

HTL GROUP PPE POLICY



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1.APPLICATION

This policy applies to all staff members of HTL group, contract workers, sub contractors, truck drivers, customers and visitors.

2.PURPOSE

To ensure a safer working environment whilst producing a quality product that meets customer requirements and to increase the HEALTH AND SAFETY culture of the site.

3.POLICY

- *All production staff, office staff, customers, contract workers, sub-contractors, truck drivers and visitors **MUST** wear a **HIGH VIZ** while accessing the site.*
- *People who working on the machineries **MUST** wear safety glasses, steel cap boots and earmuffs.*
- *Workers or any others **MUST** use earmuff or ear plugs while entering a noisy area.*
- *Office staff **MUST** assure the customers and visitors have the **HIGH VIZ** while entering to the site.*
- *Workers **MUST** use the appropriate hand gloves while working on different areas.*
- *All workers who personally choose their PPE must comply with industrial standards and **MUST** be discussed with **PCBU**.*
- *People who carryout welding and grinding **MUST** have proper PPE.*
- ***FACE MASK MUST** be used in the required areas as per the standards.*

4.KEY RELEVANT DOCUMENTS

Health And Safety Work Act 2016 Section 18

Duty of worker to wear or use personal protective equipment.

1. (1) This regulation applies to a worker—
 1. (a) who has been provided with personal protective equipment by a PCBU under regulation 15(2); or
 2. (b) who has chosen to provide his or her personal protective equipment under regulation 16(1).
2. (2) The worker must wear or use the personal protective equipment in accordance with any information, training, or reasonable instruction by the PCBU.

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3. (3) The worker must not intentionally misuse or damage the equipment.
4. (4) The worker must inform the PCBU of any damage to, defect in, or need to clean or decontaminate any of the equipment that the worker becomes aware of.
5. (5) A worker who contravenes this regulation commits an offence and is liable on conviction to a fine not exceeding \$6,000.

Health And Safety Work Act 2016 Section 16

Worker may choose to provide personal protective equipment.

(1) A PCBU does not have to comply with regulation 15(2) if—

(a) a worker genuinely and voluntarily chooses to provide his or her own personal protective equipment for reasons of his or her comfort or convenience; and

(b) the PCBU is satisfied that the personal protective equipment provided by the worker is suitable in terms of regulation 17(1).

(2) A worker who has chosen to provide his or her own personal protective equipment under subclause (1) may, after giving reasonable notice to the PCBU, choose that the PCBU provide personal protective equipment under regulation 15(2) instead of providing it himself or herself, and the PCBU must then provide the personal protective equipment to the worker.

(3) This regulation does not apply to the Armed Forces.

(4) A PCBU who contravenes subclause (2) commits an offence and is liable on conviction, —

1. (a) for an individual, to a fine not exceeding \$10,000:
2. (b) for any other person, to a fine not exceeding \$50,000.

Employee: **Signed** _____

Prepared by: ANAND NAIR (H&S) **Signed** _____ *Anand Nair*

Approved by: ALICE DOUGLAS & JASON DOUGLAS (PCBU) **Signed** _____ *AD*

Date approved:

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