KOUGA local municipality
Good Governance through Service Excellence

REVIEWED: 03.12.2020
RECOMMENDED BY MAYCOM: 00.00.2020
APPROVED BY COUNCIL: 11/12/20
ITEM NO: 20/12/CORP12

PERSONAL PROTECTIVE EQUIPMENT POLICY

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1. PREAMBLE

1.1. 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 employees to work in.

1.2. In terms of the same Act, employers have a responsibility to conduct risk assessments and capture the findings on a matrix and manage them accordingly for the welfare of the employees.

1.3. It is for that reason that Kouga Local Municipality provides Personal Protective Equipment (PPE) for its employees with the view to creating a safe and 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

3.1 Danger: Anything that may cause injury to persons or damage to 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.

4. ABBREVIATIONS

4.1 PPE: Personal Protective Equipment.

4.2 OHS Act: The Occupational Health and Safety Act, Act 85 of 1993.

4.3 SABS: South African Bureau of Standards

4.4 SHE Rep: Safety Health Environment Representative

4.5 OHS Officer: Occupational Health and Safety Officer

4.6 COIDA: Compensation for Occupational injuries and Diseases Act

5. OBJECTIVES

5.1 To ensure that all employees who are entitled to PPE, are provided with such and that such PPE is compliant in terms of Occupational Health and Safety Act.

5.2 To ensure that employees perform their duties in a safe and healthy environment that is free from risks and health hazards.

5.3 To prescribe what Personal Protective Equipment (PPE) should be worn and utilised, when, where and how in terms of the inherent requirements of the job.

5.4 To comply with the Risk Assessment and ensure that it is always updated if there are emergency needs.

5.5 To create a sense of identity within the Municipality.

6. SCOPE AND APPLICATION

6.1 This policy is applicable to ALL employees whose jobs or functions require them to be in PPE.

6.2 The policy also covers employees who are required in terms of their duties to use protective equipment on an adhoc basis.

7. GENERAL DUTIES OF THE EMPLOYER

7.1 The municipality will first assess or evaluate the risks and document the risks attached to all work being done.

7.2 Reduce the risks in the workplace.

7.3 The municipality will provide protective equipment to minimize exposure of employees to hazards.

7.4 The municipality will always enforce the use of protective equipment.

7.5 The Municipality shall identify employees who qualify to wear protective equipment.

7.6 The municipality shall ensure that no employee is allowed to work without the correct personal protective equipment and/or uniform.

8. GENERAL DUTIES OF EMPLOYEES

8.1 Employees must be aware of and understand all hazards and risks associated with their job and work areas.

8.2 Co-operate with the employer to ensure that the requirements as set out in the OHS ACT and Regulations are fulfilled and comply with the PPE Policy

8.3 Properly care for, clean, maintain, and inspect PPE as required

8.4 Use PPE for work purposes only. Such PPE is prohibited from being used for private purposes

8.5 Properly wear PPE at all times

8.6 Attend required training sessions.

8.7 Inform the supervisor of the need to repair or replace PPE.

8.8 On the last day of employment, the employees must return all PPE.

8.9 Final leave payout to the employee will be withheld until all PPE is returned and signed off by the respective employee.

8.10 The value of items not returned will be deducted from the last leave payout due to the employee.

8.11 Employees who disregard and do not follow PPE policies and rules will face disciplinary action.

9. DUTIES OF THE OCCUPATIONAL HEALTH AND SAFETY OFFICER

9.1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE

9.2. Select and give input into purchasing of correct PPE

9.3. Review, update, and conduct PPE hazard assessments whenever

- A job changes
- New equipment is used
- There has been an accident
- A supervisor or employee requests it
- Or at least every year

9.4 Maintain records of hazard assessments

9.5 Providing ad-hoc informal training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.

9.6 Periodically re-evaluate the suitability of previously selected PPE

9.7 Review, update, and evaluate the overall effectiveness of PPE use, training, and policies

10. DUTIES OF SUPERVISORS

10.1 Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

10.1.1 Providing appropriate PPE and making it available to employees

10.1.2 Ensuring that employees are trained in the proper use, care, and cleaning of PPE.

10.1.3 Ensuring that employees properly use and maintain their PPE, and follow PPE policies and rules

10.1.4 Notifying management and the Safety person when new hazards are introduced or when processes are added or changed

10.1.5 Ensuring that defective or damaged PPE is immediately disposed of and replaced.

11. PROCESS TO PURCHASE PERSONAL PROTECTIVE EQUIPMENT

11.1 The budget for PPE shall rest with the respective department. As such each department will be responsible for the allocation and issuing of PPE.

11.2 A survey of each task will be conducted by the OHS Unit, and the minimum required Personal Protective Equipment will be determined. The outcome of the survey will result in the formulation of a matrix which documents the various job categories and the PPE associated and required by and for the respective job.

11.3 All PPE purchased shall be in accordance with the SABS approved quality standards, SANS standards, the ISO 9000 Quality Management series and Municipal Specifications on PPE.

11.4 Directorates shall submit their Personal Protective Equipment needs to the Occupational Health and Safety Unit, who shall consolidate and send to the appointed Service Provider annually and/or as and when needed.

11.5 The Service Provider shall supply and deliver the PPE as and when required by the respective user departments.

11.6 Gender-specific requirements shall be taken into consideration when conducting any PPE needs assessment and when purchasing the required items, provided that the PPE requirements in terms of the inherent requirements of the job, are not compromised

12. ISSUING OF PERSONAL PROTECTIVE EQUIPMENT

12.1 PPE shall be issued in accordance with the PPE matrix compiled by the OHS Unit, Divisional OHS Committee and responsible manager

12.2 A maximum of three items per type of PPE, shall be issued to employees who are expected to use PPE on a daily basis as per the PPE list identified for the

respective jobs. Where an employee's job requires PPE to be worn/used on an ad-hoc basis only 1 item per type, will be issued

12.3 A record shall be kept by the respective department of the issue of all PPE and other specialized equipment, to its employees.

12.4 No employee will be allowed to work without the correct personal protective equipment.

12.5 Interns, trainees, learners and apprentices must be issued with a full set of PPE based on the inherent requirements of the training and job requirements

12.6 The Municipality will not be responsible for the laundry, maintenance and care of an employee's PPE.

12.7 PPE provided to employees must be kept clean at all times.

13. ISSUING OF PERSONAL PROTECTIVE EQUIPMENT IN SPECIAL CIRCUMSTANCES

13.1 Employees who due to physical or ergonomic constraints are unable to use the appropriate protective equipment, may request specially manufactured equipment, provided that a written prescription/motivation that recommends the required equipment from a specialist, is submitted to the employer.

13.2 The employees' status shall be reviewed on an annual basis to find if there is improvement in the condition of the employee, which expense shall be borne by the employee.

13.3 A maximum set of three items per type of PPE shall be purchased for the employees with special needs.

14. BRANDING OF PPE

14.1 All overalls must be inclusive of Kouga Local Municipality branding to distinguish the Municipal Employees form ordinary citizens.

14.2 All branding on overalls must be specific, and include the following to distinguish departments and sections from each other:

14.2.1 Font, size, colour and formation must be the same;

14.2.2 There must be a clear identification at the back of the overall which must include Kouga Municipality, the relevant department, and the relevant section;

14.2.3 There must be a clear identification on the front left hand side of the overall which must include the Employee's name.

14.2.4 The communications unit will determine the specifications of the branding

15. TRAINING

15.1 Any employee required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed, by respective supervisors, who will maintain records thereof.

15.2 The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

15.3 After the training, the employees will be required to demonstrate that they understand how to use PPE properly, or they will be retrained.

15.4 Training of each employee will be documented using the Personal Protective Equipment Training Documentation Form and kept on file.

15.5 The form certifies that the employee has received and understood the required training on the specific PPE he/she will be using.

15.6 The PPE Training Quiz will be used to evaluate employees' understanding and will be kept in the employee training records.

16. CLEANING AND MAINTENANCE OF PPE

16.1 It is important that all PPE be kept clean and properly maintained.

16.2 Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use

16.3 Supervisors are responsible for ensuring that employees properly maintain their PPE in good condition.

16.4 Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

16.5 Defective or damaged PPE due to wear and tear will not be used and will be immediately discarded and replaced.

16.6 It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards

17. NON-COMPLIANCE WITH PPE POLICY

17.1 Overall jackets will be personalized with the employee's name. Selling, giving away or lending PPE to anyone is a disciplinary offence and will be dealt with in terms of the disciplinary code

17.2 The employee will be held responsible should any other person be in possession of his/her PPE

17.3 Should an employee, for whatever reason not have or no longer be in possession of the PPE that was issued, any subsequent issuance will be for the employee own account and the cost will be deducted from the employee's salary

17.4 Should an employee negligently damage his/her PPE, further issuance will be for the employees account and will be deducted from his/her salary

17.5 On leaving the employ of the municipality, all PPE must be returned. A reconciliation of PPE issued, and PPE returned, will be done. Any discrepancies will result in the value of non-returned items being deducted from the employee's final leave payout.

17.6 In order to qualify for a new issuance of PPE, the employee must return his/her old/used PPE, before being issued with new items. This excludes PPE that the employee paid for themselves.

17.7 PPE is the property of the municipality. As such old/used PPE may not be given, donated or sold to non-employees

17.8 Non-compliance with any of the above, will be regarded as a disciplinary offence

18. CONTRACT EMPLOYEES

18.1 Employee's appointed on a contract basis must sign for receipt of PPE.

18.2 All conditions as stipulated in the aforesaid clauses, are applicable to contract employees.

18.3 On the last day of expiry of the contract, the employees must return all PPE.

18.4 Final salary payment to the contract employee will be withheld until all PPE are returned and signed off by the respective employee.

18.5 The value of items not returned will be deducted from last payment due to the employee.

18.6 All Overall's that is returned by contract employees must be washed/deep cleaned, and then re-issued to new contract employees if the overall is still of good quality.

19. MONITORING AND REVIEW

19.1 The Municipality will regularly review and audit compliance of contractors and service providers appointed by the municipality with their own PPE standards and the Municipality's Health and Safety Specifications.

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

20. APPROVAL AND IMPLEMENTATION

20.1 The policy will be implemented upon approval by Council.

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ANNEXURE A

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.

CODE	DESCRIPTION: TYPES OF PPE	Employees applicable to
D59 SANS 434 Approved	2 Piece Overall	• General workers • Handyman • Artisan Assistants, • Artisans, Drivers, • Caretakers, • Operators
SABS 397:1983,	Safety helmets for industrial use and for firemen	• Firefighters
SABS Approved • CE EN ISO 20345 Approved	Safety Boots: Male	• General workers • Handyman • Artisan Assistants, • Artisans, • Drivers, • Caretakers, • Operators • Supervisors • Superintendents
CE EN ISO 20345 Approved	Safety Boots: Female	• General workers • Handyman • Artisan Assistants, • Artisans, • Drivers, • Caretakers, • Operators • Supervisors • Superintendents
BOS ISO 455:2016; SANS 434:2018;	DENIM WORKWEAR	• General workers • Handyman • Artisan Assistants,

EN ISO 13688:2013		• Artisans, • Drivers, • Caretakers, • Operators • Supervisors • Superintendents
SABS 549:1993	Mesch Helmet	• General Worker/Operators
SABS 741:1995,	Leg protectors	• General Worker/Operators
FFP1 NR EN 149 2001 A1 2009 SABS	Dust/Mist Respirator	• All Blue-Collar employees
FFP2 NR EN 149 2001 A1 2009 SABS	Active Carbon Respirator with Valve	• All Blue-Collar employees
SANS 50140 1998	Single Half Mask Box and Lid	• All Water & Sanitation section staff
SANS 50136 1998 EN 136 1998 CL1 SABS	Neoprene Rubber Direct Thread Full Face Mask	• All Water & Sanitation section staff
SABS 1220:1984,	NM Armor Red PVC dipped gloves work impact resistant TPR gloves	• General workers • Handyman • Artisan Assistants, • Artisans, • Drivers, • Caretakers, • Operators • Supervisors • Superintendents
SABS 1228:1986,	NM Armor Blue work gloves winter waterproof pvc gloves dipped	• General workers • Handyman • Artisan Assistants, • Artisans, • Drivers, • Caretakers, • Operators • Supervisors • Superintendents

SABS 1297:1986,	Protective Gloves	• All Electrical and Mechanical Workshop staff
SABS 1320:1980: Part 1,	Chemical protective garment	• All Water & Sanitation section staff

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ANNEXURE B

	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**

C DU PLESSIS
MUNICIPAL MANAGER

11 December 2020
DATE