

If you have any questions about this procedures sheet contact Auckland Council Stormwater

## 1. WHEN SHOULD I USE THIS BMP?

This Best Management Practice (BMP) applies to all sites where physical works are undertaken on behalf of Auckland Council Stormwater (Stormwater), and applies to everyone working or visiting the site including contractors and all visitors.

Personal Protective Equipment (PPE) is defined as protective clothing or equipment designed to protect the wearer's body from contamination or injury

## 2. WHAT IS THE AIM?

The aim of this BMP is to provide guidance on the best practice use of PPE. The BMP outlines the minimum requirements for PPE and identifies situations where additional specific PPE is required to be worn.

## 3. WHY IS PERSONAL PROTECTIVE EQUIPMENT IMPORTANT?

In the first instance, workplace hazards should be eliminated or isolated. Where this is impractical, workers and visitors to sites must be protected against site hazards via the correct use and wearing of PPE (and any other appropriate controls).

Ensuring that the correct PPE is allocated to staff or readily available and accessible on site, and that workers and visitors are appropriately educated on the best practice use of PPE, will significantly reduce the risk of injury while on site.

PPE must meet a recognised safety standard and must be fit for the purpose.

## 4. SITE SAFETY MANAGEMENT

### Forward Planning

- Spend time doing an in-depth Site Specific Safety Plan, including Task Analysis, Job Safety Analysis (JSA) and / or Safe Work Method Statements. The more risks that are identified during the planning process, the better equipped you will be to effectively manage them during the project.
- Hazards are to be proactively managed.
- Hazards are to be eliminated or isolated where possible.
- Where hazards cannot be eliminated or isolated, PPE is required to protect workers and visitors to the site.



Note: This is an illustration only

### Safe Practices and Controls

- At a minimum, the following PPE is required to be worn at all times on Stormwater sites:
  - Hard Hat – protects from hazards such as being struck by falling objects or from striking the head against a fixed or protruding object. The harness of the hard hat should fit comfortably on the head. Baseball caps, beanies or hoods should not be worn beneath hard hats as they compromise the fit of the hard hat. Hard hats must not be worn backwards.
  - Hi Viz Vest – shall be worn zipped up on all sites. Vests should be kept in good condition, reflective strips / panels shall be kept clean and any tears or loose stitching should be repaired appropriately.
  - Safety Boots – shall be worn on all sites.
- In addition to the above, the following PPE is recommended to be worn where specific hazards are present:
  - Safety Glasses – shall be worn when there is risk of foreign material entering the eyes.
  - Hearing Protection – daily exposure to noise above 85 dBA will damage hearing. Hearing protection shall be worn to avoid discomfort, stress, and hearing loss, and be appropriately rated to the noise.
  - Dust masks or respirators – depending on the hazard, shall be worn when there is risk of dust or exposure to hazardous chemicals, and be appropriately rated.
  - Gloves – shall be worn to provide skin protection and the type of glove you select (e.g. latex, leather) should be chosen depending on the type of activity you are doing and the associated hazards.
  - Working at heights safety harness and fall arrest system – shall be worn only if other means of fall prevention is not available (refer to Working at Height BMP for help).
  - Life jackets – shall be worn if working from a boat, and should be considered if working near or over water greater than one metre in depth.
- Put on appropriate PPE before you start the job or keep PPE close to where you will require it to be used.
- If site hazards change, stop work and reassess the associated risks and appropriate PPE (or other controls).
- Prevent any unauthorised access into the works site.

### Overcoming Staff Reluctance

The use of PPE can often be met with reluctance by workers and visitors to sites. The following steps can help to ensure that employees, contractors and visitors adhere to PPE requirements:

- Inform
  - Explain to workers and visitors how hazards can affect health and safety, and how PPE can protect them from these hazards.
  - Workers and visitors should be advised on the correct use of PPE – i.e. no hoods or beanies to be worn under hard hats, hi viz vest vests to be worn zipped up.
- Enable
  - Employers and / or supervisors should ensure that PPE is issued to workers and visitors, or is readily available, and that the equipment available is fit for purpose.
  - Defective or damaged gear should not be used and replaced speedily.
- Seek input
  - Workers and visitors are more likely to wear PPE if they feel comfortable in it. Allowing feedback and choosing PPE based on this feedback will ensure employees are happy with the PPE that is provided.
- Raise the bar
  - Employers, site supervisors / foremen should set an example for PPE use.
  - If workers and visitors see site supervisors continually wearing appropriate PPE they will be more likely to adhere to the same PPE standard.
- Enforce
  - Employers are required to provide equipment that protects employees against hazards that can't be controlled in any other way and are legally required to make sure employees use it.
  - If workers and visitors continue to fail to wear the appropriate PPE correctly, take measures to enforce PPE standards.

### Monitoring

- Make regular site visits (if not based on site) and be sure to try to see the whole site to check the effectiveness of the safe work methodologies and to ensure that PPE is being worn / utilized correctly.

- Have regular tool box meetings to update the team on any changes to PPE requirements and identify any new site hazards that may have arisen and how to control them.
- Establish processes to ensure that workers are continually reminded of the need for PPE and the correct use of it through training.
- Ensure that regular checks of all PPE gear are undertaken to ensure they are in good working order and that any damaged equipment is replaced.
- Ensure that all new personnel to site are fully informed on the processes, procedures and requirements for PPE use on site, and ensure that any visitors are kept safe while on site.

### 5. TIPS

- Wherever practical, hazards to anyone on site should be eliminated or isolated before selecting PPE as a solution.
- When providing PPE, consider the function of different PPE components together – i.e. do the safety glasses fit well with respirator to be worn.
- Involve employees by consulting with them on the choice and suitability of the equipment. They are more likely to use it if they choose it.
- Lead by example and use the equipment yourself; this will encourage employees to do the same.
- To ensure workers wear PPE correctly, provide equipment that is comfortable and fit for purpose.
- Engage with staff to determine potential barriers to the correct wearing of PPE.

### 6. USEFUL LINKS AND INFORMATION

- Auckland Council Stormwater have a range of other health and safety and environmental BMP's that may be relevant to your task. [www.aucklandcouncil.govt.nz/stormwater](http://www.aucklandcouncil.govt.nz/stormwater)
- The Ministry of Business, Innovation and Employment also has a range of guidance documents for managing typical hazards on its website. [www.business.govt.nz/healthandsafetygroup](http://www.business.govt.nz/healthandsafetygroup)

*Disclaimer: All care and diligence has been used in extracting, analysing and compiling this information which is to be used as a guideline only. Auckland Council gives no warranty that the information provided in this BMP is without error or omission. The user is required to ensure they follow any legislative and best practice requirements.*



For access to this BMP and to find the other BMP information sheets, go to the link below:  
[www.aucklandcouncil.govt.nz/stormwater](http://www.aucklandcouncil.govt.nz/stormwater)

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