JER-8000-MGT-PRO-0034 Personal Protective Equipment

(AS/NZS, ISO 45001:2018, Clause 8.1.2)

1. SCOPE

The procedure applies to all KGL Resources Workers.

Note: This procedure does NOT cover all the PPE requirements. Workers should review and comply with all relevant procedures, Take 5's and Safe Work Method Statements (SWMS) that are applicable to the specific work to be performed.

2. PURPOSE OF DOCUMENT

The purpose of this procedure is to specify some of the requirements Personal Protective Equipment (PPE) to be used by Workers as part of the KGL Resources Safety Management System.

3. RELEVANT LEGAL & OTHER REQUIREMENTS

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)'
- Code of Practice Management Work Health and Safety Risks 2018 (Safe Work Australia)

4. DEFINITIONS

Field Work	Work conducted outdoors and generally involving physical manual tasks.
PPE	Personal Protective Equipment.
Safe Work Method Statement (**SWMS**)	A SWMS is a pre-start risk assessment that is undertaken prior to commencing any high-risk construction work or as otherwise required by a supervisor or manager. For more information, refer to the KGL Resources Risk Management Procedure.
Take 5	A Take 5 is a pre-start risk assessment that is undertaken by all workers prior to commencing work and is completed in accordance with the KGL Resources Risk Management Procedure.
Workers	Workers include employees, contractors, sub-contractors, volunteers and consultants who conduct work for KGL Resources.

5. RESPONSIBILITIES

Senior Leadership Team	1. Ensures adequate resources are available to managers, supervisors and workers to support the use of personal protective equipment. 2. Reviews and acts on reported organisational risk management performance.

Safety Manager	1. Ensures this Procedure is fit for purpose and meets all applicable legislative requirements. 2. Ensures that this procedure is implemented and is regularly reviewed and monitored for ongoing effectiveness. 3. Supports workers and managers in the implementation and operation of this Procedure. 4. Recommends changes or improvements to this Procedure as required. 5. Provides expert advice on personal protective equipment to managers and supervisors. 6. Ensures that any procurement of PPE meets organisational needs and applicable standards.
Managers and Supervisors	1. Report all incidents as soon as practicable. 2. Ensure that this procedure is implemented in their area by ensuring that all workers are aware of and understand this procedure. 3. Ensure that workers are provided with appropriate training in relation to implementation and wearing of PPE for workers.
Worker	1. Ensures they are familiar with the requirements of this procedure. 2. Complies with this procedure. 3. Continually monitors and assesses hazards and reports any change of conditions to the manager or supervisor.

6. PROVISION OF PPE

PPE is anything used or worn by a person to minimise risk to the person's health or safety and includes a wide range of clothing and safety equipment. PPE includes boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses, high visibility clothing etc.

KGL Resources will provide PPE to all employees of KGL Resources. Contractors engaged by KGL Resources will provide their staff with the required PPE. PPE should be provided after consideration of the assigned work in accordance with prescribed requirements specified in:

a) Office/site/project plans;

b) Safe Work Method Statements;

c) Take 5 Card;

d) How to guides;

e) Safety Data Sheets; and

f) Or as otherwise deemed necessary.

7. PROCURING PPE

The purchasing of PPE shall be in accordance with KGL Resources' procurement procedures and in consultation with the Safety Manager.

All PPE purchased must conform to the Australian Standard for that type of PPE.

Quantity and type of PPE to be provided to workers will be identified in accordance with KGL Resources uniform processes.

8. MINIMUM PPE REQUIREMENTS

Minimum requirements for PPE for all KGL Resources workers undertaking Field Work are:

a) Safety helmet, worn as per manufacturers specifications and comply with AS/NZS 1801.

b) Safety Boots - zip up/lace-up, ankle height, and no elastic sided type and complying with AS/NZS 2210.1.

c) Safety glasses- medium impact safety glasses (wrap-around or with side shields, prescription eyewear must also be medium impact) and must comply with AS/NZS 1337.1:2010.

d) Long sleeve, collared high-visibility Class D/N shirts as defined by AS/NZS 4602.1:2024 (garment design) and AS/NZS 1906.4:2010.

e) Long trousers (shorts are NOT permitted).

f) Gloves, appropriate for task, are to be carried (or to be in close possession).

g) Hearing protection, appropriate tor task, are to be carried (or in close possession). Must comply with the requirements of AS/NZS 1270:2002.

Suitable UV protection must be used, such as PF30+ sunscreen, hats and UV safety glasses.

Further additional requirements may also be specified as a component of any site requirements (as nominated by the Principal Contractor or KGL Resources), applicable procedure, Take 5, SWMS or safety signage.

9. STORING AND MAINTAINING PPE

The following storage and maintenance requirements apply to PPE:

a) Workers will be responsible for the condition of their PPE;

b) Any unserviceable PPE must be replaced immediately;

c) Wilful damage to any PPE or refusing a reasonable instruction to use it may result in disciplinary action**;**

d) PPE shall be stored in a clean and fully operational condition;

e) Equipment shall be stored in a readily accessible and secure position;

f) Workers shall inspect PPE before use to check the equipment is in a serviceable condition;

g) To maintain the effectiveness and to facilitate visual inspection of safety helmets, it is forbidden to paint, write on or affix stickers to safety helmets other than the worker's name, date of issue and/ or stickers relevant for safety helmets, e.g. First Aid/ Induction/ Inspection stickers; and

h) Maintenance programs for PPE shall ensure it is maintained in a condition suitable for its continued effective operation, in accordance with the manufacturer's storage and maintenance instructions.

10. INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

Managers and supervisors must provide workers with information on personal protective equipment including knowledge of KGL Resources consultative mechanisms for raising work health and safety matters.

11. INCIDENT REPORTING AND INVESTIGATION

Any incidents arising from fatigue must be reported in accordance with the **KGL Resource Incident Management Procedure**.

12. BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

13. GRIEVANCE RESOLUTION

A worker's grievance at a decision relating to a personal protective equipment issue should be referred to the supervisor in the first instance. Thereafter, parties may seek grievance resolution through KGL Resources' human resources processes.

14. CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

15. RELATED DOCUMENTATION

JER-8000-MGT-PRO-0006	Risk Management
JER-8000-MGT-PRO-0023	Incident Management
JER-8000-MGT-FRM-0011	Incident Report Form

16. MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is medium, reviewed every 2 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following an SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

17. APPROVAL

Konrad Litfin

Project Director