



MARULENG LOCAL MUNICIPALIT

2023/2024

PPE POLICY AND PROCEDURES

1. PREAMBLE

This Policy makes provision and procedures of Personal Protective Equipment to all employees of Maruleng Municipality.

2. SCOPE

- 2.1 The scope of this document is to standardize on needs assessment for personal protective equipment (PPE), the selection of PPE to be used and employee training and motivation in the issue, use, care and replacement of personal protective equipment throughout Maruleng Municipality.
- 2.2 Compliance with the contents of this standard is mandatory for all Maruleng Municipality employees including, office-bound staff, incident investigators and staff members or management required to make site visits.

3. AIM

The purposes of this standard are:

- 3.1 To comply with the Occupational Health and Safety Act No 85 of 1993.
- 3.2 To set a standard on personal protective equipment as to who must wear what, where and when. (Refer to annex C).
- 3.3 To create a sense of identity within Maruleng Municipality as well as to assist those employees where the work environment tends to damage their clothes.
- 3.4 All PPE subject to approval by Occupational Health and Safety Officer and/or Human Resource department.

4. POLICY

- 4.1 A survey of each task will be done and the minimum required Personal Protective Clothing will be determined. This study will form a matrix, which will make it easy to determine what the various job categories should be issued with.
- 4.2 Each employee will be issued with a full kit of Personal Protective Clothing of which the minimum requirement as stated in the Job Analysis is compulsory during the various tasks performed daily.
- 4.3 No worker is allowed at the workplace without the correct Personal Protective Equipment.

5. NORMATIVE REFERENCES

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 standards</i>

Act / Code	Sect/Reg/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 Workplaces.	GSR 3 (a) HCSR 11 AR 12, 17 LR 12 ERW 2 - 7

6. DEFINITIONS

- 6.1 **Danger:** Anything that may cause injury or damage to persons or property.
- 6.2 **Hazard:** A source of or exposure to danger.

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- 6.3 **Job:** A combination of different tasks.
- 6.4 **Line manager:** A person designated as the employer in terms of the Occupational Health and Safety Act.
- 6.5 **Operating:** Means switching, linking, safety testing and earthing.
- 6.6 **Risk:** The probability that injury or damage will occur.
- 6.7 **Risk assessment:** An assessment of the probability that injury or damage will occur.
- 6.8 **Task:** A single execution of a certain act.

7. ABBREVIATIONS

- 7.1 **PPE:** Personal Protective Equipment.
- 7.2 **OHS Act:** The Occupational Health and Safety Act, Act 85 of 1993.

8. RESPONSIBILITIES

8.1 Executive Managers & Divisional Heads

The designated employer or his/her delegate shall be responsible for ensuring that this standard is implemented and adhered to. Compliance with this standard will be monitored through the Risk Audit System (RAS) and cross-reference will be made between this standard and RAS.

Line Management support by Supervisory Staff and Safety Officer shall:

- a. Be responsible for conducting risk assessments in terms of the risk exposures, for all employees under his/her control.
- b. Be responsible for conducting PPE risk assessments as and when employees' job outputs change or reviewing the assessments at least once a year.
- c. Place the findings of the PPE risk assessment on a matrix and manage PPE needs accordingly.
- d. Send copies of all completed PPE matrices to the Safety Officer.

8.2 Supervisors

- a. Be responsible for the employees under their jurisdictions to ensure that they receive correct PPEs for all tasks within their divisions or groups.
- b. To identify the needs for PPEs for employees under their jurisdiction.
- c. Submit the specifications and PPE needs to their managers and or Safety Officer for approval.
- d. Enforce correct and full-time usage of the PPE's.

- e. Stop any employee to perform any task without the correct PPE's.
- f. Collect PPEs on behalf of the employees from stores or from the Safety Officer.
- g. Help employees for exchanging of PPE's when there is a need.

8.3 SHE representatives

- a. Review the effectiveness of PPE's in use.
- b. Report noncompliance of this policy to their supervisors, managers, and SHE Committee.
- c. Help for the enforcement of correct usage of PPE's.

8.4 Employees

Employees shall:

- a. Take reasonable care of their own health and safety (OHS Act 14).
- b. Co-operate with the employer to ensure that the requirements as set out in OHS Act and Regulations are fulfilled (OHS Act Section 14).
- c. Be trained in proper use, care, maintenance, and limitations of PPE.
- d. Maintain each item of personal protective equipment provided to them and keep it clean and hygienic and in a good state of repair.
- e. Direct queries regarding personal protective equipment's to line managers in the first instance and thereafter, to the OHS Officer.
- f. Be responsible for laundering his/her personal protective clothing; this shall not be carried out during working hours.
- g. Sign for PPE's issued to them and always wear them.

8.5 PPE Municipal Stores

- a. To receive and keep record of PPE's deliveries
- b. Verify or ensure that the quantity and the quality received is the same as the order or specifications issued to the supplier (the Safety Officer must be consulted for clarity)
- c. Dispense Divisions PPEs to the supervisors and or SHE representatives as and when there is a need.

8.6 Safety Officer

- a. Compile specifications for the PPE's required.
- b. keeps and obtain copy of records of PPEs from stores and Divisions.
- c. Advise the Municipality on the PPE'S needs.
- d. Enforce PPE's usage within Divisions.

- e. Stop operations that are without proper PPE's.

9. PROCEDURE

9.1 Purchasing of Personal Protective Equipment

All Personal Protective Equipment purchased shall be in accordance with the approved quality standards, the ISO 9000 Quality Management series, and Maruleng Municipality's Specification on Personal Protective Equipment.

9.2 Issue, use and replacement of Personal Protective Equipment

9.2.1 Issue of PPE

- a. Personal Protective Equipment shall be issued in accordance with the PPE matrix compiled by the Safety Officer and/or responsible Manager or Divisional Head, which must be in line with the corporate policy. (The matrix must have list of the PPE(s) required in accordance with the kind of operations within the municipality it is used to compile PPE specification)
- b. A record shall be kept of the issue of all PPE to persons, including sunblock and other specialized equipment.
- c. The physical condition of all PPE in use shall be inspected by the supervisor or his delegate, monthly. A record of the checks shall be filed in.
- d. A minimum of two issues of PPE (i.e. Two safety boots per financial year and a pair of two piece overalls per semester per financial year), where required, shall be made on an exchange base. However, thereafter the scale of issue shall be the decision of line management based on the issue and replacement criteria.

9.2.2 Replacement of PPE

- a. Replacements shall be on a fair wear and tear exchange system (i.e., old for new).
- b. Worn clothing shall be handed in before a replacement is issued. Old clothing handed in shall be disfigured or cut up to prevent further use or sale (i.e., worn or used for exchange).
- c. All personal protective equipment issues shall be free of charge. Where losses occur, disciplinary procedures shall be carried out, and prove off loss (**SAPS Case Nr**).
- d. All items of personal protective equipment shall be handed in on termination of an employee's service with Maruleng Municipality; these items shall remain Maruleng Municipality's property and responsibility. The Safety Officer and/or responsible Manager or Divisional manager shall monitor this process within the scope of the existing processes for the issue and replacement of PPE.

9.2.3 Special circumstances

- a. Personnel who cannot perform their duties due to physical or ergonomic constraints that prevent them from using appropriate protective equipment may be permitted to purchase specially manufactured equipment, provided that a written document from a specialist on such constraints is submitted to the employer.
- b. Where there are unique circumstances where additional PPE is required, the request shall be forwarded to the Safety Officer who will advise on the matter.
- c. Gender-specific requirements shall be taken into consideration when conducting any PPE needs assessment and when purchasing the required items.

9.2.4 **Personal protective equipment for identified critical tasks.**

The issue and use of specified personal protective equipment for all identified critical tasks are non-negotiable.

9.2.5 **Personal protective equipment for all identified occupational hygiene risks.**

The issue and use of specified personal protective equipment for all identified occupational hygiene risks are non-negotiable.

9.2.6 **Enforcement of the use of PPE**

In terms of Maruleng Municipality condition of service disciplinary action will be taken against employees who will fully abuse or disregard lawful instructions to wear PPE. The employee(s) not wearing the required PPE(s) will not to be allowed to work, be marked absent (be given a leave without pay) and will be issued with warning. Should employee commit the similar offence, the employer will then refer the matter to the disciplinary hearing.

9.2.7 **Section 23 OHS Act**

The employer shall not deduct the cost of PPE issued to an employee, from his/her wages/salary.

9.3 **Head protection – Hard hats**

9.3.1 **Hard hat shall be worn.**

- a. By all persons working or entering in an area where there is a danger of falling objects or flying particles.
- b. When operations are being carried out on the networks.
- c. In areas where the international symbolic sign is displayed (designated hard hat area).
- d. When so requested by the person in charge of a work site.
- e. In confined spaces where the risk of bumping the head exists.

- f. Where a risk assessment has identified a need for hard hats due to the hazard of head injuries.

Chin straps for hard hats shall be available and worn when working above ground level.

9.3.2 Issue

- a. Head protection bearing the SABS mark shall be issued to all persons required to perform work where the risk of sustaining a head injury exists.
- b. Hard hats used daily shall be replaced every 12 months.

9.3.3 Care and maintenance by the user

- a. Hard hats shall be kept clean and maintained in good condition.
- b. Hard hats shall be inspected for cracks and signs of impact and wear that may reduce the degree of safety originally provided, before use, by the user.
- c. Hard hats shall be inspected for prolonged exposure to ultraviolet (UV) radiation from sunlight or other sources, like welding and chemicals that can shorten the life expectancy of thermoplastic helmets.
- d. Particular attention shall be paid to the condition of the lining or cradle insert, as it plays an important part in absorbing the shock of a blow to the head.
- e. Hard hats shall not be painted or defaced in any manner whatsoever.
- f. Hard hat cradles and sweat bands shall be washed regularly using warm soapy water only and not solvents.
- g. Damaged hard hats shall be destroyed by the employee's supervisor.
- h. Before reissuing used helmets to other employees, the supervisor shall ensure they have been scrubbed and disinfected. Helmets shall be thoroughly rinsed with clean water and completely dried before use.

9.3.4 When wearing a hard hat, the wearer shall ensure that:

- a. The hard hat fits properly and that the lining or cradle is properly adjusted to fit the head.
- b. It is inspected and is not damaged in any way.
- c. The hat is clean.
- d. Nothing is worn under the hard hat except a balaclava without a pom-pom, as this prevents the hard hat from performing as intended.

9.4 Head protection – Soft hats

9.4.1 Soft hats shall be worn:

- a. By all persons exposed to the sun when working in an area where a hard hat is not required.

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- b. Where a risk assessment has identified a need for soft hats.
- c. This hat does not replace the **Safety Helmet**.

9.4.2 Issue

Approved soft hats and sun block shall be issued to all persons required to perform work where a risk of sustaining injury from exposure to UV rays from the sun exists.

9.4.3 Care and maintenance by the user

- a. Soft hats shall be kept clean and maintained in good condition.
- b. They shall not be defaced in any manner whatsoever.
- c. When dirty they shall be washed with warm soapy water by the user.
- d. When wearing a soft hat, the wearer shall ensure that:
 - It fits properly and is in good condition.
 - Exposed facial and neck areas not protected by the hat are protected by the application of an approved sunscreen product.

9.5 Hair protection

9.5.1 Hairnets

Hairnets shall be worn by employees with long hair or beards who work around rotating shafts, chains, belts, or other rotating machine parts.

9.5.2 Issue of hairnets

Hairnets shall be issued where a risk assessment has identified a need for its use.

9.6 Eye/face protection – Glasses, shields, goggles

9.6.1 Selection of impact-resistant eyewear

Factors that shall be considered in the selection of impact-resistant eyewear include:

- a. The level of protection afforded.
- b. The comfort with which they can be worn.
- c. The ease of repair.

9.6.2 Eye/face protection

Eye/face protection shall be worn:

- a. By all persons working in an area where a risk of eye or face injury exists.
- b. In an area where the international symbolic sign is displayed (designated eye/face protection area).

- c. Where a risk assessment has identified a need for eye or face protection.

Note: As a general rule, face shields should be worn over suitable basic eye protection. A variety of face shields protect the face and neck from flying particles, sprays of hazardous liquids, slashes of molten metals, and hot solutions. In addition, they provide antiglare protection where required.

9.6.3 Issue

- a. Relevant approved eye/face protection shall be issued to all persons required to perform work where the risk of sustaining injury to the eyes/face exists.
- b. The issue of all other eye/face protection, including prescriptive eye protection, will be subject to a risk assessment.
- c. Sunglasses shall be issued with a protection case or bag.

9.6.4 Care and maintenance by the user

- a. Eye and face protection shall be kept clean and maintained in good condition.
- b. When not in use, these items shall be stored in a manner to prevent any scratches or damage.

9.6.5 When using eye/face protection the wearer shall ensure that:

- a. It fits properly.
- b. The correct eye/face protection is used for the specific task being performed.
- c. It is clean and in a good condition.

9.7 Hearing protection

9.7.1 Hearing protection shall be used:

- a. Near mobile and portable machines that create an equivalent noise level in excess of 85 dB. Free-standing portable signs shall be displayed at a pre-determined radius around such machines to demarcate the noise zone.
- b. In an area where the international symbolic sign is displayed (designated hearing protection area).
- c. Where a risk assessment and a noise level survey have identified a need for hearing protection.

9.7.2 Issue

Approved, appropriate hearing protection, e.g. ear plugs and/or ear muffs, shall be issued to all persons required to perform work where the noise level exceeds 85 dB.

Ear plugs up to level of 100 dB there after earmuffs Variophones or similar types in special circumstances or combination.

Note: Ear protection must be a personal issue and not a general provision to prevent interchangeable use.

9.7.3 Care and maintenance by the user

- a. Hearing protection shall be kept clean and maintained in a good condition.
- b. When not in use, hearing protection items shall be stored in such a manner as to prevent the ingress of foreign matter.

9.7.4 When wearing hearing protection, the wearer shall ensure that:

- a. It fits properly.
- b. The correct hearing protection is used to reduce the noise level to an acceptable level.
- c. Disposable ear plugs are worn by one person only and disposed of when necessary.
- d. If he/she has an ear infection or discharge he/she reports, it to the supervisor immediately.

9.8 Overalls – Boiler suits

9.8.1 An overall shall be worn:

- a. By all persons performing work where the protection offered by the optional/alternative clothing is inadequate.
- b. By all persons performing work in construction and workshop environments.
- c. Where a risk has identified a need for overalls.

9.8.2 Issue

An overall shall be issued to staff that require this item of PPE to do their work in accordance with the risk identified (cotton / etc).

9.8.3 Care and maintenance by the user

- a. Overalls shall be kept clean and maintained in a good condition.
- b. They shall not be defaced in any manner whatsoever which includes alternations that may compromise safety.
- c. The washing of overalls shall be the responsibility of the employees concerned.

9.8.4 When wearing an overall the wearer shall ensure that:

- a. It fits properly, is clean and is in good condition.

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- b. The correct protective clothing is worn for the specific task being performed.
- c. It is worn in accordance with specification of the manufacturer.

9.9 **Jackets –and dust coats**

9.9.1 **Dust coats shall be worn:**

- a. Over a short-sleeved shirt when performing operations on the networks.
- b. Where a risk assessment has identified a need for dust coats to be worn.

9.9.2 **Issue**

A dust coat shall be issued to staff that require this item of PPE to do their work.

9.9.3 **Care and maintenance by the user**

- a. Dust coats shall be kept clean and maintained in good condition.
- b. They shall not be defaced in any manner whatsoever.

9.9.4 **When wearing a dust coat the wearer shall ensure that:**

- a. It is clean and is in a good condition and it fits properly.
- b. The correct protective clothing is worn for the task being performed.

9.10 **Jackets – Thermal jackets**

9.10.1 **Thermal jackets shall be worn.**

- a. In addition to a two-piece overall when working in cold weather below 6° C in the open air.
- b. Where a risk assessment has identified a need for a thermal jacket to be worn.

9.10.2 **Issue**

Thermal jackets shall be issued to all persons required to work in a dry bulb temperature of 6° C outside at anytime or less or as identified by a risk assessment.

9.10.3 **Care and maintenance by the user**

- a. Thermal jackets shall be kept clean and maintained in a good condition.
- b. They shall not be defaced in any manner whatsoever.

9.10.4 **When wearing a thermal jacket, the wearer shall ensure that:**

- a. It fits properly, is clean and is in good condition.
- b. The correct protective clothing is worn for the task being performed.

9.11 **Rain protection – Rain suits**

9.11.1 **Rain protection shall be worn:**

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- a. By all persons exposed to wet weather in the performance of their duties.
- b. Where a risk assessment has identified a need for rain protection.

9.11.2 Issue

Approved rainwear shall be issued to all persons exposed to wet weather in the performance of their duties. Rain suits shall not be worn for warmth.

9.12 Foot protection – Safety boots/shoes

9.12.1 Safety boots shall be worn.

- a. By all persons exposed to the possibility of injury to the feet in the performance of their duties (i.e., construction work, workshop environment).
- b. In an area where the international symbolic sign is displayed (designated foot protection area).
- c. Where a risk assessment has identified a need for foot protection.

9.12.2 Issue

Approved protective footwear shall be issued to all persons required to perform work where a risk of injury to the feet exists.

Note: Safety shoes may only be issued in those instances where a risk assessment has indicated the need for foot protection. Safety shoes may not be issued purely for general use.

9.12.3 Care and maintenance by the user

- a. The boots/shoes shall be kept clean and maintained in a good condition.
- b. Boots/shoes shall not be defaced in any manner whatsoever.
- c. When not in use, boots/shoes shall be stored in an approved manner.

9.12.4 When wearing foot protection, the wearer shall ensure that:

- a. It fits properly.
- b. It is in a good condition.
- c. The laces are securely tied.
- d. The correct footwear is worn for the specific task being performed, e.g. workshops.

9.13 Foot protection – Gumboots with steel toe cap

9.13.1 Gumboots shall be worn:

- a. By all persons exposed to muddy or wet conditions.
- b. In an area where the international symbolic sign is displayed (designated foot protection area).
- c. Where a risk assessment has identified a need for gumboots.

9.13.2 Issue

Approved gumboots shall be issued to all persons required to perform work where a risk to health or of injury to the feet exists.

9.13.3 Care and maintenance

- a. Gumboots shall be kept clean and maintained in a good condition.
- b. Gumboots shall not be defaced in any manner whatsoever.
- c. When not in use gumboots shall be stored or secured in an approved manner.

9.13.4 When wearing foot protection, the wearer shall ensure that:

- a. It fits properly.
- b. It is in good condition.
- c. The correct footwear is worn for the specific task being performed.

9.14 Hand protection – Gloves

9.14.1 Hand protection shall be worn:

- a. By all persons working on or with equipment where a risk of injury/infection to the hand or forearm exists.
- b. In an area where the international symbolic sign is displayed (designated hand protection area).
- c. Where a risk assessment has identified a need for hand protection the correct hand protection for the task shall be prescribed.

9.14.2 Issue

Approved hand protection shall be issued to all persons required to perform work where a risk of injury to the hands or forearms exists.

9.14.3 Care and maintenance

- a. All hand protection shall be cared for in accordance with the manufacturer's recommendation.
- b. All hand protection shall be kept clean and maintained in a good condition.

9.14.4 When wearing hand protection, the wearer shall ensure that:

- a. It fits properly and is in good condition.
- b. The correct hand or forearm protection is worn for the specific task being performed, that is to protect from physical damage and against cuts, scratches, skin diseases, etc.

9.15 Accessories – Tog bag

8.15.1 A tog bag shall be used:

For the storage and/or transportation of PPE.

9.15.2 **Issue**

An approved tog bag shall be issued to all persons issued with PPE.

9.15.3 **Care and maintenance**

- a. Tog bags shall be kept clean and maintained in a good condition.
- b. Tog bags shall not be defaced in any manner whatsoever.

9.15.4 **When issued with a tog bag the employee shall ensure that:**

- a. PPE not in use is stored neatly in the bag.
- b. The bag is always taken to the work site.
- c. The bag has a locking facility, which shall be used.
- d. The tog bag is used only for PPE.

9.16 **Special protection – Cold weather protection**

9.16.1 **Special protection**

- a. Woollen gloves.
- b. Balaclavas.

9.16.2 **Issue**

The issuing of cold weather protection shall be at the discretion of the Line Manager and in accordance with Environmental Regulation 2 of the Occupational Health and Safety Act.

9.17 **Body protection – Battery acid/alkali protection**

9.17.1 **An apron shall be worn:**

- a. By all persons working with batteries.
- b. In the case of lead acid batteries, an apron shall be worn by both the person doing the maintenance and his/her assistant. In the case of alkali batteries (NICAD), only one person can work on them at a time, because of the confined space so the use of an apron by an assistant is not necessary.

9.17.2 **Issue**

- a. Aprons shall be kept in the battery rooms for use during all battery maintenance operations.
- b. Two aprons shall be kept at lead acid battery sites.
- c. One apron shall be kept at alkali battery sites because only one person at a time can work on these batteries.

9.17.3 Care and maintenance

- a. The apron shall be kept clean.
- b. The apron shall be maintained in a good condition.
- c. The apron shall be washed in cold water when necessary to keep it clean.
- d. The apron shall be stored with the face shield and gloves in the battery room.
- e. If the apron becomes cut, damaged, or perished, it shall be replaced.

9.17.4 When using battery protection, ensure that:

- a. It fits properly.
- b. It is clean and in good condition.
- c. The correct body protection is used for the task being performed.

9.18 Hand protection – Battery acid/alkali protection

9.18.1 Acid/Alkali gloves shall be worn:

- a. By all persons working with batteries.
- b. In the case of lead acid batteries gloves shall be worn by both the person doing the maintenance and his/her assistant.
- c. In the case of alkali batteries (NICAD), only one person can work on them at a time, because of the confined space so the use of gloves by an assistant is not necessary.

9.18.2 Issue

- a. All battery rooms shall be issued with two pairs of gloves for lead acid battery rooms.
- b. One pair of gloves for alkali battery rooms. Only one person can work on alkali batteries at a time because of a lack of space.

9.18.3 Care and maintenance

- a. The gloves shall be kept clean.
- b. The gloves shall be maintained in good condition.
- c. The gloves shall be stored in the battery room together with the face shield and apron.

9.18.4 When using battery protection, the wearer shall ensure that:

- a. It fits properly.
- b. The correct hand and forearm protection is worn to protect against acid/alkali exposure/burn.

9.19 Face protection – Battery acid/alkali protection- chemshield face shield type.

9.19.1 Face protection shall be used:

- a. By all persons working with batteries.
- b. In the case of lead acid batteries, the protection shall be worn by both the person doing the maintenance and his/her assistant.
- c. On alkali batteries only one person can work on the battery at a time because of space constraints, therefore it is not necessary for an assistant to wear face protection.
- d. In the area where the international symbolic sign is displayed (designated face protection area).
- e. Where a risk assessment has identified a need for face protection.

9.19.2 Issue

- a. Relevant approved face protection shall be provided at each battery station site.
- b. Two sets shall be provided at lead acid battery sites.
- c. One set shall be provided at alkali battery sites (NICAD).

9.19.3 Care and maintenance

- a. Face protection shall be well maintained and kept in a good condition.
- b. Face protection shall be stored in the battery room so as to be easily located and clearly identifiable.
- c. When not in use, face protection shall be stored in such a manner as to prevent scratches or damage.

9.19.4 When using battery acid protection, the wearer shall ensure that:

- a. It fits properly.
- b. The correct battery face protection is used for the task being performed.
- c. Visibility through the face protection is in no way impaired.
- d. There is no damage to the fact protection (cracks, etc.).

9.20 Respirators (dust, gas and fumes, confined spaces, etc)

Respirators shall be worn by employees exposed to the risk of airborne health hazards in the workplace.

9.20.1 Issue

Proper selection will depend on the toxic substance encountered, conditions of exposure, individual human capabilities and equipment fit.

9.20.2 Care and maintenance

- a. Employees shall be trained in the proper use, care and limitations of respiratory equipment.
- b. Employees shall conduct daily equipment inspections before use.
- c. Before storing a respirator, the employee shall wash the device according to the manufacturer's instructions.
- d. Respirators shall be stored to protect them from dust, sunlight, heat, extreme cold, excessive moisture, and damaging chemicals.
- e. The maintenance programme shall incorporate the manufacturer's instructions.

9.21 Working suits

Any employee who is authorized to do medium voltage switching, must conduct the work after putting on the approved switching suit. The suit will be a personal issue and must, for hygienic reasons, not be shared between employees.

9.22 Safety gloves

All operational employees, who are authorized to work on live low voltage equipment, shall be issued one pair of electrical 3 in 1 rubber gloves with a rating of 1 000 V. The gloves will be a personal issue and must, for hygienic reasons, not be shared between employees.

3 in 1 rubber gloves must be exchanged in accordance to manufacturer's specification.

In addition to the electrical 3 in 1 rubber gloves, all employees shall be issued with one pair of pigskin gloves for protection against oil, tar and bitumen.

9.23 Safety harnesses with or without linesman belt

All employees who must work on heights shall be issued with a safety belt. This belt must be worn and always used during the execution of the work. All employees working on heights with the possibility of a vertical fall will be issued with a full body harness. SABS code must appear.

9.24 Sun protection lotion

When employees work in direct sunlight, protection lotion with a sun block factor of at least 15 must be available on the vehicle for application if needed, should protection factor not be +.

9.25 Self defence equipment

When employees work in areas known as high-risk areas, a canister of defence gas will be available on request. This canister must however be used in accordance with the guidelines set by the manufacturers. Only employees that have been trained in the correct use of the equipment by the supplier will be allowed to use it.

9.26 Reflective clothing

All employees who work on the street or in the vicinity of a street, must wear a reflective clothing. One reflective clothing will be issued to each employee. The reflective clothing will be a personal issue will not be shared between employees.

9.27 First aid kits

The first aid kits will be replenished by the Safety Officer to employees with a valid first-aid certificate.

9.28 Fire extinguishers

The vehicle will be supply with a fire extinguisher. The extinguishers shall be serviced annually by an approved agent or supplier, and inspected monthly by the driver and SHE Rep.

9.29 Personal hygiene

One piece of face soap and two pieces of washing soap shall be issued to each operational employee per month.

Two face towels shall be issued annually to each operational employee.


Three rolls Single ply toilet paper will be issued by the supervisor per month.

11. Monitoring and Evaluation

Corporate support services is the implementing agent of this policy and shall ensure that all officials comply with the provision thereof.

10. Policy review

The policy shall be reviewed as and when there is a need.

Resolution Number	SC05/05/2023
Version	01
Compiled by	Human Resources
Date approved	29/05/2023
Effective date	01/07/2023
Signature	

APPENDIXES

Annexure A

(Normative)

Issuing quantities for personal protective equipment

A1 Head protection

A1.1 Hard hats

- * One hard hat shall be issued to each person, needing head protection (hard hat).
- * If the hard hat is worn continuously in the sun; it shall be replaced every 12 months.

A1.2 Soft hats

- * One soft hat shall be issued to each person needing head protection, exchange basis.

A2 Eye/face protection

One set of relevant eye/face protection shall be issued to persons requiring eye/face protection for specific tasks.

A3 Hearing protection

The relevant hearing protection shall be issued to persons requiring hearing protection for specific tasks.

A4 Protective clothing

A4.1 Overalls

Two sets of Overalls per person shall be issued to each person needing per financial year. The sets can be made up of different combinations. Different colours per divisions and different design.

A4.2 Dust coat

One dust coat shall be issued to operating staff as and when required.

A4.3 Thermal jacket

One thermal jacket shall be issued as and when required to any employee required to work in cold weather.

A4.4 Rain protection

One rain suit shall be issued to any employee who is required to work in rainy conditions. The two items (rain jacket and pants) shall be issued as one.

A5 Foot protection

A5.1 Safety boots/shoes

NS

Two pairs of either safety boots/shoes shall be issued to each person needing foot protection per financial year.

A5.2 Gumboots with steel tone cap

One pair of gumboots shall be issued to any employee who is required to work in wet and muddy conditions.

A6 Hand protection

A6.1 Gloves

One pair of the relevant gloves shall be issued to any person requiring hand protection for a specific task.

A7 Accessories

A7.1 Tog bag

One tog bag shall be issued to staff that require PPE to do their work so that they may keep their PPE in one place and take it with them to their work site.

A8 Breathing apparatus

A8.1 Respirators

The relevant respirators shall be issued to persons requiring breathing apparatus for specific tasks.

Annexure B

(Normative)

Control of issue and replacements of personal protective equipment

Department: **Employee Name:**

Division:.....

Occupation:..... **Unique No.:**

Item	Size	Date Issued	Signature	Date issued	Signature	Date issued	Signature	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:

Witness

Annexure C

(PPE issue)

EMPLOYEE NAME:								Division:		
CONDITIONS OF ISSUE										
<p>1. PPE will be issued at the expense of the Company.</p> <p>2. PPE remains the property of the Company and must be handed back on termination of service.</p> <p>3. Loss or wilful damage to PPE may result in disciplinary action being taken against the employee after an investigation.</p> <p>4. I will immediately report if PPE issued to me is lost or damaged.</p> <p>5. I will wear/use PPE issued to me where and whenever required to do so.</p> <p>6. Where relevant PPE may not be removed from the Company premises.</p> <p>7. I understand that it is a legal requirement to wear PPE and that refusal to do so can lead to disciplinary procedures being instituted.</p> <p>8. I have received comprehensive training on the use and limitations of PPE that was issued to me.</p>										
<p>I understand and accept all the conditions of issue above.</p> <p>EMPLOYEE'S SIGNATURE: _____</p> <p>DATE: _____</p>										
										
Overall	2-Piece Suit Pants	2 Piece Suit Top	Dust Coat	Apron	Hard Hat	Gum Boots	Safety Shoes	Gloves	Safety Goggles	Face Shield
								Other Unspecified PPE Required		
Self-Cont. Respirator	Respirator	Dust Mask	Hearing Protection	Safety Belt	Thermal Suit	Thermal Jacket	Welding Hood			
SUPERVISOR'S NAME:				SUPERVISOR'S SIGNATURE:				DATE:		