

NZ Transport Agency
Minimum Requirements - Workplace Personal Protective Equipment

Work done to investigate, construct and maintain the State Highway network carries inherent risks. All practical steps should be taken to ensure that all NZTA employees, all suppliers (consultants, contractors, subcontractors) and all visitors are protected from hazards (through the use of controls that eliminate, isolate or minimise their exposure). Regardless Personal Protection Equipment (PPE) remains a necessary mitigation measure in most work types, and is designed to compliment other controls.

This table sets out the main situations, by exposure type, where the NZTA requires PPE to be provided by employers and used by employees, suppliers and visitors.

Exposure Type	Activity/ Place of Work	Safety Eyewear	Safety Footwear	High Visibility Clothing	Long Sleeves & Long Pants	Safety Helmet	Sunhat	Gloves	Hearing Protection	Comments
1	On a construction / repair site on a State Highway	✓	✓	✓	✓	✓	-	Carried and worn when manual handling	Available and used when working in close proximity to noisy equipment and in all underground environments.	Includes significant repair work that involves plant use eg re-sealing, rehabilitation, major drainage activities.
2	Simple maintenance activities on a State Highway	Carried	✓	✓	✓	R/A	✓	Carried and worn when handling cutting / grinding power tools and hazardous materials	Available and used when working in close proximity to noisy equipment.	Activities such as mowing, marker post cleaning, litter collection, etc.
3	In a vehicle or plant on a construction / repair site on a State Highway	Carried	✓	✓	✓	Carried	-	Carried	Carried	
4	Working outside a vehicle on the State Highway Network	-	✓	✓	✓	R/A	✓	R/A	R/A	This is for Inspection work only, not on a Construction or maintenance site. Includes private property and Crown land where construction of SH infrastructure is planned. For example during design of a new Greenfield site, if mobile plant (eg excavator) is present or if personnel are within 20m of fixed plant (eg drilling rig), then treat as a construction site (exposure type 1).
5	Visitors to a construction site / community open days / Sod Turnings, Ribbon Cuttings, Site Blessings	R/A	R/A	R/A	R/A	R/A	R/A	R/A	R/A	Risks to be assessed depending on number of visitors and where they will be on site. In general small groups to be treated as exposure type 1, 2 or 3 but large groups (for example 50 visitors on a bus), could be treated based on a risk assessment. Ie. it is not likely to be practical to require large numbers of people to wear PPE so all risks are mitigated by only allowing visitors access to areas where there are no hazards.
6	In a vehicle on the State Highway Network. In an office environment	-	-	-	-	-	-	-	-	This includes being outside vehicle for routine stops whilst travelling. Any inspection / physical work undertaken is covered by exposure types 3 & 4. Includes in the site office, public meeting venues, private (landowners) residence etc.

Key:

- ✓ = PPE Requirement.
- = No PPE requirement.
- Carried = PPE required to be readily available at all times and used where appropriate.
- R/A = Risk Assessment to be completed.

Note:

1. These minimum requirements apply to all NZTA staff, suppliers and visitors when they are on official work related duties.
2. Any departure from these minimum requirements will need a documented, task specific, Risk Assessment justifying the exemption and approved by a nominated individual within that employer's organisation.
3. Other types of PPE may be required in certain circumstances in addition e.g. waterproofs, restraint harnesses, safety gumboots, sun shade cover for Safety helmet, dust masks, respirators etc.
4. These minimum requirements may be exceeded by the requirements of a particular company, place of work or activity.

	Safety Eyewear	Safety Footwear	High Visibility Clothing	Long Sleeves & Long Pants	Safety Helmet	Sunhat	Gloves	Hearing Protection
Definition of particular PPE requirement	Impact resistance eyewear, tinted if required. Not required when operating plant with closed operator enclosure. Full face shields to be considered for certain activities.	Ankle length lace-up with steel toe, sole and heel, to comply with appropriate standard. Plant operators may use slip on boots to allow ankle flexibility.	Complying with COPTTM. Consideration should be given to use of 3 part pull apart vests to reduce snagging hazard	Suitable for operation, cognisance taken of any extreme hot / cold environments. Flame proof overalls to be worn as appropriate	Complying to appropriate standard, with provision for sun protection as necessary	Any suitable hat that provides sun protection. Outside in summer on sunny days. Not when driving vehicles, trucks and plant with covered cabs.	Suitable for specific operation	Earplugs or ear muffs in accordance with industry standards
Risks that PPE will partially or wholly mitigate	Physical injury to eye; dust; dazzle causing internal eye injury or failure to see hazards.	Physical Injury through slips, trips, falls; falling materials.	Injury from moving Plant / vehicles.	Some physical injuries, cuts & scrapes. Minimisation of health risks from excessive sun exposure.	Injury from falling objects /moving plant /protruding hazards	Minimisation of health risks from excessive sun exposure	Physical injury from sharp or heavy objects. Loss of grip causing fall.	Long term hearing loss