



Personal Protective Equipment

PPE

OHS-PROC-30



This document applies to:

All Sites



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1.0 Purpose/Scope

This Business Procedure defines Stanwell's minimum mandatory requirements for the selection, use, maintenance and management of personal protective equipment (PPE).

This Business Procedure applies throughout Stanwell, its subsidiaries and all activities under Stanwell's control. It applies to all employees and contractors of Stanwell and its subsidiaries, including visitors to Stanwell workplaces.

Where reasonable and practicable, additional or alternative requirements prescribed by a Client (where Stanwell or its subsidiary is engaged as a Contractor) must be adhered to, provided minimum legislative requirements are also satisfied.

2.0 Actions

PPE is the lowest level of risk control on the hierarchy of controls and shall only be used:

- when there are no other practicable control measures available (least preferred option);
- as an interim measure until a more effective way of controlling the risk can be used; or
- to supplement higher level control measures.

A worker who is provided with PPE by Stanwell or its subsidiary shall:

- correctly use and wear the equipment in accordance with the information, training and instruction provided;
- not intentionally misuse, alter or damage the equipment; and
- immediately report any damage to, defect in, or need to clean or decontaminate any of the equipment that they are aware of.

PPE used shall be:

- selected to minimise the risk to health and safety;
- suitable for the nature of the work and any hazard associated with the work; and
- of suitable size and fit and be reasonably comfortable for the person wearing it.

PPE must meet all relevant Australian Standards and shall be provided for all workers and visitors. Contractors and sub-contractors shall clearly indicate responsibility for providing PPE in accordance with this procedure and contract documentation. The contractor shall ensure their workers are trained in the correct use of such equipment and it is maintained in a serviceable condition.

Work activities and areas shall be subject to risk assessment to confirm PPE requirements beyond the minimum standards specified in this procedure, including the identification of any hazard-specific PPE. Where additional PPE is required for particular tasks or areas, these requirements shall be documented as controls within the relevant risk management tool and communicated as appropriate, including through signage.

Guidance on the selection and application of hazard-specific PPE is provided in the procedures listed below:

- *OHS-PROC-108: Hazardous Chemicals*
- *ASM-STD-ENG-03: Electrical Safety Standard*
- *ASM-PROC-ENG-MAN-13: Corporate Arc Flash Safety Management*
- *OHS-PROC-221: Synthetic Mineral Fibres – SMF*
- *OHS-PROC-128: Hot Work*
- *OHS-PROC-131: Safe Use of Grinders*

The selection of respiratory protection equipment (RPE) should be undertaken in accordance with *T-3605: Respiratory Protection Equipment RPE Selection Guide* to ensure the correct respirator type, class and protection level is chosen for the task.

PPE requirements for Stanwell subsidiary sites are specified in the relevant site-specific Health, Safety and Environmental Management Plan (HSEMP) and communicated to workers and visitors through the site-specific induction or Stanwell Module HS126 – Non Operational Land Use.

Visitors to a Stanwell production or project site who do not have compliant high visibility clothing are required to wear a day/night high visibility safety vest that meets *AS4602.1:2011 High visibility garments - Garments for high risk applications*. Sites will maintain visitor vests as required. Visitor vests must not be worn for the performance of work.

2.1 Mandatory PPE Requirements

Mandatory PPE for Stanwell production sites includes:

- **safety helmet** (meeting *AS/NZS 1801:2021 Occupational protective helmets* and replaced at least every two years) fitted with chin strap or helmet lanyard that is compliant with the manufacturer's design and intended use;
- **eye protection** (meeting *AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications*), while noting designated unit overhaul/outage periods or areas require safety glasses to be fitted with foam backs, including prescription safety glasses;
- **high visibility day/night clothing made from 100% cotton** (garment base fabric) (meeting *AS 4602.1:2024 High Visibility Safety Garments – Part 1: Garments for High Risk Application*), including long-sleeved shirts, long pants or overalls, and where worn, winter coats and jumpers, with the following exceptions:
 - 98% cotton + 2% elastane material composition may be used as an alternative for long pants, winter coats and jumpers;
 - where personnel may be exposed to electrical arc flash hazards, high visibility day/night arc-rated, flame resistant clothing (FRC) (minimum ATPV of 8 cal/cm², meeting requirements of *EN 609*) may be used as an alternative to 100% cotton clothing;

- **protective toe-capped safety boots** (meeting *AS 2210.1:2012 Safety, protective and occupational footwear – Guide to selection, care and use*); and
- **carrying of gloves** (meeting *AS/NZS 2161 Occupational protective gloves*) suitable for the task or the risk; refer to the relevant site glove selection matrix or equivalent.

2.2 PPE Fit Testing and Verification

Fit testing and verification shall be undertaken where required to ensure PPE is correctly fitted and provides the intended level of protection.

Where work requires the use of tight-fitting RPE, workers must be fit tested to ensure an effective seal in accordance with *AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment*. Contractors and subcontractors are responsible for ensuring their workers are fit tested prior to performing work requiring tight-fitting RPE and that testing remains current for the duration of the work. Evidence of current fit testing must be able to be provided on request.

Employees of Stanwell and its subsidiaries are required to undergo fit testing at the frequency specified in *T-3613: Hygiene Exposure Risk & Health Monitoring Frequency for SEG Spreadsheet*, or sooner if there is a change that may affect fit.

Fit verification for hearing protection may be implemented, where applicable, to confirm correct fit and effectiveness.

2.3 PPE Variations

Where an employee requires non-standard or customised PPE, the PPE shall be approved in accordance with the relevant PPE authorisation process:

- for non-standard protective footwear, insoles or orthotics for medical reasons, *T-0868: PPE Authorisation – Protective Footwear, Insoles and Orthotics Reimbursement for Medical Reasons* must be completed and approved.
- for custom-moulded hearing protection following audiometric assessment, *T-3319: PPE Authorisation – Custom Moulded Hearing Protection* must be completed and approved.
- Prescription safety glasses are to be arranged in consultation with the relevant Health and Wellbeing Nurse, who will confirm the applicable process for the employee's location. Provision is limited to one (1) pair within an 18 month – 2-year period unless otherwise approved. Prescription safety glasses must be fitted with fixed or removable foam backs unless an exemption based on work exposure has been approved. Stanwell will fund prescription safety glasses for employees up to the following maximum amounts:
 - Frame: up to \$120
 - Lens: up to \$350 for Single/Bifocal or \$570 for Multifocal

2.4 PPE Exemptions and Deviations

Where an exemption or deviation from a PPE standard is required, the arrangement shall be managed in accordance with one of the following:

a) Individual PPE Exemption

- Applies where an individual is unable to wear a specific item of required PPE due to physical, psychological, medical or other personal circumstances, for a defined period.
- Individual PPE exemptions must be approved by the relevant HSE Manager, or delegate, using *T-2711: PPE Authorisation PPE Exemption Request & Approval*.
- The exemption shall document the applicable controls, conditions, limitations and review period.

b) Operational PPE Deviation

- Applies where a deviation from a required PPE standard is proposed for a defined activity, plant state or location, and applies to multiple workers for a specific period.
- Operational PPE deviations shall be supported by a risk assessment, documented in a memo, and approved by the relevant General Manager.
- The documented controls, conditions, scope and duration of the deviation shall be communicated to affected workers, for example by using T-1847: HSE Advice Template.

c) Site-specific PPE Requirements

- Applies where there is an agreed variation from Stanwell's standard PPE requirements due to subsidiary, client or site conditions, typically on an ongoing basis.
- Site-specific PPE requirements shall be documented in the applicable HSEMP and communicated through the site induction and other relevant site communication processes.

2.5 PPE Maintenance and Storage

A system shall be in place to ensure PPE is certified, cleaned, inspected, maintained and replaced in accordance with the manufacturer guidance and relevant standards over its life cycle.

Each workplace must provide facilities that allow PPE to be stored in a clean, dry and compliant manner.

2.6 Signage

Minimum PPE requirements for each site shall be clearly displayed at the entry point to site.

Where relevant, PPE signage requirements are to be agreed between a Stanwell subsidiary and the respective Client. Where signage cannot be practically installed, PPE expectations will be

documented in the relevant site-specific HSEMP and communicated through the site-specific induction.

2.7 Home Safety

To support Stanwell's commitment to safety at home, some PPE may be provided and used for non-work personal use. Permitted PPE includes:

- gloves;
- respiratory protective equipment (RPE) for dust management;
- ear plug hearing protection; and
- safety glasses.

3.0 Training and Competency Requirements

All personnel who wear PPE shall be competent as per Stanwell's requirements.

Training and competency requirements shall include, but are not limited to, providing personnel who wear PPE with information, training and instruction in the:

- (a) proper use and wearing of PPE; and
- (b) the storage and maintenance of PPE.

4.0 Review, Consultation and Communication

Review:

This Document is required to be reviewed, as a minimum, every 5 years, or more frequently if required through change in Legislation, Australian Standards or workplace practices.

Consultation:

Personnel consulted/communicated with during the review of this document include relevant HSE teams and site HSE committees (if operational processes change) as well as any other personnel who have an interest in the process.

Communication/Requirements after Update:

This document will be communicated on GenNet.

5.0 References

- GOC State Archives – Public Records Act
- Queensland Work Health and Safety Act 2011
- Queensland Work Health and Safety Regulation 2011
- ENA NENS 09-2014 National Guideline for the Selection, USE and Maintenance of Personal Protection Equipment for Electrical Arc Hazards

Document No	Document Title
OHS-PROC-30A	Personal Protective Equipment – PPE Stay Safe
OHS-PROC-108	Hazardous Chemicals
OHS-PROC-221	Synthetic Mineral Fibres – SMF
OHS-PROC-128	Hot Work
OHS-PROC-131	Safe Use of Grinders
T-3589	Corporate Shock Hazard and Arc Flash PPE Guidelines
T-4080	SPS Glove Matrix
T-4093	TPS Glove Matrix
T-3613	Hygiene Exposure Risk & Health Monitoring Frequency for SEG Spreadsheet
T-3319	PPE Authorisation – Custom Moulded Hearing Protection
T-0868	PPE Authorisation – Protective Footwear, Insoles and Orthotics Reimbursement
T-2711	PPE Authorisation – PPE Exemption Request & Approval
T-3605	Respiratory Protection Equipment RPE Selection Guide
T-1847	HSE Advice Template

Relevant Australian Standards

Head Protection	- AS/NZS 1801:2021 Occupational protective helmets - AS/NZS 1800:2021 Occupational protective helmets – Selection, care and use
Eye Protection	- AS/NZS 1336:2014 Eye and face protection - Guidelines - AS/NZS 1337 (Series) Personal eye protection
Hearing Protection	AS/NZS 1270:2002 Acoustics – Hearing protectors
Protective Clothing	- AS/NZS 1906.4:2023 Reflective Materials and Devices for Safety Garments - AS/NZS 4399:2020 Sun protective clothing - Evaluation and classification - AS/NZS 4501 (Series) Occupational protective clothing - AS/NZS 4602.1:2024 High visibility safety garments - Garments for high risk applications - AS/NZS ISO 2801:2008 Clothing for protection against heat and

	flame - General recommendations for selection, care and use of protective clothing
	AS/NZS ISO 13994:2006 Clothing for protection against chemicals - Determination of the resistance of protective clothing materials to penetration by liquids under pressure
Hand Protection	AS/NZS 2161 (Series) Occupational protective gloves
Foot Protection	AS/NZS 2210 (Series) Safety, protective and occupational footwear
Safety Signs	AS 1319:1994 Safety Signs for the Occupational Environment

6.0 Definitions

Word / Abbreviation	Definition
ATPC	Arc Thermal Performance Value
HSEMP	Health, Safety and Environmental Management Plan
Personal Protective Equipment (PPE)	Anything used or worn by a person to minimise the risk to the person's health and safety such as but not limited to: protective clothing (including flame retardant clothing), footwear, safety glasses, safety helmets, respiratory protection (including air supplied respiratory equipment), personal fall protection equipment, hearing protection and hand protection.
RPE	Respiratory Protective Equipment

7.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	22.05.2015	Document created to consolidate legacy documents	J. Paull	M. Joy / T. Hooper	I. Gilbar
1	25.02.2020	Insertion of guidelines for high visibility day/night flame resistant clothing as an alternative to 100% cotton clothing under Section 3.0 Actions; Update of Section 5.0 References; and Insertion of Section 7.0 Revision History.	Dave Lavender / Toni Lawback	Jason Paull	Kriss Ussher
2	15.08.2020	Scheduled 5 year review.	J. Fullard	J. Paull	K. Ussher
3	25.06.2026	Full review undertaken. PPE authorisation processes clarified and included. Refer to 26/34099 for details on updates made.	Jayde Smith	Kirsten Williams Carl Rothman Letitia Lucke	Kriss Ussher

8.0 Appendices

8.1 Appendix A: Personal Protective Equipment (PPE) Document Flowchart

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