

Safe Work Method Statement

SWM15 Personal Protective Equipment (PPE)

SITE NAME					
APPROVED BY NAME:		SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
√	Dust Masks	√	Full Face Shield	√	Eye Protection		Air Pollution (dust, fume)
√	Safety Footwear	√	Full Body Suit	√	Signage as appropriate		Storm water Pollution
√	Gloves	√	Reflector Vests				Soil Erosion
Other:							

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STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	Leather Gloves	Heavy duty use for sharp/s or chemicals without a corrosive chemical	3	Ensure that there are no tears and gloves fit correctly otherwise contamination and the possibility of cuts and wounds	3	Supervisor to ensure training and assess for competency
2	Rubber Gloves	Use with corrosive and non sharp metal objects	3	Always ensure there are no leaks or tears	3	Supervisor to ensure training and assess for competency
3	Overalls	When using high pressure air or water, to minimise oil, grease, lubricant, dirt or chemical from contaminating the skin	3	Always replace where signs of contamination and itchiness of skin occurs	3	Supervisor to ensure training and assess for competency
4	Safety Glasses	Protection for eyes from particles or likely contamination	3	Ensure there is a side protector, lenses are clear and they fit correctly	3	Supervisor to ensure training and assess for competency
5	Full Face Shield	To protect face and eyes from heavy metal chipping, other solid substances or dirt – general use	3	Ensure shield is clean otherwise replace with new one	3	Supervisor to ensure training and assess for competency
6	Dust Mask	To protect and minimise inhaling dust especially chemical contaminated dust	3	Always check the seal for cracks and leaks before using		Supervisor to ensure training and assess for competency

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7	Half and Full Face Mask	Protect and minimise inhaling substances and where there is a probable risk of air borne contaminants.	3	Always replace if sign of contamination or itchiness of skin occurs. Ensure that there is a side protector, lenses are clear and fit properly	3	Supervisor to ensure training and assess for competency
8	Safety Harness/Waist Strap	To hold securely when working with height and slippery areas	3	Ensure that security clips are functioning and the strap is not damaged. Should fit snugly and be comfortable	3	Supervisor to ensure training and assess for competency
9	Safety Footwear	General use, particularly likely slip surfaces.	3	Check for wear and tear especially in the sole	3	Supervisor to ensure training and assess for competency
10	Safety Rubber Boots	Working with water spray and for water proof comfort	3	Check for wear and tear, watch for heat wear side effects	3	Supervisor to ensure training and assess for competency
11	Hearing Protection	Significant noise areas or when using noisy machinery, particularly for extended periods	3	Wear ear plugs or muffs as instructed	3	Supervisor to ensure training and assess for competency
12						
13						

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Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.

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TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: