materials together, usually metals, by heat or pressure or both. There are many different types of allied processes including metal preparation, metal cutting, gouging, brazing and soldering. Welding and allied processes involve similar hazards and in some cases the same risk control measures can be implemented.
7. A risk assessment must be undertaken when planning or undertaking welding and/or allied process activities in accordance with *SafetyMan – Work Health and Safety Risk Management Policy*.
8. External/environmental and personal risk factors are to be considered in the assessment of welding and allied process related risks.

#### Roles and responsibilities

9. Group Heads and Service Chiefs (as officers of the Person Conducting a Business or Undertaking) are responsible for allocating sufficient resources to effectively manage welding and allied process related risks. Additionally:
  - 9.1. ensure that welding and allied process work is carried out in accordance with the *Work Health and Safety Regulations 2011* and *Code of Practice: Welding Processes*;





- 9.2. ensure that for all welding and allied process work conducted in a workplace, the risks to workers health and safety are eliminated or minimised so far as is reasonably practicable;
  - 9.3. communicate and consult with managers or supervisors in relation to safe management where welding and allied process work is being undertaken; and
  - 9.4. provide and make available emergency and safety equipment such as personal protective equipment or suitable heat extraction.
10. Commanders/supervisors and managers must take all practicable steps to protect the health and safety of workers. They have a responsibility to:
- 10.1. understand how welding and allied process hazards affect their workers and the work being performed;
  - 10.2. consult with workers to identify, assess and control welding and allied process hazards and risks;
  - 10.3. ensure appropriate risk management is conducted for all activities and refer to *SafetyMan* for more specific requirements to manage the risks of hazardous chemicals, plant, noise, heat, manual tasks and other hazards when associated with welding and allied processes (as provided in the guidance below);
  - 10.4. provide all workers with appropriate information, education, training, instruction and supervision;
  - 10.5. implement improvements to reduce welding and allied process related risks, so far as is reasonably practicable;
  - 10.6. ensure that any electrical risk associated with the supply of electricity to welding equipment through a socket outlet is minimised by the use of an appropriate residual current device (refer to *SafetyMan - Electrical Safety Policy and Guidance*); and
  - 10.7. provide, maintain and ensure workers use personal protective equipment correctly.
11. All workers have a responsibility to:
- 11.1. take all reasonably practicable steps to safeguard their own health and safety and the safety of others in the workplace;
  - 11.2. understand and follow established safe work practices and procedures, participate in appropriate training and hazard identification, and control risks arising from welding and allied process hazards in accordance with guidance;
  - 11.3. advise supervisors of any perceived risk that could increase exposure to injury or illness;
  - 11.4. use personal protective equipment in accordance with the information, instruction and training provided. For further information refer to *SafetyMan – Personal Protective Equipment Policy*;
  - 11.5. monitor themselves and their fellow workers and take action when they observe elevated risks to themselves or others; and
  - 11.6. report events that caused, or could have caused, injury or illness.

### Guidance

12. As detailed within the *Code of Practice: Welding Processes* a risk assessment of welding and allied processes should consider the following:
- 12.1. airborne contaminants;
  - 12.2. radiation hazards;
  - 12.3. electrical risks;
  - 12.4. electro-magnetic fields;
  - 12.5. fire and explosion;
  - 12.6. burns and heat exposure;
  - 12.7. compressed and liquefied gases;
  - 12.8. noise;
  - 12.9. lead;
  - 12.10. confined spaces;
  - 12.11. falls;
  - 12.12. manual tasks;
  - 12.13. ventilation;
  - 12.14. personal protective equipment;
  - 12.15. maintenance of equipment; and
  - 12.16. health monitoring.

### References and related documents

- 13. [Work Health and Safety Act 2011](#)
- 14. [Work Health and Safety Regulations 2011](#)
- 15. [Code of Practice: Welding Processes](#)

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