



**ELECTRICAL
CONTRACTING
PTY LTD** AU26726



**ACCREDITED
MASTER
ELECTRICIAN**

PERSONAL PROTECTION EQUIPMENT POLICY

All technical workers must have access to at least the following safety items at all times while on a job site (client's home, workshop etc.) and shall be used when appropriate.

- Hearing protection such as earplugs and/or earmuffs shall be worn in noisy environments where noise is continual and loud.
- Safety Glasses/Goggles shall be worn when airborne particles are created e.g. grinding, drilling etc.
- Safety Boots should be worn at all times
- Hard hat shall be worn in designated areas where there is a risk of objects falling e.g. Construction site.

Note: Studs, rings, neck chains, metal watches and other jewellery made with conductive materials shall be removed before starting a work where there is a possibility of coming into contact with live equipment or being caught on structure.

Supervisors

Supervisors are responsible for ensuring that users properly maintain their PPE in good condition and monitor employee's correct use of PPE.

Workers

The PPE user is responsible for following the requirements if this PPE policy:

- a) Properly wearing PPE as required.
- b) Attending required training sessions.
- c) Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- d) Following the company PPE policies and rules.
- e) Informing the supervisor of the need to repair or replace PPE.

Workers who repeatedly disregard and do not follow PPE policies and rules will be subject to disciplinary procedure of The Business.

Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn?
- What PPE is necessary?
- How to properly put on, remove, adjust, and wear PPE?

- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Cleaning & Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Workers must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use.

PPE will be replaced in a fair wear and tear basis or as otherwise required.

The Business will conduct, review, and update the hazard assessments for PPE whenever:

- A job changes
- New equipment or process is installed
- There has been an accident
- Whenever a supervisor or employee requests it
- Or at least every year

Any new PPE requirements that are developed will be added into The Business's written accident prevention program.

S & K Electrical Contracting Pty Ltd

Director/Partner/Principal: _____



Date: 01/07/2020

Policy Review Date: 01/07/2021