



# Integrated Management System

Contractor Management Guidance Document

Personal Protective Equipment (PPE)

Document Reference: **IMS-08.01.5-CMG-02**

Revision Number: **1**

Date Issued: **January 2026**

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## 1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
  - Effectively described; and
  - Performed safely

**Note 1.1:** For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

**Note 1.2:** Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

## 2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding the **Personal Protective Equipment (PPE)** at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

**Note 2.1:** If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via [HSE\\_Team@Motorfuelgroup.com](mailto:HSE_Team@Motorfuelgroup.com).

## 3. GENERAL GUIDANCE

### 3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Petrol Filling Station, that includes a requirement to wear Personal Protective Equipment (PPE) to ensure personal safety during the performance of assigned work tasks. This guidance document details expectations for the provision and use of **Personal Protective Equipment**.

### 3.2 GENERAL REQUIREMENTS

The following specific requirements will apply as applicable:

- Jewellery (e.g., rings, watches, bracelets, necklaces, earring, etc.), or other loose accessories, should not be worn within one (1) metre (3.37 feet) of:

- Operating machinery
- Rotating tools
- Electrical switch gear; and
- Other conditions or locations where these items could present a hazard
- Long hair (of a length that may become entangled in moving machinery), must be contained in a suitable manner to avoid entanglement; and
- Medical clearance for the use of specific types of PPE use will be obtained (e.g., Respiratory Protective Equipment)

PPE selected for use will:

- Conform to the relevant standard, for example:
  - BSI Standard, recognized by applicable regulations
  - National Standards, (e.g., local or government); and
  - MFG specific standard
- Suitable for the user, with consideration given to:
  - Size, fit and weight; and
  - The health of the wearer, for example:
    - If PPE is heavy or is restrictive; or
    - Wearers with pre-existing health issues

### 3.3 MINIMUM PPE REQUIREMENTS

#### 3.3.1 SITE VISITS OR ASSESSMENTS

The minimum PPE requirements for Contractors when conducting site visits or assessments at the pre-work or design stage of a project at a Company Petrol Filling Station includes:

- Hi-Viz jacket or Hi-Viz banding on coveralls
- Suitable work clothes (e.g., jeans, coverall, etc); and
- Sturdy shoes

#### 3.3.2 MANUAL WORK ACTIVITIES WITHIN RETAIL STORE

The minimum PPE requirements for Contractors performing manual work activities within the retail store at a Company Petrol Filling Station includes:

- Hi-Viz jacket or Hi-Viz banding on coveralls
- Suitable work clothes (e.g., jeans, coverall, etc)

**Note 3.3.2.1:** Contractors are **NOT** permitted to wear shorts while working at a Company Petrol Filling Station.

- Safety footwear (e.g., steel or composite toed boots or shoes)
- Safety glasses, if required by the hazards created by the work being performed; and
- Protective gloves, appropriate to the hazard created by the work being performed

**Note 3.3.2.2:** If work at height is taking place within a retail store in close proximity to work at height and there is a dropped object potential, workers are required to wear a safety helmet, until the work at height is completed.

#### 3.3.3 MINOR WORK ON PETROL FILLING STATIONS

The minimum PPE requirements for Contractors performing work activities identified as **NOT** involving significant risk (**Minor Work**) on a Company Petrol Filling Station includes:

- Hi-Viz jacket or Hi-Viz banding on coveralls
- Suitable work clothes (e.g., jeans, long sleeved shirt, coverall, etc)

**Note 3.3.2.1:** Contractors are **NOT** permitted to wear shorts while working at a Company Petrol Filling Station.

- Safety footwear (e.g., steel or composite toed boots or shoes)
- Safety glasses, if required by the hazards created by the work being performed; and
- Protective gloves, appropriate to the hazard created by the work being performed

**Note 3.3.3.2:** If work at height is taking place within close proximity to work at height and there is a dropped object potential workers are required to wear a safety helmet, until the work at height is completed.

**Note 3.3.3.3:** Minor work includes but is not limited to:

- Infrastructure maintenance (i.e., work not involving significant risk)
- Ground and forecourt surface maintenance (i.e., work not involving significant risk)
- Equipment inspection and testing (e.g., Dispenser Pumps); and
- Painting, at heights not greater than 1.85 metres (6 feet)

### 3.3.4 MAJOR WORK ON PETROL FILLING STATIONS

The minimum PPE requirements for Contractors performing work activities identified as involving significant risk (**Major Work**) on a Company Petrol Filling Station Contractors on a Company Petrol Filling Station includes:

- Safety helmet
- Hi-Viz jacket or Hi-Viz banding on coveralls
- Suitable work clothes (e.g., jeans, long sleeved shirt, coverall, etc)

**Note 3.3.4.1:** Contractors are **NOT** permitted to wear shorts while working at a Company Petrol Filling Station.

- Safety footwear (e.g., steel toed boots or shoes)
- Flame resistant clothing (FRC) for tasks involving hot work (e.g., welding, grinding, etc.)
- Safety eyewear (e.g., glasses, goggles, face shield, welder's visor, etc.); and
- If specified in the task risk assessment and Method Statement (RAMS):
  - Full body harness and lanyard (i.e., working at height without fall prevention measures)
  - Respiratory protection (i.e., work involving exposure to hazardous atmospheres)
  - Hearing protection (i.e., work levels of noises above acceptable noise limits); and
  - Personal gas monitor (i.e., work involving potential exposure to hazardous vapours)

**Note 3.3.4.2:** Major Work includes but is not limited to:

- Forecourt Construction Projects, including EV Charging facilities
- Retail Redevelopment Projects
- Hot Work
- Confined Space Entry
- Working at Height
- Breaking Ground (i.e., Excavations and Trenching); and
- Mechanical Lifting Operations

### 3.3.5 FLAME RESISTANT CLOTHING (FRC)

Flame Resistant Clothing (FRC) is required when hot work is being performed, and must be:

- Worn correctly (e.g., shirts tucked in, sleeves rolled down and buttoned, coveralls zipped, etc.)
- Replaced if torn, loose fitting or poorly fitted
- Worn as the outer most garment, unless other personal protective clothing (e.g., welder's apron) is being used; and
- Laundered, repaired, and taken out of service damaged or in poor condition

### 3.3.6 CHEMICAL RESISTANT CLOTHING

Chemical resistant clothing must be worn when specified in the work task Risk Assessment and Method Statement (RAMS) to reduce the risk of exposure to hazardous chemicals, for example:

- Polyvinyl Chloride (PVC) clothing
- Polyvinyl Chloride (PVC) or rubber gloves
- Chemical resistant or rubber safety boots; and
- Goggles and/or face shield; and

**Note 3.3.6.1:** Safety goggles and a face shield to be worn when handling corrosive chemicals (e.g., acids and/or alkalis) or solvents.

### 3.3.7 OTHER PROTECTIVE CLOTHING

The following minimum requirements apply to the use of other types of protective clothing (e.g., rain wear, wet suits, etc.) in the workplace:

- Polyvinyl Chloride (PVC) clothing is acceptable for general duty and specialised jobs; and
- Flame resistant rain wear is for work involving exposure to a fire hazard

## 4. SPECIFIC PPE REQUIREMENTS

### 4.1 HEAD PROTECTION

Protective headwear (i.e., safety helmet / hard hat) will:

- Be worn by all personnel:
  - When detailed within the work task Risk Assessment and Method Statement (RAMS)
  - During construction activities
  - While:
    - Inspecting construction work sites; and
    - Visiting construction work sites
- Bear permanent markings:
  - Manufacturer's name
  - Date of manufacture; and
  - Any specific designation or class identification
- Be properly maintained, for example:
  - Inspected immediately prior to use and cleaned regularly (the shell)
  - Not used to carry objects while being worn
  - Stored where they will not become deformed or damaged by excessive heat
  - Not altered in any way that could reduce the effectiveness of the hat
  - Replaced when the hat displays evidence of damage (e.g., cut, cracked, or dented)
  - Have the suspension system replaced when it shows signs of wear/damage; and
  - Taken out of service:
    - Five (5) years after the date stamped on the hat; or

- If the hat has received a significant blow (even if damage is not visible)

## 4.2 EYE AND FACE PROTECTION

The following minimum requirements apply to the use of **Safety Glasses**:

- The relevant specification will be printed on the frame
- Side-shields will be an integral part of the glasses
- Lenses will be scratch resistant (e.g., hardex glass or polycarbonate)
- Will:
  - Be light, strong, and adjustable to wearer's needs
  - Fit so that the eyes look through the centre of the lenses and be as close to the eyes as possible (for the widest possible field of vision); and/or
  - If specified in the work task Risk Assessment and Method Statement (RAMS)

**Note 4.2.1:** Employees who wear prescription glasses will wear safety glasses that incorporate their prescription into the lens or will wear protection over their prescription glasses. Prescription safety glasses will comply with the requirements stated above for safety glasses.

The following requirements apply to the use of **Safety Goggles**:

- Will be worn when protection is required:
  - From flying particles including sparks
  - When handling chemicals (including sampling); and/or
  - If specified in the work task Risk Assessment and Method Statement (RAMS)
- Specific requirements for safety goggles are:
  - Manufactured from soft, pliable vinyl plastic (including impact resistance where required)
  - Provision of ventilation ports for defogging, and
  - An adjustable headband

The following requirements apply to the use of **Face Shields**:

- Be worn when protection is required from:
  - Flying objects including sparks (i.e., welding and grinding)
  - Hazardous materials (e.g., toxic, corrosive, etc.); and/or
  - If specified in the work task Risk Assessment and Method Statement (RAMS)

**Note 4.2.2:** When handling chemicals or working on equipment that may contain trapped pressure, safety goggles and face shield should be worn to provide the wearer with additional protection.

## 4.3 SAFETY FOOTWEAR

The following minimum requirements apply to **Safety Boots** and/or **Safety Shoes**:

- Safety toed puncture protection (i.e., steel, or composite toe protection)
- High rated anti-slip soles
- Sole material and tread suitable for the working surfaces and environmental conditions; and
- Oil and chemical resistance

**Note 4.3.1:** Personnel involved in work:

- Near electrical equipment will wear non-conductive safety footwear that protects the toes and top of the feet; and
- With a risk of exposure to sharp objects (e.g., nails) will wear footwear with a suitable mid sole plate

Safety footwear will be worn and maintained in accordance with the following minimum requirements:

- Shoes and boots with laces, will be laced (e.g., to the top) to provide the full protection, including:
  - Support for the foot and ankle
  - Protection from harmful objects entering the boot; and
  - Prevention from tripping hazards
- Footwear will be inspected before/after each use and will be replaced if there are:
  - Any cracks in the sole
  - Breaks (splits) in the leather
  - Exposed toecaps; or
  - Other signs of damage that reduces the protective qualities of the footwear

**Note 4.3.2:** Where conditions demand, safety footwear will be a safety boot that offers protection for the ankle.

#### 4.4 HAND PROTECTION

The following minimum requirements apply to **Hand Protection**:

- When selecting gloves, consideration will be given to the potential hazards associated with the material or equipment being handled:
  - Select the glove size, style, material, thickness, and design to provide the best protection, (e.g., impact resistant, chemical resistant, etc.); and
  - For tasks that do not involve potential contact with hazardous materials, leather gloves will be used
- Gloves will fit correctly, be maintained in a good condition, checked regularly, and discarded if worn or damaged
- The following types of gloves will be worn when performing tasks that involve:
  - Handling objects with sharp edges or pulling wire rope: **Cut Resistant or Equivalent**
  - A potential exposure to pinch points or rotating parts: **Impact Resistant**
  - Handling chemicals, (e.g., oils, caustic soda, etc.): **Chemical Resistant**
  - Welding or gas cutting operations: **Welding Gloves (e.g., Leather Gauntlets)**
  - Working in the proximity of energised electrical equipment: **Electrical Rated Gloves**

**Note: 3.9.1:** Electrical protective gloves will be replaced if they are torn, cut, or punctured, have an object embedded in the rubber, or if texture changes are evident (e.g., softening, hardening, swelling, stickiness, or loss of elasticity). Some classes of electrical insulating gloves require periodic testing and certain types of electrical insulating gloves have an expiry date.
- Multi-use gloves may be required when a job hazard assessment indicates more than one hazard exists for the task

#### 4.5 HEARING PROTECTION

The following minimum requirements apply to **Hearing Protection**:

- Hearing protection is required while performing work with a potential exposure to noise levels exceeding:
  - 85 dBA for an eight-hour shift; and/or
  - 82 dBA for a twelve-hour shift
- Double hearing protection (e.g., ear defenders and ear plugs) is required while performing work with a potential exposure to noise levels exceeding 95 dBA
- Hearing protection will include:

- Ear defenders (including those attached to a safety helmet); and
- Ear plugs
- The minimum acceptable requirements are:
  - Must be corrosion free and able to withstand extreme temperatures
  - Ear plugs must fit properly and remain correctly seated to provide actual noise reduction
  - Disposable ear plugs are designed for one use only and should be disposed of after use
  - Re-usable ear plugs should be cleaned prior to each use
- Ear defenders must:
  - Fit properly (e.g., seal must not be compromised by hair or the frames of glasses); and
  - Pads must be replaceable and be made of soft material

#### 4.6 RESPIRATORY PROTECTION

The following minimum requirements apply to **Respiratory Protection Equipment (RPE)**:

- Respiratory protection will be worn in all work environments where respiratory hazards are present, including:
  - Oxygen deficient atmospheres (e.g., below 19.5% oxygen)
  - Atmospheres containing airborne contaminants:
    - Solid particles or liquid particles (e.g., toxic or corrosive)
    - Gases and/or vapours (e.g., toxic or corrosive)
    - Fumes, dusts, or mists that could:
      - Pose an Immediate Danger to Life or Health (IDLH); or
      - Interfere with a person's ability to escape
- Two types of respirators are available for use, dependent upon the atmospheric hazards:
  - **Filtration** (i.e., Air Purifying Respirators):
    - Must not be used in an oxygen deficient atmosphere or flammable atmosphere
    - Range in type from:
      - Simple disposal dust mask; to
      - Half-face mask; to
      - High-performance full-face mask with filters suitable for organic vapor, acid gas and/or particulates
    - These respirators are only designed to protect against low concentrations of toxic substances

**Note 4.6.1:** If there is doubt about the level of protection required, select the higher level of protection (e.g., supplied air respirator).
  - **Supplied Air Respirator:**
    - Provide fresh breathing air from an uncontaminated supply source and will be used when:
      - The level of airborne contaminants is beyond the filtration capability of a respirator; or
      - There is an oxygen deficiency (below 19.5% oxygen level)

**Note 3.11.2:** Supplied Air Respirators must not be used in a flammable atmosphere.
  - There are two types of supplied air respirators:
    - Supplied Air-Line Masks / Hoods

- Self-Contained Breathing Apparatus (SCBA)
- Those required to wear respiratory protection in an oxygen deficient or potentially toxic atmosphere must:
  - Be clean shaven (i.e., to ensure there is an adequate seal between the face mask and face; and
  - Undergo both a:
    - Medical fitness examination; and
    - Respirator fit test (either qualitative or quantitative)

## 5. PPE INSPECTION & MAINTENANCE

The following minimum requirements to **PPE Inspection and Maintenance**:

- PPE will be inspected by the wearer immediately prior to, and after, use
  - PPE inspections will be:
    - Appropriate to the type of equipment being used; and
    - Performed to confirm that the equipment is fit for purpose and/or continued use
  - PPE will be maintained in accordance with manufacturers' recommendations
  - Where required by applicable legal obligations or other requirements PPE maintenance, including repairs, will be performed by Competent Personnel; and
- Note 5.1:** If there is a legal requirement to do so (e.g., respiratory protection and fall protection equipment) inspections and tests will be performed by Competent Personnel.
- PPE that is damaged (e.g., worn, torn, deformed, cracked, perished, etc.) to an extent that may compromise the integrity and effectiveness of the equipment, it will be replaced; and
  - Records of PPE maintenance and repair will be retained, as appropriate to the type of inspection and maintenance performed:
    - Maintenance Performed (Wearer): **No** requirement to formally document.
    - Maintenance and Repairs (Qualified Inspector/Service Engineer): **Formal** record retained