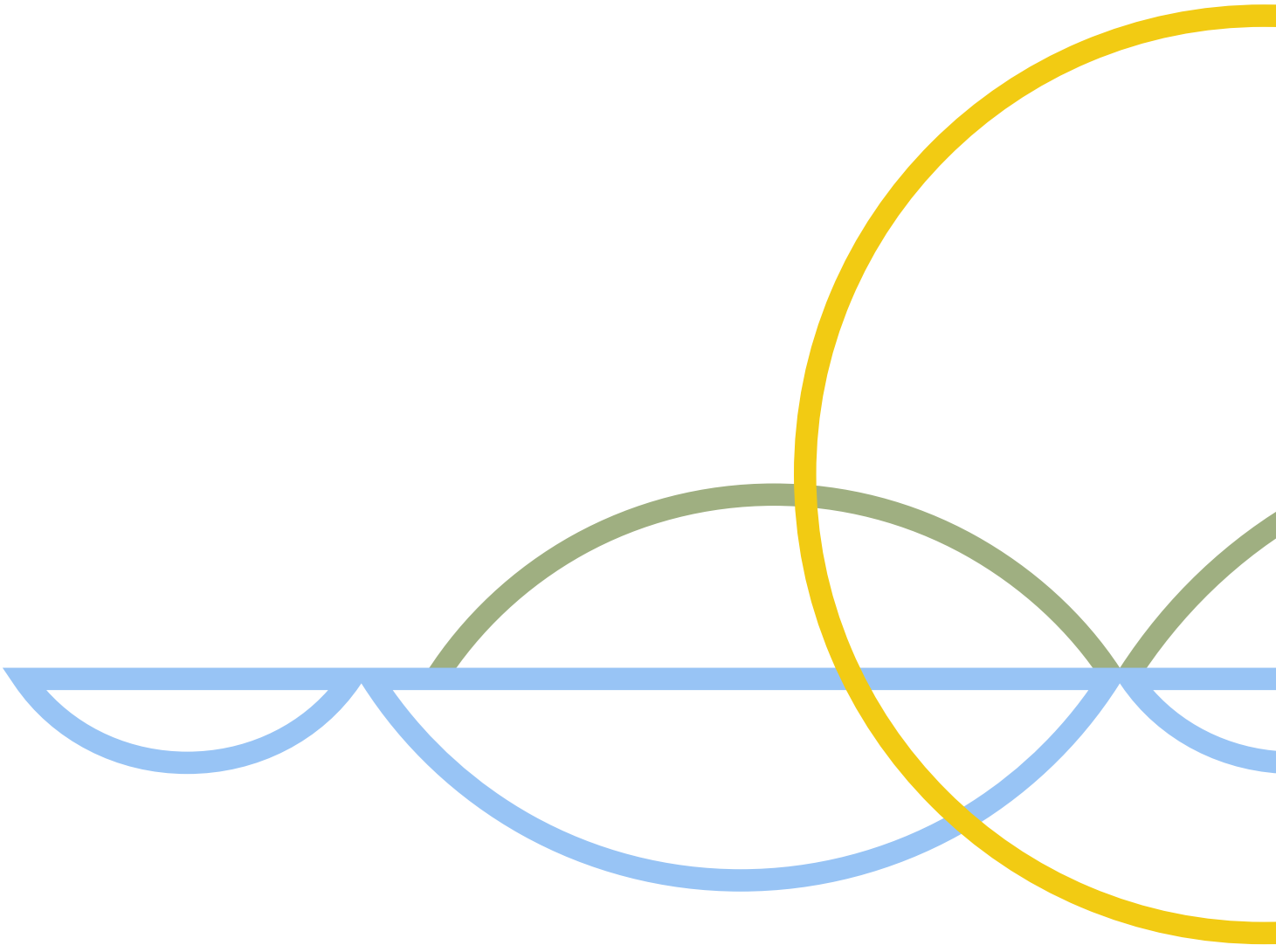
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TIAKI WAI
Care in every drop | He wai whakauka

Personal Protective Equipment Process



Document control

Version	Version date	Changes	Approver
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Contents

Introduction **3**

Purpose **3**

Scope **3**

1 PPE Requirements **4**

1.1 Mandatory PPE 4

1.2 Site PPE – worn by everyone on site 4

1.3 Tasks requiring additional PPE 5

1.4 Obtaining PPE 5

2 Compulsory Requirements by Work Type **7**

2.1 PPE Standards 8

3 Responsibilities **10**

4 Training and Qualifications **10**

5 Reference Documents **10**

Introduction

Tiaki Wai'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 2.1: 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 Tiaki Wai on sites under Tiaki Wai control.

1 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.

1.1 Mandatory PPE

Refer to *Section 2: Compulsory Requirements by Work Type* for full details.

The following items are mandatory:

Boots

Lace-up safety boots are required at all operational sites unless steel-capped gumboots are necessary.

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.

1.2 Site PPE – worn by everyone on site

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

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

1.3 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 10m2)	Disposable coveralls (Type 5/6) Half-face respirator (P2 grade minimum) Safety gumboots (laced footwear can trap asbestos contaminated material) Disposable gloves

1.4 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 Tiaki Wai is for use at work. It remains the property of Tiaki Wai and is not to be used for other purposes.

2 Compulsory Requirements by Work Type

Work Type	Safety Footwear	Hi-visibility Clothing	Skin Cover (full cover)	Eye Protection	Head Protection	Hearing Protection	Hand Protection	Sun Hat, Helmet Brim	Respiratory	Example Activities
Construction activity and heavy maintenance activities	✓	✓	✓ Reference Section 2.1	✓ Reference Section 2.1	✓ Reference Section 2.1	Available used as required	Available used as required	Available used as required	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, chemical, or biohazard
General field maintenance/operational activities (treatment plant, pump stations, depot - excludes office space)	✓	✓ Reference Section 2.1	✓ Reference Section 2.1	✓ Reference Section 2.1	✓ Reference Section 2.1	Available used as required	Available used as required	NA	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	✓	✓ Reference Section 2.1	✓ Reference Section 2.1	✓ Reference Section 2.1	✓ Reference Section 2.1	Available used as required	Available used as required	Available used as required	Available used as required	Some exposure to above but for shorter duration (not full day, not everyday exposure)
Visitors (to any operational locations)	✓ Reference Section 2.1	✓ Reference Section 2.1	✓ Reference Section 2.1	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.
Remaining in office or public area - no special PPE required	Closed toe, flat sole shoes recommended	NA	NA	NA	NA	NA	NA	NA	NA	Includes technical work on computers, controllers, and so on in an office-like or similar environments

2.1 PPE Standards

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

Type	Description
Safety Footwear	**NZS 2210:2010** Lace-up safety boots preferred to provide additional support around the ankle. Riggers boots can be used to contain laces if deemed necessary, and gumboots for wet areas and asbestos work. To be worn on all work sites and operational facilities. Not required in office-like environment.
Hi-visibility Clothing	**AS/NZS 4602.1:2011 Day/Night** Yellow hi-vis colour for all Tiaki Wai workers
Skin Cover (full cover)	Neck to toe clothing - Trousers and long sleeve shirt with collar to protect from UV, chemical/Biohazard splash, burns. Short sleeve shirts and shorts can be worn when not exposed to UV, chemical, or biological hazards (such as, inside building or covered worksite). 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.
Eye Protection	**NZS 1337:2010** 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). Dark tint, available to be used in identified situations to protect eyes from flying objects and assist in preventing UV burning of the retina. Face shield must be used in addition to safety glasses when using angle grinder, concrete saw, or chainsaw.

Type	Description
Head Protection	**EN 12492:2012/EN 397:2012** • Helmet - Mandatory for all operational workers and recommended for all workers. **AS/ NZS 1801:1997** • Hard Hat - Acceptable for non-operational workers (visitors, observers) – must be fitted with chinstrap. Head protection 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.
Hearing Protection	**NZS 1270:2002** Constant exposure (on-site workers, pump stations, workshops, and so on): • Grade 5 protection to be available and used as required. Occasional exposure (managers, engineers, and so on): • Minimum grade 4 protection to be available and used as required.
Hand Protection	To be available and to be used during manual handle activities. Chemical compatible gloves to be worn when using chemicals, concrete, solvents, acids, or as directed by Safety Data Sheets (SDS).
Sun Hat, Helmet Brim	Permitted when risk assessment indicates hard hat not required. Sun brim with helmet can be utilised if required.
Respiratory	**NZS 1716:2012** Suitable for exposure to risk (biohazard, chemical handling, dust generation, and so on).

3 Responsibilities

Role	What they are responsible for
Tiaki Wai	Ensuring that the PPE remains in an efficient state, properly working, and in good repair.
Worker	Ensuring they wear the appropriate PPE for the work that they are doing.
Supervisor	Ensuring that PPE requirements are posted and known to all workers on site.

4 Training and Qualifications

Tiaki Wai 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

5 Reference Documents

Document	Entity
Personal protective equipment – a guide for workers	WorkSafe NZ
Personal protective equipment – a guide for businesses	WorkSafe NZ
Protective clothing and equipment for working with or near asbestos	WorkSafe NZ