



IMS02.11 Personal Protective Equipment Policy

1. Introduction

Personal Protective Equipment (PPE) works best when you use it to supplement higher-level control measures or when no other safety measures are available. Before relying on PPE you need to do a risk assessment to see what other controls can and should be used.

PPE is ranked as one of the least effective safety control measures. They rely on human behaviour and supervision and used on their own tend to be least effective in minimising risks. Workplaces must not rely on PPE to satisfy their hazard control requirements.

2. Scope

This PPE policy encompasses all MCS Civil NSW projects. This policy also applies to projects involving MCS Civil which are being carried-out under a joint venture arrangement, where no other policy of this type exists.

2.1. PPE should only be used:

- 2.1.1. as a last resort
- 2.1.2. as an interim measure
- 2.1.3. as a back-up.

3. Commitment

MCS Civil has an obligation to provide its staff with a safe working environment. For staff engaged in construction activities MCS Civil has made available a clothing kit to enhance the company's image and at the same time provide the basis for the PPE fit out. MCS Civil has undertaken corporate and project risk analysis to establish safe working practices, including the apparel to be worn when undertaking the different project tasks required. Refer to the library of SWMS.

4. Employee Responsibilities

4.1. Safety is a staff responsibility

- 4.1.1. In addition to the basic apparel kit, MCS Civil has determined general site requirements for PPE are as follows:



- 4.1.1.1. Safety eye protection always, compliant with AS/NZS 1337.1 2010.
 - 4.1.1.2. Hard hat must always be worn, compliant with AS/NZS 1801 1997.
 - 4.1.1.3. Long sleeve shirt (Hi-Visual) must be worn.
 - 4.1.1.4. Long trousers must be worn.
 - 4.1.1.5. Lace up safety footwear above the ankle in all areas, always, compliant with AS/NZS 2210.
 - 4.1.1.6. Gloves compliant with AS/NZS 2161 2008, to be determined as required
 - 4.1.1.7. Additional sun protection e.g. hard hat brim compliant with AS/NZS 4399 2017 to be determined as required.
- 4.1.2. Note: PPE is not required to be worn while inside an administration or amenity area unless there is a risk as a result of a work activity being performed. Visitors are required to meet the minimum standard of a long-sleeve business shirt and long trousers accompanied with a Hi-Visual safety vest.

4.2. Exemptions

- 4.2.1. The above requirements can only be reduced by undertaking a documented risk assessment approved by the Project Manager or delegate.
- 4.2.2. The risk assessment must include other measures to eliminate or control the hazards.
- 4.2.3. Employees and subcontractors who fail to comply with PPE requirements will be subject to disciplinary Action.

Authorised Signature

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5. References

Document Title	Standard/Section No.
Work Health & Safety Act 2015	Sections 35-39
Safety Eye Protection	AS/NZS 1337.1 2010
Hard Hats	AS/NZS 1801 1997
Lace up safety footwear above the ankle	AS/NZS 2210
Safety Gloves	AS/NZS 2161 2008
Hard Hat Brims	AS/NZS 4399 23017

6. Responsibility/Monitoring

Sections 1,2&3	Managing Director
Section 1,2&3	Senior Management
Section 4	All Staff

7. Documentation Required

- IMS17 Legal & Other Regulatory.
- FRM-100 Risk Register
- FRM-073 Non-Conformance/ Complaint Register

8. Document Control

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