

PERSONAL PROTECTIVE EQUIPMENT POLICY

1 General Statement

Whilst we take reasonable precautions to reduce exposure to any workplace hazards, there may still be a need for us to provide personal protective equipment (PPE) to our staff and sub-contractors. This will occur where some risks remain that can't otherwise be controlled. Where provision of PPE is necessary, it will be chosen in conjunction with Cleancorp Staff representatives. This will help us to ensure that we obtain the most suitable PPE for our sub-contractors and employee's needs and don't waste money on equipment that is uncomfortable, unsuitable or which is a poor fit.

2. Legal Position

The WH&S regulations require us to provide PPE to any sub-contractor or employee who is still exposed to risks to their health and safety, despite the introduction of other, more suitable control measures. In other cases, the provision of PPE may be a legal requirement, eg. the provisions of gloves to cleaning workers. We are also required by law to assess the suitability of PPE before its purchase and to ensure that it is maintained in an efficient state. Under these regulations, contractors and employees do not have to pay for any PPE issued to them.

3. Procedures

It is our policy that:

- when a need for PPE has been identified, eg. Through the introduction of a new work process, we will seek to obtain the item on a trial basis first. This is to allow the end user to assess its suitability in the working environment.
- whilst cost is obviously a factor, we recognise that the PPE needs to be suitable not only for its intended purpose, but the individual user. For this reason, our purchasing decisions will balance both cost and wearability. Should any of our sub-contractors or employees have health problems, we will allow for this wherever possible in our selection of items. Eg. the request of latex free gloves.
- items such as safety gloves, goggles and face masks will be provided to sub-contractors and employees on a personal basis.

4. Employee duties

Where a need for PPE has been identified, all sub-contractors and employees are expected to wear it whilst working with a particular process or in a certain area. Employees and sub-contractors are also expected to use and maintain any PPE items issued to them in accordance with the manufacturer's instructions. If any defects are found, they should be reported to Cleancorp as soon as possible.

5. Employee/Sub-contractor training

Where necessary, we will provide instruction, information and training to staff on use and maintenance of the PPE. This will include how to obtain it, if it is not issued on a personal basis and the process for reporting any suspected defects.

6. Policy Review

This policy will be reviewed by Cleancorp in May of each calendar year.