1.0 PURPOSE

The purpose of this safety procedure is to ensure;

- that whilst working or visiting on or in plant areas, all employees, contractors and their workers, and visitors are provided with the appropriate personal protective equipment and clothing to ensure that the risk of injury is minimised by its use; and

- procedures are reviewed for the provision and use of personal protective equipment; and

- that personal protective equipment is tried, tested, and approved for use and where necessary exempted; and

- that personal jewellery and adornments do not increase risk of injury; and

- to define the minimum dress standards in non-plant areas; and

- a mechanism for the supply and repair of prescription glasses

at all Arrium Mining and OneSteel Whyalla Steelworks sites.

2.0 SCOPE

2.1 Application of Procedure

This safety procedure applies to

- Arrium Mining and OneSteel Whyalla Steelworks; and
- All employees, contractors and their workers, and visitors.

2.2 Legislative Mandate

The Work Health and Safety Act and Regulations of South Australia, 2012

If work, a place of work, or any working conditions give rise to a foreseeable risk to the health and safety of any person, and all practicable measures have been taken to control risk and the provision of personal protective equipment or clothing would minimise the risk, then the employer must ensure that the appropriate equipment and clothing is provided, maintained and used.

3.0 REFERENCES

Work Health and Safety Act, 2012
Work Health and Safety Regulations, 2012
Australian Standards identified in these Regulations and / or any other Australian Standards that may apply as approved codes of practice (see Attachment No. 1 for list of referenced materials).
Electrical Safety Manual OST-OHS-ELEC-PRO-001
WI29.238 Supply and Repair of Prescription Safety Glasses.
4.0 DEFINITIONS

4.1 Work Site
A work site is defined as the area within the OneSteel Whyalla fence boundaries and the OneSteel Whyalla rail corridors and is inclusive of all mining leases and subsidiaries under the direct control of OneSteel Whyalla. A worksite also includes any place where an employee may go during official duties.

4.2 Exemption
An exemption is defined as not having to comply with the minimum site requirements as outlined in this procedure. This does not mean an exemption from the requirements of legislation.

All exemption documentation must be held on file by the requesting department and the Principal Advisor – Occupational Health Science for the purpose of audit / review for a period of no less than 3 years.

4.3 Authorised Person(s)
An Authorised Person is a person approved by the Health & Safety Manager – Manufacturing to review, grant, reject or change any exemption. Those persons approved are:

- Principal Advisor – Occupational Health Science

4.4 Authorised Exemption
An authorised exemption granted by an authorised person or the review committee.

4.5 Review Committee
The Review Committee is comprised of the following personnel:

- Safety Manager – Whyalla Steelworks
- Health & Safety Manager – Mines and Export
- Principal Advisor – Occupational Health Science
- A Health & Safety Business Partner
- A Manager from the respective plant area
- A health and safety representative from the respective plant area or work group.

4.6 Plant area
Plant area means production areas, inter-works roads adjacent to and within plant production areas, jetties and wharfs, mines and mine processing areas, railway lines and corridors rolling stock, and mobile plant and equipment, including seagoing vessels.

4.7 Non-plant area
Non-plant area means office area, amenities block, dining room, car park areas outside plant area boundaries, and landscaped areas.

4.8 OneSteel Approved
OneSteel approved means approved by the Principal Advisor – Occupational Health Science.
4.9 **PPE Trial and Test Team**
A team consisting of:
- Principal Advisor – Occupational Health Science
- Health and Safety Business partner from the relevant business unit
- The initiator of the request for new or alternative PPE
- Representative from the Contracted Safety Equipment Supplier

In addition, at the discretion of any of the above
- Any other interested parties deemed necessary

And the following may be invited to participate
- Health and Safety Representative from the respective Business Unit/Work Group

4.10 **Contracted Safety Equipment Supplier**
Means a representative from the business corporation that has the contract to supply personal protective equipment and clothing to OneSteel Whyalla.

4.11 **Safety Equipment Catalogue**
The catalogue provides a range of safety equipment approved for use at the OneSteel site. A copy of the catalogue is available on the OneSteel home page under “Safety Aps”

5.0 **ACTIONS**

5.1 **Personal Protective Equipment and Clothing**
Appropriate personal protective equipment and clothing will be provided to OneSteel Whyalla employees and must be worn correctly where there is a risk
- of being struck by falling or moving objects or other material capable of causing injury; or
- to health or safety by being exposed to a substance, agent, contaminant, radiation, or extreme temperature; or
- of injury to eyesight, or hearing capacity; or
- being struck by moving vehicles/mobile plant or working in poor lighting conditions.

5.1.1 **Basic Free Issue of Personal Protective Equipment and Clothing**
Upon commencement of employment with OneSteel, each employee will be provided with basic PPE and clothing consisting of the following:
- 2 sets of outer clothing (shirts and trousers, or overalls)
- 1 high visibility jacket with reflective strips
- 2 pairs of safety footwear
- Head protection (helmet with OneSteel logo)
- Safety glasses
- Gloves
- High visibility vest (if shirt or overalls not already high visibility)

Plant approved safety equipment shall be ordered from the “safety equipment catalogue”

**Note:** Some business units may issue extra PPE and clothing as necessary
5.1.2 Personal Monogramming of Personal Protective Equipment and Clothing
All free issue clothing (shirts, jackets and overalls) will be monogrammed with OneSteel logo and employee’s name above left breast pocket with the goal zero logo above and the Customer focus logo is above the right breast pocket.

5.1.3 Employee responsibility for Personal Protective Equipment and Clothing

5.1.3.1 Free issue clothing and footwear will become the property of the employee. If the clothing is returned to OneSteel Whyalla it will then become the property of OneSteel Whyalla.

5.1.3.2 All employees are required to take reasonable care of the personal protective equipment and clothing provided.

5.1.3.3 Maintenance and laundering of clothing is the responsibility of the employee. Employees at the Coke Ovens are not permitted to remove safety clothing from site, therefore are exempted from the need to maintain and launder safety clothing, as OneSteel will provide this service.

Note: Some businesses units have arrangements in place for laundering.

5.1.4 Special needs for Personal Protective Equipment and Clothing
If an employee requires special needs for PPE and clothing, then they are required to consult with their immediate supervisor and the Principal Advisor – Occupational Health Science. The appropriate PPE and clothing will be provided at no cost to the employee.

5.1.5 Supply and Repair of Prescription Safety Eyewear
Refer to WI29.238

5.2 Appropriate Personal Protective Equipment and Clothing
Personal protective equipment must
- take into account the nature of the particular hazard;
- be an effective size, fit and reasonably comfortable for the person wearing it;
- if shared between people, must be cleaned and sterilised if it poses a health/hygiene risk to the wearer; and
- must be cleaned, maintained in safe condition and stored in a clean environment; and
- comply with relevant legislation and/or Australian Standards; and
- be approved by the Principal Advisor – Occupational Health Science.

5.3 Instruction And Training For Users And Wearers Of Personal Protective Equipment And Clothing
Any person who must use or wear personal protective equipment and special clothing (eg protective suits) must receive appropriate training and instruction regarding the safe use, care and maintenance of the personal protective equipment and special clothing. Such training must be recorded in the Training Record System.
5.4 Personal Protective Equipment and Clothing Affecting Communication
If the wearing or using of the personal protective equipment and clothing affect proper communication with another person, then appropriate steps must be taken to ensure that the situation does not create a risk to health or safety.

5.5 Personal Protective Equipment And Clothing Posing Risk To Health Or Safety
A person is not required to wear or use personal protective equipment and clothing if after a risk assessment is conducted it is deemed that it increases the risk to health or safety. The risk assessment must be recorded. An alternative safe work method must be undertaken.

5.6 Locations Where Personal Protective Equipment and Clothing Must Be Worn
Where it has been deemed by the respective plant manager that personal protective equipment and clothing must be worn in a designated area then such an area must be clearly sign posted with signs that comply with the Australian Standard 1319, as per the relevant examples below.

Note: The examples above are not an exhaustive list.
5.7 Minimum Standards of Personnel Protective Equipment Applicable To All Persons
These standards provide minimum requirements for the use of personal protective equipment and clothing on all OneSteel Whyalla sites. They apply to all employees, contractors, truck drivers and visitors. Contractors are to conduct risk assessments to determine the most appropriate Australian Standard compliant personal protective equipment and clothing for provision to workers. Contractors may seek advice from the Principal Advisor – Occupational Health Science.

Where a hazard identification and risk assessment process has identified that more strict requirements should apply to specific areas, these must be identified in work instructions and complied with.

Safety signs must be complied with. Exemptions must be formally documented and approved as per clause 5.12.

The minimum standards are based on best practices and designed to protect people from injury. The hierarchy or controls must be used to reduce the risk of injury to personnel, with PPE being the last control measure.

Personal protective equipment and clothing shall comply with the following standards and situations, and must be approved by the Principal Advisor – Occupational Health Science.

5.8 Specific PPE requirements for some tasks
Specific PPE requirements are provided in attachments 4-6 for the following task situations.

- Angle grinding – Attachment 4
- Gas flame cutting – Attachment 5
- Plasma arc cutting – Attachment 5
- Flame heating and gauging – Attachment 5
- Electric arc welding – Attachment 6
- Carbon arc air gouging – Attachment 6
- Electrical Safety – Refer to the electrical safety manual and the safety equipment catalogue.
<table>
<thead>
<tr>
<th>BODY PART</th>
<th>STANDARD OF EQUIPMENT</th>
<th>TASK OR SITUATION</th>
<th>APPLICATION OF EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes</td>
<td>Safety glasses with side protection AS1336, AS1337 and AS1338.</td>
<td>All work sites</td>
<td>All work sites, roads and environs. Dark tint glasses are not to be worn inside buildings or in poorly lit areas.</td>
</tr>
<tr>
<td>Goggles</td>
<td></td>
<td>Electrical Work</td>
<td>Prescription safety glasses must have a non-conductive frame.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dusty environments &amp; Refer Attachment 4</td>
<td>Goggles should be considered in areas where wind borne dust is common or expected.</td>
</tr>
<tr>
<td>Face Shield</td>
<td>Grinding using a hand grinder. Cutting using a hand grinder or cut off saw refer Attachment 4</td>
<td>Grinding or Chipping</td>
<td>A face shield or high impact rated welding helmet and safety glasses must be worn when cutting or grinding. Safety goggles worn over the safety glasses and under the shield should also be considered when there is generation of excessive hot sparks.</td>
</tr>
<tr>
<td>Welding helmet</td>
<td>Arc Welding refer Attachment 6</td>
<td>Arc Welding refer Attachment 6</td>
<td>Low impact rated welding helmet.</td>
</tr>
<tr>
<td></td>
<td>Gas Welding refer Attachment 5</td>
<td>Gas Welding refer Attachment 5</td>
<td>High impact rated welding helmet.</td>
</tr>
<tr>
<td></td>
<td>Grinding or Chipping</td>
<td>Grinding or Chipping</td>
<td><strong>NOTE 1:</strong> Low impact welding helmets do not meet impact standards and is therefore not an acceptable substitute for a face shield when grinding or chipping. The inner lens of the welding shield must also be an approved chipping lens. <strong>NOTE 2:</strong> A polycarbonate chipping lens should be bendable and flexible while a slag lens is brittle.</td>
</tr>
</tbody>
</table>

Welding goggles
<table>
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</thead>
<tbody>
<tr>
<td>Ear plugs or muffs AS1270</td>
<td>Areas or machines designated by signage or procedure.</td>
<td>All areas with 85dB (A)Leq 8 hours or 140dB (C) Peak, or above. High noise areas with a sound level measurement above 85dB (A) must have signs indicating the rating of hearing protection required. The hazard register must indicate noise levels or designated areas. Where workers work in excess of 8 hours per shift hearing protection requirements may have to be reviewed.</td>
<td></td>
</tr>
</tbody>
</table>
| Type two (High Temp) helmets, with accessories as appropriate AS1800, AS1801. Note: All helmets to be high visibility colour with reflective tape. | All worksites with moving objects above head height or potential injury from falling objects and where signs are displayed. | All work sites with moving objects above head height or potential injury from falling objects. Contractors and visitors must replace current helmets with a type two helmet when replacement is due. All helmets must be replaced every three years. Harnesses must be replaced every two years.  

**NOTE:** People, who weld in area’s where hard hats are compulsory, are required to wear protective helmets and use welding screens that comply with the relevant Australian Standard unless an exemption has been granted. |
<table>
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<tr>
<td>Feet</td>
<td>Steel capped safety footwear AS2210. NOTE: Must be high temperature resistant sole. Steel capped safety footwear AS2210 – Smelter boots Enclosed low / medium heel footwear (if safety footwear exempted).</td>
<td>When there is a risk of heavy objects falling onto feet. When working in, on or near hot metal areas or areas designated with signs. Office, Administration, amenities and exempted areas.</td>
<td>All plant areas, workshops, roads, railway corridors, and vessels. NOTE: For all Arrium Mining areas, ankle high lace up boots must only be worn (including Fixed plant, Pelletising &amp; Whyalla Port) All hot metal areas. OneSteel approved smelter boots must be worn in hot metal areas. If personnel are to commence activities other than office and administration work, then a risk assessment must be carried out to determine if safety footwear is required. e.g. lifting furniture would require safety footwear in most cases.</td>
</tr>
<tr>
<td></td>
<td>Bump hats (if hard hats exempted). AS1800, AS1801. Sun hats with brim all around (where hard and bump hats have been exempted) or a removable brim fitted to a hard hat. Hair and beard nets.</td>
<td>In situations where overhead hazards are not present, but the potential to bump head against objects exists. When working predominately outdoors with exposure to Ultra-violet radiation. When hair or beard may become entangled in moving parts, or areas designated by signs.</td>
<td>Overhead protection such as scaffolding should be considered in such circumstances. <em>Note: When working at heights with a harness, chinstraps must be used to ensure that helmets are not dislodged.</em> All work sites where people are moving and heads can be bumped. All worksites in direct sunlight. When working or moving near rotating or moving equipment.</td>
</tr>
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<tr>
<td>Hands</td>
<td>Appropriate gloves AS2161, AS2225</td>
<td>Gloves are compulsory on all work sites. Specific gloves for tasks may be required as directed by procedures.</td>
<td>All plant areas and workshops or where there is a risk of hand injury from chemicals, abrasions, hot or cold parts, crushing etc.</td>
</tr>
<tr>
<td>Body</td>
<td>Long sleeve shirts. AS2919. – Must be high visibility with reflective strips, unless exempted. Sleeves must have gusseted wrist cuffs. Long trousers AS2919. Non-flammable top clothing AS2375. No loose clothing (e.g. ties contained). Rings, watches, bracelets and pendants removed or covered. Reflective strips/ vests or reflective clothing</td>
<td>All work sites, excluding machinist work eg lathes; and offices and amenity areas.</td>
<td>All plant areas, workshops roads and environs (including outdoors). Sleeves must be down and fastened.</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Skin</td>
<td>Sun block SPF30+ minimum AS2604. Barrier cream. After work hand cream</td>
<td>All work sites in direct sunlight. When handling oils, greases or dirty environments. At the completion of shift or dirty activity.</td>
<td>Working outdoors. All work sites where oils, solvents, greases and dirt are likely to be handled or contacted. To be applied after cleaning hands at completion of shift or as necessary.</td>
</tr>
<tr>
<td>Breathing</td>
<td>Respiratory equipment AS1715, AS1716. Self contained breathing apparatus</td>
<td>When exposed to fumes, vapours, dusts and abrasive blasting. Working in Oxygen deficient atmospheres.</td>
<td>All work sites where exposure exceeds SafeWork Australia national standards. All worksites where oxygen deficient atmosphere may be present. Entering such atmospheres should only be done in extreme situations. Consider ventilation systems and air testing.</td>
</tr>
</tbody>
</table>

NB: When wearing respiratory equipment all facial hair (except a moustache no longer than the upper lip) must be clean-shaven.

<p>| Falling   | Full body harness complying with AS1891. Lap belt in situations where there is fall restraint and no possibility of fall arrest | When working at heights with no physical barrier to prevent falls i.e. handrails and platforms complying with AS1657. Compulsory to wear harness in boom type elevated work platforms. Harnesses do not need to be worn in scissor lifts. | All work sites where there is a risk of falling i.e. fall restraint and fall arrest situations, all boom type elevated work platforms, and confined space applications as determined by risk assessment. |</p>
<table>
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</thead>
<tbody>
<tr>
<td>Working on or near open water</td>
<td>Self inflating personal flotation device complying with AS1512 PFD Type 1</td>
<td>While working on or near open water (e.g. 2m from unprotected walkway i.e. jetty, wharf, tank or dam) and there is a risk of falling into the water, a self inflating personal flotation device must be worn</td>
<td>Applies to all work areas, including mines tailing dams, open sumps, tanks and boats.</td>
</tr>
</tbody>
</table>

### 5.8.1 Working in Plant Areas

The **minimum** standard for personal protective equipment (PPE) and clothing, unless exempted, while working in plant areas is:

- High visibility long sleeve cotton drill shirt with reflective tape
- Long cotton drill trousers
- Australian Standard and OneSteel Whyalla approved steel-capped safety footwear
- Australian Standard and OneSteel Whyalla approved Type 2 High temperature high visibility safety helmet with reflective tape
- Australian Standard and OneSteel Whyalla approved safety glasses.
- OneSteel Whyalla approved gloves must be worn at all times in plant areas. When little no risk of injury is likely, gloves need not be worn whilst writing, using mobile phones or two way radios, accessing items in pockets, driving, adjusting safety equipment or smoking in designated areas.

### 5.8.2 Visitors to Plant Areas

The **minimum** standard for personal protective equipment (PPE) and clothing for visitors entering plant areas is:

- Long sleeve cotton drill shirt, with a high visibility vest fitted with reflective tape.
- Long cotton drill trousers
- Low heeled closed-in upper shoe
- Australian Standard and OneSteel Whyalla approved Type 2 High temperature high visibility safety helmet.
- Australian Standard and OneSteel Whyalla approved safety glasses.
- Hearing protection as required (eg Ear plugs).
- Gloves
5.8.3 Working in or visiting non-plant areas

While working in or visiting non-plant areas the minimum clothing requirements are low heeled closed-in footwear, long trousers or slacks, skirts, short sleeved shirt or blouse.

*Note: If the work involves a risk of injury due to the activity being performed then the appropriate PPE must be worn.*

5.9 Use of Air Supplied Respiratory Equipment

Refer to Section 7 of the Gas Regulations QP29.23 for self contained breathing apparatus and air quality standards.

5.10 Jewellery and Personal Adornments

The wearing of jewelry such as ear rings, bracelets, watches and chains present potential catch hazards and place the wearer at risk of serious injury. Finger rings, bracelets, long necklaces and watches are to be removed prior to working on or near moving and/or rotating equipment when there is a risk of being caught, entangled or crushed.

All items of facial or body jewelry that are at risk of being entangled are to be removed before working on plant areas or to be restrained, covered (eg with a band aid, tape or similar), or contained by other means. Ear studs are acceptable except near electrical hazards and while working in hot metal areas.

Metal jewelry is conductive and increases the risk of electric shock near electrical conductors and associated electrical equipment. Metal jewelry will also retain heat in hot metal areas. All metal jewelry, including facial and body jewelry, is to be removed when working near any electrical equipment that poses a risk of electric shock or hot metal areas.

The wearing of watches with non-metal bands is permitted providing the band is "pinned" to the watch (as opposed to a continuous leather strap, etc…) and a buttoned long sleeve and/or glove cover the watch. The wearing of watches with metal bands in areas where employees may be exposed to electric shock and hot metal areas is prohibited.

Jewelry not acceptable while working on or near moving and/or rotating equipment or electrical equipment

Ear studs and similar are acceptable (except while working on or near electrical equipment or hot metal areas).
5.11 Long hair (including beards)
The wearing of long hair and beards present a potential of entanglement in moving machinery. All hair, including long beards, is to be restrained.

Long hair, longer than collar length, is to be contained in hairnets, or tied and tucked away in such a manner that there is no risk of being caught or entangled in moving machinery. Helmets alone are not satisfactory to secure long hair.

5.12 Belt attachments and harnesses
Any safety harness or attachment to a belt such as key ring chains, key karabiners or the like, padlocks, and tools must be removed before working near

- rotating machinery or equipment that poses a risk of entanglement; and
- any electrical equipment that poses a risk of electric shock.

*Note: A documented risk assessment must be carried out if other risks are introduced as a result of the above actions.*

5.13 Exemption of Specified Requirements for PPE
Business Unit managers, or delegate, may seek exemptions from specified requirements after consultation with the Principal Advisor – Occupational Health Science and the relevant Health & Safety Manager (i.e. Manufacturing or Mines & Export).

Each exemption request must be documented by the department seeking the exemption and provided to the Principal Advisor – Occupational Health Science. Refer to Attachment No. 2 “PPE Exemption Form”

On the advice of the Principal Advisor – Occupational Health Science the exemption may be granted by the relevant Health and Safety Manager. If the exemption is granted then the business unit must ensure that the relevant employees are informed, work instructions are made or varied, conduct any necessary training etc. If an exemption is not granted on technical means then that fact must be recorded.
If the exemption is not granted due to a dispute then the Principal Advisor – Occupational Health Science will call together the review committee. The review committee will hear issues and facts, and if necessary, seek independent advice, arrange for trials or tests of PPE to help it arrive at a decision. The process must be based on a risk assessment.

If the committee decides on the granting of an exemption then the Business Unit is to develop Work Instructions for their respective work areas for the wearing of personal protective equipment and clothing to meet their special needs, and provide any necessary training.

Each exemption, rejection, variation by the authorised person(s) and / or the review committee shall be in writing indicating the reason for the acceptance, rejection or variation of the exemption.

Each exemption, rejection, variation must be in writing and kept on record for a period of 3 years (period for keeping of risk assessments).

The flow chart on the following page outlines the process for seeking an exemption from wearing specified personal protection equipment or clothing.
PPE Exemption review process

Business Unit wishes to seek PPE exemption

Business Unit completes request for exemption form with reasons for request

Business Unit Manager consults with Principal Advisor – Occupational Health Science and relevant Health & Safety Manager

Is review committee required?

Exemption Granted?

Principal Advisor – Occupational Health Science calls review committee together

Review committee makes determination and documents final decision

Consult with relevant employee, update work instructions, ensure any training required is carried out and documented, implement changes

All documentation kept and filed by Principal Advisor – Occupational Health Science
5.14 General Exemptions
A general exemption is granted for the following situations/locations. However, if a work activity gives rise to a hazard then a risk assessment must be carried out to determine effective control measures.

- Within control rooms and offices with the exception of footwear.
- Within amenities, change rooms, toilets, lunch rooms.
- Where the protective equipment interferes with the job or increases the hazard potential. (For instance, long sleeves rolled down are unsafe around lathes and milling machines.)
- People accessing amenities, offices and approved car parks at the start or finish of work where no travel through plant areas is required.
- Visitors not participating in work activities need not wear safety shoes but must wear enclosed low / medium heel footwear.
- Visitors for short periods (eg <10 minutes) need not wear sun hats or sun protection.
- Exemptions currently in force immediately prior to the date of implementation of this Quality Procedure.

5.15 Trial and testing of Personal Protective Equipment
As new personal protective equipment and clothing is developed by manufacturers, OneSteel Whyalla must ensure that the risk of injury to personnel is not increased by the introduction of such products. Business Units must ensure that the Principal Advisor – Occupational Health Science approves the PPE or clothing prior to use.

5.15.1 Need for Trial
A request for a trial of PPE or clothing must be made to the PPE Trial and Test Team.

The team may comprise of the department safety business partner, the workers who trial the equipment, the safety equipment product specialist and the principal adviser occupational health science. For a trial to be considered one or more of the following criteria must be met;

- New PPE or clothing has become available that may satisfy the perceived need to improve safety; or
- Alternative PPE or clothing is available
- A significant cost saving may be realised, without compromising safety

5.15.2 Investigation
Once a request has been made the PPE Trial and test team will carry out an investigation of the product, which should include;

- Results of past trials if applicable;
- Suitability of the product;
- Information of compliance with relevant legislation, Australian Standards and/or OneSteel Whyalla requirements;
- Cost effectiveness of the product.

Based on this information the PPE Trial and test team will recommend a course of action. The decision of the trial is then referred back to the requesting person/department for confirmation to proceed, or otherwise.
5.15.3 Method
The PPE Trial and Test team will oversee all aspects of the trial. The trial is conducted using an evaluation method developed by the PPE Trial and Test team. Refer Attachment No. 3 “PPE Test/Trial Form” The team will provide the necessary assistance for the completion and documentation. All information and documentation will be kept by the Principal Advisor – Occupational Health Science. The process is outlined in the flow chart on the following page.

The Team, in consultation with the appropriate persons in the department(s), selects a representative group or groups of employees to participate in the trial. Sufficient information on the product being trailed; any necessary training and the reasons for the trial will be provided to the participants and the departments concerned. The trial must be documented on a PPE Trial and Test record sheet.

5.15.4 Evaluation
All data gathered will be evaluated by the PPE Trial and Test team and a decision made in consultation with the department(s), whether to add the product to the Site Safety Supply Contract or not. Only the Principal Advisor – Occupational Health Science can authorise to have products added to the Site Safety Supply Contract.

5.15.5 Register of Trials
A register of trials will be maintained by the Principal Advisor – Occupational Health Science, and held in the Manufacturing Health and Safety Department.

5.15.6 Communication of results
On going information on trials will be communicated by to Health and Safety Committee Chairpersons and at regular safety networking meetings. Information may be supplied to other interested parties and other OneSteel Whyalla sites.
PPE Test / Trial Process

Business Unit / Individual (initiator) wishes to seek introduce new / alternative PPE product – Contact made with Principal Advisor – Occupational Health Science

Principal Advisor – Occupational Health Science forms Trial and Test Team

Team determines the context and test / trial methodology. Test document developed and documents process

Test / Trial accepted?

YES

Relevant information and training provided to trial participants. Trial commences

NO

Trial ends. Documents and other data received from participants and provided to Principal Advisor – Occupational Health Science

Principal Advisor – Occupational Health Science calls Trial and Test Team to meet to review data

Product Accepted?

YES

Initiator consults with relevant department / employee, updates work instructions, ensures any training required is carried out and documented, implement changes. Principal Advisor – Occupational Health Science advises Supply Manager to include product on supply list

NO

All documentation kept and filed by Principal Advisor – Occupational Health Science
6.0 RESPONSIBILITIES

6.1 Executive General Manager’s Responsibility
The Executive General Manager, has ultimate responsibility for the effective implementation of this procedure and will ensure that all levels of management implement this procedure.

6.2 General Manager Responsibilities
General Managers are to ensure that Managers who report to them are provided with the resources to effectively implement this procedure to ensure that employees, contractors’ employees and visitors to their area of the workplace under their charge, comply with this procedure.

6.3 Manager Responsibilities
Managers are to effectively implement this policy to ensure that employees, contractors’ employees and visitors to their area of the workplace under their charge, comply with this procedure.

6.4 Principal Advisor – Occupational Health Science
The Principal Advisor – Occupational Health Science will ensure the effective management and control of the processes designated to him/her within this procedure.

6.5 Supervisor Responsibilities
Supervisors are to ensure that workers under their charge, contractors working in their area, and persons visiting their work areas comply with this procedure.

6.6 Employee Responsibilities
Employees must ensure that they comply with this safety procedure, assist in trials concerning personal protective equipment and clothing, and in particular use and care for the personal protective equipment and clothing provided by OneSteel.

6.7 Contractors’ and their Employees
Contractors must ensure that this safety procedure is brought to the attention of workers under their control and implemented in their area of responsibility and accountability, while working on OneSteel Whyalla sites.

Contractors’ employees must ensure that they comply with this policy and procedures.

6.8 Visitors
Any visitor or any other person entering OneSteel Whyalla is subject to this safety procedure and must ensure that they comply with this procedure.
### 7.0 DOCUMENTATION

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Referenced Documents</td>
</tr>
<tr>
<td>2</td>
<td>PPE Exemption Form</td>
</tr>
<tr>
<td>3</td>
<td>PPE Test/Trial Form</td>
</tr>
<tr>
<td>4</td>
<td>PPE Guidance for Angle Grinding</td>
</tr>
<tr>
<td>5</td>
<td>PPE Guidance for Gas Flame Cutting, Plasma Arc Cutting, Flame Heating &amp; Gouging</td>
</tr>
<tr>
<td>6</td>
<td>PPE Guidance for Electric Arc Welding / Carbon Arc Air Gouging</td>
</tr>
</tbody>
</table>
Referenced Documents

Head protection
AS/NZS 1800 Occupational protective helmets - Selection, care and use.
AS/NZS 1801:1997 Occupational protective helmets

Hearing protection
AS/NZS 1269.0 Occupational noise management – Overview
AS/NZS 1269.3 Occupational noise management - Hearing protector program
AS/NZS 1270 Acoustics hearing protection

Eye protection
AS/NZS 1336 Recommended practices for occupational eye protection
AS/NZS 1337 (Set 1 – 6) Eye protectors for industrial applications
AS/NZS 1338.1 Filters for eye protectors - Filters for protection against radiation generated in welding and allied operations
AS/NZS 1338.2 Filters for eye protectors - Filters for protection against ultraviolet radiation

Respiratory protection
AS/NZS 1715 Selection, use and maintenance of respiratory protective devices
AS/NZS 1716 Respiratory protective devices

Hand protection
AS/NZS 2161.1 (Set 1 – 10) Occupational protective gloves - Selection, use and maintenance
AS/NZS 2161.2 Occupational protective gloves - General requirements
AS/NZS 2161.3 Occupational protective gloves - Protection against mechanical risks
AS/NZS 2161.4 Occupational protective gloves - Protection against thermal risks (heat and fire)
AS/NZS 2161.5 Occupational protective gloves - Protection against cold
AS 2225 Insulating gloves for electrical purposes

Leg and foot protection

Whole of body protection
AS/NZS 1906.4:1997 Retro reflective materials and devices for road traffic control purposes - High visibility materials for safety garments
AS 2919 Industrial Clothing
AS 3765.1 Clothing for protection against hazardous chemicals - Protection against general or specific chemicals
AS 3765.2 Clothing for protection against hazardous chemicals – Limited protection against specific chemicals
AS/NZS 4399 Sun protective clothing — Evaluation and classification
AS/NZS 4602 High visibility safety garments
Welding Technology Institute of Australia TN7 Health and safety in welding

Safety signage
Standards Australia (1994) AS 1319 Safety signs for the occupational environment.

Fall Arrest
AS/NZS 1891 (Set 1 – 4) Industrial fall – arrest systems and devices
Personal Protective Equipment – Exemption Form

This form is to be completed by the Department

Attach this form to QP 02.05 Attachment 1 “Modification Control Form”

Date:

Plant Area:

Is exemption for task or area (What task or what area):

Description of the exemption?

Reason the exemption is required?

Comments:

Risk assessment attached? □ Yes □ No

Safety Business Partner

Name: Signature: Date:

OHS Representative or Workgroup Representative

Name: Signature: Date:

Responsible Manager

Name: Signature: Date:

Approved by Principal Advisor Occupational Health Science

Name: Signature: Date:

Exemption Number:
**Personal Protective Equipment - Evaluation Form**

This section is to be completed by the department

Attach this form to QP 02.05 Attachment 1 “Modification Control Form”

| Product: | |
| Supplier Product Number: | |
| ☐ Product Data Sheet Attached ☐ Material Safety Data Sheet Attached | |

Name of person trialing:

Plant area:

Trial start date: Trial end date:

| Safety Equipment Manufacturer: | |
| Contact person: | |
| Phone Number: | |

| Safety Equipment Supplier: | |
| Contact person: | |
| Phone Number: | |

### Evaluation Results – New Vs Existing Product

<table>
<thead>
<tr>
<th>New Product</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
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<td>Durability</td>
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<tr>
<td>Performance</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comfort</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ability to perform duties safely</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Product (If Applicable)</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
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<tr>
<td>Durability</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Performance</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Comfort</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ability to perform duties safely</td>
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<td>☐</td>
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### Comments

#### Trial Summary

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<tr>
<th>Are further trials required?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
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<tbody>
<tr>
<td>Is the product recommended by the person trialing the product?</td>
<td>☐ Yes</td>
<td>☐ No</td>
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</tbody>
</table>
Attach this form to QP 02.05 Attachment 1 “Modification Control Form”

**This section is to be completed by the Safety Business Partner.**

<table>
<thead>
<tr>
<th>Name of Safety Business Partner:</th>
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<tbody>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Email address:</td>
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**Reason for Trial**

<table>
<thead>
<tr>
<th>OneSteel Material Number:</th>
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<tbody>
<tr>
<td>Cost of New product</td>
</tr>
<tr>
<td>Cost of product replaced</td>
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<td>Number of Units per Year</td>
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<td>Total Saving</td>
</tr>
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**This section is to be completed by Principal Advisor – Occ Health Science.**

<table>
<thead>
<tr>
<th>Safety Group consulted</th>
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<tbody>
<tr>
<td>Materials Master Sheet Completed and Sent to Materials Master</td>
</tr>
<tr>
<td>OneSteel Material numbers received from Materials Master</td>
</tr>
<tr>
<td>OneSteel Material numbers provided to Safety Equipment Supplier</td>
</tr>
<tr>
<td>OneSteel Safety Equipment Catalogue Updated</td>
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</table>

<table>
<thead>
<tr>
<th>Approved for Business Unit/Department use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved for use site wide</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Date:</th>
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</table>

QP29.29/3  
23/04/2012  
Page: 2 of 2
# PPE Guidance for Angle Grinding

<table>
<thead>
<tr>
<th>Task</th>
<th>Work Shop Environment Low Hazard</th>
<th>Work Shop Environment with Increased Hazards</th>
<th>On Site Low Hazard</th>
<th>On Site with Increased Hazards</th>
<th>Confined Space with Increased Hazards</th>
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</thead>
<tbody>
<tr>
<td>Grinding Disc Grinding</td>
<td>Safety Glasses with side shields</td>
<td>Safety Glasses with side shields</td>
<td>Safety Goggles with side shields</td>
<td>Safety Glasses with side shields</td>
<td>Safety Glasses with side shields</td>
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<tr>
<td></td>
<td>High Velocity Polycarbonate full clear face shield</td>
<td>High Velocity Polycarbonate full clear face shield</td>
<td>High Velocity Polycarbonate full clear face shield</td>
<td>High Velocity Polycarbonate full clear face shield</td>
<td>High Velocity Polycarbonate full clear face shield</td>
</tr>
<tr>
<td></td>
<td>Heavy Cotton Drill (Proban) Trousers or Overalls</td>
<td>Heavy Cotton Drill (Proban) Trousers or Overalls</td>
<td>Heavy Cotton Drill (Proban) Trousers or Overalls</td>
<td>Heavy Cotton Drill (Proban) Trousers or Overalls</td>
<td>Heavy Cotton Drill (Proban) Trousers or Overalls</td>
</tr>
<tr>
<td></td>
<td>Gloves (see note 3)</td>
<td>Gloves (see note 4)</td>
<td>Gloves (see note 4)</td>
<td>Gloves (see note 4)</td>
<td>Gloves (see note 4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The following may be required (dependant on risk assessment)</td>
<td>The following may be required (dependant on risk assessment)</td>
<td>The following may be required (dependant on risk assessment)</td>
<td>The following may be required (dependant on risk assessment)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grinding Goggles (see note 1)</td>
<td></td>
<td></td>
<td>Grinding Goggles (see notes 1,2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leather welding jacket and leather apron.</td>
<td></td>
<td></td>
<td>Leather welding jacket and leather apron.</td>
</tr>
<tr>
<td>Refer photo 1</td>
<td>Refer photo 2 (see note 4)</td>
<td>Refer photo 2 (see note 4)</td>
<td>Refer photo 2 (see note 4)</td>
<td>Refer photo 2 (see note 4)</td>
<td>Refer photo 2 (see note 4)</td>
</tr>
</tbody>
</table>

1. Should grinding goggles be required due to the generation of excessive hot sparks and dust they are to be worn under a polycarbonate full face shield.
2. If prescription glasses are worn they must have side shields or be worn under over glasses or goggles.
3. Ear protection should be worn due to excessive noise and the possibility of grinding sparks entering ears in confined spaces.
4. The type of glove used during angle grinding should afford protection but not restrict the effective operation of the angle grinder.

Note: High velocity impact face shield shall comply with AS/NZS1337

There are welding shields available on the market which have the face shield made from polycarbonate material that provides protection from high velocity impact and can be used for grinding. Care should be taken when using welding shields for grinding due to restrictive peripheral vision.
# PPE Guidance for Gas Flame Cutting, Plasma Arc Cutting, Flame Heating & Gouging

<table>
<thead>
<tr>
<th>Task</th>
<th>Work Shop Environment Low Hazard</th>
<th>Work Shop Environment with Increased Hazards</th>
<th>On Site Low Hazard</th>
<th>On Site with Increased Hazards</th>
<th>Confined Space with Increased Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Burning goggles or Tinted Full Face Shield</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
<td>Burning goggles or Tinted Full Face Shield</td>
<td>Burning goggles or Tinted Full Face Shield</td>
<td>Burning goggles or Tinted Full Face Shield</td>
</tr>
<tr>
<td>Flame Heating</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
<td>Leather Gauntlets</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
</tr>
<tr>
<td>Flame Gouging</td>
<td>Leather Gauntlets</td>
<td>The following may be required (dependent on risk assessment)</td>
<td>Leather Gauntlets</td>
<td>Leather Gauntlets</td>
<td>Leather Gauntlets</td>
</tr>
<tr>
<td></td>
<td>* Leather apron</td>
<td>* * Leather or Problem visors hood</td>
<td>* Ear protection</td>
<td>* Ear protection</td>
<td>* Ear protection</td>
</tr>
<tr>
<td></td>
<td>* Welders spats</td>
<td>* Welders spats</td>
<td>* Welders spats</td>
<td>* Welders spats</td>
<td>* Welders spats</td>
</tr>
<tr>
<td></td>
<td>Refer Photo 1</td>
<td>Refer Photo 2</td>
<td>Refer Photo 2</td>
<td>Refer Photo 2</td>
<td>Refer Photo 2</td>
</tr>
</tbody>
</table>

**Consideration should be put in place under all working environments as to whether additional Personal Protective Equipment is required:**

**Note 1:** Burning Goggles to be fitted with a minimum shade 10 lens. Full face shield to be fitted with a minimum shade 5 visor.

**Note 2:** The use of a welding respirator may be necessary when natural ventilation is restricted or when fumes extraction is not used. Take adequate precautions to limit exposure to fumes from material cutter surface coatings and contaminants.

**Note 3:** Should the confined space require the use of a harness, a risk assessment is to be undertaken as to the use of either jacket and apron use.

**Plasma Arc Cutting**

<table>
<thead>
<tr>
<th>Safety Glasses with shade 12 lens and safety goggles</th>
<th>Burning goggles or Tinted Full Face Shield</th>
<th>Heavy Cotton Drill Trousers or Overalls</th>
<th>Heavy Cotton Drill Trousers or Overalls</th>
<th>Heavy Cotton Drill Trousers or Overalls</th>
<th>Heavy Cotton Drill Trousers or Overalls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy Cotton Drill Trousers or Overalls</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
<td>Heavy Cotton Drill Trousers or Overalls</td>
</tr>
<tr>
<td>Leather Gauntlets</td>
<td>Leather Gauntlets</td>
<td>Leather Gauntlets</td>
<td>Leather Gauntlets</td>
<td>Leather Gauntlets</td>
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<tr>
<td>Ear protection</td>
<td>Ear protection</td>
<td>Ear protection</td>
<td>Ear protection</td>
<td>Ear protection</td>
<td>Ear protection</td>
</tr>
<tr>
<td>The following may be required (dependent on risk assessment)</td>
<td>The following may be required (dependent on risk assessment)</td>
<td>The following may be required (dependent on risk assessment)</td>
<td>The following may be required (dependent on risk assessment)</td>
<td>The following may be required (dependent on risk assessment)</td>
<td>The following may be required (dependent on risk assessment)</td>
</tr>
<tr>
<td>* Leather apron</td>
<td>* Leather apron</td>
<td>* Leather apron</td>
<td>* Leather apron</td>
<td>* Leather apron</td>
<td>* Leather apron</td>
</tr>
<tr>
<td>* Leather or Problem visors hood</td>
<td>* Leather or Problem visors hood</td>
<td>* Leather or Problem visors hood</td>
<td>* Leather or Problem visors hood</td>
<td>* Leather or Problem visors hood</td>
<td>* Leather or Problem visors hood</td>
</tr>
<tr>
<td>* Welders spats</td>
<td>* Welders spats</td>
<td>* Welders spats</td>
<td>* Welders spats</td>
<td>* Welders spats</td>
<td>* Welders spats</td>
</tr>
<tr>
<td>Welding respirator (see note 2)</td>
<td>Welding respirator (see note 2)</td>
<td>Welding respirator (see note 2)</td>
<td>Welding respirator (see note 2)</td>
<td>Welding respirator (see note 2)</td>
<td>Welding respirator (see note 2)</td>
</tr>
</tbody>
</table>

In photographs 1 & 2, burning goggles are not shown.

Sample of burning goggles shown in Photo 3

[Photo 1](#), [Photo 2](#), [Photo 3](#)
# PPE Guidance for Electric Arc Welding / Carbon Arc Air Gouging

<table>
<thead>
<tr>
<th>Task</th>
<th>Work Shop Environment Low Hazard</th>
<th>Work Shop Environment with Increased Hazards</th>
<th>On Site Low Hazard</th>
<th>On Site with Increased Hazards</th>
<th>Confined Space with Increased Hazards</th>
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</thead>
<tbody>
<tr>
<td>Manual Metal Arc Welding (MMAW)</td>
<td>Safety Goggles with side shields</td>
<td>Full Face Welding Shield</td>
<td>Safety Goggles with side shields</td>
<td>Full Face Welding Shield</td>
<td>Safety Goggles with side shields</td>
</tr>
<tr>
<td>Flux Cored Arc Welding (FCAW)</td>
<td>Full Face Welding Shield</td>
<td>Heavy Cotton Drill Pattern Trouser or Overalls</td>
<td>Full Face Welding Shield</td>
<td>Heavy Cotton Drill Pattern Trouser or Overalls</td>
<td>Full Face Welding Shield</td>
</tr>
<tr>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>Heavy Cotton Drill Pattern Trouser or Overalls</td>
<td>Leather Gaiters (gloves)</td>
<td>Working respirator (see note 1)</td>
<td>Working respirator (see note 1)</td>
<td>Working respirator (see note 1)</td>
</tr>
<tr>
<td>TIG Welding gloves</td>
<td>Working respirator (see note 1)</td>
<td>The following may be required (dependent on risk assessment):</td>
<td>The following may be required (dependent on risk assessment):</td>
<td>The following may be required (dependent on risk assessment):</td>
<td>The following may be required (dependent on risk assessment and Note 2):</td>
</tr>
<tr>
<td>Refer Photo 1</td>
<td></td>
<td>Leather welding jacket</td>
<td>Leather welding jacket</td>
<td>Leather welding jacket</td>
<td>Leather welding jacket</td>
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<tr>
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<td></td>
<td>Leather apron</td>
<td>Leather apron</td>
<td>Leather apron</td>
<td>Leather apron</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welders Spats</td>
<td>Welders Spats</td>
<td>Welders Spats</td>
<td>Welders Spats</td>
</tr>
</tbody>
</table>

| Gas Tungsten Arc Welding (GTAW) | Safety Goggles with side shields | Full Face Welding Shield | Safety Goggles with side shields | Full Face Welding Shield | Safety Goggles with side shields |
| | Full Face Welding Shield | Heavy Cotton Drill Pattern Trouser or Overalls | Full Face Welding Shield | Heavy Cotton Drill Pattern Trouser or Overalls | Full Face Welding Shield |
| | Heavy Cotton Drill Pattern Trouser or Overalls | Leather Gaiters (gloves) | Working respirator (see note 1) | Working respirator (see note 1) | Working respirator (see note 1) |
| | Heavy Cotton Drill Pattern Trouser or Overalls | Working respirator (see note 1) | The following may be required (dependent on risk assessment): | The following may be required (dependent on risk assessment): | The following may be required (dependent on risk assessment and Note 2): |
| | TIG Welding gloves | Leather welding jacket and leather apron | Leather welding jacket and leather apron | Leather welding jacket and leather apron | Leather welding jacket and leather apron |
| | Working respirator (see note 1) | Welders Spats | Welders Spats | Welders Spats | Welders Spats |
| Refer Photo 2 | | | | | |

| Carbon Arc Air Gouging | Safety Goggles with side shields | Full Face Welding Shield | Safety Goggles with side shields | Full Face Welding Shield | Safety Goggles with side shields |
| | Full Face Welding Shield | Heavy Cotton Drill Pattern Trouser or Overalls | Full Face Welding Shield | Heavy Cotton Drill Pattern Trouser or Overalls | Full Face Welding Shield |
| | Heavy Cotton Drill Pattern Trouser or Overalls | Leather Gaiters (gloves) | Working respirator (see note 1) | Working respirator (see note 1) | Working respirator (see note 1) |
| | Heavy Cotton Drill Pattern Trouser or Overalls | Working respirator (see note 1) | The following may be required (dependent on risk assessment): | The following may be required (dependent on risk assessment): | The following may be required (dependent on risk assessment and Note 2): |
| | TIG Welding gloves | Leather welding jacket and leather apron | Leather welding jacket and leather apron | Leather welding jacket and leather apron | Leather welding jacket and leather apron |
| | Working respirator (see note 1) | Welders Spats | Welders Spats | Welders Spats | Welders Spats |
| Refer Photo 4 | | | | | |

Note 1: The use of a welding respirator may be necessary where natural air ventilation is inadequate or when fume extraction is not used. Fumes are generated by hot weld. Take adequate precautions to limit exposure to fumes from welding consumables or surface contamination as necessary.

Note 2: Should the confined space require the use of a harness a risk assessment to be undertaken as to the use of leather jacket and apron use.

- Ensure that you have all necessary Personal Protective Equipment in place, in good order, correctly fitting and dry, before turning on the welding power source.