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| <b>Department</b> | <b>Environmental, Health and Safety</b> | <b>Document no</b> | <b>EHS-125</b> |              |  |
| <b>Title</b>      | <b>Selection of PPE</b>                 |                    |                |              |  |
| Prepared by:      |   | Date:              |                | Supersedes:  |  |
| Checked by:       |   | Date:              |                | Date Issued: |  |
| Approved by:      |   | Date:              |                | Review Date: |  |

### 1.0 AFFECTED PARTIES

All Environment, Health and Safety personnel

### 2.0 PURPOSE

This SOP details the selection of [Personal Protective Equipment](#) (PPE) for a GMP site.

### 3.0 SCOPE

This SOP covers all staff, visitors and contractors.

### 4.0 RESPONSIBILITY \ BUSINESS RULES

Assessment of Risks will be assessed in all work areas and for all tasks to identify the requirements for PPE. All personal protective equipment will be worn as directed and will comply with the relevant Australian Standards.

It is the responsibility of Line managers and Team Leaders to ensure that all workers who require PPE are provided with the correct PPE. It is the responsibility of all persons provided with PPE to wear the equipment as required.

### 5.0 PROCEDURE

#### 5.1 Risk Assessment

Ensure all areas and tasks have had a [risk assessment](#) conducted to identify the need for PPE.

5.2 Hierarchy of Controls Wherever possible, the following hierarchy of controls will apply:

- Eliminate the hazard
- Substitute
- Engineering controls
- Administrative controls
- PPE – as a last resort, for special “one-off” tasks, tasks that occur infrequently, tasks where the operator requires a higher level of protection.

#### 5.3 Room Signage and Batch Document Instructions

The following procedure steps may be overridden by room signage and batch document instructions in some instances. Where there is a conflict between these and the details in this procedure confirm the room signage and documentation instructions with the operators in the room and follow the signs and documents instead of the subsequent steps in this SOP. If there is any uncertainty, do not enter the area and seek advice from your EHS colleagues.