



1. Scope and Objectives

Aurora as your employer has a responsibility to provide and maintain, as far as practicable, a safe working environment, under the Occupational Safety and Health Act 2020. This is called the employer's 'duty of care' and it applies regardless of the terms or type of your employment and includes casual workers.

The employer's 'duty of care' includes protecting you from both physical hazards (for example, slippery floors, heavy loads, unguarded machinery and hazardous substances) and 'psychosocial' workplace hazards (for example, workplace bullying, violence and aggression).

Employees' have a duty of care to themselves and others, and to immediately report hazards.

2. Applicability

This procedure applies to:

- 2.1. A3D personnel
- 2.2. Visitors

3. Policy

3.1. Aurora's 'duty of care' means that we must, as far as practicable:

- 3.1.1. provide and maintain workplaces, plant and systems of work so that you and other workers are not exposed to hazards;
- 3.1.2. provide information about the hazards and risks from your job;
- 3.1.3. where it is not practicable to avoid the presence of hazards, provide adequate personal protective clothing and equipment without any cost to you;
- 3.1.4. ensure your safety and health in relation to plant and hazardous substances at the workplace so you are not exposed to hazards.

3.2. Where it is not practicable to avoid the presence of hazards, Aurora has a duty to provide adequate personal protective clothing and equipment (PPE) without any cost to you. This applies whether you are an employee at the workplace or a labour hire employee.

3.3. Examples of PPE are:

- 3.3.1. gloves;
- 3.3.2. safety boots;
- 3.3.3. aprons;



- 3.3.4. dust masks; and
 - 3.3.5. safety glasses.
- 3.4. If you require PPE different to what is being provided by Aurora, for example prescription safety glasses instead of over glasses or brand name safety boots, consult your immediate supervisor about who will pay the difference in cost.
- 3.5. Where Aurora has provided you with PPE, we must inform you on:
- 3.5.1. when it is to be used;
 - 3.5.2. how it is to be used; and
 - 3.5.3. how to maintain it.
- 3.6. Where Aurora has directed you to use PPE, you must:
- 3.6.1. use the PPE according to our directed instructions – ask for assistance if you do not understand;
 - 3.6.2. not misuse or damage the PPE; and
 - 3.6.3. when you notice the PPE is damaged, not working or dirty, report this to the appropriate person (i.e. Supervisor).
- 3.7. PPE is often used in conjunction with other control measures and should not be the only way of controlling a hazard. Ask your supervisor if you are not clear about all the controls in place to eliminate or minimise a hazard.

Activity / Area	REQUIRED PPE										Respirator
	Safety Glasses	Gloves	Face Shield AND / OR Welding Mask	Dust Mask (for nuisance dust and particles)	Anti-Static Footwear / OR Anti-Static Band	Footwear Steel Toed	Rubber Floor Mat/ Anti-static Mat	Long Pants	Long Sleeves	Hearing Protection	
Grinding / Cutting Metal	X	X		X		X		X	X	X	
Filing Metal	X	X				X		X	X		
Lifting Metal Panels / Sheets	X	X				X		X	X		
Electrical	X	X			X	X	X	X	X		
Welding	X	X	X			X		X	X		X
Forklifting	X					X		X	X	X	
Operating 3D Metal Printer	X	X		X	X	X		X	X		X
Cutting Cable / Hoses	X	X				X		X	X		
Drilling	X	X				X		X	X		
Materials Handling (metal powders)	X	X		X	X	X	X	X	X		X
Workshop General	X					X		X	X		
Proper Fitting Impact/Cut Resistant Gloves Welding gloves											
Administration	Hazard identification or risk assessment will determine PPE required in the admin area										