



AIR CONDITIONING SERVICES (NEW ZEALAND) LIMITED

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1. All technical and service workers of Air Conditioning Services (NZ) Ltd, their authorised service agents and their workers to be issued upon permanent appointment with personal protective equipment and uniform where specified.
2. The PCBU Nominated Officer (ACS Director) is responsible for ensuring:
 - PPE is provided to its workers.
 - Equipment is selected by way of the work nature and any associated hazard to minimise risk in accordance with any relevant technical standard.
 - Equipment is maintained, repaired or replaced so that it is in good working order and clean and hygienic.
 - PPE is of a correct size and fit as well as being reasonably comfortable for the workers wearing it.
 - Persons are provided with & follow any information, training & instruction in relation to the use of their PPE.
 - That areas at the work where persons are required to use PPE are clearly identified by signs or other means.
3. These minimum precautions should be observed whenever exposure to potentially dangerous situations occur:
 - Gloves – are to be issued and worn for hand protection against Thermal, Chemical & Mechanical hazards (glove rating will be dependent upon the nature of work e.g. abrasion, blade cut, tear & puncture) (Minimum standard 4543).
 - Safety glasses or goggles – are to be used when there is potential exposure to flying objects or projectiles, chemical splashes, hot substances etc (AS/NZS 1337.1).
 - Respirator – can protect against varying degrees of contaminated atmospheres, such as dust, gases or fumes which may be harmful if breathed (AS/NZS 1715).
 - Ear plugs or muffs – are to be used when excessive noise levels are prevalent, the class will be determined upon the noise level identified by a noise survey (AS/NZS1270:2002).
 - Steel capped footwear – are to be worn at all times for field work (AS/NZS 2210.3:2000).
 - Hi-vis Vests or overalls – to be worn for easy identification when working in the Warehouse and field work areas (Day/Night AS/NZS 4602.1).
 - Hard Hats with chin straps – for electrical shock, falling objects and overhead structures.
4. The safety equipment and clothing supplied must be fully compliant with the appropriate manufacturing and safety standards and issued in accordance with the Health and Safety at Work Act 2015 and regulations.
5. All workers are required to wear the safety equipment and clothing as the occasion arises or prescribed by a Safe Work Method Statement (SWMS) and must not intentionally misuse or damage PPE provided to them.
6. The reporting of safety equipment loss or damage (includes equipment cleaning or decontamination) shall be the worker’s responsibility. Replacement of PPE will be the responsibility of ACS on a fair wear and tear basis.
7. Any ACS worker or authorised service agent who arrives for work without the correct safety equipment shall be required to remedy the situation before any work can commence.
8. ACS will provide training of the use of PPE. This training shall include the need for PPE, the proper type and personal fit of PPE, maintenance, inspection, and cleaning and proper storage of PPE.
9. PPE checks are to be carried out on a quarterly basis using the vehicle health & safety inspection form. Furthermore, sub-contractor PPE requirements will be reviewed at the time of an annual inspection by the service provider.
10. Failure to comply with this policy could result in dismissal through the Air Conditioning Services (NZ) Ltd disciplinary procedures.
11. The ACS PPE Policy falls within the company’s safety and health ethos for continuous improvement and is valid for one year from the policy sign-off date.

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 (PCBU Nominated Officer - Director) (Date)