

Procedure

INT 1000 SAF PRO
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Personal Protective Equipment Procedure

Beach Energy

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THE THREE WHATS

What can go wrong?

What could cause it to go wrong?

What can I do to prevent it?

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1 Purpose

The purpose of this Procedure is to ensure the appropriate selection, use, maintenance, training and storage relating to Personal Protective Equipment (PPE) for work undertaken on Beach controlled sites that operate under the Beach OEMS.

2 Application

The Personal Protective Equipment Procedure applies to all Beach employees and all contractors engaged directly or indirectly that work under the Beach OEMS. It also applies to visitors and other people present at Beach worksites, using Beach facilities or dealing with Beach employees or contractors that operate under the Beach OEMS. This Procedure applies at all times and is not restricted by work hours or any other time or place considerations.

All Beach Divisions and sites must comply with legal requirements, as a minimum. In some instances, this Procedure specifies stricter requirements than those in applicable legislation and regulations. In these circumstances, additional requirements are designed to align with Beach OEMS standards and meet its overall objective of zero harm.

Although this Procedure has been designed to comply with industry best practice, some requirements may not be covered to the level of detail specified in applicable legislation. In the event of a conflict, personnel must comply with relevant legislative requirements. The content of this Procedure is based on Australian and New Zealand Standards and relevant codes of practice.

3 Exclusions

The Personal Protective Equipment Procedure does not address specialist PPE equipment for activities such as Confined Space entry or Working at Heights (which are covered in the respective Confined Space and Working at Heights Procedures).

4 Responsibilities

4.1 General Manager SA/WA, Victoria, New Zealand

Are responsible for ensuring:

- this Procedure is established and implemented within their operational areas and facilities
- Adequate resources are available to enable the effective implementation of this Procedure.
- a program is established for measuring performance and compliance with this Procedure

4.2 Department, Project and Line Managers

Department, Project and Line Managers are responsible for ensuring:

- projects, sites and facilities under their control comply with the requirements and standards set out in this Procedure
- contractors, including consultants, comply with the requirements set out in this Procedure

- monitoring, audit and review processes are established and implemented to ensure this Procedure is implemented, operating effectively and applied consistently
- recommend changes to this Procedure.
- compliance with this Procedure
- the requirements of this Procedure are communicated to all personnel under their control
- compliance with this Procedure by those line managers reporting directly to them, including managers of contractors through an assurance program
- Project managers are also responsible for ensuring project sites (that are located within an operational site) have defined designated PPE zones as required (as per section 5.3)
- that any deviation from this Procedure is supported by a risk-based justification and is authorised by the responsible manager

4.3 Head of Health and Safety

Head of Health and Safety is responsible for:

- coordinating, sharing and communicating PPE processes, tools and practices across the Company.
- providing a system for monitoring, reviewing and reporting on any deviations from this Procedure
- providing leadership and advice to all staff regarding the requirements of this Procedure
- monitoring company compliance with this Procedure
- approving in writing any deviation to the requirements of this procedure

4.4 Production/Facility Managers

Production/Facility Managers are responsible for:

- ensuring this document is readily available to personnel onsite.
- ensuring personnel on site conduct all relevant operations in accordance with this Procedure.
- ensuring all personnel under their supervision know and understand the requirements of this Procedure, are adequately trained and are competent to carry out their assigned tasks.
- monitoring facility compliance with this Procedure, intervening if any unapproved deviation is identified and reporting the deviation immediately and as appropriate.
- regularly observing activities under their control to check for compliance with this Procedure
- ensure a PPE budget is available and that there is a system for maintaining PPE stock levels at site
- ensure that signage is in place in designated PPE areas.

- recommend changes to this Procedure.

4.5 Purchasing and Buyers

Purchasers and Buyers are responsible for:

- only purchase PPE that meets the requirements of this procedure (e.g. to the relevant Australian/New Zealand standard etc.)

4.6 Contract Managers and Contract Owners

Contract managers and contract owners are responsible for ensuring contracts clearly contain the PPE requirements for the work environment. Refer to the 18823808 HSE&R Management of Suppliers Procedure.

4.7 Personnel

All Personnel

- must understand and comply with the requirements of this Procedure and participate in any necessary training.
- must conduct all relevant operations in accordance with this Procedure.
- maintain their personal protective equipment in "fit for purpose" condition and must wear the equipment in the manner in which it was designed to be worn.
- if unable to comply with procedure notify their supervisor
- recommend changes to this Procedure.

5 Requirements

5.1 General Principles

PPE is the least preferred control option to reduce the risk of exposure to a hazard. PPE must be considered only when other control measures are not practicable, where required by legislation or to increase levels of protection.

All sites must have PPE available for visitors including clothing, hard hats, safety boots, gloves, safety glasses and hearing protection.

5.2 Determining minimum mandatory PPE

Each operation and site must determine the minimum PPE requirements for its activities by anticipating or recognising applicable hazards and assessing the risk in accordance with the Risk Management Standard.

These requirements shall be communicated to all employees, contractors and visitors during the HSE induction process.

5.2.1 Planning and preparation

Planning and preparation requirements	
Risk/Hazard Assessment	A Job Analysis (JHA/JSA) and/or Permit to Work must consider PPE requirements for the specific task. It is noted that additional or specific PPE may also be required for non-routine tasks. Further guidance may be gained from the relevant Beach Energy Limited procedure, industry Code of Practice for the specific task undertaken or SDS.
Pre-use inspection	PPE must be visually inspected before each use and any damaged PPE must not be used.
Damaged PPE	PPE that is damaged and is unable to be repaired must be removed from use and appropriately tagged as unserviceable until it is suitably repaired or replaced. PPE that is damaged and unable to be repaired must be disposed of.

5.3 Designated area for PPE

Where determined as necessary by the risk assessment, mandatory PPE zones must be established. Entry to a mandatory PPE zone is prohibited unless the person is wearing certain prescribed PPE. Mandatory PPE zones must:

- be communicated during the site induction process, so all site personnel and visitors are aware of requirements.
- be marked and signposted. Signage must be positioned so that it is clearly visible from each point of approach to the mandatory PPE zone. All signs must comply with Australian and New Zealand Standard 1319:1994 – Safety signs for the occupational environment.

PPE must be worn under the following circumstances at all operational sites:

- As listed within the PPE requirements of an issued Permit (PTW)
- As signed within designated PPE zones
- At wellheads and / or well leases
- As directed in site inductions

6 PPE requirements

6.1 Selecting PPE

PPE must meet relevant legal requirements and Australian and New Zealand Standards or relevant international standards, as identified in risk assessments and/or material safety data sheets. A list of relevant references is contained in Section 14 of this Procedure.

6.2 Mandatory PPE requirements in designated PPE areas

The mandatory requirements when within designated PPE areas are:	
Head protection	Hard hat – see section 6.4
Foot protection	Safety boots – see section 6.5

The mandatory requirements when within designated PPE areas are:

Body protection	Flame retardant with high vis reflective striping, pants and long sleeve shirt covering the wearer’s arms to the wrist and legs to the ankles – see section 6.6
Eye protection	Safety glasses - see section 6.7
Hearing protection	Ear plugs and/or ear muffs – see section 6.8 (to be carried and used where noise map/signage or PTW specifies)
Hand protection	Gloves – see section 6.9 (to be worn or carried and used when doing tasks)

*Site administration staff may wear enclosed sturdy shoes while in the site administration building but must have safety boots available

6.3 Using, maintaining and storing PPE

- PPE must be used, maintained and stored in accordance with the manufacturer’s instructions and/or relevant Australian and New Zealand Standards or international standards.
- PPE must only be used in the manner for which it is intended and must not be modified in any way.
- PPE must be visually inspected before each use and any damaged PPE must not be used.
- PPE needing repair must be removed from use and appropriately tagged as unserviceable until it is suitably repaired or replaced. Reusable PPE must be cleaned in accordance with the manufacturer’s instructions to maintain a high level of hygiene.
- PPE must be worn in a manner that prevents any loose items coming into contact with rotating equipment.
- Sites must document and monitor any necessary PPE maintenance or replacement schedules.
- PPE replacement will be on a ‘one for one’ basis if PPE is damaged/worn.

6.4 Head protection

Hard hats shall comply with AS/NZS 1800 and AS/NZS 1801.

Hard Hats	<ul style="list-style-type: none"> • Where working at heights, or within confined spaces, hard hats with an integrated 4-point harness /chin straps shall be worn.
Colour	<ul style="list-style-type: none"> • Beach employees’ hard hats shall be white in colour. • Beach Energy Corporate Logo artwork is with the PPE supplier for use on safety helmets to align with manufacturer’s requirements to not place stickers on safety helmets.
Chin straps	<ul style="list-style-type: none"> • During high winds, work at heights or when riding bikes, all hard hats shall be worn with chin straps under the chin.
Sun protection	<ul style="list-style-type: none"> • Sun brims for hard hats are highly recommended for working outside during high UV times of the year.
Brimless edge	<ul style="list-style-type: none"> • If working within a confined space then a hard hat or helmet without a brim should be considered as they are less likely to be accidentally bumped off.

Hard hats shall comply with AS/NZS 1800 and AS/NZS 1801.

Stickers	<ul style="list-style-type: none"> Adhesives and solvents can weaken the plastics of the hard hat. The use of stickers (except those displaying first aid qualifications) and permanent marker pens should be avoided.
Replacement	<ul style="list-style-type: none"> Hard hats must be replaced every three years from the issue date or sooner if required by the manufacturer's instructions or due to damage. Personnel should document the date the hard hat was issued on the inside of their hat.
Bump Caps	<ul style="list-style-type: none"> Bump caps are not permitted as a replacement for Hard Hats.
Restrictions	<ul style="list-style-type: none"> Hard hats must not be worn backwards. Caps must not be worn underneath hard hats. Liners for cold conditions are permitted provided they do not reduce the safety characteristics or fit of the hard hat. Hard hats are not required to be worn in within vehicle cabs.

6.5 Foot protection

Foot protection shall comply with AS/NZS 2210.3

Toe re-enforcement	<ul style="list-style-type: none"> Steel or industrial plastic/composite.
Boot Type	<ul style="list-style-type: none"> Fully enclosed ankle height boots. Boots for gas plant and construction shall be designated Anti Static. Slip on and elastic style boots are not considered to provide adequate ankle support and are prohibited.
Material	<ul style="list-style-type: none"> Non-slip soles that are chemical and oil resistant.
Replacement	<ul style="list-style-type: none"> Replacement of boots shall occur at any signs of metal/composite toe protection coming through the upper of the boot, broken zips or shoe lace eyelets, cracked, badly worn or damaged soles or any other fair wear and tear.
Other specialist work	<ul style="list-style-type: none"> Boot selection for other specialist work (e.g. water blasting) shall be based on risk assessment.

6.6 Body protection

Mandatory industrial clothing

Long Pants	<ul style="list-style-type: none"> UPF 50+ in accordance with AS/NZS 4399:2017 Day/Night (Class D/N), high visibility requirements of AS/NSZ 4602.1:2011 Single band of Retro-reflective strips on pant legs is required. Retro-reflective strips must be static free, non-electrical conducting and comply with AS/NZS 1906.4 Meets NFPA 70E HRC1 (PPE 1) Flame Retardant NFPA 2112, or ISO 14116 and ISO 11612 A1, B1, C1 Pants shall be navy blue coloured
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Mandatory industrial clothing

Shirts	<ul style="list-style-type: none"> • Collared, long-sleeved shirts • Meet requirements for classification in accordance with AS/NZS 4399:2017 UPF 30. Heavy weight clothing (> 160 gsm) must be UPF 50+ • Day/Night (Class D/N), high visibility requirements of AS/NSZ 4602.1:2011 • Dual band of Retro-reflective strips on body and single sleeve strip is required • Retro-reflective strips must be static free, non-electrical conducting and comply with AS/NZS 1906.4 • Meets NFPA 70E HRC1 (PPE 1) • Flame Retardant NFPA 2112, or ISO 14116 and ISO 11612 A1,B1,C1 • Shirts shall be solid orange • Different material weights shall be available to allow for hot weather and cool weather work. But 1 shirt option shall have a weight of <160gsm
Shirts and Overall and Jacket Branding Requirements	<ul style="list-style-type: none"> • Embroidered with the Beach Energy Logo using corporate colours with artwork positioned centrally above left pocket • Employee’s preferred name in 10mm corporate white embroidery for navy blue clothing and 10mm corporate navy blue for orange PPE positioned centrally above right pocket • Safety takes precedence in everything we do - 10mm red embroidery positioned centrally 10cm from shoulder on left sleeve
Overalls	<ul style="list-style-type: none"> • The upper body on overalls shall comply with the requirements for Shirts above. • The lower pant section shall comply with the pants requirements above, except colour which shall be orange. (Overalls shall be solid orange)
Outer layer jackets	<ul style="list-style-type: none"> • Wet weather and winter jackets shall meet the requirements equivalent to Shirts above including high visibility, retro-reflective strips, FR and arc flash requirements to HRC1, except colour as per the below. • Shall also meet anti-static requirements to EN1149 Electrostatic Properties Measurement of Charge Decay - Pass. • The upper portion of outerwear jackets must be high visibility and orange in colour, lower portions may be navy blue. • Vests shall be solid orange • In the event of cold weather where multiple layers of clothing are worn, the outer most layer at all times shall meet the requirements of shirts and pants above. Undergarments must be cotton materials.
Visitors	<ul style="list-style-type: none"> • Visitors shall be supplied site overalls.
Clothing maintenance	<ul style="list-style-type: none"> • Clothing must be maintained in accordance with the manufacturer’s instructions.

6.7 Eye protection

Eye protection (safety glasses) shall comply with AS/NZS 1337 (minimum medium impact resistant lenses). Safety glasses shall contain side shields or be the ‘wrap around’ type.

General	<ul style="list-style-type: none"> • Safety glasses provide protection to the eyes from low energy objects and UV exposure. • Double eye protection must be used for prescribed tasks per risk assessment/JHA/Procedure.
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Eye protection (safety glasses) shall comply with AS/NZS 1337 (minimum medium impact resistant lenses). Safety glasses shall contain side shields or be the 'wrap around' type.

Lenses	<ul style="list-style-type: none"> Tinted lenses are recommended for outdoor use in bright conditions during the daylight hours. Tinted safety glasses that offer protection against solar ultra-violet radiation must be worn when working outside during daylight hours, unless doing so will affect the wearer's ability to complete the task safely. Tinted lenses shall not be worn at night or indoor work areas. Clear or yellow tinted eye protection must be worn at night whenever eye protection is required.
Contact Lenses	<ul style="list-style-type: none"> Contact lenses must not be worn during welding or near welding activities; or while handling or working near dry and wet chemicals.
Face Shields/Goggles	<ul style="list-style-type: none"> Face shields/goggles are considered additional protection for high temperatures, high density / impact particles for tasks such as using compressed air, grinding, bristle blasting, cutting, pressure washing or against chemical splashes.
Exemptions	<ul style="list-style-type: none"> Safety glasses are not required when inside fully enclosed vehicle cabs.
Replacement	<ul style="list-style-type: none"> Damaged safety glasses must be replaced immediately
Prescription safety glasses	<ul style="list-style-type: none"> Personnel required to wear prescription glasses must wear safety over-glasses, or eye-protector frames fitted with toughened glass prescription lenses. Over-glasses and prescription eye-protector frames must comply with Australian and New Zealand Prescription safety glasses shall comply with AS/NZS 1337. Prescription Eyewear – Authorisation form and Prescription Eyewear – Luxottica Fact Sheet.

6.8 Hearing protection

Hearing protection shall comply with AS/NZS 1270 and shall be used according to the manufacturer's instructions.

General	<p>Hearing protection must be worn at all times when:</p> <ul style="list-style-type: none"> inside an identified hearing protection area when identified on a JHA/JSA or other hazard/risk assessment documentation when undertaking activities where noise exceeds 85 dB(A) or 140 dB(C) where signage indicates the requirement. <p>Note: double hearing protection required where signage indicates or where identified in the JHA/SOP.</p> <p>Refer to 13660766 Hearing Protection Guide for guidance on the appropriate level of hearing protection.</p>
Hearing protection class	<p>A minimum of class 4 earmuffs/plugs must be used.</p>

Refer to the Occupational Noise Management Procedure (CDN/ID 18985399) for details relating to mandatory hearing protection zones and monitoring requirements for fixed production facilities.

Refer to the Hearing Protection Chart for more information on appropriate hearing protection for different levels of noise.

6.9 Hand protection

Hand protection for all sites shall comply with AS/NZS 2161

Use	<ul style="list-style-type: none"> • At all sites, gloves are to be carried or attached by glove clip at all times when working or visiting within a designated PPE zone. • Gloves must be used for all manual tasks unless otherwise noted in a JSA. • Refer to 3675051 Chemical PPE Selection Matrix Guideline for appropriate chemical glove rated glove selection. • Refer to the location specific Mechanical Glove Matrices (GD20-0085) for appropriate mechanical rated glove selection.
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Selection	<ul style="list-style-type: none"> • Consideration must be given to the nature of the hazard when selecting appropriate hand protection. • To assist in identifying the hazard(s), the following tools/information can be used including, JHA/JSAs, hazard/risk assessments, 3 What's and SDS's. • All personnel are to wear the appropriate glove for the task they are performing, unless wearing gloves increases the hazards (e.g. Lathe/rotating machinery work). • A Chemical Glove Matrix and Mechanical Glove Matrix is also available for reference.
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Exemption	<p>To gain exemption from wearing gloves, the JHA/JSA or other hazard/risk assessment (e.g. 3 Whats) must address the following and approved by the relevant permit authority:</p> <ul style="list-style-type: none"> • Reason for increased risk of injury while wearing gloves (e.g. rotating plant and equipment, reduced feel/dexterity) • Identification of how hands may be injured (e.g. cut, pinched, pierced, caught in/under/ between things) • What additional controls will be put in place to reduce the risk of injury • An assessment of whether the additional controls in place result in the job being safe to proceed without wearing gloves. <p>The reason for not using gloves should be noted in the JSA/JHA. The outcome of the JSA/JHA may be incorporated into work instructions/safe operating procedures for routine tasks as necessary.</p>
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6.10 Respiratory protection

All respiratory protection must comply with AS/NZS 1716 and be selected, used and maintained in accordance with AS/NZS 1715.

Use	<ul style="list-style-type: none"> • Respiratory protection must be worn where there is a risk of inhaling substances (including gases, vapours, dusts, fumes, smoke and mist) at levels exceeding Beach Energy Limited occupational exposure standards. • All documentation stating the requirement for respiratory protection (such as risk assessments and standard operating procedures) must specify the type of respirator, such as full-face air-purifying, and class of filter, such as ABEK1, (and possibly the make and model) of the particular respiratory protection required. Generic terms such as 'respirator' and 'dust mask' must not be used. • Persons must only wear respirators where deemed medically fit to do so. All Beach employees and contractors routinely required to wear respiratory protection must undertake a medical assessment before using respiratory protection at Beach for the first time. This medical assessment must determine if wearing respiratory protection will present an unacceptable risk to the user. Further medical assessment must be conducted where there is a change in the person's health or other factors affecting their ability to wear respiratory protection (such as age, anxiety or claustrophobia). Refer to the Health and Medical Assessments Procedure (CDN/ID 18985403) for specific medical requirements relating to respiratory protection. • Persons who wear respiratory protection must not have facial hair that interrupts the seal of the respirator at the sealing surface. (see Appendix C).
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Advice	<ul style="list-style-type: none"> • Specialist advice should be sought from a HSE Advisor regarding the selection of appropriate respiratory protection. • Each site has a hazardous chemical database and SDS which include selection of PPE. A Chemical Selection / PPE Matrix is also available for reference.
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Fit testing	<p>All persons required to wear respiratory protection must:</p> <ul style="list-style-type: none"> • Undertake a facial fit test to identify the appropriate make, model and size of respirator • If the person has change in body weight and personal fit check suggests the respirator is not fitting, then a new fit test should be completed. • A fit test shall be carried out each time a new make or model of respirator is issued. • Each use: the individual should conduct a personal fit check of the respiratory device before each use to and only wear a respiratory device that is appropriately fitted. • where there is a failure in a fit test or personal fit check, the respirator must not be worn, and advice should be sought from a HSE advisor. • Fit testing should be repeated biennially (once every 2 years) based upon an approved risk assessment. • Fit test records shall be maintained in a central location.
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Supplied air	<ul style="list-style-type: none"> • Only trained and certified personnel may carry out tasks requiring the use of supplied air respirators. Supplied air maintenance schedules and documentation must be kept. • Where supplied air is used it will be either medical air or air tested and proved to be of adequate quality as defined in AS/NZS 1715.
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Exclusive use	<ul style="list-style-type: none"> • Where practical, personnel required to wear respirators are to be issued with respirators for their own exclusive use.
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6.11 Chemical-Protective Clothing

Chemical protective clothing	
Advice	<ul style="list-style-type: none"> All documentation stating chemical-protective clothing requirements (such as risk assessments and standard operating procedures) must specify the type and material (and possibly the make and model) of the particular chemical-protective clothing required. Generic terms such as 'rubber gloves' or 'protective suit' must not be used.
Use	<ul style="list-style-type: none"> Chemical-protective clothing must be worn where there is the risk of exposure to hazardous materials by way of direct contact, spills, splashes, mists, vapours or other means. The potential for contact with hands, arms, face and other body areas in selecting appropriate chemical-protective clothing must also be considered. Chemical-protective clothing must be selected for the specific hazardous material concerned. When handling chemicals the SDS PPE requirements must be adhered to as a minimum. A Chemical Selection / PPE Matrix is also available for reference.
Disposal	<ul style="list-style-type: none"> Chemical-protective clothing must be disposed of after use or decontaminated and tested so that subsequent users are not exposed to hazardous materials.
Standards	<ul style="list-style-type: none"> All Chemical PPE shall comply with relevant standards for the article and hazard. For example, EN943 (gas-tight and non-gas tight), EN14605 (liquid tight and spray tight), EN ISO 13982 (Solid particulates), EN13034 (limited protective performance against liquid chemicals), EN374 (Chemical protection and/or microorganism).

6.12 Fall arrest equipment

Fall arrest equipment shall be used when working at heights, as described in the applicable Working at Heights procedure (CND/ID 3674900).

6.13 Electrical work protective clothing

Electrical work protective clothing	
PPE selection	<ul style="list-style-type: none"> Specific clothing is required for certain electrical tasks according to standard industry practice and site SOPs. Items may include insulating gloves, flame proof clothing, and arc resistant full face shields.
Metal materials	<ul style="list-style-type: none"> Items of PPE including clothing worn by personnel while performing live electrical work activities must not contain metal materials that come into direct contact with the unprotected skin. Where metal studs or other metallic parts contact the skin (such as when wearing overalls) cotton undergarments shall be worn.
Pants, Shirts, or Overalls.	<ul style="list-style-type: none"> Shall comply with all requirements of Section 6.6 except: All clothing shall have an increased Arc Flash rating to NFPA 70E HRC2 (PPE 2) ATPV > 8 cal/cm2 Min. Note that for high voltage exposure specialist suits shall be worn.
Boots for Electrical Work	<ul style="list-style-type: none"> See section 6.5.

7 Visitors and Contractor PPE

Contractors will supply their own PPE that meets or exceeds the requirements in this Procedure, unless it is strictly nominated in the Contract for Beach to supply. It shall be a condition of contract that all their agents, employees and visitors will have access to, and wear when appropriate, the required

personal protective equipment. The contractor must ensure their personnel are trained in the correct use of such equipment and it is maintained in a serviceable condition.

Contractors may have their own colour schemes and branding but are required to comply with all other requirements in this procedure.

Visitors shall abide by the minimum PPE requirements of the Facility as nominated within this Procedure.

8 Training and competence

All personnel required to use PPE should make themselves aware of its correct use, maintenance, fault detection, disposal and storage requirements.

For specialist PPE (such as respiratory protection), specific training should include:

- What PPE is necessary for the task;
- How to correctly wear and adjust items of PPE;
- The limitations of PPE;
- Fault detection; and
- The proper care, maintenance, useful life and disposal of PPE.

9 Deviation

Where a business unit identifies impediments to its ability to comply with this Procedure, a deviation must be established in accordance with the Deviation from Controlled Documents (CDN/ID 3237709) and Deviation form (CDN/ID 3674770).

10 Compliance and assurance

All Beach Energy employees and contractors must comply with this Procedure. Compliance must be periodically monitored by the Production Manager or Head of Health and Safety or a delegate.

Compliance with the requirements established in this Procedure must be reviewed as part of the Beach Energy Assurance Plan and included in the Level 2 HSE management system audit cycle.

Monitoring and verification of the key requirements of the Procedure must also be included in business unit key performance indicator reporting requirements.

Any breaches of this Procedure must be addressed in accordance with the Beach Energy Employee Counselling and Disciplinary Policy and any associated procedures.

11 Records

Documents relating to PPE must include, but are not limited to:

- PPE maintenance records (for breathing apparatus)
- medical assessment of respirator suitability
- workplace risk assessments
- training records relating to this Procedure, which must be kept by the relevant Production Manager or Department Manager
- all PPE-related deviation request forms, which must be kept by the Site Manager or Business Unit Manager after sign-off by the relevant Business Unit General Manager.

12 Procurement and Supply of PPE

PPE shall be ordered in accordance with the requirements of this Procedure and OEMS BSTD 8.2.

Standard PPE (e.g. clothing, safety boots, hard hats, glasses etc.) is to be ordered via the Beach Energy Procurement Catalogue via a requisition or from the relevant warehouse through SAP. Only approved PPE shall be listed in the catalogue; however it is the responsibility of the user to select PPE appropriate to their task and environment.

All items of PPE shall display the number of the relevant Australian or International Standard on the garment or item.

Personal protective clothing and equipment shall be replaced on a wear-and-tear basis when defective or damaged and / or when the expiry date is reached.

13 Definitions/Acronyms

Term/Acronym	Definition/Expansion
AS/NZS	Australian/ New Zealand Standard
BA / SCBA	Breathing Apparatus or Self-Contained Breathing Apparatus
Designated PPE Area	An area at site where minimum mandatory PPE must be worn at all times
JHA/JSA	Job Hazard Analysis/Job Safety Analysis
SDS	Safety Data Sheet
PPE	Personal Protective Equipment
Visitor	A person who attends site and is not completing any physical work such as not completing operational, maintenance, tanker load out work or any physical work activity.

14 References/Associated documents

Document number	Document title
13660766	Hearing Protection Chart
17254767	Prescription Eyewear – Luxottica Information Sheet
17255161	Prescription Eyewear – Authorisation form
18985399	Occupational Noise Management Procedure
18985403	Health and Medical Assessments Procedure
3237709	Deviation from Controlled Documents
3237715	NZ Procedure – Protective Prescription Eye Wear
3237722	NZ Procedure - Self Contained Breathing Apparatus Operation
3237729	NZ Procedure – Common Permit to Work System
3674770	Deviation form
3674900	Working at Height - CA
19012939	Permit to Work Procedure – Western Australia
3675017	Respirator Fit Test Record Form
3675051	Chemical PPE Selection Matrix
3974209	Permit to Work System (PTW) (CS) – Victorian Assets
BSTD 7.1	Operational Integrity Standard
BSTD 8.2	Safe Systems of Work Standard
GD20-0085	AU Mechanical and Chemical Glove Selection Guide (Graphic Design Document)
GD20-0085	NZ Mechanical and Chemical Glove Selection Guide (Graphic Design Document)
18987206	Permit to Work Procedure – South Australia

14.1 PPE Standards

1. AS/NZS 1270 – Acoustics – Hearing protectors
2. AS/NZS 1337 – Eye protectors for industrial applications
3. AS/NZS 1337.6 – Personal eye protection – Prescription eye protectors against low and medium impact
4. AS/NZS 1715 – Selection, use and maintenance of respiratory protective devices
5. AS/NZS 1716 – Respiratory protective devices
6. AS/NZS 1800 – Occupational protective helmets – Selection, care and use
7. AS/NZS 1801 – Occupational protective helmets
8. AS/NZS 1891.3 – Fall – Arrest Devices (Specifications)
9. AS/NZS 1906.4 – Retroreflective materials and devices for road traffic control purposes

10. AS/NZS 2161.1 – Occupational protective gloves – selection, use and maintenance
11. AS/NZS 2161.2 – Occupational protective gloves – general requirements
12. AS/NZS 2210.1 – Occupational protective footwear – Guide to selection, care and use
13. AS/NZS 4399 – Sun protective clothing – Evaluation and classification
14. AS/NZS 4602.1 – High visibility safety garments
15. AS/NZS 4626 – Industrial Fall Arrest Devices – Selection, Use and Maintenance
16. EN 13034 Protective apparel against liquid chemicals
17. EN 14605 Protective clothing against liquid chemicals - performance requirements for clothing with liquid-tight (Type 3) or spray-tight (Type 4) connections, including items providing protection to parts of the body only (Types PB [3] and PB [4])
18. EN 374 Protective gloves against dangerous chemicals and micro-organisms
19. EN 943 Protective clothing against dangerous solid, liquid and gaseous chemicals, including liquid and solid aerosols
20. EN ISO 13982 Protective clothing for use against solid particulates
21. EN1149 Protective Clothing - Electrostatic Properties
22. ISO 11612 Protective clothing — Clothing to protect against heat and flame — Minimum performance requirements
23. ISO 14116 Protective clothing — Protection against flame — Limited flame spread materials, material assemblies and clothing
24. NFPA 2112 Standard on Flame-Resistant Clothing for Protection of Industrial Personnel Against Short-Duration Thermal Exposures from Fire
25. NFPA 70E Standard for Electrical Safety in the Workplace

15 Document information and history

Document custodian group

Title	Name/s
DocCust-HSER-Safety	Ashley Linton

Document superseded

Rev	Date	Document number	Document name
4	20/12/2019	LAT-HSE-DVE-029	Personal Protective Equipment Directive
9	19/12/2019	HSE PRO 12	Personal Protective Equipment (PPE)

Document history

Rev	Date	Changes made in document	Reviewer/s	Consolidator	Approver
A	28/09/2020	Changed from Directive to Procedure, updated references and standards, replaced Appendix D with new flowchart	Damian Lee	Damian Lee	-
0	17/12/2020	Approved for use	-	-	Geoff Randall
0A	15/05/2023	Reviewed grammatical issues throughout the Procedure. Updated document references (18823808 HSE&R Management of Suppliers, 13660766 Hearing Protection Guide and Glove Matrices). Updated fit testing requirements and frequency.	Kim Edwards, Chris O'Shea, Liam Connolly	Kim Edwards	-
0B	21/11/2023	Removed site/facility specific designated PPE areas information table in section 5.3. Updated site administration staff PPE requirements. Updated inclusion of helmets and restrictions/exemptions in section 6.4. Removed HV and Live Electrical work foot protection requirements in section 6.5. Updated undergarment requirements in section 6.6. Added double eye protection tasks to include bristle blasting. Removed SCBA specific training requirements in section 8. Updated referenced and associated documentation table. Updated PPE Standards. Removed BRES references and replaced with WES. Updated appendices references.	Wayne Mathewson, Ken Smith, Gareth Miles, Ross Mackay, Matthew Beames, Scott Munro, Paul Gardner, Scott McKenzie, Cameron Lumsdon, Michelle Kendall, Chris O'Shea, Liam Connolly, Kim Edwards	Kim Edwards	-
0C	15/02/2024	Updated fit testing frequency to align with approved risk assessment.	Kim Edwards	Kim Edwards	-
1	27/02/2024	Approved for use	-	-	Ashley Linton

Appendix A Respiratory protection – additional information

This attachment provides guidance on the selection, use and maintenance of personal respiratory protection. The inhalation of air-borne contaminants is the most common route by which substances gain entry into the body via the respiratory system, and are transferred across thin membranes in the lungs into the bloodstream. Skin absorption and ingestion are other methods by which air-borne particles enter the body.

A. 1. Inhalation of gases

Gases can be classified according to their different effects on the body as follows:

- Irritants – cause irritation to the nose and upper respiratory tract, examples include ammonia (NH₃) and hydrogen sulphide (H₂S). Irritants normally have high water solubility and good warning properties such as pungent smell.
- Asphyxiants – gases that interfere with the use of oxygen by the body, and are absorbed by the body in preference to oxygen. Asphyxiants include nitrogen (N₂) and carbon dioxide (CO₂).
- Systemic poisons – gases, once absorbed into the blood target specific organs or systems in the body e.g., carbon tetrachloride (CCl₄), which causes liver damage.
- Anaesthetics – gases that result in partial or complete loss of sensation and have similar effects to alcohol on the body. Examples include organic solvents such as ketone.
- Sensitising agents – causes allergic reactions, even in individuals that have previously been exposed to the contaminant. The process of sensitising is rarely reversible (e.g., toluene 2-4 di-isocyanate [TDI]).

A. 2. Inhalation of particles

Larger particles are generally unable to enter the lungs; smaller particles, however, can enter the lungs and remain there. Particles that can enter the lungs via the respiratory system are classified according to the way they affect the body, as follows:

- Nuisance particulates – when inhaled produce no tissue changes but cause discomfort. Inhalation of large quantities can overpower the lung's protective mechanisms. Prolonged inhalation can cause blockages within the lung's bronchioles.
- Lung-damaging dusts – cause the reduction of lung capacity by causing physical changes in the lung structure. Examples of these dusts include but are not limited to asbestos and silica particulates.
- Irritant particulates – cause immediate discomfort. They irritate, inflame and ulcerate the respiratory system. Examples include acid mists.
- Fever producing particulates – inhalation of particles that produce flu like symptoms. Usually chills followed by intense fever. These effects may be delayed sometime after the point of exposure.
- Systemic poisons – as described under gases.

- Sensitising agents - as described under gases.

A. 3. Types of respirators

There are two methods of providing respiratory protection. These are:

- Filtering/Purifying the air that a person breathes; and
- The supply of respiratory air.

A. 3. 1 Air purifying respirators

Air purifying respirators can be segregated into two types. These being:

- Non-powered – air is drawn through the filter by the user's inhalation, examples being dust masks, canister face piece;
- Powered – Air, containing contaminants, is drawn through the filter by the use of a fan and delivered to a fully sealed facemask. The facemask may be either full face or half facemask type.

A. 3. 2 Particulate filters

There are three types of particulate filters able to provide protection against solid or liquid particles. The three classes are:

- Class P1 – for use against mechanically generated particles, e.g., silica;
- Class P2 – for use against both mechanical and thermally generated particulates, e.g., metal fumes;
- Class P3 – for use against all particulates including highly toxic materials.



CLASS P3 FILTERS ARE ONLY AVAILABLE FOR FULL-FACE RESPIRATORS (WHEN NON-POWERED), THIS IS TO ENSURE THAT THE RESPIRATOR HAS AN EFFECTIVE SEAL.

A. 3. 3 Gas Filters

The types of the basic gas filters are:

- Type A – for use against certain organic gases and vapours;
- Type B – for use against certain inorganic gases and acid gases;
- Type E – for use against sulfur dioxide, other inorganic gases and acid gases;
- Type G – for use against low vapour chemicals (mainly agricultural chemicals);
- Type K – for use against ammonia and ammonia derivatives;
- Type MB – for use against methyl bromide;
- Type AX – for use against low boiling point organic compounds (bp less than 65OC);

- Type Hg – for use against mercury vapour;
- Type NO – for use against oxides of nitrogen;
- Specific chemical type – those used for specific chemicals not described in the above categories as specified by the filter manufacturer.

The filtering properties of gas filters are also divided into four classes. The classes describe the amount of contaminant that can be collected by each type of filter before they are required to be replaced, and not the efficiency of the filter. The classes are:

- Class Aus – low capacity filters with a shorter life than Class 1;
- Class 1 – low absorption capacity filters;
- Class 2 – medium absorption capacity filters; and
- Class 3 – high absorption filters.

A. 3. 4 Supplied air respirators

“Supplied air” respirators supply air from an external source and are separated into three categories:

- Air-hose respirators – air supplied is not pressurised. It is usually supplied via natural breathing, or by a blower or by compressed air line;
- Air-line respirators – air supplied is pressurised (i.e. greater than atmospheric pressure). The supplied air volume being greater than the required air breathed by the user. Excess air is released via an outlet valve, or facial fit, into a suit, neck bib or shoulder cape.
- SCBA – air supply is pressurised and comes from compressed air cylinders stored on the user’s back.

A. 4. Selection

Before any respirator can be selected, the levels, and type of contamination and levels of oxygen need to be determined. Some general contaminant factors need to be considered in conjunction with the use of respiratory protection. They include:

- The form of contaminant, whether it be gas, dust, or vapour or a combination, and the contaminant toxicity and nature;
- If failure of the respiratory protection will cause adverse health effects or possibility death (e.g., oxygen deficiency in a confined space), then supplied air respiration shall be used (e.g., SCBA or line from breathing air header).
- The need to wear other types of PPE (e.g., welding mask, glasses, hard hat, harness);
- The warning signs of the presence of a contaminant (e.g., odour or irritation);

- Whether the contaminant atmosphere is flammable. Equipment selected must not provide an ignition source. Battery powered respirators may not be intrinsically safe;
- Duration of exposure to contaminant, and the tasks involved. Duration that protection will need to be provided.

Step 1: Determine what you are trying to protect against.

- If you are handling industrial or purchased chemicals use the materials safety data sheet to determine the gases, vapours or particulates that may result in exposure.
- If you are undertaking processes that may generate gases, vapours or particulates (such as welding, grinding or sawing) find information on the contaminants by speaking with industry bodies, your HSE advisor, equipment manufacturers and your Health and Safety regulator.
- Note that particulates are divided into two categories for respiratory selection:
 - Mechanically generated (e.g., sawdust, grinding dust, asbestos and silica)
 - Thermally generated (e.g., welding fume, lead fume, polymer fume).
 - Thermally generated particulates are generally finer than mechanically generated particulates.

Step 2: Determine what the airborne levels may be.

- Airborne levels may be determined by:
 - reviewing previous relevant monitoring
 - undertaking monitoring for the contaminants of concern
 - seeking advice from an Occupational Hygienist who has professional experience in the exposure scenario.
- Note that:
 - The absence of significant visible dust does not necessarily mean that the atmosphere is safe and free of particulate of respirable size.
 - The absence of odour (or indeed presence of odour) does not necessarily indicate there is or is not a health risk. There may be a 2-fold difference in a person's perception of odour and odour should not be relied on to indicate health risk.

Step 3: Work out the Required Minimum Protection Factor (RMPF)

- Working out the RMPF enables you to select the most appropriate respirator for the job. To work out the RMPF divide the airborne concentration by the Workplace Exposure Limit:
 - $RMPF = \frac{\text{airborne concentration}}{\text{Workplace Exposure Limit}}$
- WES = Workplace Exposure Standard Note:

- If the exposure period is based on longer than 8 hours an adjusted OEL must be used
- If the contaminant has a peak limit or short term exposure limit (STEL), divide the maximum airborne concentration by this limit/maximum airborne concentration of 15 minutes by this limit.

Step 4: Select the appropriate respirator

- Use the toolkit Chemical PPE Matrix (3675051) to determine an appropriate respirator.
- Note that:
 - Gas and vapour respirators come in different classes. The classes indicate the capacity of the sorbent; the higher the class the more chemical that can be adsorbed. Most standard filters on the market (e.g., 3M and Sundstrom) are class 1 (e.g., ABEKHg1 – where 1 indicates the class). These manufacturers also make higher class filters.
 - Full face respirators should be worn when the contaminant presents an irritant risk to eyes.
 - Class P3 is for use against all particulates including highly toxic particulates (e.g., beryllium). P3 protection can only be achieved using a full-face respirator (in a half facepiece it provides protection equivalent to a P2).
 - When there is no cartridge filter for the contaminant, supplied air respirators must be worn e.g., radon gas, carbon monoxide
 - Where there is strenuous activity required supplied-air or powered air purifying respiratory protective equipment (RPE) should be considered for use.
 - There is a limited selection of powered air purifying respirator (PAPR) chemical filters.
- DON'T Mix and match different manufacturers' respirators, cartridges and other equipment.

A. 5. When do I need to Change my Respirator/cartridge?

- Replace particulate filters when it becomes difficult to breathe, they become dirty or there is physical damage. At recommended manufacturer intervals.
- For chemical cartridges, the need to replace the cartridges is based on many things (such as concentration of contaminants, breathing rate, humidity, temperature etc). It is recommended that a company Occupational Hygienist or HSE Advisor is consulted to determine change out schedules. Here are a few pointers for replacement:
 - Replace when the cartridge when the expiration date expires.
 - For instance, mercury cartridges may have an expiration time of 50 hours. The 50 hours refers to 50 hours of exposure to mercury and has been calculated based on the maximum concentrations of mercury likely to be found in industry.
 - The maximum life of any cartridge removed from its package is 6 months. Unopened packages can last 5 years.

For exposures to organic vapours with boiling points over 65°C (e.g. benzene) over the exposure standard reuse of the cartridges should not be allowed after two days of use. This is because migration of the vapours may occur through the mask and result in exposure.

A. 6. Maintenance and cleaning

Correct maintenance and cleaning is a vital component in the use of respiratory protection. Some basic steps in the cleaning and maintenance program for respiratory protection are as follows:

- Remove air filters after each use; Place in a zip lock bag and record hour's usage on bag. Once filter has been used for 40-50hrs filter will need to be replaced.
- Wash respirator with low irritant detergent, warm water and a soft brush, thoroughly rinse and allow to air dry;
- Mild disinfectant to be used after washing, hang to dry. Care must be taken when drying to avoid damage the face piece.

Inspection should be carried out during the cleaning process. Any damaged or worn parts should be replaced with parts provided by the manufacturer. Inspection should include (as applicable):

- Inspection of head straps for breaks, tears, loss of elasticity, broken buckles and excessive wearing on the head harness;
- Inspection of inhalation and exhalation valves for detergent residue, dust or dirt, cracks, tears, distortion and for any missing valve components;
- Inspection of filter element(s) to ensure correct type of filter for the contaminant, filter resistance, missing or worn gaskets, worn threads (filter and face piece threads), cracks, dents, distortion, wear of gas filter support harness, ensure filter is within the manufacturers service life;
- Inspection of corrugated breathing tube for holes or cracks, missing or loose clamps, and broken or damaged connectors;
- Inspection of powered, air-purifying, respirator assembly for leaks, loose clamps, and damaged parts. Flow rate to be checked prior to use and at the end of use;
- Inspect "supplied-air" respirators for:
- Damage and wear to face piece, head straps, valves and breathing tubes as above;
- Rips, torn seams, adjustment and condition of headgear, cracks or breaks in the visor, integrity and proper fit and any leaks in hood, helmet, blouse or full suit.

Appendix B Chemical Protective Gloves – Selection

How do I select an appropriate chemical resistant glove?

Step 1: Determine what you are trying to protect against.

- Use the materials safety data sheet (SDS) to determine the chemical contaminants of concern.

Step 2: Determine the extent of exposure

- In order to determine what type of glove consider the way in which it will be used:
- Is the exposure likely to be from splashes (or other incidental exposure) or is there likely to be immersion of the hands into the chemical? This will assist in the selection of glove material (and in consideration of chemical protective clothing).
- Is there the potential for splashes to the arms or immersion of the whole hands? This will assist in the selection of glove type (i.e., gloves or gauntlets)
- Will there be manual tasks undertaken that will involve abrasion or the need for dexterity? This will assist in the selection of glove type and material (i.e. thick or thin gloves).
- Are there any allergies to polymers (e.g., latex allergy)?

Step 3. Select the Appropriate Chemical Resistant Glove.

- Refer to 3675051 Chemical PPE Selection Matrix Guideline for appropriate chemical glove rated glove selection (matrix covers common chemicals used at Beach facilities).
- Chemical resistant gloves are typically made from butyl rubber, neoprene, nitrile, PVA, PVC, or natural rubber. Gloves are typically assessed in accordance with EN374-3:2003. This has been adopted in full in AS/NZS 2161.10.3:2005
- Sometimes the SDS may specifically state the material for the chemical resistant glove, for example nitrile gauntlet. However, many times the SDS may state generic details such as "rubber glove" or "chemical resistant glove". To determine the most appropriate glove, either:
 - Ring the supplier to seek the specific type of chemical resistant glove; or
 - Use a manufacturer's computer selection program.
 - Ansell: Specware http://ansellpro.com/specware/guide_result.asp?t=1&cid=99
- Note that it is essential in all cases to review the information for the chemical glove that will eventually be purchase/used. There may be considerable difference in the formulations of the same type of polymer between manufacturers; as such not all polymers used offer the same protection when produced by different manufacturers.
- Important information to note includes the permeation breakthrough time, permeation rate and the degradation rating.

- The permeation breakthrough time is the time that it takes for the contaminant to diffuse through the inside (skin side) of the glove. This indicates the “wear” time of the glove. Gloves should not be used for longer than their breakthrough time.
- Permeation rate indicate the rate at which a chemical may flow or permeate through a glove.
- The degradation rating provides information about the effect that the chemical has on the integrity of the glove. Some chemicals can cause the gloves to embrittle, swell or delaminated.
- Select a glove with the longest breakthrough time and the lowest permeation rate. If breakthrough times are shorter than the duration of the task, replace the glove at regular intervals.
- Important Notes:
 - Hot tasks may reduce the ability of chemical resistant gloves to protect. There is little data on the effect of temperature but it may reduce the effectiveness of the glove from hours to minutes.
 - Dipped or coated gloves (such as HyFlex foam/Umatta/Showa grip gloves) are NOT designed for chemical resistance.
 - PVA cannot be used with water as it swells and degrades.
- Mixtures of chemicals may require specialist glove selection advice. See the HSE Advisor.

Can I reuse chemical resistant gloves?

While it may be possible to decontaminate some chemicals from chemical resistant gloves, the determination of this require special consideration. Once absorbed, some chemicals will continue to diffuse through the glove material towards the inside even after the surface has been decontaminated. Specialist advice should be sought about decontaminating gloves.

Appendix C Respirator Fit Testing Facial Hair

Acceptable



Acceptable: Closely shaven face – ideal for fit testing and seal



Acceptable: Acceptable level of shaving – will typically provide a good seal



Acceptable: Moustache is not within the sealing region



Acceptable: Soul patch is not within the sealing region

Unacceptable



Unacceptable: goatee is in the sealing region under the chin



Unacceptable: moustache will block the sealing region or interfere with the valves



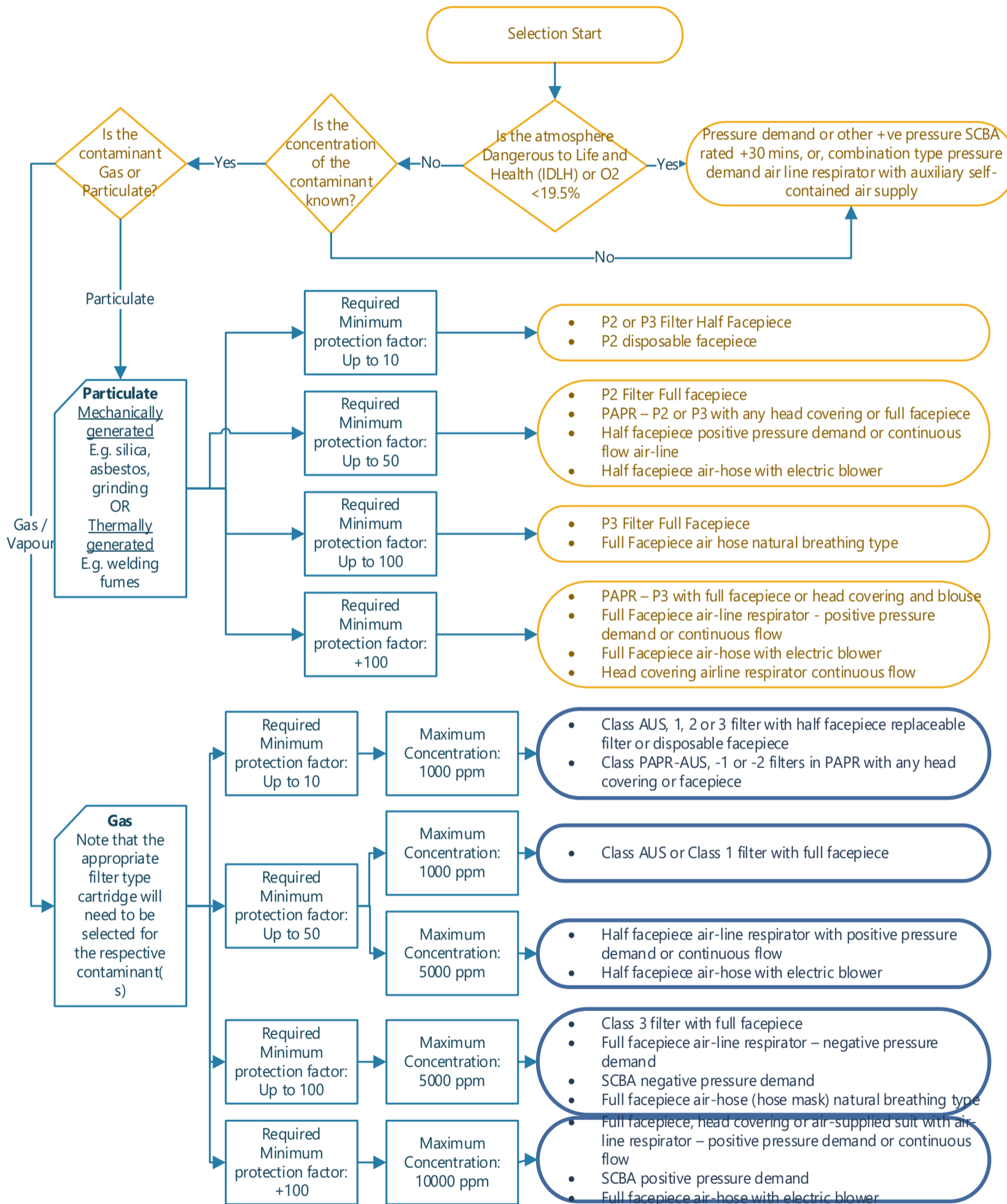
Unacceptable: 5 o'clock shadow will interfere with sealing region



Unacceptable: beard in sealing region under the chin and on the side of the face.

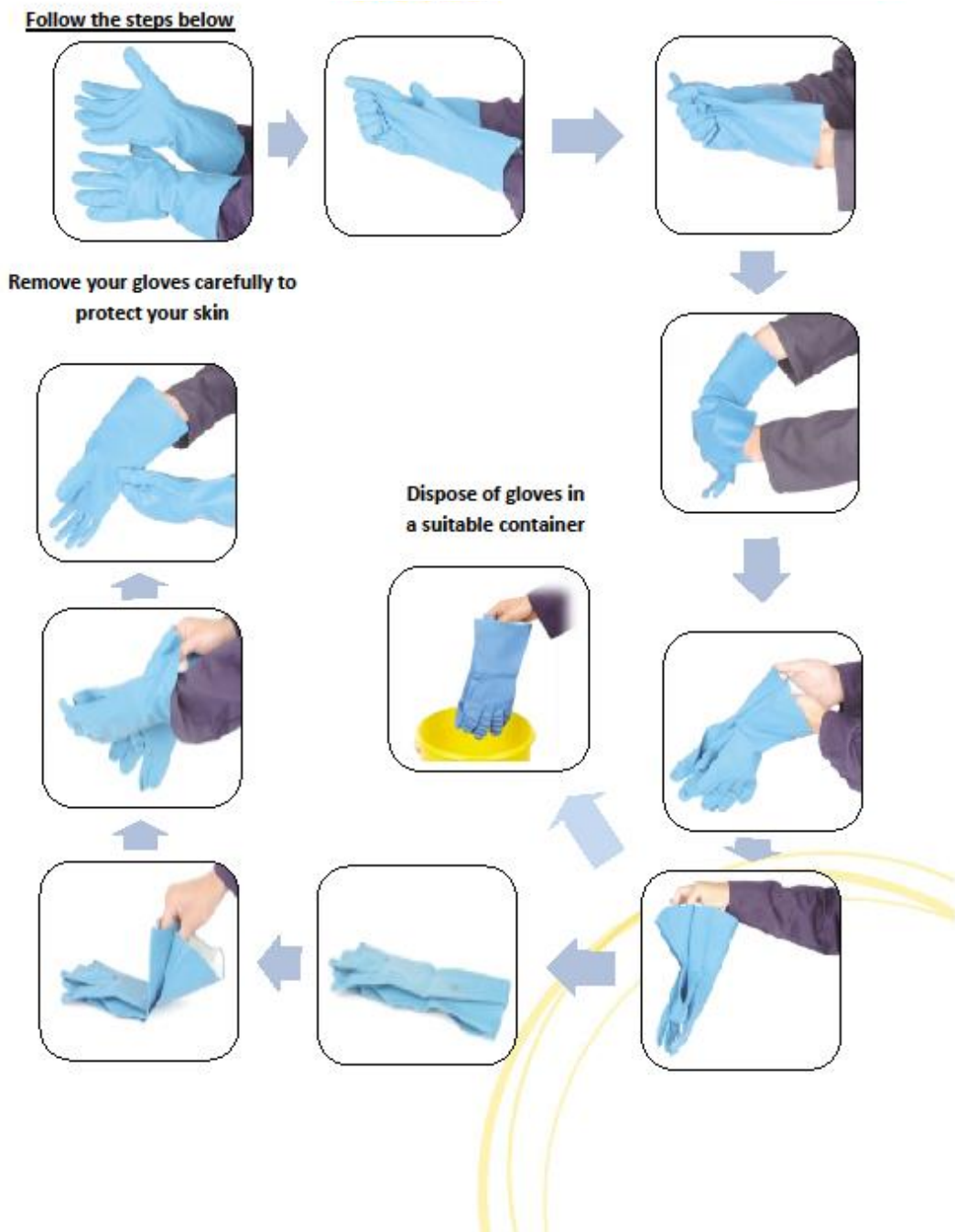
Appendix D Respirator Selection Flow Chart

Respirator Selection Logic



Note that not all circumstances may be covered in the above flowchart. For more information refer to AS/NZS 1715 Selection, use and maintenance of respiratory equipment

Appendix E Removal of Reusable Gloves



Appendix F Removal of Single Use Gloves

Follow the steps below



Dispose of gloves in a suitable container



Remove your gloves carefully to protect your skin