



**BUNGE PERSONAL PROTECTIVE EQUIPMENT (PPE)
POLICY**

DOC. NO. : BSWP110
REV. NO. : 05
DATE : 31/07/2018
PAGES : 8

REVISION HISTORY:

REVISION NO.	DETAILS OF REVISION	DATE
00	Initial release	15/1/2014
01	Edit	31/1/2014
02	Edit	16/12/2014
03	Edit	20/5/2014
04	Revision	12/09/2016
05	Revision: page 4, wide brim hat worn during harvest in Canola bunker. Page 4,5, PPE dispenser locations, PPE to walkways to smoking area.	31/07/2018

APPROVAL AUTHORITIES

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TRACKING

Added to Library	Categorization
Yes	WHS
Version Number: V04 12/09/2016 V05 31/07/2018	

Documents are not controlled when printed.

BSWP110 BUNGE PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

OBJECTIVE

Bunge is committed to providing a healthy and safe working environment for all who visit or work at a Bunge site. This Personal Protective Equipment (PPE) policy is designed to assist in minimizing the risk of workplace injuries and illnesses and aligns with the Bunbury Port Authority PPE Policy and other state legislative requirements.

SCOPE

This policy applies to all on site including visitors, transport drivers, Bunge Employees and contractors.

POLICY

Hazards exist in every workplace and can take many different forms: sharp edges, falling objects, flying sparks, hazardous substances, noise, and a myriad of other potentially dangerous situations. This policy requires that Bunge protect its workers and visitors from workplace hazards that can cause injury, or illness via implementation of PPE requirements, training in the correct use of PPE, and provision of suitable PPE required to carry out tasks safely.

Controlling a hazard at its source is the best way to protect employees. Depending on the hazard or workplace conditions, the preferred solution is the use of engineering or work practice (administrative) controls to manage or eliminate hazards to the greatest extent possible. When engineering or administrative (work practice) controls are not feasible or do not provide sufficient protection, it is Bunge's duty to provide personal protective equipment (PPE) to their workers and ensure its use. Failure/refusal to wear required PPE is a basis for disciplinary action.

Every person on site is responsible wearing required PPE correctly and informing Bunge Management when PPE is defective and needs replacement or repairs. Bunge will ensure that all items of Personal Protective Equipment are manufactured, used and maintained in accordance with the relevant Australian Standard.

All employees will be instructed and/or trained in the correct use of each Personal Protective Equipment item prior to use (See Appendix D). All non- individual PPE such as breathing equipment must be cleaned and disinfected immediately after use, to prevent germ growth (See Appendix B).

Bunge will be responsible for displaying mandatory Personal Protective Equipment signage around Bunge sites outlining the type of Personal Protective Equipment required for each site as well as the job or task.

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Personal Protective Equipment may include but is not limited to:

- Foot protection
- Head protection
- Eye protection
- Face protection
- Hand/Arm protection
- Knee protection
- Respiratory protection
- Hearing protection
- Hot work protection
- Chemical protection
- Electrical protection
- Flotation devices
- Fall protection

RULES

Bunbury Port Terminal

Below outline's the **minimum** PPE requirements which **MUST** be **ALWAYS** worn when outside the 'safe zone' (see Appendix A- Safe Zone Location Map), workshop, MCC, control room and Export Laboratory. Note: Depending on the task a person is carrying out additional PPE will also be required.

Minimum PPE Requirements

- **Safety Helmet:** The helmet must be in date, adjusted to fit head size; exterior must not be written on with markers or labeled with stickers. Brims that provide sun protection should be attached whilst working outside during daylight hours.
- **Fully Enclosed Footwear:** Administrative staff, visitors and transport drivers are permitted to wear fully enclosed stout leather footwear, shoe must be flat (no heel), and fully enclose foot. Operations employees and contractors must wear steel cap leather footwear that provides ample ankle protection.
- **High Visibility Vest, Shirt or Jacket:** Vests/shirts are required to have reflective strips during night work. Vests/ hi vis strips **MUST** be worn so they are always visible, and should be done up to prevent them catching. High visibility jackets, jumpers and rain coats are also acceptable, reflective strips **MUST** be always visible.
- **Eye Protection:** Suitable eye protection which may include safety-rated glasses (tinted and clear), prescription safety glasses or safety goggles that are able to be worn over prescription glasses. Correct eye protection for the task being carried out is mandatory. Bunge will supply safety glasses to all employee's, contractors and visitors and 1x pair of safety glasses per year to truck drivers delivering regularly to the terminal.

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- **Long and Long:** Long pants and long-sleeved shirts with sleeves rolled down to cover skin from sun exposure. *Bunge recommends transport drivers wear long and long however they will be exempt from this rule due the short duration of their visit and the limited areas in which they will be exposed to the sun.*

Terminal Harvest Safety Helmet Exemption

- **Bunge wide brim hat:** During the harvest period (October – December) Bunge wide brim hats can be worn while working in the Canola bunker area. Employees returning to the Bunge terminal for **ANY** reason e.g. morning tea, lunch time, toilet break, employees **MUST** wear their safety helmet.

When navigating directly between the 'safe zone' and the car park upon arrival and exit of the terminal Bunge does not require the use of PPE.

Employees walking to and from the smoker's area, **MUST** stay between the marked yellow walkways. The Bunge terminal PPE **MUST** be worn in these areas at all times.

All Personal Protective Equipment may be requested from the safety officer, or can be obtained from the various PPE dispensers located throughout the site:

- MCC room, safety glasses, ear plugs, dust mask.
- Entrance of the front office, safety glasses, ear protection, dust mask.

NO person is to leave the 'safe zone' without first obtaining minimum PPE (unless they are leaving the terminal).

Arthur River / Kukerin Storage Sites

Bunge's upcountry facilities require a different level of mandatory PPE to be **ALWAYS** worn, however depending on the task being performed around sites additional PPE will be required.

Minimum PPE Requirements

- **Fully Enclosed Footwear:** Administrative staff, visitors and transport drivers are permitted to wear fully enclosed stout leather footwear, shoe must be flat (no heel), and fully enclose foot. Operations employees and contractors must wear steel cap leather footwear that provides ample ankle protection.
- **High Visibility Vest, Shirt or Jacket:** Vests/shirts are required to have reflective strips during night work. Vests must be worn so they are visible at all times and should be done up to prevent them catching. High visibility jackets, jumpers and rain coats are also acceptable.
- **Eye Protection:** Suitable eye protection which may include safety-rated glasses (tinted and clear), prescription safety glasses or safety goggles that are able to be worn over prescription glasses. Correct eye protection for the task being carried out is mandatory.

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- **Long and Long:** Long pants and long-sleeved shirts with sleeves rolled down to cover skin from sun exposure. *Bunge recommends transport drivers wear long and long however they will be exempt from this rule due the short duration of their visit and the limited areas in which they will be exposed to the sun.*

All Personal Protective Equipment may be requested for at the **Site Office** or can be obtained from the various PPE dispensers located throughout the site as follows:

- Entrance to the sample lab, safety glasses, ear protection, dust mask.

Prescription Safety Glasses

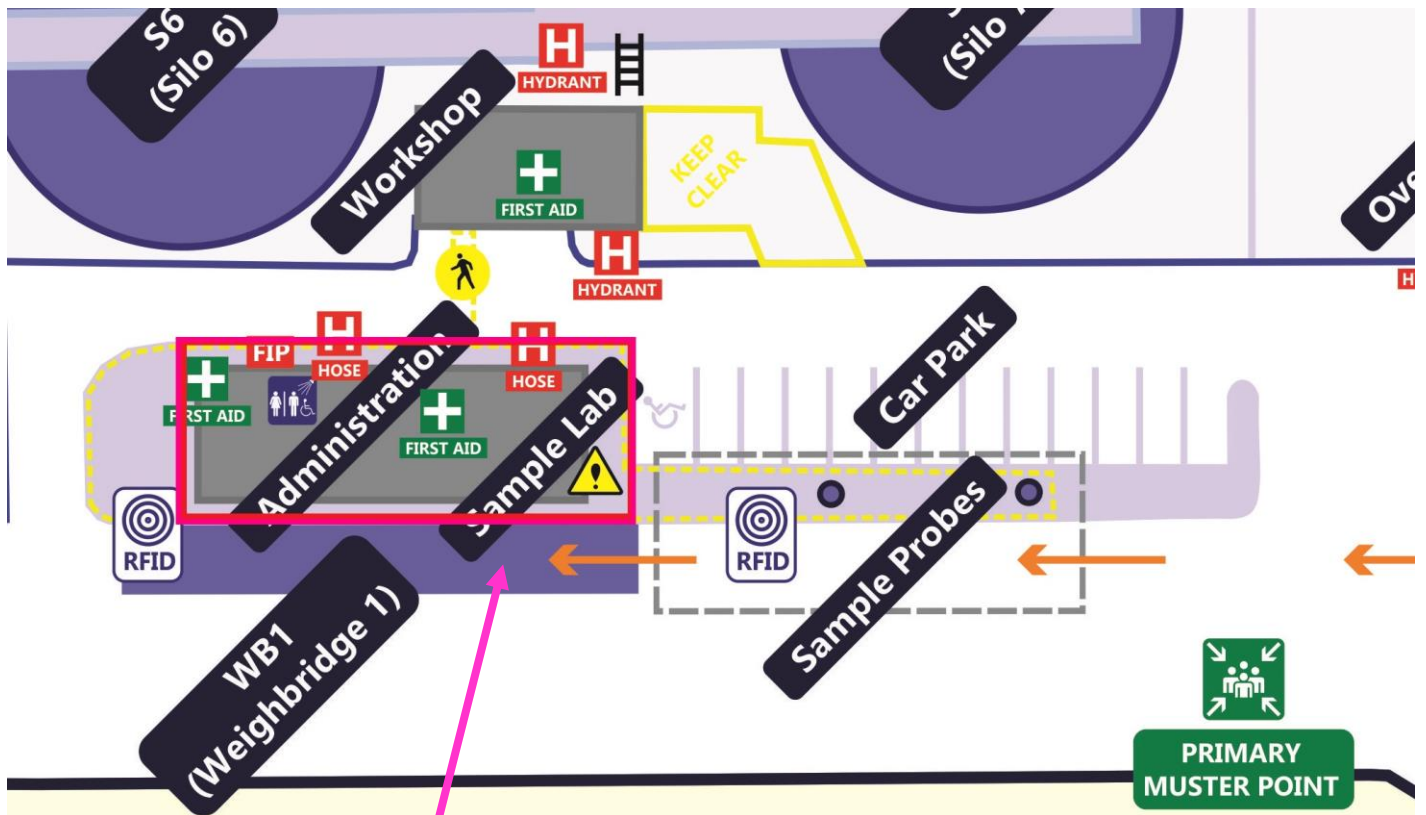
Bunge will supply full-time and part-time employees (and casual employees at Bunge's discretion) with 1x pair of standard prescription safety rated glasses paid for by the company. If the employee desires customized, high cost frames for the glasses they will be required to pay the difference between the cost of the standard and customized frames. If the glasses are lost or damaged accidentally within two years of receiving, the employee will be required to replace the glasses at their own expense. If they are damaged while carrying out work duties the employee may be permitted to receive a replacement pair paid for by the company. To receive replacement glasses an incident note describing how the glasses were damaged during work duties **MUST** be completed.

If visitors, contractors and truck drivers require the use of prescription glasses and are visiting the terminal on a regular basis they are advised to purchase their own prescription safety glasses as they are a requirement on the site. Alternative options are to purchase clear safety mono goggles which fit over prescription glasses. Bunge will loan mono goggles at their discretion.

REFERENCES & RELATED MATERIAL

- Appendix A: Safe Zone Location Map
- Appendix B: Cleaning of Non-Individual Personal Protective Equipment
- Equipment: <http://www.safeworkaustralia.gov.au/sites/swa/model-whs-laws/faqs/pages/faq-ppe>
- <http://www.workplaceinfo.com.au/legislation/ohs/wa-osh-legislation>
- Occupational Health and Safety Act 1984 (WA)
- BSWP120 Bunge Take 5 Notebook Procedure
- BSWP312 Correct use of the Pro-Mask 2

APPENDIX A- SAFE ZONE LOCATION MAP



Area within the pink marked perimeter indicates the 'safe zone', the area in which site minimum PPE is not mandatory. This area includes the administration building and the lower level perimeter.

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APPENDIX B

**Personal and Non- Individual Personal Protective Equipment List and
Cleaning/Maintenance Information**

Personal Protective Equipment	Cleaning and Maintenance	Non-Individual Personal Protective Equipment	Cleaning and Maintenance
Ear Muffs	Ear muffs should be checked before and after use for any damage. Upon return the ear piece should be cleaned with anti-bacterial alcohol wipes.	Pro Mask2 (Breathing Apparatus)	Inspect for any damage or defects in the mask before and after use. Clean mask with damp sponge and hot water (exterior) and anti-bacterial alcohol wipes (interior).
Safety Glasses (tinted and clear)	Inspect for scratches or defects before and after use. Clean when required using a lens cleaning cloth.	Welding Mask	Inspect for any damage or defects in the mask before and after use. Clean face shield with warm water and anti bacterial alcohol wipes (interior) and dry after use.
Disposable ear plugs	Dispose of daily or when required.	Welding Gloves	Wash hands thoroughly with antibacterial soap before and after use. Inspect gloves for any holes before and after use.
Disposable ear plugs (head band)	Dispose of daily or when required.	Safety Harnesses	Must be thoroughly checked for damage, defects & wear and tear, before and after use.
Personal Safety Helmet	Ensure helmet is within the expiry date before using (expiry date can be located inside the helmet). Helmets must be replaced if damaged due to severe impact or deterioration. Never modify or remove parts. Helmets can be damaged by substances such as paint, petrol, adhesives, aerosol sprays or cleaning agents. Clean helmets with warm water. Never use markers to write your name on helmet. Never use stickers/labels on helmet. Names can be added to manufacturer stickers or on fabric webbing in interior.	Visitor Safety Helmet	Ensure helmet is within the expiry date before using (expiry date can be located inside the helmet). Helmets must be replaced if damaged due to severe impact or deterioration. Never modify or remove parts. Helmets can be damaged by substances such as paint, petrol, adhesives, aerosol sprays or cleaning agents. Clean helmets with warm water. Never use markers to write your name on helmet. Never use stickers/labels on helmet. Helmets must be returned to admin or supervisor after use.
Disposable dust mask	Dispose daily- or earlier if required.	Visitor Safety Boots	Returned to supervisor/ Bunge admin after use.
		Visitor Safety Shirts	Returned to supervisor/ Bunge admin for washing after use.

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		Visitor Socks	Returned to supervisor/ Bunge admin for washing after use.
		Reflective Vest	Returned to supervisor/ Bunge admin.
		Visitor Safety Glasses	Returned to supervisor, Bunge admin after use, cleaned with antibacterial wipes.
		Visitor Safety Pants	Returned to supervisor/ Bunge admin for washing after use.

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