

Personal Protective Equipment Procedure

January 2023

POLICY

Protective clothing will be provided whenever it is necessary by reason of hazards, processes or environmental conditions. IPS★ITCS requires that protective clothing be used when chemical hazards, radiological hazards, or mechanical irritants are encountered in a manner capable of causing injury or impairment through absorption, inhalation, or physical contact.

References:

- **20 CFR 1910.134 Subpart I - Personal Protective Equipment**
- **ANSI Z87.1-1989 "American National Standard Practice for Occupational and Educational Eye and Face Protection"**
- **ANSI Z89.1-1986 "American National Standard for Personal Protection - Protective Headwear for Industrial Workers"**
- **ANSI Z41-1991 "American National Standard for Personal Protection - Protective Footwear"**
- **ANSI/ISEA 105-2016 "American National Standard For Hand Protection Classification"**
- **NFPA 70E Table 130.7(C)(15)(a) "Electrical Equipment PPE Table"**

RESPONSIBILITIES

The HSEQT Manager will be responsible for assessing the hazards and exposures that may require the use of PPE, determining the type of equipment to be provided, and purchasing the equipment. Input from managers, supervisors, and employees will be obtained and considered in selecting appropriate equipment.

Managers/supervisors will be responsible for training employees in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required.

Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.

IPS★ITCS will provide all required PPE, except steel-toed boots, and will be assure that both employer provided, and employee provided PPE meets OSHA and plant standards and is properly cleaned and maintained.

PURPOSE

The purpose of this program is to protect our employees by ensuring that Personal Protective Equipment (PPE) is provided, used, and maintained in a sanitary and reliable condition whenever it is necessary due to hazards from processes or in the work environment. To the extent that it is possible and feasible, IPS★ITCS will remove or eliminate hazards or exposures through engineering means to eliminate the need for PPE.

This program covers eye and face protection, head protection, foot protection, hand protection, and electrical protection. Respiratory hazards and hearing hazards are

covered by other programs, but they will also be included in the Hazard Assessment described below. This program covers the responsibilities of managers, supervisors and workers, assessment of hazards, selection and use of personal protective equipment (PPE), and training.

PROCEDURES

- a. Personal protective clothing is to include approved lab coats, surgical caps, masks, gloves, special shirts, trousers, overalls, jumpsuits, safety shoes, hard hats, coats and smocks. As a minimum, Company furnished lab coats should always be worn during laboratory work.
- b. Requests for all personal protective clothing not available as Company stock items are generated by the supervisor and are approved by the HSEQT Manager. The protective clothing must be worn by the employees and visitors as dictated by Company policy. The clothing will be available only in compromise sizes (i.e. small, medium, and large).
- c. Personal protective clothing may not be worn in the cafeteria or other food consumption areas, conference rooms, picnic areas or off campus.
- d. Sandals, and open-toed shoes, are prohibited in laboratory, shop, warehouse, and animal housing areas.
- e. Safety shoes should be worn by all shop, warehouse and maintenance personnel as dictated by the nature of the work. Safety shoe areas are recommended by the supervisor and approved by the HSEQT Manager. The user will be responsible for the proper cleaning, maintenance, and use of the safety shoes.
- f. Hard hats should be worn in all posted areas (e.g., locations in warehouses, shops, and building construction or renovation areas) and when performing work in which the supervisor HSEQT Manager decides such hazards exist.

HAZARD ASSESSMENT

IPS★ITCS will perform an assessment of the workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE). This assessment will consist of a survey of the workplace to identify sources of hazards to workers using ***HSE.FOR.Hazard Assessment Form.2022***

Consideration will be given to hazards such as impact, penetration, laceration, compression (dropping heavy objects on foot, roll-over, etc.), chemical exposures, harmful dust, heat, light (optical) radiation, electrical hazards, noise, etc. Where such hazards are present, or likely to be present, IPS★ITCS will:

Select, and have each affected employee use, the types of PPE that will protect the employee from the hazards identified in the hazard assessment. Communicate equipment selection decisions to each affected employee

Where such hazards are present, or likely to be present, IPS★ITCS will (continued):

Select PPE that properly fits each affected employee

Train employees in the use and care of PPE as described elsewhere in this program

IPS★ITCS will verify that the workplace hazard assessment has been performed by conducting a written certification. This certification will be dated and signed by the HSEQT Manager or person conducting the assessment. Whenever there is a change in process or in the workplace that might introduce or change an exposure or hazard, IPS★ITCS will perform an assessment to determine if there needs to be additional PPE or a change in the PPE provided. These supplemental hazard assessments will also be documented, signed and dated by the person performing the assessment. IPS★ITCS will review and update the workplace hazard assessment on an annual basis.

SELECTION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) will be selected on the basis of the hazards to which the workers' are exposed or potentially exposed. All selections will be made by with input from managers, supervisors and workers.

Personal protective equipment will meet the following standards:

Eye & Face Protection devices - ANSI Z87.1-1989 "American National Standard Practice for Occupational and Educational Eye and Face Protection"

Head Protection devices - ANSI Z89.1-1986 "American National Standard for Personal Protection - Protective Headwear for Industrial Workers"

Foot Protection devices - ANSI Z41-1991 "American National Standard for Personal Protection - Protective Footwear"

Hand Protection - ANSI/ISEA 105-2016 "American National Standard For Hand Protection Classification" - Selection will be based on task performed, conditions present, duration of use, and the hazards and potential hazards identified.

Electrical Protective equipment - NFPA 70E Table 130.7(C)(15)(a) - Equipment will be tested electrically before first use and every 6 months thereafter or upon indication that insulating value is suspect.

Defective or damaged personal protective equipment shall not be used.

Training:

Each employee who is required to use PPE will be trained in the following:

- Why PPE is necessary
- When PPE is necessary
- What PPE is necessary and any alternative choices of equipment
- How to properly don, doff, adjust, and wear PPE
- The proper care, maintenance, storage, useful life, and disposal of PPE.

The training will include an opportunity for employees to handle the PPE and demonstrate that they understand the training and have the ability to use the PPE properly. Training will be provided by the manager or supervisor of the affected employees. Training will be documented in writing with the documentation including the names of each employee trained, the date(s) of the training, and the subject matter covered.

If an employee, who has been trained, demonstrates a lack of knowledge or behavior which leads the supervisor to believe the employee does not have a proper understanding of the PPE involved, that employee will be retrained. If there are changes in the workplace or processes that change the exposures or type of PPE to be used, all affected employees will be retrained.

Care Of Personal Protective Equipment:

Whenever practical, PPE will be assigned to individual workers for their exclusive use. Employees will be responsible for the PPE equipment assigned to them or used by them.

PPE will be regularly cleaned, inspected and stored according to instructions given during the training sessions or as directed by supervisors or managers. Defective or damaged PPE shall not be used. Employees are to report any defective or damaged equipment to their supervisor for repair or replacement.

Personal Protective Equipment:

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards.

Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses. The HSEQT Manager will recommend and/or provide necessary protective equipment where there is a reasonable probability that the use of the equipment will prevent or reduce the severity of injuries or illness.

Equipment Specifications and Requirements-

All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

Eye and Face Protection-

The majority of occupational eye injuries can be prevented by the use of suitable/approved safety spectacles, goggles, or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury. Supervisors, with assistance from the HSEQT Manager, determine jobs and work areas that require eye protection and the type of eye and face protection that will be used.

Typical hazards that can cause eye and face injury are:

- Splashes of toxic or corrosive chemicals, hot liquids, and molten metals.
- Flying objects, such as chips of wood, metal, and stone dust. and mists of toxic or corrosive chemicals; and
- Aerosols of biological substances.

Prevention of eye accidents requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, researchers, contractors, or others passing through an identified eye hazardous area. To provide protection for these personnel, activities shall procure a sufficient quantity of heavy-duty goggles and/or plastic eye protectors which afford the maximum amount of protection possible. If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

Specifications-

Eye and face protectors procured, issued to, and used by Company personnel must conform to the following design and standards:

- a) Provide adequate protection against the particular hazards for which they are designed
- b) Fit properly and offer the least possible resistance to movement and cause minimal discomfort while in use.
- c) Be durable.
- d) Be easily cleaned or disinfected for or by the wearer.
- e) Be clearly marked to identify the manufacturer.
- f) Persons who require corrective lenses for normal vision, and who are required to wear eye protection, must wear goggles or spectacles of one of the following types:
 - 1) Spectacles with protective lenses which provide optical correction.
 - 2) Goggles that can be worn over spectacles without disturbing the adjustment of the spectacles.

- 3) Goggles that incorporate corrective lenses mounted behind the protective lenses.

Description and Use of Eye/Face Protectors

a) Safety Spectacles. Protective eyeglasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc.

b) Single Lens Goggles. Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames.

Single lens goggles provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

c) Welders/Chippers Goggles. These goggles are available in rigid and soft frames to accommodate single or two eye piece lenses.

Welders' goggles provide protection from sparking, scaling or splashing metals and harmful light rays. Lenses are impact resistant and are available in graduated shades of filtration.

Chippers/grinders goggles provide eye protection from flying particles. The dual protective eye cups house impact resistant clear lenses with individual cover plates.

d) Face Shields. These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/ biological splash.

e) Welding Shields. These shield assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers' eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

The HSEQT Manager maintains a supply of various eye and face protective devices. Personnel requiring prescription safety glasses must contact the HSEQT Manager.

Emergency Eyewash Facilities-

Emergency eyewash facilities meeting the requirements of ANSI Z358.1-1981 shall be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities shall be located where they are easily accessible to those in need.

Hearing Protection-

Hearing protection devices are the first line of defense against noise in environments where engineering controls have not reduced employee exposure to safe levels. Hearing protective devices can prevent significant hearing loss, but only if they are used properly.

The most popular hearing protection devices are earplugs which are inserted into the ear canal to provide a seal against the canal walls. Earmuffs enclose the entire external ears inside rigid cups. The inside of the muff cup is lined with acoustic foam and the perimeter of the cup is fitted with a cushion that seals against the head around the ear by the force of the headband.

Preformed earplugs and earmuffs should be washed periodically and stored in a clean area, and foam inserts should be discarded after each use. It is important for you to wash hands before handling pre-formed earplugs and foam inserts to prevent contaminants from being placed in the ear which may increase your risk of developing infections. Also, check hearing protective devices for signs of wear or deterioration. Replace devices periodically.

The HSEQT Manager maintains a supply of a variety of disposable foam ear inserts and earmuffs.

Respiratory Protection-

Respiratory hazards may occur through exposure to harmful dusts, fogs, fumes, mists, gases, smoke, sprays, and vapors. The best means of protecting personnel is through the use of engineering controls, e.g., local exhaust ventilation. Only when engineering controls are not practical or applicable shall respiratory protective equipment be employed to reduce personnel exposure.

The HSEQT Manager is responsible for the Respiratory Protection Program at IPS★ITCS. Workers requiring the use of respirators must first obtain medical approval from IPS★ITCS physician to wear a respirator

before a respirator can be issued. The HSEQT Manager conducts respirator training and fit tests and is responsible for determining the proper type of respiratory protection required for the particular hazard. Adherence to the following guidelines will help ensure the proper and safe use of respiratory equipment:

- Wear only the respirator you have been instructed to use. For example, do not wear a self-containing breathing apparatus if you have been assigned and fitted for a half-mask respirator.
- Wear the correct respirator for the particular hazard. For example, some situations, such as chemical spills or other emergencies, may require a higher level of protection than your respirator can handle. Also, the proper cartridge must be matched to the hazard (a cartridge designed for dusts and mists will not provide protection from vapors)
- Check the respirator for a good fit before each use. Positive and negative fit checks should be conducted.
- Check the respirator for deterioration before and after use. Do not use a defective respirator.
- Recognize indications that cartridges and canisters are at their end of service. If in doubt, change the cartridges or canisters before using the respirator.
- Practice moving and working while wearing the respirator so that you can get used to it.
- Clean the respirator after each use, thoroughly dry it and place the cleaned respirator in a sealable plastic bag.
- Store respirators carefully in a protected location away from excessive heat, light, and chemicals.

Head Protection-

Hats and caps have been designed and manufactured to provide workers protection from impact, heat, electrical and fire hazards. These protectors consist of the shell and the suspension combined as a protective system. Safety hats and caps will be of nonconductive, fire and water resistant materials. Bump caps or skull guards are constructed of lightweight materials and are designed to provide minimal protection against hazards when working in congested areas.

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work in head-hazard areas. Head protection will also be required to be worn by engineers, inspectors, and visitors at construction sites. Bump caps/skull guards will be issued to and worn for protection against scalp lacerations from contact with sharp objects. They will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects.

Hand Protection-

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. There are gloves available that can protect workers from any of these individual hazards or any combination thereof.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and SDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. The HSEQT Manager can assist in determining the specific type of glove material that should be worn for a particular chemical.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use.

Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove materials to be used (in these situations) include leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts. To protect the hands from injury due to contact with moving parts, it is important to:

- Ensure that guards are always in place and used.
- Always lock out machines or tools and disconnect the power before making repairs.
- Treat a machine without a guard as inoperative; and

- Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and grinders.

The HSEQT Manager can help the supervisor identify appropriate glove selections for their operations. The HSEQT Manager also maintains a selection of gloves for various tasks.

Safety Shoes-

Safety shoes shall be worn in the shops, warehouses, maintenance, cagewash, glassware, and other areas as determined by the Health and Safety Branch. Recommendations for safety footwear shall be approved by the Health and Safety Branch. All safety footwear shall comply with American National Standards Institute (ANSI) Standard ANSI Z41-1991, "American National Standard for Personal Protection - Protective Footwear. Protective footwear purchased before July 5, 1994, shall comply with ANSI Standard Z41.1-1967.

Permanent full-time employees will be initially issued two pairs of safety shoes of approved type. Shoes will be replaced or repaired as necessary based on supervisory approval. Other than permanent employees will be issued one pair of safety shoes with replacement as necessary based on supervisory approval.

Responsibilities-

Supervisor - Reviews employees work situation and recommends safety footwear as appropriate in accordance with established Institute policy. Requests safety shoes from the HSEQT Manager for new employees or as indicated for replacement. Ensures that all employees under his supervision use and maintain safety footwear. Makes determination on the need for replacement or repair of safety shoes.

Employee - Wears Institute provided or approved safety shoes in all areas requiring safety footwear as determined by the supervisor and the Health and Safety Manager.

Health and Safety Manager - Consults with supervisors concerning safety shoe requirements and approves issuance of all safety shoes. Arranges for local purchase of all safety shoes. Makes arrangements for necessary repairs.

Procedures-

Supervisors must review employee's work situation in consultation with the Health and Safety Manager to decide the need for safety footwear and appropriate types. The "Request for Safety Shoes" must be completed, reviewed and signed by the supervisor and approved by the Health and Safety Manager.

Any employee desiring to replace their safety footwear must complete the "Request for Safety Shoes" and have it signed by their supervisor.

If an employee is unable to find appropriate safety footwear at the designated vendors, they should check with the Health and Safety Manager for alternate procedures. Alternate procedures involve employees purchasing safety footwear with their own funds and being reimbursed.

Employee who want to have their footwear repaired, should be encouraged to do so. Some footwear is designed to be repaired, and some is not. Repairs would include such items as new soles and heels. IPS★ITCS will reimburse employees for repairs.

Hearing Personal Protective Equipment

Hearing protective devices (ear plugs, muffs, etc.) shall be the permanent solution only when engineering or administrative controls are considered to be infeasible or cost prohibitive. Hearing protective devices are defined as any device that can be worn to reduce the level of sound entering the ear. Hearing protective devices shall be worn by all personnel when they must enter or work in an area where the operations generate noise levels of:

- Greater than 80 dBA sound levels, or
- 120 dB peak sound pressure level or greater

Types of Hearing Protective Devices Hearing protective devices include the following:

a. Insert Type Earplugs

A device designed to provide an air-tight seal with the ear canal.

There are three types of insert earplugs – premolded, formable, and custom earplugs.

1. Premolded Earplugs

Premolded earplugs are pliable devices of fixed proportions. Two standard styles, single flange, and triple flange, come in various sizes, and will fit most people. Personnel responsible for fitting and dispensing earplugs will train users on proper insertion, wear, and care. While premolded earplugs are reusable, they may deteriorate and should be replaced periodically.

2. Formable

Formable earplugs come in just one size. Some are made of material which, after being compressed and inserted, expands to form a seal in the ear canal. When properly inserted, they provide noise attenuation values that are similar to those from correctly fitted premolded earplugs. Individual units may procure approved formable earplugs. Supervisors must instruct users in the proper use

of these earplugs as part of the annual education program. Each earplug must be held in place while it expands enough to remain firmly seated. A set of earplugs with a cord attached is available. These earplugs may be washed and therefore are reusable but will have to be replaced after two or three weeks or when they no longer form an airtight seal when properly inserted.

3. Custom Molded Earplugs

A small percentage of the population cannot be fitted with standard premolded or formable earplugs. Custom earplugs can be made to fit the exact size and shape of the individual's ear canal. Individuals needing custom earplugs will be referred to an audiologist.

b. Earmuffs

Earmuffs are devices worn around the ear to reduce the level of noise that reaches the ear. Their effectiveness depends on an air tight seal between the cushion and the head.

Selection of Hearing Protective Devices

Employees will be given the opportunity to select hearing protective devices from a variety of suitable ones provided by the Office of Health and Safety. In all cases the chosen hearing protectors shall have a Noise Reduction Ratio (NRR) high enough to reduce the noise at the ear drum to 80 dBA or lower.

Issuance of Hearing Protective Devices

The issuance of hearing protective devices is handled through the HSEQT Manager. The HSEQT Manager will issue and fit the initial hearing protective devices (foam inserts, disposables). Instruction on the proper use and care of earplugs and earmuffs will be provided whenever HPDs (hearing protective devices) are dispensed. Personnel requiring earmuffs in addition to earplugs will be informed of this requirement and educated on the importance of using proper hearing protection. The HSEQT Manager will dispense earmuffs when necessary and will maintain a supply of disposable earplugs.

Use of Hearing Protective Devices

Always use and maintain HPDs as originally intended and in accordance with instructions provided.

Earmuff performance may be degraded by anything that compromises the cushion-to-circumaural flesh seal. This includes other pieces of personal protective equipment such as eyewear, masks, face shields, and helmets.

Maintenance of Hearing Protective Devices

Reusable earplugs, such as the triple flange or formable devices should be washed in lukewarm water using hand soap, rinsed in clean water,

and dried thoroughly before use. Wet or damp earplugs should not be placed in their containers. Cleaning should be done as needed. Earmuff cushions should be kept clean. The plastic or foam cushions may be cleaned in the same way as earplugs, but the inside of the muff should not get wet. When not in use, earmuffs should be placed in open air to allow moisture that may have been absorbed into the cups to evaporate.

Hearing Protection Performance Information

The maximum of sound attenuation one gets when wearing hearing protection devices is limited by human body and bone conduction mechanisms. Even though a particular device may provide outstanding values of noise attenuation the actual noise reductions may be less because of the noise surrounding the head and body bypasses the hearing protector and is transmitted through tissue and bone pathways to the inner ear.

The term “double hearing protection” is misleading. The attenuation provided from any combination earplug and earmuff is not equal to the sum of their individual attenuation values.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	11.23.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE: SAFETY REP'S SIGNATURE:		CONFORMANCE SCORE: / 25 CONFORMANCE %:		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance