



BA-PHALABORWA MUNICIPALITY

PERSONAL PROTECTIVE EQUIPMENT POLICY

Revision History

Revision	Date	Author	Reason for change
			Review

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1. PREAMBLE

Employers are required in terms of the Occupational Health and Safety Act, 85 of 1993 to create an environment that is hazard free, healthy and safe for the employees to work in. In terms of the same Act, employers have a responsibility to conduct risk assessments and put the findings on a matrix and manage them accordingly for the welfare of the employees. It is for that reason that Ba-Phalaborwa Municipality has adopted a responsibility to provide for Personal Protective Equipment for its employees with the view to creating a healthy working environment.

2. LEGISLATIVE FRAMEWORK

- 2.1 The Constitution of South Africa 108 of 1996 as amended
- 2.2 The Basic Conditions of Employment Act 75 of 1997 as amended
- 2.3 The Labour Relations Act 65 of 1995 as amended
- 2.4 The Occupational Health and Safety Act, 85 of 1993 and Regulations as amended
- 2.5 Compensation for Occupational Injuries and Diseases Act 130/1993 as amended
- 2.6 South African Bureau of Standards Act 29 of 1993 as amended

3. DEFINITIONS AND ABBREVIATIONS

- 3.1. **Danger:** Anything that may cause injury or damage to persons or property
- 3.2. **Hazard:** A source of or exposure to danger.
- 3.3. **Job:** A combination of different tasks.
- 3.4. **Employer:** A person designated as the employer in terms of the Occupational Health and Safety Act.
- 3.5. **Operating:** Means switching, linking, safety testing and earthing.
- 3.6. **Risk:** The probability that injury or damage will occur.
- 3.7. **Risk assessment:** An assessment of the probability that injury or Damage will occur.

- 3.8 **Task:** A single execution of a certain act.
- 3.9 **Personal Protective Equipment :** Specialized Clothing or equipment worn by employees for protection against health and safety hazards. Personal Protective equipment is designed to protect many parts of the body, i.e, eyes, head, face, hands, feet and ears.

ABBREVIATIONS

- 3.10. **PPE:** Personal Protective Equipment.
- 3.11. **OHS Act:** The Occupational Health and Safety Act, Act 85 of 1993.
- 3.12. **SABS:** South African Bureau of Standards
- 3.13. **SHE Rep:** Safety Health Environment Representative
- 3.14. **OHS Officer:** Occupational Health and Safety Officer
- 3.15 **COIDA:** Compensation for Occupational injuries and Diseases Act

4. OBJECTIVES

- 4.1. To ensure that all employees entitled, are provided with Personal Protective Equipment that are compliant with Health and Safety of all employees in terms of Occupational Health and Safety Act.
- 4.2. To ensure that employees perform their duties in a safe and healthy environment that is free from health hazards.
- 4.3. To set standard on personal protective equipment as to who must wear what, where and when.
- 4.4. To comply with the Risk Assessment and ensure that is always updated if there are emergency needs.
- 4.5. To create a sense of identity within BPM as well as to assist those employees where the work environment tends to damage their clothes.

5. SCOPE AND APPLICATION

This policy is applicable to ALL employees whose job or functions require them to be in PPE on a full time basis. The policy also cover employees who are also required in terms of their duties to use protective equipment on adhoc basis.

6. GENERAL DUTIES OF COUNCIL TOWARDS ITS EMPLOYEES

- 6.1. The Council will first assess or evaluates the risks and document the risk attached to all work being done.
- 6.2. Reduce the risks at workplace.
- 6.3. The Council will provide protective equipment to minimize exposure of employees to hazard.
- 6.4. The council will enforce at all times the use of protective equipment.
- 6.5. The Council shall identify employees who qualify to wear protective equipment.
- 6.6. Shall ensure that no worker or official is allowed at the work place without the correct personal protecting equipment and/or uniform.

7. GENERAL DUTIES OF EMPLOYEES AT WORK

- 7.1 The employees must be aware of and understand all hazards and risks associated with their job and work areas.
- 7.2 Co-operate with the employer to ensure that the requirements as set out in the OHS ACT and Regulations are fulfilled.
- 7.3 Maintain each item provided to them and keep it clean and hygienic and in a good state of repair
- 7.4 Be reasonable or considering his/her personal protective clothing and this shall not be carried out during working hours
- 7.5 Must be treated in the proper use, care, maintenance and limitations of PPE
- 7.6 They must wear protective equipment at all times.

8. PROCEDURE ON PURCHASING AND ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS

8.1. PROCESS TO PURCHASE PERSONAL PROTECTIVE EQUIPMENTS

- 8.1.1. The budget for the Personal Protective Equipments for all departments shall rest with the Department of Corporate Services in the vote allocated to the Human Resources division. The budget shall also cater for new appointments.
- 8.1.2. A survey of each task will be done and the minimum required Personal Protective equipment will be determined. The outcome of the survey will form a matrix that will make it easy to determine what the various job categories should be issued with.
- 8.1.3. All Personal Protective Equipment purchased shall be in accordance with the SABS, approved quality standards, the ISO 9000 Quality

Management series and Municipal Specification on Personal Protective Equipment.

- 8.1.4. Directorates shall submit their Personal Protective Equipment needs to the Occupational Health and Safety Officer, who shall consolidate and send to the Service Provider **on or before the 30th March** of each year.
- 8.1.5. The Service Provider shall purchase and deliver the Personal Protective Equipments on the first quarter of each year.
- 8.1.6. Gender-specific requirements shall be taken into consideration when conducting any PPE needs assessment and when purchasing the required items.

8.2. ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS

- 8.2.1. Personal Protective Equipment shall be issued in accordance with the PPE matrix compiled by the OHS Officer, Divisional OHS Committee and responsible manager.
- 8.2.2. A maximum of **three** per set of PPE, shall be issued to employees who are expected to be on fully uniform on a daily basis as per the PPE list identified, whereas where necessary, one item will be issued to employees whose job requires PPE on an ad-hoc basis.
- 8.2.3. A record shall be kept of the issue of all PPE to persons, and other specialized equipment.
- 8.2.4. No worker is allowed at the workplace without the correct Personal protective equipment.
- 8.2.5. The in-service training learners be issued with a full set of PPE depending on the section that they are placed.
- 8.2.6. Council will not be responsible for the laundry or maintenance of employee's Personal Protective equipment.
- 8.2.7. The personal protective equipment provided to employees must be kept clean at all times.

8.3. ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS IN SPECIAL CIRCUMSTANCES

- 8.3.1. Employees who due to physical or ergonomic constraints are prevented from using appropriate protective equipment may be purchased specially manufactured equipment, provided that a written prescription that guides the required equipment from a specialist is submitted to the employer.
- 8.3.2. The employer shall be responsible for the expense attached to the diagnosis for the first occasion.
- 8.3.3. The employees' status shall be reviewed on a yearly basis to find if there is improvement on the condition of the employee, which expense shall be borne by the employer.
- 8.3.4. A maximum set of three PPE's shall be purchased for the employee with special needs.

9. MONITORING AND REVIEWS

9.1 The Council will regularly review and audit the contractors conducting Council activities for compliance to their own PPE standards and the Council's Health and Safety Specification

9.2 The Occupational Health and Safety Officer will be responsible for the monitoring of the use of protective equipment during routine inspections.

10. APPROVAL AND IMPLEMENTATION

The policy will be implemented upon approval by Council.



CONTROL OF ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS

Issuing quantities of personal protective equipment as follows:

POST	DESCRIPTION	QUANTITY	FREQUENCY
OFFICE OF THE MUNICIPAL MANAGER			
DISASTER CENTRE			
All disaster Staff	Golf shirts	3	Annually
	Denim Jeans/Flame resistant	3	Annually
	Safety shoes	1 pair	Annually
	Socks	4 Pairs	Annually
	Bush Hat	2	Annually
	Dri - Mac	1	Annually
	Gum Boots	1 Pair	Every3 years
	Rain coat	1	Every3 years
CORPORATE SERVICES DEPARTMENT			
ADMIN SECTION			
General workers - Male	Two-piece Overall	3 Pairs	Annually
	Safety Shoes	1 Pair	Annually
	Socks	4 Pairs	Annually
	Golf shirts	2	Annually
	Dri-Mac	1	Every 3 years
	Gum boots	1 Pair	Every 3 years
General workers - Female	Ladies Overall	3 Pairs	Annually
	Safety Shoes	1 Pair	Annually
	Socks	4 Pairs	Annually
	Dri-Mac	1	Every 3 years
	Gum boots	1 Pair	Every 3 years

Messengers	Dust Coats	3 Pairs	Annually
	Safety shoes	1 Pair	Annually
	Socks	4 Pairs	Annually
	Rain Coat	1	Every 3 years
	Dri-Mac	1	Every 3 years
Photo copier Operator	Dust Coats	3 pairs	Annually

HUMAN RESOURCES SECTION

Safety Officer	Two-Piece Overalls	3 Pairs	Annually
	Safety Shoe	1 Pair	Annually
	Golf Shirts	2	Annually
	Socks	4 Pairs	Annually
	Reflector Jacket	1 Pair	Annually
	Rain coat	1	Every 3 years
	Dri-Mac	1	Every 3 years
	Hard Hat	1	Every 3 years
	Gum boots	1 Pair	Every 3 years

COMMUNITY & SOCIAL SERVICES DEPARTMENT

LIBRARY SECTION

Dust coats 3 pairs per employee Annually

LICENSING SECTION

Examiner of Vehicles	Dust Coats	3 Pairs	Annually
	Safety shoes	1 Pair	Annually
	Socks	4 Pairs	Annually
	Bush Hat	2	Annually
	Dri - Mac	1	Every 3 years
	Rain coat	1	Every 3 years
	Hard Hat (Testing station)	1	Every 3 years

Examiners for Driver's licenses

Dust Coats	3 Pairs	Annually
Safety shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Bush Hat	2	Annually
Dri - Mac	1	Every 3 years
Rain coat	1	Every 3 years
Hard Hat (Testing station)	1	Every 3 years

Assistant Examiner	Two-Piece reflective Overall	3 Pairs	Annually
	Safety shoes	1 Pair	Annually
	Golf shirts	2	Annually
	Socks	4 Pairs	Annually
	Bush Hat	2	Annually
	Dri - Mac	1	Every 3 years
	Hard Hat (Testing station)	1	Every 3 years

ROAD MARKING SECTION

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf-shirts	2	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years

HEALTH SECTION

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years
Gumboots (Only Special duties)	1 Pair	Every 3 years

PARKS SECTION

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2	Annually

Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years
Gumboots (Only Special duties)	1 Pair	Every 3 years

TECHNICAL SERVICES DEPARTMENT

BUILDING SECTION

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years
Hard Hat	1	Every 3 years
Gumboots (Only Special duties)	1 Pair	Every 3 years

ROADS SECTION

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years
Gumboots (Only Special duties)	1 Pair	Every 3 years

ELECTRICAL SECTION

Two-piece Overall	3 Pairs	Annually
Safety Shoes E20300	1 Pair	Annually
Socks Flame resistant	4 Pairs	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri Mac	1	Every 3 years
Harness (only Special duties)	1	Every 3 years
Hard Hat	1	Every 3 years
Gumboots (Only Special duties)	1 Pair	Every 3 years

SWITCHGEAR SUITS 2 Pairs (to be procured once and kept at the electrical division store room and worn when necessary)

MECHANICAL WORKSHOP

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years
Hard Hat	1	Every 3 years
Gumboots (Only Special duties)	1 Pair	Every 3 years

FITTER & TURNER

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years
Gumboots	1 pair	Every 3 years

FISHERMAN SUITS 2 Pairs (To be procured once and kept in the store room. Only worn when necessary.)

WATER & SEWER SERVICES

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years
Gumboots	1 Pair	Every 3 years

Chemical Suits 2 pairs (to be procured and kept in the store room . Only worn when its necessary)

WASTE WATER WORKERS

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years
Gumboots	1	Every 3 years
Dust Coat (only Lab Plant operators)	2	Annually

PLANNING DEPARTMENT

Two-piece reflective Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2	Annually
Bush Hat	2	Annually
Rain coat	1	Every 3 years
Dri-Mac	1	Every 3 years

BUDGET & TREASURY

Store man, General Assistant, Meter Readers and Fleet manager

Two-piece Overall	3 Pairs	Annually
Safety Shoes	1 Pair	Annually
Socks	4 Pairs	Annually
Golf shirts	2 Pairs	Annually
Bush Hat	2	Annually
Rain coat	1 Pair	Every 3 years
Dri-Mac	1 Pair	Every 3 years

Assets, filling & Stock Takers

Two-piece overall	3 pairs	Annually
Safety Shoe	1 Pair	Annually
Socks	4 Pairs	Annually
Bush hat	2	Annually
Dri-mac	1	Annually

MPAC COMMITTEE
MPAC RESEARCHER

Two piece overall	1 pair	Annually
Safety shoe	1 pair	Annually
Safety socks	2 pairs	Annually
Golf shirts	1 Pairs	Annually
Bush Hat	1	Annually

Rain coat	1 Pair	Every 3 years
Dri-Mac	1 Pair	Every 3 years

ADHOC

Municipal Manager, Directors, Assistant Directors, Technicians, Legal advisor, Managers, IT Section and Technical Services Councillors employers visiting site (**only those who qualify to visit on the site as per the approval from the head of department**)

Two piece Overall	1 Pair	Annually
Safety Shoe	1 Pair	Annually
Socks	1 Pair	Annually
Golf shirts	1 Pair	Annually
Bush Hat	1 pair	Annually
Rain coat	1 Pair	Every 3 years
Dri-Mac	1 Pair	Every 3 years



CONTROL OF ISSUING OF PERSONAL PROTECTIVE EQUIPMENT

Department..... Employee Name:

WorksectionEmployee No:.....

THE OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 OF SECTION 8 (EVERY EMPLOYER SHALL PROVIDE AND MAINTAIN, AS FAR AS REASONABLY PRACTICABLE, A WORKING ENVIRONMENT THAT IS SAFE AND WITHOUT RISK TO THE HEALTH OF HIS EMPLOYEES.

THE EQUIPMENT ISSUED TO ME FOR THE PROTECTION OF DANGER

Item	Size	Date issued	Signature

I, the undersigned, agree that the importance of personal protective equipment was explained to me and that I am aware of when, where and how it must be worn. I accept that if I do not use it in terms of the PPE user matrix and GSR (2), I could be disciplined for non-compliance.

Signed: Date:

Employee

Signed: Date:

Supervisor

Signed: Date:

OHS Officer



PERSONAL PROTECTIVE EQUIPMENTS STANDARDS

The following documents contain provisions that, through reference in the text, constitute requirements of this standard. All standards and specifications are subject to revision and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent editions of the documents listed below.

Sr	CODE	DESCRIPTION: TYPES OF PPE
	SABS 397:1983,	<i>Safety helmets for industrial use and for firemen</i>
	SABS 416:1973,	<i>Chemical resistance gloves</i>
	SABS 434:1988,	<i>Boiler suits and work wear suits</i>
	SABS 492:1982,	<i>Protective and safety gumboots (4 parts), all made from rubber</i>
	SABS 549:1993	<i>intrinsically safety electrical apparatus</i>
	SABS 741:1995,	<i>Industrial boots (including safety boots) with direct vulcanized soles and heels</i>
	SABS 809:2000,	<i>Restraint belts</i>
	SABS 1068:1985,	<i>Coats and jackets (protective, unlined)</i>
	SABS 1114:1995,	<i>Industrial boots (including safety boots) with stuck-on pre-molded or Direct-injection-moulded soles and heels</i>
	SABS 1167:1995,	<i>Industrial shoes (including safety shoes) with stuck-on pre-molded or Direct-injection-moulded soles and heels</i>
	SABS 1168:1995,	<i>Industrial shoes (including safety shoes) with direct vulcanized soles and heels</i>
	SABS 1179:1977,	<i>Wet blue chrome-tanned hides</i>

SABS 1186:1978,	<i>Symbolic safety signs (Part 1 to Part 5)</i>
SABS 1220:1984,	<i>Rubber gloves for electrical purposes</i>
SABS 1228:1986,	<i>Abrasive resistant PVC gloves</i>
SABS 1276:1980,	<i>Protective suits for use when pesticides are handled</i>
SABS 1280:1980,	<i>Webbing</i>
SABS 1297:1986,	<i>Leather gloves</i>
SABS 1320:1980:Part 1,	<i>Injection-moulded gumboots</i>
SABS 1320:1981:part 2	<i>Dip moulded gumboots with pre-moulded stuck-on outer soles and heels</i>
SABS 1320:1983:Part 3,	<i>Injection-moulded PVC ankle boots for men</i>
SABS 1362:1995,	<i>Sewing threads</i>
SABS 1387:1983,Part 4,	<i>Cotton jeans and drill fabrics</i>
SABS 1387: 1983, Part 6,	<i>Denim fabrics</i>
SABS 1387:1983,Part 7,	<i>Jacket linings</i>
SABS 1400:1993	<i>Equipment (including oculars) for eye, face and neck protection against non-ionizing radiation arising during welding and similar operations - Welding helmets, hand shields, goggles and welding spectacles</i>
SABS 1404:1993	<i>Eye-protectors for industrial and non-industrial use</i>
SABS 1404:1980	<i>Industrial safety spectacles for general use</i>
SABS 1451:1988:Part 1	<i>Hearing protectors, ear-muffs</i>
SABS 1451:1988:Part 2	<i>Hearing protectors, ear-plugs</i>
SABS 1455:1988:Part 1	<i>Masks for particulates and gas</i>
SABS 1455:1988:Part 2	<i>Particulate respiratory filters</i>
SABS 1455:1988:Part 3	<i>Particulate filtering masks</i>
SABS 1455:1989:Part 4	<i>Gas and combination filters</i>
SABS 1515:1990,Part 1	<i>Flammable gas detecting and measuring instruments primarily for use in Mines</i>
SABS ISO 2000 series	<i>Quality management and quality assurance</i>

		<i>standards</i>
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Act / Code	Section / Regulation No
OHS Act 85 of 1993 Sections	8, 9, 11(4), 11(5), 11(6b), 12(4e), 12(5), 14.
OHS Act 85 of 1993 Regulations, General Safety Regulations, Hazardous Chemical Substances Regulations, Asbestos Regulations, Lead Regulations and the Environmental Regulations For Work Places.	GSR 3 (a) HCSR 11 AR 12, 17 LR 12 ERW 2 - 7