

Document Owner: Manager Customer Planning

**PPE and Portable Safety Equipment Inspection and Maintenance**

PPE and portable safety equipment required for inspection and maintenance.

**Health & Safety and Operational Information**

**Hazard Indicators**



**Personal Protection**



**Health and Safety Information**

- Health and Safety documentation.
- Hazardous Waste

**Operation's & Maintenance Documentation**

- Design drawings
- Site plans

**Customer Information (Confidential)**

**Priority Customer Categories**

**Emergency Procedure / Escalation**

**Additional Documentation**

**Emergency**

- Make "Site Safe" and isolate risks to people or property with resources at hand

**Escalate if extra resources required or problems occur!**

- Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary.

**Required Skills, Competencies (Qualifications and/or Certifications)**

Licensed Operators only.

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## PPE and Portable Safety Equipment Inspection and Maintenance

### Standard Operating Procedure

#### Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available.
Specialist Equipment	Ensure specialist equipment required is available for utilisation.
Specialist Materials & Parts	Ensure you have loaded up all the required parts and materials required to undertake the maintenance work to be completed.

#### Prepare to do the work

Action	Action Details
Pre Start Process	<p>Complete the Daily Pre Start – Planned Maintenance</p> <ul style="list-style-type: none"> <li>- Include Hazard ID</li> <li>- Include Pre-Start Tailgate Meeting</li> </ul> <p>Undertake all tasks required in the Generic Planned Maintenance SOP.</p>
Compliance	<b>Traffic Management Plan</b> - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.

#### Perform the work

Action	Trade	Action Details
Inspect	Licensed Operator	Check site PPE & safety equipment sighted against site inventory, report-missing equipment in work order and generate reactive work order to facilitate replacement of missing items.
Inspect	Licensed Operator	Check all Fall arrest harnesses, and associated PPE equipment
Inspect	Licensed Operator	Portable Lifting equipment and associated slings, chains and hoists
Inspect	Licensed Operator	Breathing apparatus, Gas Detectors, Defibrillator, Personal locator beacon for functional capability
Inspect	Licensed Operator	Inspect shared safety equipment for fitness to purpose and operation.
Inspect	Licensed Operator	Check first aid and eyewash equipment stored at location. Restock where required.
Inspect	Licensed Operator	Check chemical emergency spill kits and pollution control kits where available.
Inspect	Licensed Operator	Check site Emergency spill kit / Pollution Control Kit equipment sighted against site inventory, report-missing equipment in work order and generate reactive work order to facilitate replacement of missing items.
Inspect	Licensed Operator	Calibrate gas detectors
Inspect	Licensed Operator	Check first aid and eyewash equipment expiry dates, dispose of expired stock appropriately. Restock where required.
Certification	Contractor (all types)	Certify all portable Lifting equipment at location.
Certification	Contractor (all types)	Certify all PPE and associated equipment.
Inspect	Licensed Operator	Undertake inventory and decommissioning & disposal of obsolete PPE & safety equipment. Check all tags and label dates to ensure all equipment is current. Where certification has lapsed either dispose of equipment appropriately or generate a reactive work order to enable recertification and / or stock replenishment to occur.