



GROUP SAFETY STANDARD 2 PERSONAL PROTECTIVE EQUIPMENT AND SITE CLOTHING

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1. INTENT

The purpose of this standard is to define the minimum Personal Protective Equipment (PPE) requirements for IGO and provides general guidance on PPE selection for selected applications.

2. APPLICATION

This standard shall apply to all IGO sites and projects (exploration, construction, mining and development) (collectively refers to as 'sites' hereafter) and to all IGO employees, contractors (including sub-contractors) and visitors to IGO sites and projects.

This standard specifically applies to everyone working in an IGO 'Operational Area' including contractors, and those visiting IGO operations. Except as otherwise approved by the site manager, an Operational Area is to include any location within 500m of any mining or beneficiating activity, 100m of any drilling or core handling activity, and any area within workshops and warehouses. Generally, offices and crib rooms are excluded from the Operational Area. Refer to **IGO CMSS 5 - Roles, Responsibilities, Accountabilities and Authorities**.

This standard covers the issue and use of PPE intended for:

- whole body protection
- head, eye and face protection
- hearing protection
- respiratory protection
- hand and foot protection.

Where the contractor has an existing process that meets or exceeds the requirements of this standard, the contractor may request authorisation from IGO to use their process in lieu of those outlined in this standard.

Where this standard identifies Australian and New Zealand Standards, IGO's international sites and projects shall ensure recognised industry standards relevant to their location meet or exceed the minimum requirements established through this standard and applicable legislation for their jurisdiction

3. OVERVIEW

This standard defines the minimum PPE requirements for anyone working in an Operational Area. Subject to a risk assessment associated with the task or work area, additional PPE may be required. Such additional requirements must be specified in the relevant JSEA or Safe Work Procedures (SWP).

Note: Where a task involves substances subject to a Material Data Sheet, the guidance on the MDS must be adhered to or exceeded.

Note: Where a work area has specific PPE requirements, the work area boundary must have appropriately displayed signage indicating the mandatory PPE requirements.



4. ROLES AND RESPONSIBILITIES

4.1 Everyone on an IGO site or project

All personnel have a 'Duty of Care' to wear, use and maintain the PPE issued for their use in the workplace. Personnel shall ensure that all PPE in their care is:

- kept in a good condition and replaced as required (any defects shall be reported to the Job Supervisor)
- cleaned as required.

4.2 Site Manager

The Site Manager (Registered Manager or General Manager) is responsible for ensuring:

- application and site compliance with this standard
- provision of fit for purpose PPE required for the safe undertaking of all work on the site is
- that visitors to the site are wearing the minimum PPE.

4.3 Work Area Owner

The department manager or equivalent is responsible for:

- championing the application of this standard in the workplace
- ensuring all personnel are trained and compliant in the use of the required PPE
- assessing the need or otherwise for additional PPE required beyond that defined in this standard.

4.4 Job Supervisor

The Job Supervisor is responsible for ensuring, in so far is practicable, that all personnel have access to and correctly utilise the required PPE to comply with the Safe Work Procedure (SWP) or Job Safety & Environmental Analysis (JSEA).

5. TRAINING ON THE USE OF PPE

All personnel who are to be required to wear PPE shall be trained and assessed to determine competence in the selection, use, fit and maintenance of the PPE prior to its use. Training in the selection, fitting, maintenance, use and wearing of PPE shall be in line with applicable Australian Standards (or equivalent) and manufacturers' recommendations.

Note: Personnel shall be made aware that PPE is not regarded as ensuring the safety of the wearer. In controlling hazards, the use of PPE is the least favoured option in the 'hierarchy of controls' (refer to *IGO GSS 3 – Safety Risk Management*) and where possible additional hazard controls must be put in place.

All training and assessment will be conducted in the context of the intended use of the PPE. Wherever possible, this will occur in the workplace.

An auditable record of training shall be maintained on the site training database (InTuition) by the applicable site trainers or assessors.


6. PROVISION OF PPE

The provision of PPE is the responsibility of the Employer (unless otherwise agreed in Contract). IGO PPE Ordering and Purchasing Protocol is outlined in Appendix 1. IGO will ensure all visitors to our operational areas are provided with and instructed in the use of PPE.

6.1 Minimum Requirements

The following Australian Standards (or equivalent) compliant PPE must be worn in Operational Areas as per manufacturer's instructions:

Table 1 – Minimum PPE for Operational Areas

Items	—	Applicable Standards
<p>Safety helmet</p> <p>Underground style helmet (standard) Underground style helmet (Full brim)</p> 	<ul style="list-style-type: none"> • Helmets must always be white in colour, the exceptions being: <ul style="list-style-type: none"> – red for fire wardens – green for emergency services personnel • of non-electrically conductive material • all underground helmets shall: <ul style="list-style-type: none"> – have reflective strips – a cable clip – a plastic cap lamp bracket <p>Note (1) helmets with metal cap lamp clips are prohibited</p> <ul style="list-style-type: none"> • service life of two (2) years from date of issue • no adhesive decals, adhesives, solvents or permanent inks are to be applied to the helmet, unless approved by the manufacturer • to be worn with the visor facing forward and harness size adjuster to the rear • chin straps are to be worn where there is a risk of the helmet coming loose from the wearer (e.g. working at heights) <p>Note (2) In accord with AS 1800 Occupational Protective Helmets— 'Selection, care and use'; the wearing of caps, bandanas and the like under helmets is prohibited unless the item a) has designed for this purposes, and b) the use of the item has been approved by the Safety Department.</p> <p>Note (3) long hair should be tied up in Operational Areas to minimise the potential for entanglement and de-scalping.</p> <p>Note (4) for surface operations, safety helmets need not be worn inside offices, crib rooms, and amenities buildings. Similarly, safety helmets need not be worn inside enclosed cabs of vehicles and mobile plant where protection is provided by the structure of the cab</p>	<ul style="list-style-type: none"> • AS/NZS 1800 Occupational protective helmets – Selection, care and use AS/NZS 1801:1997 - Occupational protective helmets • AS/NZS 1801 Occupational protective helmets

Items	—	Applicable Standards
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Note (5) personnel in workshops may also be excluded from wearing helmets subject to risk assessment approved by the Work Area Owner.

Long sleeve high visibility cotton shirt¹



- blue and orange in colour (or other colour combination as approved by the Registered/ General Manager)
- cotton drill design
- with 50mm wide reflective stripes located on the chest back and arm
- sleeves rolled down and buttoned at the cuff
- first name should (Christian) be displayed above pocket.

- AS/NZS 1906.4:2010 Retroreflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
- AS/NZS 4501 (set) Occupational protective clothing Set AS/NZS 4602.1:2011 Hi Vis Day or Night
- AS/NZS 4602: 2011: High visibility clothing

Trousers²



- long, navy blue cotton drill cut or denim
- a reflective hoop on each leg.

- AS/NZS 1906.4:2010 Hi Viz Material
- AS/NZS 4501.2:2006 Occupational protective clothing
- AS/NZS 4602 High visibility safety garments

Work boots




- with capped toe protectors
- ankle support and mid-sole penetration protection
- worn at all times whilst working at an 'Operational Area'

Note (6) for individuals working in administrative areas outside of the Operational Area, fully enclosed, flat shoes are acceptable.

- AS 2210.3:2019: Personal protective equipment - Safety footwear
- ISO 20345:2011 Personal protective equipment -- Safety footwear

¹ Shirt and trousers may be substituted with high-visibility overalls with reflective tape on the front, back, sleeves and knees.

² Clothing which is torn or otherwise damaged to the extent that it does not provide the protection for which it is intended must be replaced as soon as is practical.

Items	—	Applicable Standards
<p>Safety Glasses</p>  <ul style="list-style-type: none"> 'AL' refers to the manufacturer (All Logic) 'O' means suitable for outdoor use 'I' means Medium Impact 	<ul style="list-style-type: none"> side protection as specified by AS1336 and AS1337 or equivalent safety glasses (medium impact) must be worn for all work tasks where there is a risk to the eyes. <p>Note (7) not required to be worn in offices, lunchrooms, amenities and in the enclosed cabs of vehicles and mobile plant where positive protection is gained from the structure of the cabs and closed windows, unless performing trade or cleaning work in these areas</p> <ul style="list-style-type: none"> tinted lenses shall not be worn indoors, underground, at night or in areas of poor visibility for eye protection requirements see section 6.2. 	<ul style="list-style-type: none"> AS/NZS 1337 Personal eye protection - Eye and face protection AS/NZS 1336 and face protection - Guidelines
<p>Gloves</p>	<ul style="list-style-type: none"> must be carried at all times by individuals in Operational Areas for use when required worn for all work tasks where there is a risk of contact with stored energy or potential for cuts and abrasions must be suitable to the work task involved <p>Note (8) Metal ring finger apparel and other forms of jewellery are not permitted to be worn by personnel in situations where it is likely to cause harm</p> <ul style="list-style-type: none"> for hand protection requirements, see section 6.3. 	<ul style="list-style-type: none"> AS2161 (set) Occupational Protective Gloves
<p>Hearing Protection</p>	<ul style="list-style-type: none"> must be worn in Operational Areas: <ul style="list-style-type: none"> in designated and sign-posted areas when undertaking noisy tasks or in areas where there is excessive noise disposable earplugs are for single use only. 	<ul style="list-style-type: none"> AS/NZS1269 (set) Occupational Noise Management AS/NZS 1270 Acoustics - hearing protectors
<p>Mandatory PPE when underground</p>	<ul style="list-style-type: none"> cap lamp (with fully charged battery) utility belt self-rescuer timepiece. 	
<p>Respiratory protection</p>	<ul style="list-style-type: none"> must be carried and or worn as specified in site specific Operational Area rules, or as specified in a SWP or JSEA worn where there is a risk of inhalation of harmful contaminants worn in designated and sign-posted areas. 	<ul style="list-style-type: none"> AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment AS/NZS 1716 Respiratory protective devices,

6.2 Protective Face and Eyewear

No eye protection device shall be used unless it complies with current relevant Australian Standards: **AS/NZS 1336 and face protection - Guidelines** and **AS/NZS 1337 Personal eye protection - Eye and face protection**.

Full-face shields, goggles or other types of eye protection must be worn, additional to safety glasses as per the risk assessment. All devices must comply with applicable AS/NZS Standards and carry such markings.

The following should be considered when selecting protective face and eyewear:

- nature of risk e.g. radiation, impact, dust/abrasive particles, liquid/chemical splash or spray etc.
- environmental conditions under which the person is working
- personal preference/comfort of wearer. This may include appearance, weight, ventilation and unrestricted vision
- correct fitting to the face.

Eye protectors and lenses should be replaced when usage, accidental damage or age has resulted in deterioration of the properties of the eye protectors to a stage where continued use could itself be hazardous, or where the eye protectors no longer comply with the relevant Standard. In particular, lenses which have been scratched, abraded, pitted or otherwise damaged should be replaced, as the protection afforded by them may be reduced and vision impaired.

6.2.1 Prescription Safety Glasses









Personnel with prescription glasses shall protect their eyes with prescription safety glasses or by wearing over glasses or monogoggles.

IGO personnel will be reimbursed for prescription safety eyewear following the provision of a receipt where such an arrangement is preapproved by their line manager.

6.2.2 Double Eye Protection

Double eye protection shall be worn when performing the following tasks:

Table 2 – Signposted Double Eye Protection

	Mandated Signage
Grinding: Full face visor and safety glasses OR Monogoggles and safety glasses	 + 
	 + 
Welding: Safety glasses and welding helmet	 + 
Handling Chemicals: Goggles and full-face shield	 + 



6.3 Hand Protection

All personnel engaged in tasks or activities where there is the potential for hand injury shall select and correctly wear gloves or hand protective equipment or products (such as barrier creams) that are compliant with Australian Standards.

No hand protection device shall be used unless it complies with current relevant Australian Standards: **AS/NZS 2161 Occupational protective gloves, Parts 1,2,3,4 & 5.**

Gloves shall be worn when handling material that has the potential to burn, cut, tear or otherwise cause injury to the skin. Selection must be based upon the tasks to be performed and the performance and construction characteristics of the glove material.

Gloves may be carried using glove clips when not in use.

See Appendix 2 to determine the most suitable glove for a given application.

Note: Given the number of degloving injuries that occur in the industry, personnel working with rotating plant or tools are prohibited from wearing rings or loose-fitting jewellery at IGO.

6.4 Hearing Protection

Hearing protection devices utilised at IGO shall comply with current relevant Australian Standards **AS/NZS1269 Occupational Noise Management** (set) and **AS/NZS 1270 Acoustics - hearing protectors.**

Different forms of hearing protection provide varying levels of noise attenuation (reduction). The following factors shall be considered as a minimum when selecting hearing protection:

- absolute levels of noise
- frequencies of noise
- comfort including weight and general acceptability to the wearer. For earmuffs and ear canal caps, the clamping force shall be considered
- the suitability of the hearing protector for both the person and the person's environment including suitability for use with other PPE such as helmets, goggles etc.
- level of attenuation provided (device must reduce noise to a level not greater than 85 dB (A) for an eight-hour working day, or 82 dB (A) for a twelve-hour shift.

For each 3 dB (A) increase in noise level, the exposure time shall be halved (e.g. 4 hours at 88 dB (A), two hours at 91 dB (A) etc.).

Double hearing protection (ear plugs and muffs) must be worn where noise exposure exceeds 100 dB (A) for any duration in excess of 10 minutes.

6.5 Respiratory Protection

No person at the workplace shall be exposed to an atmospheric contaminant in concentrations in excess of exposure standards or the risk of hazardous atmosphere.

In complying with this requirement, the risk shall be minimized by avoiding the presence of the contaminant concerned or control the level of the contaminant using a ventilation or exhaust system that effectively extracts the contaminant or, if impractical, other suitable means (refer to **IGO GSS 8 – Workplace Ventilation**).

Where it is not possible to remove the contaminant, suitable respiratory protective equipment shall be provided in accordance with **AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment**.

Hazards may be classified as those which involve:

- deficiency of oxygen
- particulate contaminants
- gaseous or vapour contaminants.

6.5.1 Air Purifying Devices

Note: These devices shall not be used in oxygen depleted atmospheres.

Air purifying devices fall into the following major categories:

- **dust masks** – used for protection against nuisance dusts such as sawdust, chalk, plant related and sanding dusts. These are generally not suitable for toxic substances
- **gas filters** – filter fitted into a half face mask, full face mask or hood, suitable for removing low concentrates of certain gases and vapours. Filters have limited use and storage lives and are specific to certain gases or vapours. Filters are also mask specific (i.e. filters are matched to a particular make of mask)
- **particulate filters** – These are used to remove finely divided solid or liquid particles from the inhaled air. Particulate filters have a prefix 'P' and a number indicating a class There are three (3) types of particulate filter suitable for filtering finely divided solid or liquid particles, or both, from the inhaled air. These are classified, in accordance with tests in **AS/NZS 1716 Respiratory protective devices**, as follows:
 - CLASS (P1) Intended for use against mechanically generated particulates (e.g. silica, asbestos)
 - CLASS (P2) Intended for use against both mechanically and thermally generated particulates (e.g. metal fumes)
 - CLASS (P3) Intended for use against all particulates including highly toxic materials (e.g. beryllium). Class P3 requires a full-face mask.

Note: Cotton fibre or plastic foam pads are not permitted.

6.5.2 Devices which Supply Air

These include airline respirators and self-contained breathing apparatus. Use of this equipment requires detailed training.

6.5.3 Maintenance of Respiratory Protection

A competent person shall ensure that all respiratory protective devices are regularly checked, properly stored and maintained, cleaned and replaced (both mask and cartridges as appropriate) according to applicable standards and manufacturers advice.

No respiratory protection equipment shall be used unless it complies with current relevant Australian Standards: **AS/NZS 1715 Selection, use and maintenance of respiratory protective devices** and **AS/NZS 1716 Respiratory protective devices**.

6.6 Additional PPE

In addition to the minimum PPE requirements listed within this standard, additional PPE may be required due to the nature of the tasks and the hazards present. Additional PPE requirements must be identified by hazard identification process (hazard studies, risk assessment, JSEA etc.). For example, fall protection shall comply with the applicable relevant Australian and International Standards and the Model Code of Practice for Managing the Risk of Falls at Workplaces (2015).

7. RELATED DOCUMENTS

7.1 Common Management System Standards

- IGO CMSS 6 - Training, Competence and Awareness
- IGO CMSS 5 - Roles, Responsibilities, Accountabilities and Authorities

7.2 HSES Standards and Guidelines

- IGO GSS 3 - Safety Risk Management
- IGO Prescription Safety Glasses Ordering Procedure

7.3 External Reference Material

- AS/NZS 1270 Acoustics - hearing protectors
- AS/NZS 1336 Eye and face protection - Guidelines
- AS/NZS 1337 Personal eye protection - Eye and face protection.
- AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment
- AS/NZS 1716 Respiratory protective devices,
- AS/NZS 1800 Occupational protective helmets – Selection, care and use
- AS/NZS 1801 Occupational protective helmets
- AS/NZS 4602.1:2011 High visibility safety garments - Garments for high risk applications AS/NZS 1906.4:2010 Hi Viz Material
- AS/NZS 1906.4:2010 Retroreflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
- AS 2210.3:2019: Personal protective equipment - Safety footwear
- AS/NZS 4501.2:2006 Occupational protective clothing
- AS/NZS 4501.2:2006 Occupational protective clothing
- AS/NZS1269 Occupational Noise Management (series)
- AS1715 Selection, use and maintenance of respiratory protective equipment
- AS2161 (set) Occupational Protective Gloves
- ISO 20345:2011 Personal protective equipment -- Safety footwear



APPENDIX 1: IGO PPE ORDERING AND PURCHASING PROTOCOL

Employees of IGO working in Operational Areas are entitled to be issued with high visibility clothing from the approved range as follows:

Initial issue

- 4 shirts
- 4 trousers
- 1 pair safety boots.

Subsequent Issues

The issue of replacement clothing will be based on fair wear and tear. Boots will be replaced on exchange.

All items are from the approved range, as per the **Company Clothing Order Form**.

Non-standard issue

Personnel requiring other styles and fittings of boot (compliant with site and Australian Standards), may purchase these privately. Reimbursement to a maximum of \$100.00 per pair will be effected upon submission of an expenses claim form.

How to Order?

Refer to the applicable site-specific Procurement Procedure.

APPENDIX 2: GLOVE CHART

√√√ = Most Preferred √√ = Preferred √ = Minimum

Type of Hand Protection GENERAL WORK GROUP	Barrier Cream	Surgical rubber glove	Chemical Specific Glove	Welding Glove (Gauntlet length)	Cut Resistant Gloves	Riggers Glove (Leather)	Standard Duty (Leather/ Cotton)	Mechanics Gloves	Light Duty Gloves	Anti Vibration Glove	Fine Detailed Work Glove
Abrasive blasting				√ √ √							
Biological Hazards (Bodily fluids and excretion)		√									
Cable handling work (trailing cables)				√	√ √	√ √ √	√ √ √	√ √ √	√ √	√ √	
Cold work (Cold objects)				√ √ √		√		√			
Electric portable hand tools (non-vibration)				√ √		√ √ √	√ √	√ √ √	√	√	
Explosive handling			√ √ √			√ √	√	√ √			
Formwork				√		√ √ √	√ √	√ √ √		√	
General maintenance activities (servicing, idler changing, pumps etc)				√	√	√ √ √	√ √	√ √ √	√ √ √	√ √ √	
General operations activities (e.g. manual handling etc)			√	√	√	√ √ √	√ √ √	√ √ √	√ √ √	√	
Gouging				√ √ √							
Handling abrasive and sharp objects (coal/rocks)				√ √	√ √	√ √ √	√ √ √	√ √ √	√	√ √	
Handling sharp edged objects e.g. knives, cut steel, sheet metal				√	√ √ √	√		√		√	
Handling timber and general woodworking					√	√ √ √	√ √ √	√ √ √	√	√	
Hazardous Substances (refer to MSDS)	√		√ √ √								
High impact tools			√	√ √	√	√ √	√ √	√ √	√	√ √ √	
High pressure air				√ √ √		√ √	√ √	√ √	√	√ √	
High pressure hydraulics/fluids				√ √ √		√		√		√	
Hot work (Hot objects)				√ √ √		√		√			
Oxy Cutting				√ √ √							
Rigging (general)				√		√ √ √		√ √ √		√	
Scaffolding					√	√ √ √		√ √ √	√ √		
Welding				√ √ √							