

SAFETY, HEALTH AND ENVIRONMENT (SHE)

ENTERPRISE-WIDE STANDARD

04-STD-005-SHE

PERSONAL PROTECTIVE EQUIPMENT



This Enterprise-wide SHE Standard sets out arrangements for the KiwiRail Enterprise-Wide Safety, Health and Environmental (SHE) Management System, and applies to the KiwiRail entities KiwiRail Holdings Limited, KiwiRail Limited, and New Zealand Railways Corporation.

The following documents will be superseded by this document:

- KRG-ZH-052-CG Personal Protective Equipment Compliance Guide;
- Procurement PPE list (<http://intranet/site/Procurement/SitePages/PPE.aspx>); and
- [G-ST-AL-9110 Engineering General Standard PPE & Clothing](#) 30/06/2020.

Any conflicts or concerns shall be raised to the Group Zero Harm Head of Systems, Standards and Governance.

1. DOCUMENT CONTROL

Document Type:	Standard	Scope:	Enterprise-Wide
Authoriser	Executive Manager, SHE	Date Authorised:	19/09/2022
Process Owner	GM Zero Harm Delivery		

Issue No	Date	Amendments		Preparer (P) / Reviewer (R)
		Section	Details	
1.0	19/09/2022	All	First publication	N. Chevis (R/P) T. Labuschagne (R) ZH Delivery (R/P) SHE Consultation Committee (R) RMTU (R) D. Robin (R) via ORA CHK2204872

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3. PURPOSE

The purpose of this standard is to prescribe the minimum standard that Personal Protective Equipment (PPE) must meet where PPE is required for performing work for KiwiRail.

4. SCOPE

This Enterprise-wide SHE Standard applies to all work and activities that are carried out by, for, or on behalf of KiwiRail and its subsidiaries or on sites, which are owned or controlled by KiwiRail. It applies to all KiwiRail workers including employees and contractors, and all third party and visitors accessing our land and/or sites.

Where PPE has been identified as one of the controls through the hierarchy of control, this Standard must be applied.

PPE is anything used or worn by a person (including clothing) to minimise risks to the person's health and safety. This may include but not limited to respiratory protective equipment, hearing protection, eye protection, protective clothing, and safety harness systems as protection for workers when all other control measures can't adequately eliminate or minimise risks to a worker's health and safety.

This document will be the overarching standard and all business unit and task specific PPE requirements will be defined in the business unit guides.

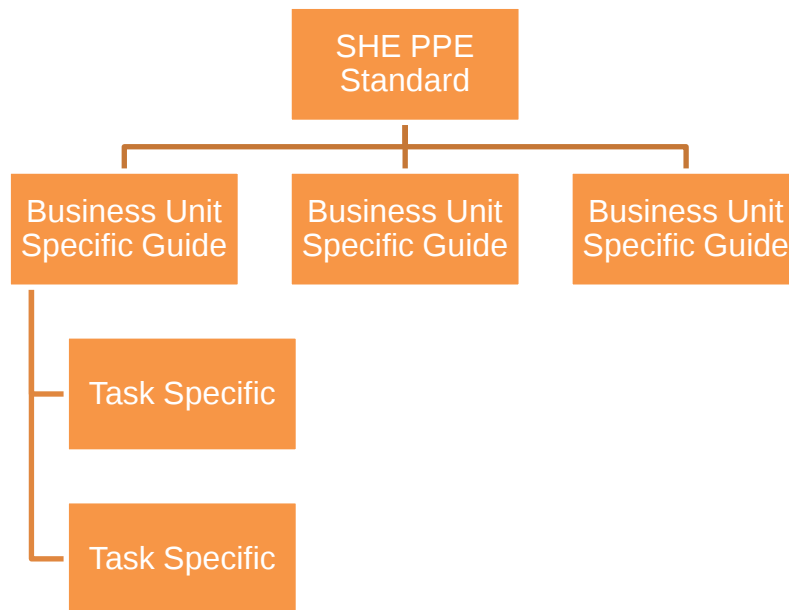


Figure 1 Framework of PPE documents

This Standard aligns with, and supports the application of the following documents to enable compliance with all relevant laws, and associated rules and regulations:

- Health and Safety at Work Act 2015;
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016-Part 1 General duties - Personal protective equipment;
- Enterprise-wide SHE Policy (01-POL-001);
- Enterprise-wide SHE Risk Management Standard (04-STD-001-COM);
- Enterprise-wide SHE Engagement, Consultation and Communication Principle (10-PRI-001).

This Standard shall be read in conjunction with:

- Employment agreements;
- Collective agreements e.g. MECA

5. ORGANISATIONAL ACCOUNTABILITY

Role	Accountabilities
Team Leader/ Supervisor/Manager	• Must provide PPE as determined by risk assessment/s and/or employment agreement(s); • Must ensure suitable facilities are provided for the proper storage and cleaning of PPE; • Must ensure suitable and appropriate signage is clearly displayed at work areas/ workplaces; • Must ensure provision of PPE information or training to workers • Must ensure PPE inspections and maintenance programmes are implemented and maintained; and • Must ensure PPE is disposed of appropriately and replaced accordingly. • Must ensure that a workers PPE is compatible with any medical conditions or medical aids.
Workers	• Must wear/use PPE in the correct manner for the correct task/s and clean as required; • Must inform their supervisor/ Team Leader/ Manager of any damage to or defect in PPE to seek replacement; • Must report special/ medical conditions which may affect the suitability and compatibility of PPE to their line manager and Zero Harm for further medical assessment and decision making (e.g. prescription eye protection); • Must only use approved replacements for PPE supplied and issued (e.g using correct replacement RPE filters); • Must not deliberately damage, misuse or alter (modify) any PPE supplied and issued; and • Must not share any PPE with other workers.
Zero Harm	• Must provide PPE information or training to workers, including as a minimum use, storage, inspections and maintenance and replacement requirements; • Undertake control verification reviews and assign direct actions as appropriate; • Support managers to ensure that a workers PPE is compatible with any medical conditions or medical aids; • Provision of advice relating to application of this standard; • Facilitate consultation of new, or changed requirements, and performance monitoring.
Procurement	• Build the agreed PPE requirements in procurement agreements and arrangements and the ordering portal; • Must not establish alternate or variation supply agreements without Zero Harm approval (as per Section 6.2).
PPE Review Committee	This committee shall include RMTU/industrial council representation and shall: • Review and approve new or changed KiwiRail Enterprise-wide and Business Unit specific PPE, except in emergency situations, as per HSAT Terms of Reference Section 2.11
HSATs	• Monitor and review the effectiveness of PPE and participate in selection, provision, proper use and maintenance of protective clothing and equipment.

6. KEY REQUIREMENTS

6.1 PPE Process

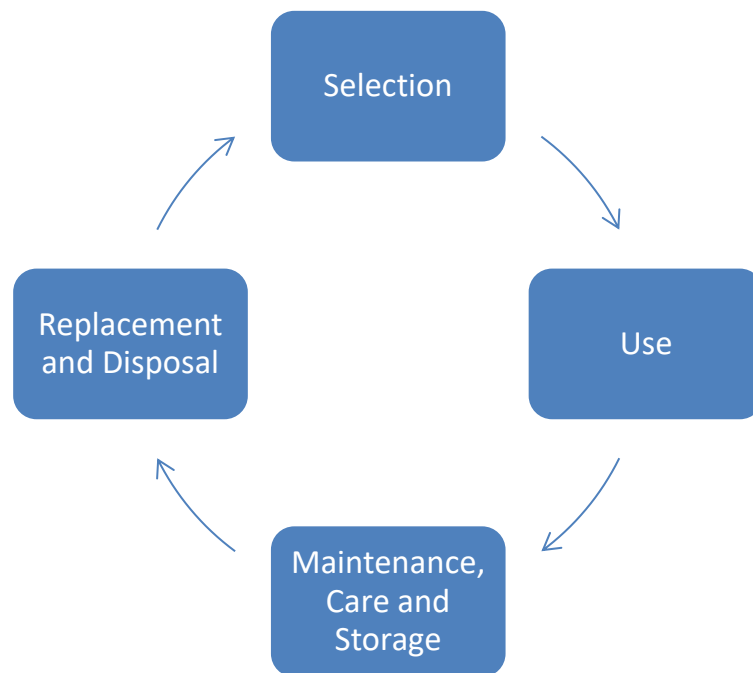


Figure 2 PPE Life Cycle

6.2 Selection

- Suitable and appropriate PPE must be identified relative to:
 - Nature of work and hazard sources and SHE risk(s);
 - Task specific instructions;
 - Individual worker assessment for suitable size, fit and reasonable comfort and compatibility with other PPE: i.e. gender, different body shapes, sizes, measurements in relation to PPE and how well PPE fits the worker and in combination (e.g. hard hat with safety glasses and respiratory protection);
 - Individual needs: gender, medical conditions, cultural considerations, etc;
 - Engagement with workers.
- PPE selection must be informed by relative SHE risk assessments and formal exposure monitoring outcomes.
- A PPE Review committee representing all Business Units will operate under a terms of reference.
- Specialist PPE outside of the core range must be approved by GM Zero Harm Delivery prior to purchase.
- PPE should be purchased through the [KiwiRail Procurement Hub](#).

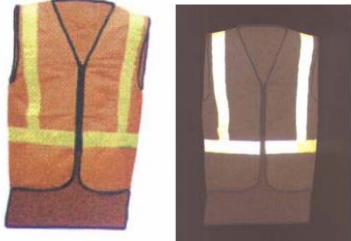
Table 1 – Standard Requirements for Minimum PPE

Part of Body	Description	When to Use	Enterprise-wide Standard
Head	Sun Hat with a broad brim or legionnaire style (no baseball style caps) by day for outdoor use. Hard hat Sunbrim Attachment	Where there is direct exposure of the skin to UV radiation from outdoor work	AS/NZ 4399:1999 UPF 50
	Hard Hat	If there is a possibility that a person may: - Be struck on the head by a falling object - Strike head against a fixed object - Make inadvertent head contact with electrical hazards. - All construction sites - Inside tunnels and under bridges	AS/NZS 1800:1998 – Occupational Protective Helmets – Selection, care and use AS/NZS 1801:1997 A1. – Occupational Protective Helmets (Falling Objects & Overhead Hazards)
	Bump Cap	- Where there is a risk of head injury while working in tight or confined space (and hard hat is impractical). - Primarily worn when working under machinery, under buildings.	N/A
Body	High Visibility Shirts and vests – Day/Night full safety orange shirts must be worn 'X' backed is required where it is available.	Where high visibility of people is required. E.g. in operational areas where people and plant are in proximity of each other, or working at night	TTMC-W17 (CoPTTM) Temporary Traffic Management
	Gloves	Provided where there is an identified hazard associated with a potential for hand injury. Must be suitable for the task.	AS/NZS 2161:2008
	Long sleeved shirts and long pants	Provided where full body cover (ankle to elbow) is required.	N/A
	Safety Footwear	Provided where the nature of the work exposes the worker to a medium to high risk of injury to feet.	AS/NZS 2210.1:2010
	Electrical Worker Clothing	Provided for workers that work with/on electrical equipment.	Electrical clothing rated for relevant business unit level of electrical exposure (Arc rating, Fire Retardant to IEC 60895:2020 compliant).
Ears	Ear plugs, earmuffs, helmets with integrated hearing protection	Provided where a risk of noise induced hearing loss exists. The need for hearing protection shall be assessed from the conduct of noise surveys in potential noise hazard areas.	AS/NZS 1270:2002
Eyes	Safety glasses Safety Prescription glasses	Provided where a risk of eye injury exists. Typical hazards might include flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation from welding operations or lasers.	AS/NZS 1336:2014 AS/NZS 1337.6:2012

6.3 Use

- PPE must be provided free of charge, including PPE replacements related to wear and tear or accidental damage or loss.
- Persons without the prescribed PPE shall not be permitted to continue work.
- No expired PPE may be used
- Workers must not intentionally misuse or damage the PPE provided;
- Disposable PPE must be strictly treated as such and discarded after use. E.g. disposable ear plugs, medical and/or biological gloves.
- All high visibility clothing must be in an acceptable condition, worn correctly and done up at all times when working:

Table 2: Acceptable High Visibility Clothing

Condition	Description	Example
Acceptable	The garment has only minor tears and scratches. Any abrasions do not seriously reduce the reflectivity or daytime impact. The garment is done up.	
Unacceptable	The large areas of missing reflective material or grease and dirt make this garment unacceptable. Garments with all or any combination of missing and covered reflective material would also make a jacket unacceptable.	

6.4 Maintenance, Care and Storage

- PPE must be maintained according to the manufacturer's instructions and/or relevant Australian and New Zealand Standards for continued and effective operation
- In accordance with the relevant Australian and New Zealand Standards, storage facilities must be provided and workers must use these facilities;
- PPE should be fit for purpose and regularly checked for damage or defects.

6.5 Replacement and Disposal

- Exchanges will be on a fair wear and tear basis or as determined/recommended under current legislation, code of practice or KiwiRail procedure and/or instruction;
- Damaged or defective PPE must be disposed of appropriately and replaced
- PPE contaminated with hazardous substances or biological organisms shall be discarded as hazardous waste, as per Hazardous and Contaminated Waste Disposal Guide (09-GUI-002-SHE).
- When discarding PPE refer to the manufacturer's instruction and/or relevant Australian and New Zealand Standards and/or environmental guidelines.
- PPE with KiwiRail logos/badges must be disposed of in a secure manner.

7. INTERNAL ASSURANCE

This Standard will be assessed periodically using a control verification review and if appropriate, revision will be undertaken as necessary to maintain its on-going relevance in managing KiwiRail SHE management obligations.

8. RECORDS

Records of Enterprise-wide SHE assurance shall be established and must be maintained in the SHE Management IT System to allow for suitable access and review for both internal and external parties.

9. TRAINING REQUIREMENTS

- Employer will provide the Worker with:
 - necessary information about, and training and instruction in: Why (purpose) and when PPE is required (including that PPE is the 'last line of defence');
 - How to correctly wear or use of personal protective equipment (ensuring right fit, how to make adjustments, how to replace/ remove components); and the storage and maintenance of personal protective equipment, in accordance with manufacturers requirements (how long it is designed to last, cleaning, replacement, disposal, sealed storage requirements to ensure cleanliness-dryness and -hygiene, etc.).
- Manufacturers instructions should always be available for all types of PPE, and workers should be familiarised how to read this.
- The KiwiRail Learning and Development Hub Course Catalogue can be accessed via the KiwiRail Home Page. It references various courses and training which incorporates general and specialised PPE training.
- Classroom Training and Certification may be required for specialist equipment.
- Training records must be maintained for compliance and auditing purposes.

10. DEFINITIONS

Abbreviation / Term	Meaning
AS/NZS	Australian Standard / New Zealand Standard
CAL	Calorific rating for protection against electrical arc and flame retardancy
CoPTTM	New Zealand Transport Agencies "Code of Practice for Temporary Traffic Management Control", of which TTMC-W17 Temporary Traffic Management Control – Wet is included.
PPE	Personal Protective Equipment - Anything used or worn by a person (including clothing) to minimise risks to the person's health and safety
RPE	Respiratory Protective Equipment
Specialist PPE	Any task specialist protective equipment as identified by Business Unit
UPF	Ultraviolet Protection Factor
UV	Ultraviolet (from the sun, i.e. Sunlight – Radiation)

11. RELATED DOCUMENTS

- SHE Risk Management Standard (04-STD-001-COM)
- Hierarchy of Control – Track Occupancy (04-GUI-004-SHE)
- Hierarchy of Control Poster – Generic (04-GUI-006-COM)
- SFAIRP Guideline (04-GUI-002-SHE)
- Hazardous and Contaminated Waste Disposal Guide (09-GUI-002-SHE)
- Worker may choose to provide PPE (HSWA s16)
- Other duties of PCBU relating to PPE (HSWA s17)
- Duty of worker to wear or use PPE (HSWA s18)