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		Initial Issue Date:	27 Apr 2010
PERSONAL PROTECTIVE EQUIPMENT		Revision Date:	Initial Version
		Revision No.:	0
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Purpose

The purpose of this Personal Protective Equipment program is to set forth the procedures for the use, care, and maintenance of personal protective equipment required to be used by employees for the prevention of injuries.

Scope

This program applies to all ANC Foster employees. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers ANC Foster employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

Safety Manager

- Assists in the selection of appropriate PPE. If a task exposes an employee to hazards which cannot be eliminated through engineering or administrative controls, the Safety Manager assists the supervisor and project manager to identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Employees need to give feedback to the supervisor about the fit, comfort, and suitability of the PPE being selected. Employees are provided reasons for selection of PPE.
- Performs Worksite Hazard Assessments - The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. Sources of hazards include, but are not limited to: hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout.

Managers and Supervisors

- Supervisors and managers shall regularly monitor employees for correct use and care of PPE, and obtain follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE. Supervisors and managers shall enforce PPE safety requirements.
- The supervisor must inspect the use of PPE at every job to ensure the PPE is being worn correctly and is in a good condition. This includes where appropriate, respiratory equipment and equipment for protection against impact, radiation or heat.

Employees


- Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.
- Reporting and replacing defective PPE, which shall not be used and wearing of required PPE is a condition of employment.

Procedure

General Requirements

ANC Foster must ensure that:

- The equipment provided is appropriate for the person and controls the risk for that person; and

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- The person is informed of any limitations of the equipment.

If it is not reasonably practicable to eliminate the risk ANC Foster must control the risk.

ANC Foster must ensure that all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.

The supervisor and employee should regularly inspect the condition of the PPE and also review the instructions provided with the PPE to determine when the PPE requires replacement.

PPE Compliance Requirements

PPE shall comply with the following standards:

- Safety helmet AS/NZS 1801
- Eye protection AS/NZS 1337 AS/NZS 1338
- Gloves AS/NZS 2161
- Footwear AS/NZS 2210

Safety Glasses

Safety glasses, with side shields are required to be worn by all employees, subcontractors, and visitors while on ANC Foster property, at all times, as described below:


- At field locations, in shops and warehouses, except in approved, designated, striped safety zones.
- In all yard work zones or by everyone when in the vicinity of loading or unloading equipment, performing mechanic or maintenance work, test stand operations, operating equipment such as forklifts, welding, or any type of work which has the potential to inflict an eye injury.
- In any office, restroom, or any other building while performing any type of work where a potential eye injury may be present.
- Visitors will be provided with visitor glasses. In the absence of approved prescription safety glasses, "Over the glass" type safety glasses or goggles, must be worn over the non-safety glasses until approved prescription safety glasses are obtained.

Goggles

- Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Material Safety Data Sheet of the material being handled.
- Dust proof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around the lenses and side shields.

Face Shields

- Full face shields shall be worn over safety glasses when operating hand held or stationery grinders with abrasive or wire wheels, while chipping paint or concrete or, performing jobs where there is the potential for flying objects striking the face and safety glasses or goggles would not provide adequate protection.

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Head Protection

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from employee initiated impact or impact from falling or other moving objects.

- Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.
- Hardhats are to be worn at all field, shop and warehouse locations, or where deemed necessary as per each location's PPE Hazard Assessment.
- Hardhats will not be altered in any way.
- Do not paint or apply unauthorized stickers, name plates, etc.
- Do not drill, cut, bend, or apply heat.
- Do not alter the suspension system.
- Hardhats will be inspected by the employee regularly for cracks, chips, scratches, signs of heat exposure (sun cracks), etc.
- Defective hardhats will be replaced immediately.
- Hardhats shall not be placed in rear windows of vehicles where they will be exposed to the sun or become projectiles during an accident.
- A supply of hardhats must be made available to visitors.
- ANC Foster shall provide hardhats.
- Employees will be trained in the use, care and maintenance of head protection equipment.

Hearing Protection

Hearing protection is required to be worn by all employees, subcontractors, and visitors while in posted "High Noise" areas.

Warning signs will be posted in areas known or suspected to have noise levels exceeding 85 dBA either constantly or intermittently.


When signs are not posted, employees shall wear hearing protection when noise caused by machinery, tools, etc., prevents normal conversations to be heard clearly.

Types

- Molded Inserts (ear plugs)
- Canal Caps (head band type)
- Muff, either headband or hard hat mounted Earmuffs and earplugs shall be provided to the employee in sizes and configurations that will be comfortable to the employee.

Care and Maintenance

- Inspect hearing protection prior to each use.
- Hearing protection must be kept clean to prevent ear infections.
- Most earplugs used today are disposable and must be discarded when they become dirty, greasy, or cracked.
- Earmuffs that have deteriorated foam inserts, cracked seals or are defective must be replaced.

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Fit

- Due to individual differences, not everyone can wear the same type of hearing protection. A variety of styles may have to be tried before one is found to be comfortable and provide adequate protection.
- Employees shall be instructed how to obtain the proper fit.

Hand Protection

- Gloves are required to be worn when performing work, which may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals.
- Welding: Welding gloves made of leather or other heat resistant materials shall be worn when performing arc welding or oxy/gas cutting.
- Chemical: Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.
- Refer to the specific chemical's Material Safety Data Sheet for the correct glove type.
- Persons assigned to working with chemicals, i.e., solvent vats, shall be issued their own individual gloves for hygiene purposes.
- Leather: Leather gloves should be worn when working with sharp materials or when handling rigging equipment.
- Cloth: Cloth gloves should be worn when handling objects or materials, which could cause blisters, splinters, cuts, etc.
- Heat Resistant: Heat resistant gloves shall be worn when handling hot bearings, races, or other materials or objects that have been heated beyond ambient temperatures.
- Insulated: Insulated gloves shall be worn to prevent frostbite in extreme cold climates.
- Glove Inspections
 - Gloves shall be inspected before each use for holes, tears, and worn areas.
 - Chemical gloves shall be periodically air tested for pinholes by twisting the cuff tightly, apply low air pressure to expand the glove, and then submersing in water to check for bubbles.
 - Defective gloves shall be discarded immediately. Exception: machinists are exempted from wearing gloves while working with rotating machinery.


Foot Protection

Safety footwear shall be worn by all employees with regularly assigned duties at field locations, in shops and warehouses.

- Office workers and visitors who enter these areas on an infrequent basis will not be required to wear foot protection provided they stay clear of the work being performed.
- If required to be in the close proximity of the work, the work will be stopped while visiting the area or safety footwear will be worn.

Shops, Field Locations, Warehouses and Parts Departments: Leather or equivalent boots, either lace up or pull up, shall be worn.

- The boot must provide ankle protection and have soles designed to protect from punctures with defined heels for climbing ladders.
- Metatarsal guards will be worn when duties present a hazard of equipment or material crushing the foot.
- Client locations may require safety footwear to be worn by everyone; check with the local supervisor for client requirements before visiting field locations.

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Signage

ANC Foster will ensure that signs must be posted identifying where PPE must be used in accordance with AS 1319 Safety Signs for the Occupational Environment.

Worksite Hazard Assessment

During a hazard assessment the following sample hazard sources will be identified:

- High or low temperatures; Chemical exposures (use MSDS for guidance)
- Flying particles, molten metal or other eye, face, or skin hazards
- Falling objects or potential for dropping objects; employee falling from height
- Sharp objects; Rolling or pinching that could crush the hands or feet;
- Electrical hazards

Where these hazards could cause injury to employees, personal protective equipment must be selected to substantially eliminate the injury potential. Employees will be notified for the selection and reason.

The results of this assessment shall be communicated to each affected employee and kept at the local office.

PPE Maintenance & Storage

The employee must be instructed as part of the formal training on how to maintain the PPE in a clean and hygienic manner.

The supervisor should regularly inspect the condition of the PPE to ensure the PPE is maintained in a clean and hygienic manner.

The employee must be instructed as part of the formal training on how to store the PPE.

The supervisor should regularly inspect the storage of the PPE to ensure the PPE is stored correctly.

Monitoring


Supervisors and site managers monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the Safety Manager who then conducts a hazard assessment for appropriate PPE. The Safety Manager monitors the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

Training

The instruction and training provided to the person should be formalised by entering the training on the persons Training Register.

Each employee who requires PPE shall be properly trained. Training shall include:

- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust and wear PPE.
- The limitations of PPE.

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- How to maintain PPE in a sanitary and reliable condition.

Retraining

Retraining is required when:

- The workplace changes, making the previous training obsolete.
- The type of PPE changes.
- When the employee demonstrates lack of use, improper use, or insufficient skill or understanding in PPE selection, necessity, use and limitations.

Documentation

Training shall be documented and records kept at the local office. The training documentation shall include:

- Name of employee(s) trained;
- The dates of training; and
- The training subject.



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PPE Matrix For ANC Foster Location: Insert Location or Work Site

D = Depends on situation M = Mandatory - = Not Mandatory unless hazards become present
SUBJECT TO CHANGE BASED ON INDIVIDUAL WORKSITE HAZARD ASSESSMENT **CHANGE ALL AS NEEDED**

CATEGORY	EQUIPMENT	HAZARD	INSPECTION	MAINTENANCE	Job/Task	Field Tech	Housekeeping	Shop Work	Driving	Office	Hot or Cold Conditions
Head Protection:											
	Hard Hat (Class G or E Only)	Striking Head or Falling Objects	Each use	Dispose		-	-	D	-	-	-
Eye and Face Protection:											
	Safety Glasses w/shields	Objects Striking Eyes	Each use	Dispose		D	D	M	*	-	M
	Impact Vented Goggles	Small Particles in Eyes	Each use	Dispose		-	-	D	-	-	D
	Chemical Splash Goggles	Chemicals or Oil in Eyes	Each use	Dispose		D	D	D	-	-	-
Hearing Protection:											
	Disposable Earplugs	Damage to Hearing	Each use	Dispose		D	D	D	-	-	-
	Ear Muffs (w/Disposables)	Damage to Hearing	Each use	Dispose		D	D	D	-	-	-
Personal Protective Clothing:											
	Hot or Cold Weather Clothing	Hot or Cold Temperature	Each use	Clean & Repair		D	D	D	D	-	D
	Rainwear	Wet body	Each use	Dispose		-	-	D	-	-	-
	Protective Sleeves	Biohazardous materials	Each use	Dispose		-	M	-	-	-	-
	Insert more or delete as needed										
Foot Protection:											
	Slip Resistant Footwear	Injury to Body	Each use	Replace		M	M	M	-	-	-
	Anti-Slip Cleats when ice or snow is present	Injury to Body	Each use	Dispose		M	M	M	-	-	M
Hand Protection:											
	Anti-cut Gloves	Cuts	Each use	Dispose		M	D	M	-	-	-
	Vinyl Disposable Gloves	Biohazardous materials	Each use	Dispose		-	M	-	-	-	-
	Heavy Duty Gloves	Injuries to Hands	Each use	Dispose		-	-	M	-	-	-
	Cold weather Gloves	Environmental Exposure	Each use	Dispose		-	-	-	-	-	M
	Rubber Gloves	Hot Water Burns	Each use	Dispose		M	-	-	-	-	-



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PPE Hazard Assessment Certification Form

Name of work place: _____

Conducted by Name/Signature: _____

Work place address: _____

Date of assessment: _____

Work area(s): _____

Job/Task(s): _____

(Use a separate sheet for each job/task or work area)

<p>EYES</p>		
<p><u>Work activities, such as:</u></p> <input type="checkbox"/> abrasive blasting <input type="checkbox"/> chopping <input type="checkbox"/> cutting <input type="checkbox"/> drilling <input type="checkbox"/> welding <input type="checkbox"/> soldering <input type="checkbox"/> torch brazing <input type="checkbox"/> working outdoors <input type="checkbox"/> computer work <input type="checkbox"/> punch press operations <input type="checkbox"/> other: _____	<p><u>Work-related exposure to:</u></p> <input type="checkbox"/> airborne dust <input type="checkbox"/> dirt <input type="checkbox"/> UV <input type="checkbox"/> flying particles/objects <input type="checkbox"/> blood splashes <input type="checkbox"/> hazardous liquid chemicals mists <input type="checkbox"/> chemical splashes <input type="checkbox"/> molten metal splashes <input type="checkbox"/> glare/high intensity lights <input type="checkbox"/> laser operations <input type="checkbox"/> intense light <input type="checkbox"/> hot sparks <input type="checkbox"/> other: _____	<p><u>Can hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>If no, use:</u></p> <input type="checkbox"/> Safety glasses <input type="checkbox"/> Safety goggles <input type="checkbox"/> Dust-tight goggles <input type="checkbox"/> Impact goggles <input type="checkbox"/> Welding helmet/shield <input type="checkbox"/> Chemical goggles <input type="checkbox"/> Chemical splash goggles <input type="checkbox"/> Laser goggles <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other: _____
<p>FACE</p>		
<p><u>Work activities, such as:</u></p> <input type="checkbox"/> cleaning <input type="checkbox"/> cooking <input type="checkbox"/> siphoning <input type="checkbox"/> painting <input type="checkbox"/> dip tank operations <input type="checkbox"/> metal pouring <input type="checkbox"/> other: _____	<p><u>Work-related exposure to:</u></p> <input type="checkbox"/> hazardous liquid chemicals <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input type="checkbox"/> potential irritants: <input type="checkbox"/> other: _____	<p><u>Can hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>If no, use:</u></p> <input type="checkbox"/> Face shield <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other: _____



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HEAD

Work activities, such as:

- building maintenance
- confined space operations
- construction
- electrical wiring
- walking/working under catwalks
- walking/working on catwalks
- walking/working under conveyor belts
- working with/around conveyor belts
- walking/working under crane loads
- other:

Work-related exposure to:

- beams
- pipes
- exposed electrical wiring or components
- falling objects
- fixed object
- machine parts
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Protective Helmet
 - Type A (low voltage)
 - Type B (high voltage)
 - Type C
 - Bump cap (not approved)
- Hair net or soft cap
- Other:

HANDS/ARMS

Work activities, such as:

- baking
- cooking
- grinding
- welding
- working with glass
- using power tools
- using computers
- working outdoors
- using knives
- dental and health care services
- garbage disposal
- computer work
- other:

Work-related exposure to:

- blood
- irritating chemicals
- tools or materials that could scrape or cut
- extreme heat
- extreme cold
- animal bites
- electric shock
- vibration
- musculoskeletal disorders
- sharps injury
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Gloves
 - Chemical resistance
 - Liquid/leak resistance
 - Temperature resistance
 - Abrasion/cut resistance
 - Slip resistance
 - Latex or nitrile
 - Anti-vibration
- Protective sleeves
- Ergonomic equipment _____
- Other:



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FEET/LEGS

Work activities, such as:

- building maintenance
- construction
- demolition
- food processing
- foundry work
- working outdoors
- logging
- plumbing
- trenching
- use of highly flammable materials
- welding
- other:

Work-related exposure to:

- explosive atmospheres
- explosives
- exposed electrical wiring or components
- heavy equipment
- slippery surfaces
- impact from objects
- pinch points
- crushing
- slippery/wet surface
- sharps injury
- blood
- chemical splash
- chemical penetration
- extreme heat/cold
- fall
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Safety shoes or boots
 - Toe protection
 - Electrical protection
 - Heat/cold protection
 - Puncture resistance
 - Chemical resistance
 - Anti-slip soles
- Leggings or chaps
- Foot-Leg guards
- Other:

BODY/SKIN

Work activities such as:

- baking or frying
- battery charging
- dip tank operations
- fiberglass installation
- sawing
- other:

Work-related exposure to:

- chemical splashes
- extreme heat
- extreme cold
- sharp or rough edges
- irritating chemicals
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Vest, Jacket
- Coveralls, Body suit
- Raingear
- Apron
- Welding leathers
- Abrasion/cut resistance
- Other:

With:

- Long sleeves



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BODY/WHOLE

Work activities such as:

- building maintenance
- construction
- logging
- computer work
- working outdoors
- utility work
- other:

Work-related exposure to:

- working from heights of 10 feet or more
- impact from flying objects
- impact from moving vehicles
- sharps injury
- blood
- electrical/static discharge
- hot metal
- musculoskeletal disorders
- sparks
- chemicals
- extreme heat/cold
- elevated walking/working surface
- working near water
- injury from slip/trip/fall
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Fall Arrest/Restraint
- Traffic vest
- Static coats/overalls
- Flame resistant jacket/pants
- Insulated jacket
- Cut resistant sleeves/wristlets
- Hoists/lifts
- ergonomic equipment: _____
- Other:

With:

- Hood
- Full sleeves

LUNGS/RESPIRATORY

Work activities such as:

- cleaning
- mixing
- painting
- fiberglass installation
- compressed air or gas operations
- confined space work
- floor installation
- ceiling repair
- working outdoors
- other:

Work-related exposure to:

- dust or particulate
- toxic gas/vapour
- chemical irritants (acids)
- welding fume
- asbestos
- pesticides
- organic vapours
- oxygen deficient environment
- paint spray
- extreme heat/cold
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Dust mask
- Disposable particulate respirator
- Replaceable filter particulate w/cartridge _____
- half faced
- full face
- PAPR (Air recycle)
- PPSA (Air supply)

With/Type:



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EARS/HEARING

Work activities such as:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> generator | <input type="checkbox"/> grinding |
| <input type="checkbox"/> ventilation fans | <input type="checkbox"/> machining |
| <input type="checkbox"/> motors | <input type="checkbox"/> routers |
| <input type="checkbox"/> sanding | <input type="checkbox"/> sawing |
| <input type="checkbox"/> pneumatic equipment | <input type="checkbox"/> sparks |
| <input type="checkbox"/> punch or brake presses | |
| <input type="checkbox"/> use of conveyors | |
| <input type="checkbox"/> other: | |

Work-related exposure to:

- loud noises
- loud work environment
- noisy machines/tools
- punch or brake presses
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- ear muffs
- ear plugs
- leather welding hood