

Personal Protective Equipment Process

1. Introduction

Wellington Water's duty is to protect, promote and improve health and safety and wellbeing for all our people. Personal protective equipment (PPE) is a compulsory requirement in many types of work. Refer to *Section 3.1: PPE standards*.

Purpose

This process outlines how PPE used correctly can prevent serious exposures and injuries. PPE is the last line of defence against hazards that cannot be eliminated or minimised.

Scope

This process applies to all workers at Wellington Water on sites under Wellington Water control.

2. PPE requirements

Personal protective equipment is the lowest level of hazard/risk management provided under legislation. Higher levels of hazard/risk management must be implemented before PPE is considered. Hierarchy of control: Elimination, substitution, isolation, engineering controls. Procedural and PPE can only be considered when the first four steps have been completed.

Acceptable PPE risk assessments can be included in the following:

- On-site health and safety reviews
- Standard operating procedures
- Hazard/risk registers
- Task analysis reviews
- Job safety review

Note: Each required PPE item must be noted.

2.1. Mandatory PPE

Refer to *Section 3: Compulsory requirements by work type* for full details. The following items are mandatory:

Boots

Lace-up steel cap boots are required unless steel-capped gumboots are necessary to keep feet dry.

High visibility clothing

Day Glow Safety vests, shirts or overalls must be worn at all operational sites and when undertaking physical works. All clothing must be worn done up.

2.2. Site PPE – worn by everyone on site

Site PPE requirements must be assessed at the start of each day and recorded on the teams *Risk Control Plan*. Factors to consider include:

- Client requirements
- Tasks for the day
- Hazards on site

2.3. Tasks requiring additional PPE

Task	Additional PPE
Using a chainsaw	An approved mesh or plastic full face visor, (over safety glasses/goggles) A chainsaw safety mitt Chainsaw chaps/trousers
Using a concrete saw	A full face visor (over safety glasses/goggles) Chainsaw chaps/trousers (to provide impact protection)
Using an angle grinder	A full face visor (over safety glasses/goggles)
Working with asbestos (less than 10m ²)	Disposable coveralls (Type 5/6) Half face respirator (P2 grade minimum) Safety gumboots (laced footwear can trap asbestos contaminated material) Disposable gloves

Note: It is not possible to cover all situations and activities in this document. Sound risk management techniques must always be used when evaluating the PPE required for any task. For example:

- Work over water – may require lifejackets
- Work at heights – may require the use of harnesses
- Work in confined spaces – may require breathing apparatus
- Temporary Traffic Management – may require alternative vests
- Noisy Work – additional hearing protection
- Work with chemicals – check the SDS for requirements
- Work in wet conditions – wet weather gear

2.4. Obtaining PPE

Selecting PPE

When selecting PPE ensure that it:

- Is appropriate for the hazards involved and the conditions of the place where exposure may arise

- Takes ergonomic considerations into account, be capable of being fitted to (and used by) the person
- As far as practicable, prevent or adequately control the risk of exposure without increasing the overall risk
- Is designed and manufactured to an approved standard

Where more than one type of PPE is used simultaneously, each must be compatible with the other(s) and full effectiveness must be maintained.

Requesting PPE

As and when items of PPE are required by employees, they should in the first instance seek approval from their supervisor or manager.

Once approval has been given, the employee can proceed to purchase the required PPE through approved channels.

Maintaining and storing PPE

PPE must be maintained by the user and cleaned, repaired, or replaced as necessary in accordance with the manufacturer's instructions.

Suitable storage arrangements should be made to prevent damage to the PPE.

PPE that has been supplied by Wellington Water is for use at work. It remains the property of Wellington Water and is not to be used for other purposes.

3. Compulsory requirements by work type

Note: Unless a written assessment shows minimal risk or alternative protection can be provided. This assessment must be available for review.

Work type	Safety footwear	Hi-visibility clothing	Skin cover long sleeves and trousers	Eye protection	Helmet	Sun hat, helmet brim	Gloves	Hearing protection	Respiratory	Examples
Construction activity and heavy maintenance activities	✓	✓	✓ (refer to section 3.1)	✓ (refer to section 3.1)	✓ (refer to section 3.1)	Available, used as required				Work that includes equipment using stored energy, such as, compress gas/air, hydraulics, rotating parts, flammable substances, electricity. Exposure to health hazards such as UV or chemical, biohazard
General field maintenance/ operational activities (treatment plant, pump stations, depot excludes office space)	✓	✓ (refer to section 3.1)	✓ (refer to section 3.1)	✓ (refer to section 3.1)	✓ (refer to section 3.1)	N/A	Available, used as required	Available, used as required	Available, used as required	Some exposure to above, activities such as lawn mowing, recording values, valve adjustment, lifting and carrying, chemical dosing
Inspections, monitoring, survey, audits, and so on in operational areas	✓	✓ (refer to section 3.1)	✓ (refer to section 3.1)	✓ (refer to section 3.1)	✓ (refer to section 3.1)	Available, used as required	Available, used as required	Available, used as required	Available, used as required	Some exposure to above but for shorter duration (for example, not full day, not everyday exposure)
Visitors (to any operational locations)	✓ (refer to section 3.1)	✓ (refer to section 3.1)	✓ (refer to section 3.1)	Available, used as required	Available, used as required	Available, used as required	Available, used as required	Available, used as required	Available, used as required	Risk assessment required based on numbers and activities underway at the time.
If remain in office or public area no special PPE required	Closed toe, flat sole shoes recommended	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Includes technical work on computers, controllers, and so on in an office-like or similar environments

3.1. PPE standards

Note: These are the minimum standards. They do not supersede any contractual or principal requirements.

Type	Description
Safety foot wear	<p>NZS 2210:2010</p> <p>Lace-up boots preferred to provide additional support around the ankle. Riggers boots can be used to contain laces if deemed necessary, gumboots for wet areas. To be worn on all work sites and operational facilities. Not required in office-like environment.</p>
Hi-visibility clothing	<p>AS/NZS 4602.1:2011 Day/Night</p> <p>Yellow hi-vis colour for all WWL workers (transitioning from 1 July 2024 – full transition to be complete by 1 July 2026)</p>
Neck to toe clothing	<p>Trousers and long sleeve shirt with collar to protect from UV, chemical/Biohazard splash, burns.</p> <p>Short sleeve shirts and shorts can be worn when not exposed to UV, chemical or biological hazards (such as, inside building or cover put over work site). Suitable skin protection is required if exposed to these hazards. Consideration can be given to alternatives such as arm sleeves, factor 50+ SPF sunscreen, and pre-work barrier creams. Evidence of higher level controls consideration must be evidenced.</p>
Eye protection	<p>NZS 1337:2010</p> <p>Nil or light tint, to be used in identified situations to protect eyes from flying objects, such as stones from passing vehicles, debris chips during breaking out of concrete, stored energy release (for example, hydraulic or water spray).</p> <p>Dark tint, available to be used in identified situations to protect eyes from flying objects and assist in preventing UV burning of the retina.</p> <p>Face shield must be used when using angle grinder, concrete saw, and chain saw.</p>
Helmet	<p>EN 12492:2012/ EN 397:2012</p> <p>Mandatory for all operational workers and recommended for all workers.</p> <p>AS/ NZS 1801:1997</p> <p>Acceptable for non-operational workers (e.g., visitors, observers) – must be fitted with chinstrap.</p> <p>Hard hat to be worn when in presence of any overhead load or operating machinery that uses stored energy such as excavator, drilling rig, compressed air. A thin beanie may be worn under the helmet during cold conditions. Caps and hoodies are not acceptable.</p>

Type	Description
Sun hat	Permitted when risk assessment indicates hard hat not required. Sun brim with hard hats can be utilised if required.
Gloves	To be available and to be used during manual handle activities. Chemical compatible gloves to be worn when using concrete, solvents, acids, or as directed by Safety Data Sheets.
Hearing protection	<p>NZS 1270:2002</p> <p>Constant exposure (on-site workers, pump stations, workshops, and so on) grade 5 protection to be available and used as required.</p> <p>Occasional exposure (managers, engineers, and so on) minimum grade 4 protection to be available and used as required.</p>
Respiratory protection	<p>NZS 1716:2012</p> <p>Suitable for exposure to risk (biohazard, chemical handling, dust generation, and so on)</p>

4. Responsibilities

Position title	What they are responsible for
Wellington Water	<ul style="list-style-type: none"> Ensuring that the PPE remains in an efficient state, properly working, and in good repair
Worker	<ul style="list-style-type: none"> Ensuring they wear the appropriate PPE for the work that they are doing
Supervisor	<ul style="list-style-type: none"> Ensuring that PPE requirements are posted and known to all workers on site

5. Training and Qualifications

Wellington Water will ensure that employees are given adequate instruction, information, and training in:

- The purpose for which the PPE has been provided.
- The risks it will protect against
- The correct method of use

6. Reference documents

Document	Entity	Location
Personal protective equipment – a guide for workers (fact sheet), 2018	WorkSafe NZ	https://worksafe.govt.nz/search/SearchForm?Search=personal+protective&action_results=Go

<u>Document</u>	<u>Entity</u>	<u>Location</u>
Personal protective equipment – a guide for businesses (fact sheet), 2018	WorkSafe NZ	
Personal protective equipment to use when working with asbestos (information sheet), 2016	WorkSafe NZ	