



Personal Protective Equipment (PPE)

HSEQ Management System Document

What this document describes

This document provides the expectations regarding the selection, maintenance and use of Personal Protective Equipment (PPE) worn by people working for and on behalf of TasNetworks. It also applies to our visitors.



Why it is required

- TasNetworks is required to manage the Health Safety and Environmental (HSE) risk with PPE in accordance with the *Work Health and Safety Act 2012*, its Regulations, associated Codes of Practice and Australian Standards.
- PPE is necessary to perform many activities safely at TasNetworks, including field-based work, working with electricity, asbestos-related work and work at heights. PPE is the last line of defence to manage hazards.
- This document supports TasNetwork's goal of Zero Harm.

Who it applies to and when

The standards in this document applies to everyone working for or on behalf of TasNetworks, including visitors. The clothing standards in this document relate to personal protection and should not be taken as corporate clothing standards.

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Quick guide – Personal Protective Equipment (PPE) in the workplace

The standards in this document applies to everyone working for or on behalf of TasNetworks. It applies at all TasNetworks workplaces during working hours.

A worksite: is where construction, operating, maintenance, inspection, testing or emergency work is taking place. This definition includes working in the vicinity of electrical equipment, such as working in a substation, switchyard or transmission tower.

Overview of our duties:

- Leaders must regularly check control measures that are being used by their team are suitable, at the highest level of control possible and being used correctly. This includes checking TasNetworks work procedures are being followed and team members are competent to use, maintain and store PPE.
- The Health Safety Environment team approves PPE for use by employees and sets the minimum standard to be used by people working on behalf of the organisation.
- Everyone working on behalf of TasNetworks needs to use, maintain

and store PPE in accordance with these standards, any training and instructions.

Standards that are considered when deciding

PPE requirements: Work Health and Safety legislation, Energy Networks Association guidelines, National Fire Protection Association standards, Australian Standards, International Standards, American National Standards, internal procedures, standards and work practices.

Minimum PPE: the following PPE is required on most worksites and where sign-posted:

- safety glasses
- safety helmet
- hard-toe safety footwear
- trousers and long sleeved shirts, and
- high visibility clothing.

More specific requirements for certain tasks and roles are provided throughout the document.

Who needs to wear minimum PPE: The minimum PPE applies to much of the work performed by field officers, ground services crew, overhead crew, live line crew, EHV overhead crew, EHV operations crew and distribution operators.

Getting PPE: employees need to use SAP supply chain management to purchase trousers, shirts, footwear, jackets, overalls and high protection clothing. This is the TasNetwork purchase requesting system for goods and services. It is where orders for PPE or field wear should be submitted.

The other PPE mentioned in this document is either held in stock or ordered through team leaders.

Questions and support: The Health Safety and Environment Team encourage employees, contractors and subcontractors to raise suggestions and share ideas to constantly improve the PPE that is provided across the organisation.

Health Safety and Environment team members can be contacted by [email](#), phone or through your TasNetworks representative.

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Authorisation

Issue date	31/10/2014
Authorised by	HSETC Group Leader
Review Cycle	2 years

Revision History

NOTE: Revisions to this procedure are to be provided to the Communications Team for uploading to the Contractor Resources web page

Date	Revision Details
23/01/2015	Clarified the standard does not apply to corporate wear. Added sentence "People passing through depot yards and warehouses on pedestrian pathways, such as visitors, can wear shorts and skirts in circumstances where a work practices, procedures, standards or manufacturer specifications do not require a higher standard."
April 2015	Metadata changes in the Zone
Sept 2017	Inclusion for the need to wear HV gloves for the physical operating of Manual Disconnectors and Earth Switches. Outcome of field operation assessment. Also changed "EHV operations" to "EHV operators".
Feb 2018	Applied feedback from Zero Harm days Nov 17. Editorial changes: added image, removed references to procedure. Kept records of consultation.
August 2018	Included reference to the need for lanyards and pole straps to have hooks that operate through three points of contact. This was the outcome of an 2010 incident investigation involving a fall.
Feb 2019	Updated references to SAP supply chain management
March 2019	Inclusion of: CHROMATED COPPER ARSENATE (CCA) WASTE – AFTER FIRE HANDLING AND DISPOSAL

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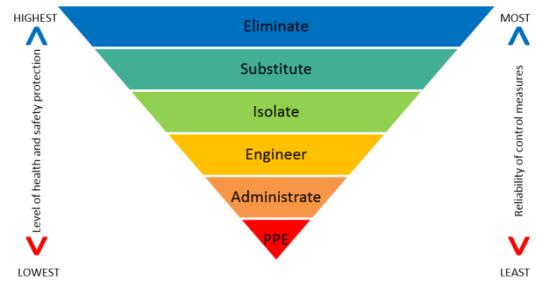
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1. Minimum PPE requirements

PPE is necessary to perform many activities safely at TasNetworks, including (but not limited to) field-based work, working with electricity, asbestos-related work and work at heights. PPE is the last line of defence to manage hazards in the hierarchy of controls. PPE is often used in conjunction with other control measures to control a risk to an acceptable level.



The following PPE is required on most worksites and where sign-posted:

- safety glasses;
- safety helmet;
- hard-toe safety footwear;
- trousers and long sleeved shirts; and
- high visibility clothing.

More specific requirements are provided in the matrices in sections 4 and 5.

2. What is considered a worksite?

A worksite is where *construction*, operating, maintenance, inspection, testing or emergency work is taking place. This definition includes working in the *vicinity of electrical equipment*, such as working in a substation, switchyard or transmission tower.

Domestic, office and retail premises are not considered a worksite when the work being conducted there involves visual inspections and using plug-in testing devices.

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3. PPE needed for tasks performed at TasNetworks

Task Description	Standard Protection Shirts	Standard Protection trousers	High Visibility Shirts (non electrical work)	Trousers (non electrical work)	Shorts (non electrical work)	High Visibility Vest/Clothing	Safety Glasses	Safety Helmets	Working Gloves	LV insulating gloves	HV insulating gloves	Safety/ Approved Footwear	Hearing Protection	Specialised PPE	Disposable Coveralls	Disposable Gloves	Disposable P2 Mask	Impervious Gloves	Higher Protection Switching Gear	Live Line Insulation Gloves and Sleeves	Conductive Footwear	Fall arrest harnesses	
	NA	NA	M	M#	M#	NA	NA	NA	NA	NA	NA	M	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA
Meter reading	NA	NA	M	M#	M#	NA	NA	NA	NA	NA	NA	M	NA	Specialised PPE	NA	NA	NA	NA	NA	NA	NA	NA	
Working in a warehouse	WP#		WP#		NA	M	WP	WP	WP	NA	NA	M	WP		WP	WP	WP	WP	WP	NA	NA	NA	WP
Use of height measuring sticks	M*	M*	NA	NA	NA	NA	M	M	WP	WP #	WP #	M	WP		WP	WP	WP	WP	WP	NA	NA	NA	NA
Switching operations	M*	M*	NA	NA	NA	NA	M	M	WP	M ∞		M	WP		WP	WP	WP	WP	WP	WP	NA	NA	WP
Operating indoor switchgear	M*	M*	NA	NA	NA	NA	M	M	WP	M		M	WP		WP	WP	WP	WP	WP	WP	NA	NA	NA
Connecting services/fixing meters	M*	M*	NA	NA	NA	NA	M	M	WP	WP	NA	M	WP		WP	WP	WP	WP	WP	NA	NA	NA	NA
Pole testing	NA	NA	M	M	NA	M	M	M	M	NA	WP	M	WP		WP	WP	WP	WP	WP	NA	NA	NA	WP
Field construction	M*	M*	NA	NA	NA	NA	M	M	WP	WP	WP	M	WP		WP	WP	WP	WP	WP	NA	NA	NA	NA
Operating ground mounted switchgear within the scope of the Power System Safety Rules or as per signposting	M*	M*	NA	NA	NA	NA	M	M	M#			M	WP		WP	WP	WP	WP	WP	M#	NA	NA	NA
Pedestrian movement in depot yards, warehouses or field sites that are near	NA	NA	NA	NA	NA	M	WP	WP	NA	NA	NA	WP	WP		NA	NA	NA	NA	NA	NA	NA	NA	NA

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Task Description	Standard Protection Shirts	Standard Protection trousers	High Visibility Shirts (non electrical work)	Trousers (non electrical work)	Shorts (non electrical work)	High Visibility Vest/Clothing	Safety Glasses	Safety Helmets	Working Gloves	LV insulating gloves	HV insulating gloves	Safety/ Approved Footwear	Hearing Protection	Specialised PPE	Disposable Coveralls	Disposable Gloves	Disposable P2 Mask	Impervious Gloves	Higher Protection Switching Gear	Live Line Insulation Gloves and Sleeves	Conductive Footwear	Fall arrest harnesses	
vehicles or plant ☒ ≠																							
Scoping a field site or future field site	NA	NA	NA	NA	NA	WP α	WP	WP	NA	NA	NA	WP	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA
Work in substations, switchyards and transmission and communications towers (excluding visitors)	M*	M*	NA	NA	NA	NA	M	M	WP	WP	WP ∞	M	WP		WP	WP	WP	WP	NA	NA	NA	NA	NA
Non-electrical and non-construction work in substation relay rooms	WP *	WP *	NA	NA	NA	WP	WP *	WP *	WP	NA	NA	WP	WP		WP	WP	WP	WP	NA	NA	NA	NA	NA
Non-electrical and non-construction work near energised ground assets (other than above mentioned rows) and overhead assets	WP *	WP *	NA	NA	NA	WP α	WP *	WP *	WP	WP	WP	WP	WP		WP	WP	WP	WP	NA	NA	NA	NA	NA
Working on or near exposed energised electrical equipment	M*	M*	NA	NA	NA	NA	M	M	WP	WP	WP	M	WP		WP	WP	WP	WP	NA	NA	NA	WP	WP

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Legend	
M	Minimum requirement
WP	May be required depending on work practices, procedures, standards and manufacturer specifications
NA	Not applicable for normal scope of work
*	<p>Category 2 Arc Flash clothing must be worn by TasNetworks employees conducting electrical work on behalf of TasNetworks and should be worn by all other people based on risk. <i>Electrical work</i> is defined in the Work Health and Safety Regulations 2012 and AS/NZS 4836.</p> <p>Arc Flash protection is provided in TasNetworks Standard High Visibility clothing. Contractors need to consult with their contract managers to consider transitioning to Arc Flash clothing and when this should occur. Contractors and subcontractors who currently do not use Arc Flash must ensure work is conducted in long sleeved field shirts and trousers that are high visibility and, where electrical work is being performed, with properties not inferior to 185 gsm cotton drill in accordance with AS/NZ 4501. Arc Flash clothing does not need to be worn in switch yards, substations and transmission towers by visitors and people who do not regularly work in those environments (i.e. less than twice a year). For further information see <i>ENA NENS 09-2014</i> and the Code of Practice: Managing Electrical Risks in the Workplace.</p> <p>Arc Flash clothing, helmets and glasses are required to be worn by workers in substations where working near exposed energised electrical equipment. This includes walking past unguarded switchgear to access relay rooms.</p>
#	One of the options marked with this symbol in this row are mandatory. Guidance from work practices, procedures, standards and manufacturer specifications need to inform the standard.
≠	<p>A higher standard may be required. Visitors need to contact the TasNetworks representative inviting them to the site about PPE standards will be required. Visitors are required to wear closed-toe shoes as a minimum.</p> <p>People passing through depot yards and warehouses on pedestrian pathways, such as visitors, can wear shorts and skirts in circumstances where a work practices, procedures, standards or manufacturer specifications do not require a higher standard.</p>
⊛	These standards must be applied in conjunction with any signposting standards. Where standards conflict, signposting supersede these standards.
⌘	High visibility vest/clothing is required when working near roads and mobile plant.
∞	HV gloves need to be worn in switch yards for the physical operating of Manual Disconnectors and Earth Switches. They are not required to be worn to remove locks or open cabinet doors.

If wearing a particular item of PPE introduces a greater risk than not wearing it, it must be documented on the job risk assessment (for instance, JRA) and signed-off by the leader.

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PPE for the use of specific plant (such as drills and welders) and other specific tasks (including working at heights, in confined spaces, with asbestos, at heights and with chemicals) needs to be in accordance with training, work practices, procedures and manufacturer’s specifications.

An Overview: Minimum PPE Required for Roles at TasNetworks

The standards in the following table are required for tasks performed by team members in these roles and visitors; however, PPE standards may vary depending on the task being performed. For example, a ground service team member is not required to wear the minimum PPE during office based work. Further information is available in work practices, instructions and procedures.

Task Description	Standard Protection Shirt	Standard Protection trousers	High Visibility Shirts (non electrical work)	Trousers (non electrical work)	Basic Shorts (non electrical work)	High Visibility Vest/Clothing	Safety Glasses	Safety Helmets	Working Gloves	LV insulating gloves	HV insulating gloves	Safety/ Approved Footwear	Hearing Protection	Specialised PPE	Disposable Coveralls	Disposable Gloves	Disposable P2 Mask	Impervious Gloves	Higher Protection Switching Gear	Live Line Insulation Gloves and Sleeves	Conductive Footwear	Fall arrest harnesses
Field officers	M*	M*	NA	NA	NA	NA	M	M	W P	WP	WP	M	WP	WP	WP	WP	WP	NA	NA	NA	NA	NA
Ground services	M*	M*	NA	NA	NA	NA	M	M	W P	WP	WP	M	WP	WP	WP	WP	WP	WP	NA	NA	NA	WP
Overhead	M*	M*	NA	NA	NA	NA	M	M	M#			M	WP	WP	WP	WP	WP	NA	NA	NA	NA	M
Live line overhead	M*	M*	NA	NA	NA	NA	M	M	M#			M	WP	WP	WP	WP	WP	NA	M#	NA	NA	M
EHV overhead	M*	M*	NA	NA	NA	NA	M	M	M#			M	WP	WP	WP	WP	WP	NA	NA	M	M	M
EHV operators	M*	M*	NA	NA	NA	NA	M	M	M # ∞			M	WP	WP	WP	WP	WP	NA	NA	NA	NA	M
Distribution operators	M*	M*	NA	NA	NA	NA	M	M	M#			M	WP	WP	WP	WP	WP	WP	NA	NA	NA	M
Telecommunications (excluding field construction)	WP	WP	WP	WP	NA	WP	WP	WP	W P	NA	NA	WP	WP	WP	WP	WP	WP	NA	NA	NA	NA	NA
Office based work	WP	WP*	NA	NA	NA	WP	WP	WP	W	NA	NA	WP	WP	WP	WP	WP	WP	NA	NA	NA	NA	NA

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Task Description	Standard Protection Shirt	Standard Protection trousers	High Visibility Shirts (non electrical work)	Trousers (non electrical work)	Basic Shorts (non electrical work)	High Visibility Vest/Clothing	Safety Glasses	Safety Helmets	Working Gloves	LV insulating gloves	HV insulating gloves	Safety/ Approved Footwear	Hearing Protection	Specialised PPE	Disposable Coveralls	Disposable Gloves	Disposable P2 Mask	Impervious Gloves	Higher Protection Switching Gear	Live Line Insulation Gloves and Sleeves	Conductive Footwear	Fall arrest harnesses
	*								P													
Electrical technicians	M*	M*	NA	NA	NA	NA	M	M	WP			M	WP		WP	WP	WP	WP	NA	NA	NA	JRA
Attending worksites, but not performing work ≠	NA	NA	NA	NA	NA	M	M	M	NA			WP	WP		NA	NA	NA	NA	NA	NA	NA	NA

4. PPE specifications, medical considerations and inspection regime

PPE	Rating	Standard/s	Additional Requirements	Medical Considerations	Inspection/ Replacement
Standard Protection Shirts*	Min. 4 cal/cm ²	<ul style="list-style-type: none"> ASTM F1506 ASTM F1959 NFPA 70E Flash Hazard/ Risk category 2 AS/NZ 4501 AS/NZS 4602 ENA NENS 09 	<p>Coloured orange (only for TasNetworks Employees)</p> <p>Reflective stripes on the sleeves is required for employees and recommended for contractors in high risk occupations (see AS/NZS 4602).</p> <p>Shirts must be manufactured with a 'closed front' in similar fashion to a polo shirt as per NENS 09.</p>		Replace as required and per manufacturer's instructions, including when damaged and worn.

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PPE	Rating	Standard/s	Additional Requirements	Medical Considerations	Inspection/ Replacement
Standard Protection Trousers*	Min. 4 cal/cm ²	<ul style="list-style-type: none"> • ASTM F1506 • ASTM F1959 • NFPA 70E Flash Hazard/ Risk category 2 • AS/NZ 4501 • AS/NZS 4602 • ENA NENS 09 	Reflective stripes on the legs is required for employees and recommended for contractors in high risk occupations (see AS/NZS 4602)		Replace as required and per manufacturer's instructions, including when damaged and worn.
Standard Protection Coveralls*	Min. 4 cal/cm ²	<ul style="list-style-type: none"> • ASTM F1506 • ASTM F1959 • NFPA 70E Flash Hazard/ Risk category 2 • AS/NZ 4501 • AS/NZS 4602 • ENA NENS 09 	Include full body reflective stripes. Coloured orange (only for TasNetworks Employees)		Replace as required and per manufacturer's instructions, including when damaged and worn.
Standard Protection Winter Jackets*	12 cal/cm ²	<ul style="list-style-type: none"> • ASTM F1506 • ASTM F1959 • NFPA 70E Flash Hazard/ Risk category 2 • AS/NZ 4501 • AS/NZS 4602 • ENA NENS 09 	Coloured orange (only for TasNetworks Employees) Include reflective stripes across the body and arms.		Replace as required and per manufacturer's instructions, including when damaged and worn.

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PPE	Rating	Standard/s	Additional Requirements	Medical Considerations	Inspection/ Replacement
High Visibility Shirts (Non Electrical Work)*	UPF 50+	<ul style="list-style-type: none"> AS/NZS 4501 AS/NZS 4602 	Coloured fluorescent orange (only for TasNetworks Employees)		Replace as required and per manufacturer's instructions, including when damaged and worn.
Trousers/ Shorts (Non Electrical Work)		<ul style="list-style-type: none"> AS/NZS 4501 			Replace as required and per manufacturer's instructions, including when damaged and worn.
Wet Weather Gear		<ul style="list-style-type: none"> ASTM F1506 ASTM F 1891 ASTM F1959 ISO 14116 NFPA 70E Flash Hazard/ Risk category 2 AS/NZ 4501 AS/NZS 4602 	In electrical environments: to be worn over Arc Flash clothing, and used in accordance with manufacturer's instructions.		Replace if damaged and per manufacturer's instructions.
High Visibility Vests*		<ul style="list-style-type: none"> AS/NZS 1906.4: 2010 AS/NZS 4602.1: 2011 	Retro-reflective stripes		Replace as required and per manufacturer's instructions.

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PPE	Rating	Standard/s	Additional Requirements	Medical Considerations	Inspection/ Replacement
Safety Eyewear		<ul style="list-style-type: none"> AS/NZS 1337.1:2010 and selected in accordance with AS/NZS 1336 A minimum of clear safety glasses 		For prescription safety glasses refer to the Prescription Safety Glasses Work Practice .	Replace if damaged and per manufacturer's instructions.
Safety Helmet		<ul style="list-style-type: none"> AS/NZS 1800 AS/NZS 1801 AS/NZS 4488 	Helmets must be properly adjusted for correct fit. The date of issue must be written on the label inside the helmet.		Replace after 3 years from date of issue, as per manufacturer's instructions.
Working Gloves		<ul style="list-style-type: none"> AS/NZS 2161 			Replace if damaged and per manufacturer's instructions.
LV Insulating Gloves	Working potential 650 V minimum Arc Rating of 8 cal/cm ² Flash Hazard/Risk Category 2	<ul style="list-style-type: none"> AS 2225 ASTM F1506 NFPA 70E 	Must be inspected and air tested prior to each use.		Replace when: damage or wear is evident, or the gloves fail compliance testing.

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PPE	Rating	Standard/s	Additional Requirements	Medical Considerations	Inspection/ Replacement
HV Insulating Gloves	Working potential of 3300V Test potential of 15000V Arc Rating of 37 cal/cm ² Flash Hazard/Risk Category 3	<ul style="list-style-type: none"> AS 2225-1994 NFPA 70E 	Tested annually Must be inspected and air tested prior to each use.		Replace when: damage or wear is evident, or the gloves fail compliance testing.
Safety Footwear (excl. Meter Readers)		<ul style="list-style-type: none"> AS/NZS 2210.1 AS/NZS 2210.2 	Safety footwear must still be worn when meter reading or Field Service officers requires entry to construction sites, industrial sites, sign-posted areas. Footwear with ankle support (i.e. boot) needs to be worn for walking on uneven ground.	If a medical reason prevents you from wearing TasNetworks approved footwear, complete Appendix A form and attach to the procurement request. Provide any necessary documentation.	Replace as required and per manufacturer's instructions and AS/NZS 2210.2.
Hearing Protection		<ul style="list-style-type: none"> AS/NZS 1270 AS/NZS 1269 	Must be regularly inspected and maintained to ensure they remain in good, clean condition. Additional information can be found in the Noise Procedure.		Disposable ear-plugs are to be worn once only.

* Field-based clothing for team members in an electrical environment must cover the entire body from the neck to wrist to ankle. Shirt, coat or jacket, and/or overall fasteners must be done up at least to the second-top button or equivalent. In addition, the sleeve cuff-openings must not be difficult to roll up. The sleeve placket openings must be sewn up, gusseted or otherwise fastened to prevent the exposure of bare wrist. High visibility garments must contain night-reflective taping if being used for night work.

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If wearing ArcFlash standard clothing, woollen jumpers or non-ArcFlash approved clothing should not be worn over ArcFlash clothing while conducting work related activities.

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5. Specialised PPE

PPE	Rating	Standard/s	Additional Requirements	Replacement
ASBESTOS RELATED WORK			People providing specialist services, such as removal work or air monitoring, are required to wear PPE in accordance with the WHS Regulations and associated codes of practice.	
Coveralls (disposable)	Type 5, category 3	ISO 13982–1:2004	One size too big as not to restrict movement. Fitted with hood and cuffs Coverall legs are worn over footwear, and Fitted hood is worn over the respirator straps.	Single use
Gloves (non-permeable disposable)		AZ/NZS 2161.10.1:2005	Latex or Nitrile	Single use
P2 Respirators (disposable)		AS/NZS 1715:2009 AS/NZS 1716:2012		Single use
WORK AT HEIGHTS				
Fall arrest harnesses		AS/NZS 1891.1-2007 AS/NZS 1891.4:2009	To manage the risk of suspension trauma selection should be in accordance to AS/NZS 1891.4:2009. Further information about harness inspection, use and maintenance is provided in Appendix B in TasNetwork's <i>Preventing Falls and Falling Objects Procedure</i> . Inspected every six months.	Replace as required, after a failed inspection, or per manufacturer's instructions.
Lanyards and pole straps		AS/NZS 1891.1-2007 AS/NZS 1891.4:2009	Hooks that only operate through three points of pressure must be provided for lanyards and pole straps (i.e. triple action snap hooks).	Replace as required, after a failed inspection, or per manufacturer's instructions.
HIGH RISK ELECTRICAL ENVIRONMENTS			Note: this is additional PPE for employees who work with switch gear that is ground mounted within the scope of the PSSR or as per signposting	
Higher Protection Switching Coat	Arc Rating of 51.5 cal/cm ²	ASTM F1506 ASTM F1959	Must have a minimum length of 1,050mm. Coloured orange.	Replace as required or per manufacturer's

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PPE	Rating	Standard/s	Additional Requirements	Replacement
	Flash Hazard/Risk Category 3	NFPA 70E		instructions.
	Class D	AS/NZS 4501 AS 4602		
Higher Protection Switching Gaiters (Leggings)	Arc Rating of 51.5cal/cm ²	ASTM F1506 ASTM F1959	Coloured orange.	Replace as required and per manufacturer's instructions.
	Flash Hazard/Risk Category 3	NFPA 70E		
	Class D	AS/NZS 4501 AS 4602		
Switching hoods (face shields)	Arc Rating of 51.5 cal/cm ²	ANSI Z87.1 ASTM F1506	Face shields must be suitable for fitting with or without a safety helmet and must not be fitted with a chin strap.	Replace as required and per manufacturer's instructions.
	Flash Hazard/Risk Category 3	NFPA 70E		
Live Line Insulating Gloves and Sleeves	Type 1 Class 3 rated at 30,000V for HV live line work to 22,000V; or	ANSI/ASTM D120	Insulating gloves are required to be self inspected prior to use for wear or damage as per the <i>Care and use of Insulating Gloves and Sleeves Work Guideline</i> .	All electrical gloves must be tested in accordance with established schedules. Replaced at the expiry date on the glove or where damage or wear is evident.
	Type 1 Class 4, rated at 40,000V for HV live line work at 33,000V			
Higher protection gloves	Arc Rating of 40 cal/cm ² Flash Hazard/Risk Category 4.	ASTM F1959 NFPA 70E		Replace as required and per manufacturer's instructions.

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PPE	Rating	Standard/s	Additional Requirements	Replacement
Conductive Footwear		AS/NZS 2210.1:2010	Team members who work on transmission structures where there is step potential, are to be issued with conductive footwear. The footwear is specifically designed so the electrical team member will be at the same electrical potential of a structure when climbing.	Replace as required and per manufacturer's instructions.
WELDING				
Eye protection		AS/NZS 1337		Replace as required and per manufacturer's instructions.
Face protection		AS/NZS 1337		
Head protection		AS/NZS 1338		
Hearing protection		AS/NZS 1270		
Fire resistant gloves/gauntlets and flame resistant clothing		AS/NZS 2161.4:1999	For example, long sleeved shirts, long trousers, aprons and leather spats.	
Opaque or translucent screens		AS/NZS 3957	May be needed to protect the health and safety of others.	
Respiratory protective devices		AS/NZS 1715:2009 AS/NZS 1716:2012	For example, when exposed to dust or chemical fumes.	
CHROMATED COPPER ARSENATE (CCA) WASTE – AFTER FIRE HANDLING AND DISPOSAL				
Chemical goggles or safety glasses with side shields		AS/NZS 1337.1:2010 and selected in accordance with AS/NZS 1336	For prescription safety glasses refer to the Prescription Safety Glasses Work Practice .	Single use
Gloves (non-permeable disposable)		AZ/NZS 2161.10.1:2005	Latex or Nitrile	Single use
P2 Respirators (disposable)		AS/NZS 1715:2009 AS/NZS 1716:2012		Single use
Boot covers				Single use

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PPE	Rating	Standard/s	Additional Requirements	Replacement
Coveralls (disposable)	Type 5, category 3	ISO 13982–1:2004	One size too big as not to restrict movement. Fitted with hood and cuffs Coverall legs are worn over footwear, and Fitted hood is worn over the respirator straps.	Single use
CONFINED SPACES				
Fall Arrest Harness		AS/NZS 1891.1-2007		Replace as required and per manufacturer's instructions.
Respiratory protective equipment		AS/NZS 1715:2009 AS/NZS 1716:2012	Use if deemed necessary.	
Any necessary rescue kits				
HAZARDOUS CHEMICALS				
Disposable overalls	Type 6, category 3	ISO 13982–1:2004		Replace as required and per manufacturer's instructions.
Impervious chemical gloves		AS/NZS 2161.2:2005	These are gloves such as Viton gloves, Butyl rubber gloves or Neoprene gloves.	
Safety footwear		AS/NZS 2210.1:2010	Further Information about the handling of chemical hazards can be found in Handling PCB's Work Practice WP-23-FI-2 and Control and Clean Up Oil Spills Work Practice WP-23-FI-1.	
Respiratory protective equipment		AS/NZS 1715:2009 AS/NZS 1716:2012		

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5.2 Undergarments

Undergarments (singlets, t-shirts, underwear, etc) worn under PPE in an electrical environment should be made from non-synthetic and non-conductive material. Undergarments need to be a minimum of 90 per cent natural fibres.

5.3 Sun Protection

In addition to long sleeved shirts, a wide brimmed hat or hard hat brim is recommended for sun protection. Sun screen with a sun protection factor of 50+ should be applied to exposed skin before commencing outdoor duties, and re-applied at regular intervals (check the label for directions) to ensure continued protection.

6. Procurement Process

Trousers, shirts, footwear, jackets, overalls and high protection clothing are ordered via SAP supply chain management. This is TasNetworks purchase requesting system for goods and services. Users fill in a [clothing or footwear order form](#) and this is attached to the SAP supply chain management record. Other PPE listed in this document are either held in stock or ordered through team leaders.

In urgent situations and emergencies:

- If an employee requires PPE immediately, they can contact a Transactional Business Services Officer (procurement) via phone to request a purchase order. Evidence of purchase approval will need to be provided to the officer.
- In emergencies, employees can purchase goods directly from our PPE service provider using a credit card or, through their leader if they don't have a credit card. Management approval is required as per the Procurement Policy.

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As a guide, employees who work at worksites on a daily basis should have the following arc flash clothing as a minimum:

Overhead services	Ground services
5x shirts	5x shirts
3x trousers	3x trousers
1x jacket	1x jacket
1x arc flash safety glasses	1x face shield + balaclava
	1x arc flash safety glasses

Employees who do not perform work at worksites everyday need to consult their manager about their arc flash requirements.

7. Jewelry

Items of clothing or jewellery that are metallic or have exposed conductive fittings are not to be worn when operating on or working near electrical equipment. This includes any items of jewellery or other personal adornments (for example, necklaces, bracelets, watches, rings, etc), piercings such as ears, nose or elsewhere. Covering metallic or conductive jewellery up (for example, with tape, gloves, etc.) is not an acceptable control due to potential temperature rise from flash over. This jewellery must be removed or replaced with non-conductive alternatives prior to working on or near electrical equipment.

Non-metallic or non-conductive alternatives must not be used where there is a risk of the alternatives being caught in or on plant or equipment.

A medical identification bracelet should only be worn where the risk of not receiving medical treatment is greater than being exposed to electricity.

A risk assessment must be conducted to determine if wearing jewellery near power tools, pulleys, moving belts and other rotating machinery is a risk. Hair must also be kept secured away from the moving plant and machinery.

8. Prohibited Clothing

Garments made from untreated synthetic materials or that have exposed metallic fittings are not to be worn on a worksite where there is a risk of exposure to electricity.

9. Register (SafeTrack)

Business Support Officers maintain a PPE register that is used by TasNetworks employees. The register is used for monitoring purchase and inspection dates for equipment including fall arrest equipment, LV rescue kits, tower rescue kits, strops, slings, karabiners and ropes.

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10. Responsibilities

TasNetworks

Has the duty to manage work health and safety risk including providing any necessary PPE to employees and visitors where required.

Officers

'Officers' under the *Work Health and Safety (WHS) Act 2012* include directors and company secretaries. Officers must exercise due diligence to ensure that TasNetworks manages risks associated with all hazards within the business. This involves ensuring TasNetworks provides appropriate PPE to employees to control risk associated with the work being undertaken.

Health Safety Environment and Technical Competency Team

- Must approve minimum PPE to be used by employees that is suitable for the work being performed and as comfortable as possible.
- Maintain records of PPE approved for use at TasNetworks.
- Monitor the use of PPE by conducting field safety audits.
- Ensure that TasNetwork's approved work practices and procedures are current and follow best practice.

Managers, Team Leaders and Supervisors

- Must regularly check control measures that are being used by their team are suitable, at the highest level of control possible and being used correctly. This includes checking TasNetworks work procedures are being followed; team members are competent to use, maintain and store PPE.
- Consult a member of the HSE team:
 - when you are unsure of how to control a risk using PPE; and
 - if any control measures need to be improved or revised, including this procedure.
- Ensure clothing and PPE being used complies with the requirements of this procedure.
- Assist team members to select PPE that is suitable and fits the person wearing it.
- Incorporate the correct use of PPE and identify issues in the field.
- Intervene to stop behaviours or actions that may result in an incident occurring.
- Before acquiring new PPE, consider HSE impact using the Managing HSE Change Procedure and assessing suitability of PPE with supplier (with consideration to the user, tasks being performed and the work environment). Ensure PPE meets any required standards specified in this procedure, and new items are approved by the HSE team prior to purchase.

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Health and Safety Representatives (HSRs)

- Conduct inspections of Height Safety Equipment and provide outcomes to Business Support Officers.

Business Support Officers

- Maintains records of inspections and currency of equipment kept on SafeTrack.

Team Members (including staff at all levels, Contractors and Subcontractors)

- Must be able to use, maintain and store PPE in accordance with any information, training or reasonable instruction.
- Must comply with PPE requirements stated in any associated work practices and identified through Job Risk Analysis (JRA) or other risk assessment.
- Carry a minimum set of PPE to worksites, including the standard PPE (including glasses and gloves) plus any specialised PPE.
- Organise for damaged or defective PPE to be repaired or replaced. Do not use faulty or damaged equipment.
- Intervene to stop behaviours or actions that may result in an incident occurring.
- Must not intentionally misuse or damage PPE.
- Employees are to obtain TasNetworks PPE through TasNetwork's procurement process.
- Coordinate for other people, such as visitors, to wear mandatory PPE before arriving to a worksite or provide them with suitable PPE to use where required.
- Inform the HSE team of any concerns or suggestions regarding the standards in this procedure.

Contractors and Subcontractors

- Must comply with any requirements listed for use of PPE as stated in contract conditions and any work practices required by TasNetworks, Australian Standards, ENA guide, etc.
- Must either meet or exceed the standards provided within this procedure when performing work on behalf of TasNetworks.
- Contractors must supply their own PPE, and ensure employees; subcontractors and visitors are provided with it and it is worn by them.
- Contractors providing services on behalf of TasNetworks (for example, asbestos-related work, electrical work, etc.) must comply with the requirements provided in the *WHS Act 2012*, its Regulations and Codes of Practice.
- Must ensure PPE is up to current standard and not used beyond the use by date.

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Visitors

- Seek advice from the person inviting you to a TasNetworks worksite about what PPE you will be required to use. This will require you and them to determine what PPE you can bring and what TasNetworks can lend you.
- Must use and maintain any PPE in accordance with this procedure.

11. Responsible, Approver, Support, Consulted and Informed

	EVERYONE							
R The person RESPONSIBLE for doing or delegating the action	Team members	Contractors /subcontractors	Visitors	HSE Team Members	HSE Manager	Health and Safety	Leaders	Business Support Officers
A The person who as ultimate responsibility and APPROVES the action								
S The person require to provide SUPPORT to achieve the action								
C The person who must be CONSULTED during the action								
I The person who must be INFORMED and trained regarding the action/ or outcome.								
Compliance with this procedure	R	R	R					
Approve TasNetworks PPE	CI	I	I	RS	A	CI		
Maintain records of approved PPE				R	A			S
Inspect PPE	R	R	R	S				
Conduct audits of PPE				R	A			
Ensure PPE standards are maintained		R		R	A			
Consult HSRs and workers about PPE and check controls are suitable	C			S		C	A/R	
Consult HSE team about concerns for PPE standards	R	R	R	C			A/R	
Assist team members with selecting and fitting PPE	I		I	S			A/R	
Use Management of HSE Change Procedure to assess risk of new PPE				S		C	A/R	
Inspect Height Safety Equipment	C			SI		R	A	
Maintains records of inspections and currency of equipment kept on SafeTrack				SI				A/R
Use, maintain and store PPE correctly and follow work practices	R	R	R	S			A	
Carry a minimum set of PPE to worksites	A/R	A/R						
Obtain PPE through TasNetwork's procurement process	A/R						A	S
Provide other people, such as visitors, with necessary PPE	A/R	A/R	CI					
Comply with contractual conditions and either		A/R		S				

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R	The person RESPONSIBLE for doing or delegating the action	EVERYONE							
A	The person who has ultimate responsibility and APPROVES the action								
S	The person required to provide SUPPORT to achieve the action								
C	The person who must be CONSULTED during the action	Team members	Contractors /subcontractors	Visitors	HSE Team Members	HSE Manager	Health and Safety	Leaders	Business Support Officers
I	The person who must be INFORMED and trained regarding the action/ or outcome.	Team members	Contractors /subcontractors	Visitors	HSE Team Members	HSE Manager	Health and Safety	Leaders	Business Support Officers
	meet or exceed TasNetwork standards								
	Supply their own PPE		A/R						
	Ensure PPE is up to current standard, not used beyond the use by date and their team members access and wear it	A/R	A/R						

12. Glossary

Arc Hazard/Arc Flash – An arcing electrical fault is often referred to as an ‘Arc Flash’. The heat from an arcing fault may be sufficient to cause serious burns to nearby persons, or ignite flammable materials, such as clothing (ENA NENS 09).

Calorie – The energy required to raise one gram of water one degree Celsius at one atmosphere pressure. Second-degree burns occur at 1.2 calories per centimetre squared per second (cal/cm²).

Construction Work – any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

Electrical Work – the actual physical work of installing, maintaining, repairing, altering, removing or adding to an electrical installation or the supervising of that work (AS/NZS 4836).

Equipment (Electrical) – Wiring systems, switchgear, control gear, accessories, appliances, luminaries and fittings used for such purposes as generation, conversion, storage, transmission, distribution or utilisation of electrical energy (AS/NZS 4836).

Higher Protection Switching Gear – Includes higher protection switching jacket, higher protection switching gaiters (leggings), higher protection face shield and gloves.

HSE - Health Safety and Environment.

Health Safety Representative (HSR) – A person elected in accordance with the WHS Act 2012 to represent team members in a workgroup on work health and safety matters. This person will also represent team members on environmental and sustainability matters.

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Non-electrical work – includes work other than *electrical work*. It applies to inspection work and the use of test equipment (where maintenance is not being conducted).

Personal Protective Equipment (PPE) – The WHS Regulations defines PPE as anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment. It also includes clothing, safety eyewear, safety helmets, work gloves, insulating gloves, hearing protection, high-visibility clothing and hard-toe footwear.

PSSR – Power System Safety Rules

Team Member – Someone who carries out work for TasNetworks. It includes employees, outworkers, apprentices, trainees, students gaining work experience, volunteers, contractors or subcontractors and their employees as per the WHS Act 2012.

Working within the vicinity of/ near electrical equipment – A situation where an electrical worker is working on or near exposed energized conductors or live conductive parts and there is a reasonable possibility that the electrical worker's body, or any conducting medium the electrical worker may be carrying or touching during the course of the work, may come closer to the exposed energized conductors or live conductive parts than 500 mm. The term 'on or near exposed energized conductors or live conductive parts' does not apply if the uninsulated and energised part is safely and securely shielded by design, or segregated and protected with barricades or insulated shrouding or insulating material to prevent inadvertent or direct contact (AS/NZS 4836). It includes working in or at a substation, switchyard or transmission tower.

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13. References

The following documents were reviewed as part of developing this procedure:

Legislation			
<ul style="list-style-type: none"> • <i>Work Health and Safety Act 2012</i> • Work Health and Safety Regulations 2012 			
Codes of Practice, Industry Code, etc.			
<ul style="list-style-type: none"> • WorkSafe Tasmania's How to Manage and Control Asbestos in the Workplace, Code of Practice • WorkSafe Tasmania's How to Manage Work Health and Safety Risks, Code of Practice • WorkSafe Tasmania's How to Safely Remove Asbestos, Code of Practice • WorkSafe Tasmania's Managing the Risk of Falls at Workplaces, Code of Practice 			
Industry standards			
<ul style="list-style-type: none"> • ANSI/ASTM D120: Standard Specifications for Rubber Insulating Gloves. • AS/NZS 1337.1:2010 Personal eye protection - Eye and face protectors for occupational applications • AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment • AS/NZS 1716:2012: Respiratory protective devices • AS/NZS 1800:1998 Selection, care and use of occupational safety helmets • AS/NZS 1801:1997: Occupational protective helmets • AS/NZS 1891.1-2007: Industrial fall-arrest system & devices, Part 1: Harnesses and ancillary equipment • AS/NZS 1891.4:2009: Industrial fall-arrest systems and Devices, Part 4: Selection, use and maintenance • AS/NZS 1906.4:2010: Retroreflective materials and devices for road traffic control purposes – High-visibility materials for safety garments • AS/NZS 2161.2: 2005: Occupational Protective Gloves, Part 2: General Requirements • AS/NZS 2161.4:1999: Occupational Protective Gloves, Part 4: Protection against thermal risks (heat and fire) • AS/NZS 2210.1:2010: Safety, protective and occupational footwear - Guide to selection, care and use • AS/NZS 2225-1994: Insulating gloves for electrical purposes • AS/NZS4501/1:2008: Occupational protective clothing – Guidelines on the selection, use, care and maintenance of protective clothing • AS/NZS 4602.1:2011: High visibility safety garments - Garments for high risk applications. • ASTM F1506-10a: Standard Performance Specification for Flame Resistant and Arc 			
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Rated Textile Materials for Wearing Apparel for Use by Electrical Workers Exposed to Momentary Electric Arc and Related Thermal Hazards

- ASTM F1959/F1959M-12: Standard Test Method for Determining the Arc Rating of Materials for Clothing
- ASTM F2178-12: Standard Test Method for Determining the Arc Rating and Standard Specification for Eye or Face Protective Products
- ENA NENS 09 National Guideline for the Selection, Use and Maintenance of Personal Protective Equipment for Electrical Arc Hazards

TasNetworks documents

- Work Practice: Care and Use of Rescue Kits (WP-24-FI-2)
- Work Practice: Control and Clean Up Oil Spills (WP-23-FI-1)
- Work Practice: Handling PCB's Field Instructions (WP-23-FI-2)

Other documents/resources

• Safe Work Australia	http://www.safeworkaustralia.gov.au
• Work Safe Tasmania	http://worksafe.tas.gov.au

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Appendix A: Footwear Exemption

OUR REF:

YOUR REF:

ASK FOR. "<Your Name & phone number>"

29 November, 2012

"<Doctor or Medical Centre>"

"<Postal address>"

"<Location and Postcode>"

EXEMPTION FROM WEARING TASNETWORKS ISSUED FOOTWEAR

To Whom It May Concern:

"<employee's name>" is an employee of TasNetworks Pty Ltd who is a <occupation> and is required to walk continuously throughout the day.

TasNetworks provides a range of safety footwear for employees to choose from, designed to suit a variety of occupations across the company. An exemption for wearing issued footwear will only be provided where the employee has a medical condition that precludes them from wearing an option from the TasNetworks footwear range.

"<employee's name>" has made a formal request to me indicating that they are unable to wear the TasNetworks issued footwear.

Can you please examine "<employee's name>" and provide a medical certificate indicating the medical condition that precludes "<employee's first name>" from wearing the TasNetworks issued footwear.

Please submit your account to myself at:

"<Your Name & Title>" TasNetworks Pty Ltd

"<Address>"

"<Location and Postcode>"

Sincerely yours

"<Your Name>"

<Title>

Phone "<phone number>"

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