

Personal Protective Equipment Procedure

WNH Q22 - Revision 3.0

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Revision History

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2	General review and update	22/10/2024	Alistair Mason	Chris Sims	Jie Yao
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1.0 This Document

1.1 Purpose

The purpose of this procedure is to outline the expectations of Woolnorth Renewables (WNR) in regard to the standard and use of Personal Protective Equipment (PPE). The document also highlights the priority of PPE in regard to the Hierarchy of controls. Correct use of this procedure will ensure that higher levels of personal safety are achieved through appropriate use of PPE on WNR wind farms.

1.2 Scope

This procedure applies on all Woolnorth Renewables (WNR) worksites and shall be implemented by all personnel engaged by WNR for activities at these worksites.

2.0 Personal Protective Clothing and Equipment

Personal protective equipment (PPE) is mandatory on all WNR wind farms, transmission lines, properties and associated activities. At each site the mandatory PPE shall be adopted along with that specified for any given location by signage, the Site Supervisor and/or as a result of a task-based risk assessment. PPE shall generally be exclusively used by the worker it is issued to. Equipment that is suitable for use by more than one worker must be stored to protect its integrity and cleaned before being re-issued as required.

Risk assessments, Safety Data Sheet (SDS), manufacturers manuals or equipment user-manuals may provide additional information on what the minimum PPE requirements are. Workers must review this information in conjunction with their own task risk assessment prior to work to determine what additional PPE is required.

In addition to providing a level of protection to workers, the condition of WNR PPE sets a clear visual statement of WNR commitment to the safety and wellbeing of its workers on all its work sites.

The mandatory PPE requirements for staff and contractors on WNR wind farms and work sites is.

- a) high visibility long-sleeved shirt and long trousers or overalls, and
- b) closed footwear with protective toecaps.

The additional mandatory PPE requirements for staff and contractors working in restricted areas (e.g. on or around wind turbines or electrical infrastructure) and on active high-risk work sites on WNR sites are (to be worn or immediately available for use):

- a) head protection;
- b) the carrying of hearing protection, eye protection and gloves;
- c) the use of Class 2 insulated gloves during local operation for the switching of high voltage electrical substation apparatus. Refer to the *WNH Q61 High Voltage Isolation and Access Procedure*;
- d) Cat 2 Arc Flash PPE where specified by arc flash labelling and warning signage. Refer to *WNH Q39 Arc Flash Procedure* and the *WNH Q61 High Voltage Isolation and Access Procedure*.

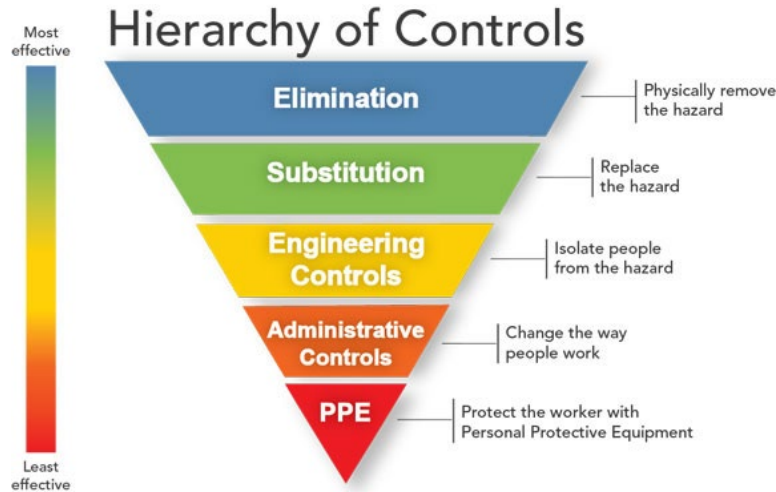
Mandatory PPE shall be worn at all times, noting that hearing protection, eye protection and gloves only need to be carried or immediately accessible. Further details on the type and standards of each of these mandatory items are outlined below.

These PPE requirements maybe altered through a task-based risk assessment if they introduce additional hazards (for example glasses impairing vision due to fogging). They may also be altered for activities not associated with electrical generation plant such as for fauna surveys or property management activities. **Variations from mandatory requirements must be documented in a risk assessment that is appropriately peer reviewed.**

PPE requirements are not required in administrative buildings when performing administrative tasks. Nevertheless, WNR expects that workers performing administrative tasks will consider PPE requirements for and during their work (e.g. a stock take in an administrative building may require PPE to be worn).

2.1 Risk Management & PPE

PPE shall be implemented as a risk control measure according to the hierarchy of controls.



More effective controls should be implemented to manage a workplace or tasks specific risk. PPE shall not be used in isolation of other controls but instead used to compliment the overall risk management approach. For example, a worker needing to cut steel will consider using the most appropriate tool available by considering the hazards of each option. If a grinder is selected, the tool operator will manage risk by using a tool in good order, be experienced and/or trained in its use, follow an administrative process such as a pre-use checklist, and finally by using safety clothing, eye protection and gloves to ensure the principle of As Far As Reasonably Practical (AFARP) are implemented.

2.2 Visitors PPE

Visitors (not engaged to work) to WNR wind farms will be required to attend site wearing a minimum of:

- a) long-sleeved shirt and long trousers;
- b) hi-visibility vest;

The additional mandatory PPE requirements for visitors entering restricted areas (wind turbines, switch yard, switch room) or active work sites on WNR wind farms are (to be worn or immediately available for use):

- a) head protection;
- b) safety boots or enclosed sturdy footwear;
- c) the carrying of hearing protection, eye protection and gloves.

These requirements may be relaxed in specific circumstances such as public open days or school group visits at the discretion of the Manager, HSE Representative and/or Site Supervisor only and following a risk assessment.

2.3 Jewelry & Adornments

Wearing of exposed metallic jewelry, such as ear or face studs, rings and neck chains, is not permitted when working on or close to exposed low voltage live electrical parts or mechanically operated equipment, or when within the safe approach distance of isolated high voltage equipment.

Hair and beards must be contained so as not to present a risk of entanglement.

2.4 Eye and Face Protection

The standard issue protective eyewear provided by WNR offers protection against low energy impact. This protective eyewear does not provide adequate protection against medium to high energy impact. If the work involves 'high to medium energy' impact, alternative or additional protection must be used in accordance with the tooling or equipment instructions or following AS/NZS 1337.1:2010.

Note also:

- a) personally issued protective eyewear should be replaced every two years or where the condition warrants an exchange;
- b) tinted safety glasses should not be worn indoors unless required for hazard-specific work;
- c) Over-glasses or prescription safety glasses should be requested by workers if required; and
- d) metal-framed glasses shall not be worn when working on or near exposed energised conductors or equipment.

2.5 Head Protection

Construction safety helmets shall be worn within Restricted Areas of WNR wind farms and transmission lines, where sign posted and when an overhead hazard is present (e.g. store, workshop). There may be circumstances where helmets are not required in switch rooms, for example, when performing minor tasks or visual checks where the risk of head injury is low. When conducting any work at heights, including climbing a wind turbine, such helmets shall only be used with a chin strap. Alternatively, an industrial climbing helmet can be used for such work as long as it conforms to relevant safety standards including EN 397. Where there is no obvious fall from height, drop zone or other head injury hazard (i.e. whilst conducting low-risk activities within the nacelle), it is deemed reasonable that helmets are not mandatory. Outside Restricted Areas the use of helmets will be considered based on the risks of the activity.

Every helmet has an issue date sticker on the inside of the helmet where the wearer shall record the date of issue and their name. Users should examine their helmet regularly and discard if any damage is evident. Excessive discolouration of the shell or weathering of the surface may indicate loss of strength, as do shells with splitting or cracking of materials. Field tests have shown that generally, helmet shells have a life of at least 3 years from the time of issue, after which they shall be replaced. Components of harnesses may deteriorate more rapidly in service and therefore be replaced at intervals not longer than 2 years.

2.6 Hand Protection

Hand and finger injuries are one of the most common injuries for a tradesperson. We often wear gloves to protect ourselves from injury and they need to be readily available for use. But remember, PPE is the least preferred level of control and if there are better ways to reduce the risk of a hand injury we should adopt it.

The type of gloves used should be appropriate for the scope of work and anticipated hazards. Gloves can be attached to a waist band/belt/belt hoop via a plastic glove clip, except where there is a risk of entanglement or as defined in a risk assessment.

Gloves shall be considered to be worn when:

- a) handling material that has the potential to burn, cut, tear or otherwise cause injury to the skin,
- b) when handling oils, lubricants and other irritating or hazardous chemicals (e.g. latex or chemical resistant gloves),
- c) climbing a wind turbine (mechanical gloves),
- d) handling a rope tag line (mechanical gloves),
- e) conducting electrical work and electrical fault finding (insulated gloves), or

- f) working in inclement weather conditions.

Even though gloves are worn, hands must still remain clear from the risk of entanglement or crushing from rotating or moving equipment.

Cleaning gels and barrier creams can be made available as appropriate, to reduce the risk of dermatitis.

2.7 Hearing Protection

Various work equipment, plant, machinery or tools may produce noise at levels that may contribute to noise-induced hearing loss if precautionary measures are not taken. The site risk registers include fixed items or known activities where hearing protection is required. Mandatory signage may be used to indicate the use of hearing protection is required. In some cases however a noise hazard may be introduced by the task being undertaken and during the risk assessment process workers must review the available documentation (manufacturer's manuals, instructions) and determining whether hearing protection is required and the level of protection required.

Earmuffs provide better protection than earplugs due to their ability to stop additional 'conducted noise' (noise that travels in solids) from entering through the skull bone behind the ears. Earmuffs must have a minimum rating of Class 5, SLC 8030 dB and must be properly maintained.

If you are using earplugs ensure that they are fitted correctly. To avoid painful external ear infections, ensure you have clean hands before molding and inserting disposable earplugs. In addition, re-useable, individually molded earplugs need to be kept clean.

2.8 Ultraviolet Radiation

Workers are to minimise direct exposure to ultraviolet (UV) radiation and protect their skin by wearing sun hats, helmets, long trousers and long-sleeved shirts.

Activities such as welding also require skin protection. Welding hoods, helmets and face shields will provide protection to the face and neck area, while long gloves will provide protection for the hands and forearms.

WNR minimum PPE requirements have been assessed with UV exposure in mind. However, where workers are exposed to abnormal conditions, the hierarchy of controls should be considered based on likelihood and exposure.

2.9 Respiratory Protection

The site risk registers include fixed items or known activities where respiratory protection is required. In some cases however a respiratory hazard may be introduced by the task being undertaken and during the risk assessment process, respiratory hazards shall be identified and managed according to the hierarchy of controls. New respiratory hazards should be identified through hazard descriptions in chemical safety data sheets (SDSs), tooling instructions or new work instructions for example. Where respiratory protection is required, an assessment shall be made to ensure the correct type of respiratory protection will be issued, available or procured. Safety Data Sheets (SDSs), product or material information and manufacturer's recommendations must be referenced during this assessment. Respiratory protection shall be worn by workers where there is potential to be exposed to harmful airborne contaminants.

For hygiene reasons, respiratory protection PPE shall be used only by the individual it is issued to.

Also consider that cartridge style respirators also have expiry dates, and these should be checked prior to use.

2.10 Work in Electrical Environments

For work being carried out in electrical environments, including testing and fault finding, the PPE requirements will depend on the type of work and the risk involved. For such work the *WNR Q39 Arc Flash Procedure* and the *WNR Q61 High Voltage Isolation and Access Procedure* should be followed.

Clothing that meet the following minimum standards shall be worn when conducting work on or near exposed energised electrical parts:

- have properties, not inferior to 185gsm 100% cotton drill;
- be worn so that the body is covered from neck to wrist to ankle with the clothing;
- have non-metallic fasteners or have fasteners protected by a layer of the same material as that of the garment on both the top and undersides; and
- if clothing consists of materials such as nylon / polyester (e.g. rain gear), 185gsm 100% cotton garments must be worn underneath.

2.10.1 Arc Flash

When work is being carried on specific plant, under particular circumstances (e.g. normal operation, after fault, commissioning) Cat 2 arc flash PPE may be mandatory where the deemed arc flash incident energy is between 2-8 Calories per square cm. These scenarios are outlined in *WNH Q39 Arc Flash Procedure* as well as in the form of arc flash labels and warning signage on specific plant.

When work involves any High Voltage apparatus then the *WNH Q39 Arc Flash Procedure* and *WNH Q61 High Voltage Isolation and Access Procedure* should be followed.

2.11 PPE Procurement & Training

All PPE used on WNR sites must meet relevant Australian Standards and industry specific specifications. The resources outlined in Section 5 outlines the references that should be used to assess the adequacy of PPE chosen for particular activities.

Training on items of PPE shall be provided if required. A worker may also request training on specific PPE and this will be reasonably accommodated.

3.0 Accountabilities

General

Officers of WNR shall ensure that, As Far As Reasonably Practicable (AFARP), hazards are identified and where they cannot be eliminated, will be controlled. This shall include documenting hazards, processes to identify hazards relevant to WNR business and tasks it undertakes and lastly communicating hazards to the workers of WNR.

All workers of WNR shall ensure AFARP that:

- they understand the requirements of this procedure
- ensure their activities are in compliance with this procedure
- can access this procedure
- support the implementation of this Procedure by providing feedback to peers and supervisors where improvements to task compliance or risk management can be made.

The HSE Manager for WNR is to ensure AFARP that this meets National and State legislative requirements and Standards and that this document is maintained as a part of the businesses HSE management system.

Work health and safety duties specific to PPE

PCBUs must put control measures in place if it is not reasonably practicable to eliminate a health and safety risk in the workplace. Control measures may include PPE as an interim or last resort or as back-up.

Where PPE is to be used it must be:

- Selected to minimise risk to health and safety, including by ensuring equipment is:
 - suitable for the nature of the work or hazard
 - a suitable size and fit for the individual who is required to use it and that it is reasonably comfortable.
- Maintained, repaired or replaced, which includes ensuring the equipment is:
 - clean and hygienic
 - in good working order.
 - Used or worn by the worker, so far as is reasonably practical.

A PCBU must:

- consult with their workers when selecting PPE
- ensure, as far as is reasonably practicable, that the PPE is used or worn by the worker
- provide the worker with information, training and instruction in the proper use and wearing of PPE and its storage and maintenance.

PPE must be provided by a PCBU unless it has already been provided by another one.

The legal requirements of businesses in relation to PPE are set out in the WHS Regulation.

Workers also have duties in relation to PPE under WHS Regulation. A worker who is provided with PPE by WNR must:

- Use or wear the PPE in accordance with any information, training or reasonable instruction provided by the PCBU, so far as they are reasonably able.
- Not intentionally misuse or damage the PPE.
- Inform the business of any damage, defect or need to clean or decontaminate any of the PPE if they become aware of it.

If the PPE is uncomfortable, does not fit properly or the worker has an adverse reaction using it, they should consult their manager.

If a worker refuses to wear or use the PPE they could face disciplinary action or prosecution.

4.0 Definitions

None

5.0 References

At the time of writing the following references were used for identifying the minimum standards for PPE required for operational activities on WNR wind farms.

- AS/NZS 1020:2023 The control of static electricity in non-hazardous areas
- AS/NZS 1269.3:2005 Occupational noise management Part 5: Hearing protector program
- AS/NZS 1270:2002 Acoustics – Hearing protectors
- AS/NZS 1336:2014 Eye and Face protection guidelines
- AS/NZS 1337.1:2010 Personal Eye protectors- Eye and face protectors for occupational application
- AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective devices
- AS/NZS 1716: 2012 Respiratory Protective Devices
- AS/NZS 1800:1998 Occupational protective helmets – Selection, care and use
- AS/NZS 1801:1997 Occupational protective helmets
- AS/NZS 1906.4:2023 Retro reflective materials and devices for road traffic control purposes, Part 4: High-visibility materials for safety garments.
- AS/NZS 2161.1:2016 Occupational Protective gloves Part1: Selection, use and maintenance
- AS/NZS 2210.1:2010 Safety, protective and Occupational footwear Part 1: Guide to selection, care and use
- AS/NZS 2210.3.2019 Personal protective equipment, Part 3: Safety footwear (ISO 20345:2011, MOD)
- AS/NZS 4602.1:2024 - High visibility safety garments – Part 1: Garments for high-risk applications
- Australian Energy Council - Electrical Arc Flash Hazard Management Guidelines, March 2019
- WNH Q39 Arc Flash Procedure
- WNH Q61 High Voltage Isolation and Access Procedure
- Safe Work Australia – Model Work Health and Safety Bill, 24 November 2023
- Safe Work Australia – Manage Electrical Risks in the Workplace Code of Practice