



SAFE WORK PROCEDURE

USE OF PERSONAL PROTECTIVE EQUIPMENT (P.P.E)

BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
Leather gloves	General use and any chemical except a corrosive chemical	Ensure there are no tears and fits correctly otherwise contamination and possibility of cut and wounds
Rubber gloves	Limited to a corrosive and non sharp edge metal and non-metal	Always ensure there is no leaks and tears
Coveralls	When using high pressure air or water blower. To minimize oil, grease, lubricant, dirt or chemical contaminating the skin	Always replace if sign of contamination and itchiness of skin occur
Safety glasses	To protect your eyes from any small particle and contamination	Ensure that there is a side protector, the lenses are clear and they fit correctly
Full face shield	To protect your face and eyes from heavy metal chipping or dirt, general use	Ensure the cleaning of shield otherwise replace with a new one
Dust mask	To protect and minimize inhaling dust especially chemical contaminated dust. Use in haulpak shovel and drill	Always check the seal for crack and leaks before using it
Half face dust mask and Full face dust mask	Protect and minimize inhaling chemicals	As SWP 03 & 04
Safety harness/Waist strap	To hold securely when working with height and slippery areas. Used in shovel quite often in drill	Ensure that security clips are functioning and the strap is not damaged. Should fit snugly and be comfortable. Secure harness to lanyard and ensure that the lanyard does not fall more that 2-4 metres
Safety footwear	General use for all purposes	Check for wear and tear especially to the sole
Safety Wellington boots	Working with water spray – water proof comfort	Check for wear and tear
Hearing protection	Hearing deficiency	Wear earplugs or muffs as instructed