



## Overstrand Municipality

### PERSONAL PROTECTIVE EQUIPMENT POLICY

## 1. PREAMBLE

Employers are required in terms of the Occupational Health and Safety Act, 85 of 1993 to provide an environment that is safe, healthy and hazard free, for the employees to work in. It is for that reason that Overstrand Municipality has adopted a responsibility to provide for Personal Protective Equipment for its employees with the view to creating a healthy and safe 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** 66 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)

## 3. OBJECTIVE

- 3.1 To ensure that all employees entitled, are provided with Personal Protective Equipment that is compliant with Health and Safety Requirements of all employees in terms of the Occupational Health and Safety Act and Regulations.
- 3.2 To ensure that employees perform their duties in a safe and healthy environment that is free from hazards.
- 3.3 To set standards with regard to personal protective equipment as to who must wear and use what, where and when.
- 3.4 To take steps to reduce the risk as much as is practicable possible and to provide free of charge and maintain in a good and clean condition such safety equipment as may be necessary to ensure that any person exposed to any unsafe condition at the workplace is always safe to work in that condition or situation.
- 3.5 To create a sense of responsibility within Overstrand Municipality as well as to assist employees where the work environment may damage their PPE.

## 4. DEFINITIONS

- 4.1 **Danger:** Anything that may cause injury or damage to persons or property
- 4.2 **Hazard:** A source of or exposure to danger.
- 4.3 **Job:** A combination of different tasks.
- 4.4 **Employer:** A person designated as the employer in terms of section 1 the Occupational Health and Safety Act.
- 4.5 **Risk:** The probability that injury or damage will occur.
- 4.6 **Risk assessment:** An assessment of the probability that injury or damage will occur.
- 4.7 **Task:** A usually assigned piece of work to be finished / completed at a certain time.
- 4.8 **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.

**5. POLICY GUIDELINE.**

5.1 All issues may only be done in terms of this policy of the schedules as approved by the Overstrand Safety Committee and the approval of the relevant Manager (Section 16(2) delegated in terms of Act 85 of 1993).

**Definition: Issue** – means personal safety equipment/protective clothing as well as other clothing and uniforms not compulsory by law.

5.2 Additions, reductions or changes to the schedules must be motivated by the relevant Manager in writing to the Municipal Manager or his assignee.

5.3 Occupational Health and Safety Officer is responsible to maintain the official schedules mentioned in (3.1) above.

5.4 Each department must keep proper record of all issues to each employee and these records must be open for audit and inspection by the office of the Internal Auditor and/or the Occupational Health and Safety Section.

**6. Wear and use of issues.**

Employees are compelled to wear and use the relevant issues. Failure to do so may lead to disciplinary action. Departmental Heads are responsible as stipulated in Section 16(2) of Act 85 of 1993. Supervisors, Occupational Health Safety Officers and safety representatives will continuously check on employees and report deviations to the relevant Manager and the Municipal Manager. No employee may use or wear issues in his/her private time or for private use.

**7. Budget.**

Managers must budget as necessary.

**8. Purchases.**

Purchases and issues must be controlled by each Manager or his assignee as well as by the Storekeeper in accordance to points (5.1) and (5.4).

**9. Cleaning.**

Cleaning, washing and ironing of issues is the responsibility of the employee. Abnormal circumstances can be referred to the Municipal Manager or his assignee for consideration.

**10. Ownership.**

**All issues issued for a specific cycle remain the property of the Council during that cycle.** All issues of equipment remain the property of the Council and must be marked in such a way that the date of issue can be determined.

When an item is replaced, such item, when replaced, will be taken in and subsequently destroyed.

11. **Undertaking in writing.**

All employees must undertake in writing to wear and use all issues, before an issue can take place.

12. **Termination of service.**

When an employee leaves the Council's service, Managers must see to the return or retaining of issues issued for a specific cycle as well as recovering of outstanding monies in collaboration with the Human Resources Department.

13. **Induction training.**

All new employees must be properly informed of this policy and the contents thereof, and must sign to acknowledge receipt of a copy. This policy is therefore a part of each employee's service contract and where necessary specific conditions in this regard must be additionally included in the letter of appointment.

14. **Frequency/terms of issue:**

**Issues of overalls will be made annually according to schedules.** Other issues are based on the principle of as and when needed and will therefore only be replaced when worn out. This schedule serves as determination of which equipment and clothing must be issued; the quantities that must be issued as well as the minimum life expectancy of the items issued. Proof that the items are worn out or the returning of worn out items, is compulsory before a new issue can/may be made.

15. **Responsibility for issues:**

Employees who negligently loose or damage their issues will be held responsible, once such negligence is proven via due processes.

16. **Disregarding of policy conditions:**

Disregarding of the policy conditions will be dealt with in accordance to the existing disciplinary procedures of the Council.

17. **ABBREVIATIONS**

17.1 **PPE:** Personal Protective Equipment.

17.2 **OHS Act:** The Occupational Health and Safety Act.

17.3 **COIDA:** Compensation for Occupational injuries and Diseases Act.

17.4 **BCEA:** Basic Conditions of Employment Act.

18. **SCOPE AND APPLICATION**

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

## 19. GENERAL DUTIES OF THE EMPLOYER TOWARDS ITS EMPLOYEES

- 19.1 Overstrand Municipality will first assess or evaluate the risks and document the risk attached to all work being done.
- 19.2 Overstrand Municipality will provide PPE to assist mitigating the risk of exposing employees to a hazardous environment
- 19.3 Overstrand Municipality will enforce at all times the use of PPE.
- 19.4 Overstrand Municipality shall identify employees who qualify to wear PPE.
- 19.5 Overstrand Municipality shall ensure that no worker and official, including Contractors, are allowed to perform any work without the correct PPE.

## 20. GENERAL DUTIES OF EMPLOYEES AT WORK

- 20.1 Employees must be aware of and understand all hazards and risks associated with their jobs and work areas.
- 20.2 Co-operate with the employer to ensure that the requirements as set out in the OHSACT and Regulations are complied with.
- 20.3 Maintain each item issued to them and keep it clean and hygienic and in a good state of repair, of which cleaning material are provided by the employer.
- 20.4 Must be trained in the proper use, care, maintenance and limitations of PPE. Employees must wear and use PPE at all times when required.

## 21. PROCEDURE ON PURCHASING AND ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS

### 21.1 PROCESS TO PURCHASE PERSONAL PROTECTIVE EQUIPMENTS

- 21.1.1 The budget for Personal Protective Equipment for all departments shall vest with the specific Manager. The budget shall also cater for new appointments.
- 21.1.2 All Personal Protective Equipment purchased shall be in accordance with the SABS, approved quality standards, and in line with the Supply Chain Management Procurement Processes. Fire department's PPE is ordered from overseas.
- 21.1.3 Managers shall submit their Personal Protective Equipment requirements to the Stores Department of the Municipality before the first quarter of each financial year.
- 21.1.4 The Stores Department shall purchase and deliver the Personal Protective Equipment during the first quarter of the financial each year.
- 21.1.5 Gender-specific requirements shall be taken into consideration when conducting PPE requirement assessments and when purchasing the required items.

### 22.2. ISSUING OF PERSONAL PROTECTIVE EQUIPMENT

- 22.2.1 Personal Protective Equipment shall be issued by the Manager/Supervisor in accordance with set schedules, See Annexure B.
- 22.2.2 A record shall be kept of the issuing of all PPE including specialized equipment to employees. **See attached, Annexure A.**  
All employees must, prior to being issued with PPE, undertake in writing to wear and use all issues.
- 22.2.3 The in-service training learners shall be issued with a full set of PPE depending on the section they are placed in.

- 22.2.4 Council will not be responsible for the laundry or maintenance of employee's Personal Protective Equipment, but shall replace clothing and equipment damaged during and as a result of the execution of official duties.
- 22.2.5 All issues issued for a specific cycle shall remain the property of the Council and must be marked in such a way that the date of issue may be determined. When an item of clothing or equipment is replaced, such item, when replaced, will be taken in and subsequently destroyed.
- 22.2.6 **Overalls will be issued annually according to schedules.** Other issues are based on the principle of as and when required and will only be replaced when worn out. The schedules serve as determination of which equipment and clothing must be issued; the quantities that must be issued as well as the minimum life expectancy of the items issued. A person requiring new PPE shall be required to return the worn-out items prior to being issued with new PPE.
- 22.2.7 When an employee leaves the Council's service, Managers must see to the return or retaining of issues last issued.
- 22.2.8 Employees are compelled to wear and use the relevant issues. Failure to do so may lead to disciplinary action. No employee may use or wear issues in his/her private time or for private use. When employees clock out – they may still be in PPE, this is Private time.

### **23.3. ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS IN SPECIAL CIRCUMSTANCES**

- 23.3.1 For employees, who due to physical or ergonomic constraints, are precluded from using standard personal protective equipment specially manufactured PPE may be purchased, provided that a prescription issued by a medical specialist for purposes of assisting the employer in purchasing the correct PPE, is submitted to the employer.
- 23.3.2 The employer shall be responsible for the costs with regard to the Initial consultation.
- 23.3.3 The employees' status shall be reviewed on an annual basis in order to establish whether there is any improvement with regard to the condition of the employee, which costs shall be borne by the employer.

### **24. MONITORING**

- 24.1 Managers will be responsible, during routine inspections, for the monitoring of the correct use and maintenance of protective equipment.
- 24.2 Employees who negligently loose or negligently or intentionally damage their issues will be held responsible.

### **25. DISREGARDING OF POLICY CONDITIONS**

Disregard of these policy conditions will be dealt with in accordance with the existing disciplinary procedures of the Council.

### **26. APPROVAL AND IMPLEMENTATION**

The policy will be implemented upon adoption by Council.

Policy Section	Human Resources
Current update	29 June 2022
Previous review	N/A
Approval by Council	26 November 2008



**ANNEXURE A**

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Area		Department	
Name		Staff no.	

**CONDITIONS OF SERVICE**

1. PPE will be issued at expense of the Overstrand Municipality.
2. PPE remains the property of the Overstrand Municipality and must be handed back on termination of service.
3. Loss or wilful damage to PPE may result in disciplinary action being taken against the employee after an investigation.
4. I will immediately report if PPE issued to me is lost or damaged.
5. I will wear/use PPE issued to me where and whenever required to do so.
6. PPE may not be removed from the Overstrand Municipality's premises.
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.
8. I have received comprehensive training on the use and limitations of PPE.

I understand and accept all the conditions of issue above.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

One Peace Overall		Two Peace Overall		Warm Jacket		Jeans	
Hard Hat		Gum Boots		Safety Shoes		Safety Gloves	
Safety Goggles		Reflective Vest		Face Shield		Welding Hood	
Safety Harnas		Switching Suite					

**SIGNATURE:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_