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**Kaius Resources**

**Standard Operating Procedure – Personal Protective Equipment**

Reference: SOP-011

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# Purpose

This Standard Operating Procedure outlines the requirements for the selection, use, training, maintenance and disposal of personal protective equipment (PPE) on site.

# Scope

This Standard Operating Procedure (SOP) applies to all activities at sites operated and/or under the control of Kaius Pty Ltd and its subsidiaries. It applies to all persons working on the site including exploration personnel, permanent, temporary and contract employees. This SOP forms a key part of the Kaius Safety & Health Management System which has been established to manage risk to an acceptable level and in accordance with all relevant legislation.

# Authority

This procedure can only be altered with the approval of the Site Senior Executive (SSE).

# Responsibilities

**Site Senior Executive (SSE)**

Site Senior Executive shall ensure:

* That all of the provisions of this SOP are implemented, and that compliance is achieved.
* Adequate resources are provided to maintain compliance with the requirements of this SOP.
* The application and requirements of this SOP are periodically audited and reviewed.

**Supervisors**

Supervisors shall ensure:

* That the requirements of this SOP are implemented.
* That workers, including contractors, are trained in the requirements of this SOP.
* All work undertaken within their area of responsibility is conducted in accordance with the requirements of this SOP.
* They monitor compliance with this SOP.
* This Standard is readily available to all workers and contractors.

**Mine Workers**

Mine Workers shall:

* Undertake the training and assessment provided by the SSE.
* Act in accordance with this SOP, and
* Not undertake any tasks for which they are unable to safely complete.

# Definitions and Abbreviations

The following definitions and abbreviations are used in this procedure.

|  |  |
| --- | --- |
| CMSHA | Coal Mining Safety and Health Act (1999) |
| CMSHR | Coal Mining Safety and Health Regulation (2017) |
| Competent Person | A person who has the necessary training, skills and capability to carry out the task |
| JSEA | Job Safety and Environmental Analysis |
| PPE | Personal Protective Equipment |
| SDS | Safety Data Sheet |
| Shall | Indicates that a mandatory requirement  |
| SHMS | Safety and Health Management System |
| Should | Indicates a recommendation |
| SOP | Standard Operating Procedure |
| SPF | Sun Protection Factor |
| KRES | Kaius Mine |

# Procedure

## Introduction

The general requirements for the selection, training, use, maintenance and disposal of PPE are:

* Mine workers, contractors and visitors have an obligation to use PPE where directed or as required to protect themselves against injury or illness.
* Adhere to the requirements of PPE detailed in a Safety Data Sheet (SDS).
* Where necessary, personnel will be instructed or trained in the correct selection and use of PPE.
* Inspect and replenish PPE in the workplace to ensure there is sufficient quantities for the number of mine workers carrying out the task.
* Ensure that the correct or suitable PPE is readily available.
* All PPE is to be inspected by the user on a daily basis or as it is used, and
* Dispose of and/or replace all defective and out of date PPE as per manufacturer’s recommendations and/or SDS sheets.

## Selection of Personal Protective Equipment

The following principles should be considered for the selection of PPE:

* The PPE shall be correct for the specific application.
* The PPE shall provide an adequate level of protection against the risks and not create other hazards.
* If several types of PPE are required, they should be compatible and able to be worn together, and
* The PPE should allow correct fit and comfort for individuals.

PPE shall provide adequate protection for the risk exposure. Guidelines for selection are provided within Australian Standards and may be sourced through equipment manufacturers and suppliers.

All PPE purchased for use (including that provided by contractors) shall conform to relevant Australian Standards (where applicable).

## Site Requirements for Use of Personal Protective Equipment

All PPE used at site shall be used and worn in accordance with the manufacturer’s instructions. There shall be no modifications to supplied PPE.

Signs shall be posted in obvious locations on-site where it is mandatory to wear PPE.

Minimum requirements for PPE are as follows:

* + - Body protection (e.g. high-visibility long sleeve/leg clothing);
		- Foot and lower leg protection (e.g. steel-cap, high top, lace-up, leather boots);
		- Eye protection (e.g. safety glasses);

Additional PPE that will be provided when required includes:

* + - Face shield for hot work;
		- Hearing protection;
		- Hard hat, if required based on risk assessment;
		- Wide brim sun hat if required based on risk assessment;
		- Eye protection (e.g. Double eye protection);
		- Hand protection (e.g. gloves);
		- Sun UV protection (e.g. sunblock); and
		- Hair nets or hair tied back if hair is long
		- Grinding/drilling/welding masks;
		- Leather apron for welding; and
		- Respiratory protection (e.g. dust masks).

### Hearing Protection

Hearing protection (that conforms to AS1269 / AS1270) shall be worn when exposed to excessive noise levels and where signs are posted, or as determined in a risk assessment.

As a guide, if you need to shout when you are speaking to a person 1m away or less, hearing protection is required.

Earmuffs and earplugs shall be correctly fitted with a good seal for proper protection.

### Head Protection

Safety helmets (that conform to AS1801) are to be worn at all times at the site where there is a risk of a falling object striking or hitting your head or identified in a Risk Assessment; including.:

* Lifting and cranage activities
* Under conveyor belts
* Working at heights
* When in the footprint of a machine
* In all areas associated with crushers, screeners, CHPP

Other headwear shall not be worn under a safety helmet unless of a design approved for use in conjunction with a safety helmet.

Personnel conducting activities in designated workshops shall wear either a hard hat or bump cap (conforming to AS1801).

### Foot Protection

Safety footwear will conform to AS2210.

Type 1 safety footwear that provides ankle support is required in operational areas. Lace up boots shall be done up at all times. Slip-on boots are not allowed.

Safety Gum Boots or Waders will be made available where wet conditions necessitate their use.

### Eye and Face Protection

The wearing of eye protection that conforms to AS1336 / AS1337 is mandatory in all areas with the exception of:

* Within offices, crib rooms and amenities.
* Car parks and entrances to offices and amenities, and
* Fully enclosed vehicle driver’s compartments.

Tinted safety glasses may be used to protect the eyes against sunlight or glare. Tinted glasses are not suitable in dimly lit areas or during hours of darkness.

Appropriate welding shields and lenses (to AS1338) shall be used when performing arc welding operations. Welding shields shall be worn in conjunction with safety glasses or goggles to provide optimum protection.

Appropriate goggles shall be worn when performing oxy-welding / cutting operations.

Full-face shields shall be worn when performing grinding operations. These shall be worn in conjunction with safety glasses or goggles to provide maximum protection.

Personnel with prescription glasses shall have appropriate safety (hardened) lenses and side protection when working in areas designated as eye protection areas.

### Clothing

High visibility clothing shall be worn where personnel are required to enter operational areas.

Protective Clothing shall be compliant with the following Australian Standards:

AS 4501.1: Occupational Protective Clothing – Guidelines on the selection, use care and maintenance of protective clothing.

AS 4501.2: Occupational Protective Clothing –General requirements.

Personnel shall wear suitable protective clothing that is appropriate to the task. Hazards that shall be considered when selecting appropriate clothing include:

* Working on or near rotating machinery.
* Exposure to abrasive or sharp surfaces.
* Working in hot or cold conditions.
* Exposure to flames or heat that might ignite material or otherwise burn skin.
* Working in electrical environments.
* Exposure to hazardous substances. and
* Working in wet or damp environment.

**Clothing in operational areas shall be long sleeved and long legged**.

 Raincoats made of day / night high visibility material should be worn when working in wet or damp conditions.

Contractors shall provide clothing that meets site standards.

Fire retardant clothing shall be worn during cutting or welding tasks – but should be removed as soon as practicable to reduce the potential for heat stress.

**Maintenance and Care**

Clothing should be stored in a clean and dry condition.

When grease, oil, or other flammable contaminants are absorbed by the clothing, the clothing is to be laundered as soon as possible.

### Respiratory Protection

Personnel shall wear appropriate respiratory protection if there is potential for exposure to any hazardous respirable substance (e.g. dust, fumes, toxic gas). Requirements may be specified within site standards, SDS or identified within Take 5, JSEA or higher-level risk assessment.

Respiratory protective equipment will conform to AS1715 / AS1716.

Masks and filters shall be carefully selected to ensure they provide adequate protection.

### Hand Protection

Where a risk of injury to the hands exists, suitable gloves shall be worn. They should not be worn near moving parts of machinery.

Where required, protective gloves will conform to AS2161 / AS2225. Rings, bracelets, and necklaces shall not be worn where they pose a risk as per MOP-16 Restricted and Prohibited Items Procedure.

### Protection Against Sunburn

Long sleeved and long-legged clothing shall be worn as described in the clothing section. Exposed skin shall be covered as far as practicable and otherwise treated with sun protection cream. The sun protection cream should have a sun protection factor (SPF) of not less than 30.

Shade extenders/ wide brims on safety helmets SHALL BE WORN when there is a likelihood of extended or repeated exposure to solar radiation.

## Maintenance of Personal Protective Equipment

An adequate supply of the necessary PPE is to be held at the workplace in a clean and operational condition. Items of PPE are to be maintained in a condition that ensures effective protection levels at all times.

Persons issued with PPE shall maintain it in a fit state for use and not wilfully damage it.

## Disposal of Replacement of Personal Protective Equipment

The wearer will inspect any PPE prior to each use. Dispose of and replace any PPE found to be:

* Defective
* Not fit for further safe use, and
* Out of date.

Damaged items, such as safety harnesses, shall be rendered unusable and so tagged, prior to disposal to prevent accidental re-use. All items shall be disposed of in the correct manner.

## Training in Use of PPE

Training will be provided in the following areas for PPE:

* Selection
* Fit
* Use
* Maintenance, and
* Disposal.

The training will follow the guidelines provided in the relevant Australian Standards.

# Review Criteria

This document shall be reviewed:

* Every three years
* When there is a change of method and/or technology that may affect the accuracy of this document, and
* When a significant incident has occurred that is relevant to this document and its subject matter.

# Safety and Environment

Safety and Environment are covered in the body of this procedure.

# Attachments, References and Related Documents

## References and Related Documents

Coal Mining Safety and Health Act 1999

Coal Mining Safety and Health Regulation 2017

DNRM Hazard Database

Minerals Industry Safety Handbook Jan 2004

Minerals Exploration Safety Guidance Note Nov 2004

AS 1269:2005 Occupational Noise Management

AS 1270:2002 Acoustics – Hearing Protection

AS 1801:1997 Occupational Protective Helmets

AS 2210:1994 Occupational Protective Footwear

AS 1336:1997 Recommended Practices for Occupational Eye Protection

AS 1337:1992 Eye Protection for Industrial Applications

AS 1338:1992 Filters for Eye Protection

AS 1715:1994 Selection, Use and Maintenance of Respiratory Protection Devices

AS 1716:2003 Respiratory Protection Devices

AS 2161:2008 Occupational Protective Gloves

AS 2225:1994 Insulating Gloves for Electrical Purposes

SOP RSK 011 - PPE SOP Risk Assessment