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SUBJECT: Issuing and Correct use of Personal Protective Equipment		Doc No:	HS 02-14
COMPILER: Collin Julies		Revision No:	001
TITLE: Occupational Health and Safety Officer		Date of Issue:	01 December 2017

## USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

### 1. INTRODUCTION

This procedure has been drafted as to ensure that:

1. Personal Protective Equipment is issued to staff if required;
2. All staff issued with PPE are trained on the correct use and limitations of equipment issued; and
3. PPE issued are properly maintained.

### 2. RESPONSIBILITIES

The employer is responsible for issuing PPE and the user of the PPE is required to comply with the health and safety specifications in terms of this document. Supervisors are responsible to ensure that employees receive the necessary instructions, information, training and supervision to comply with the identified standards.

### 3. PROCEDURE / HEALTH AND SAFETY SPECIFICATIONS TO BE COMPLIED WITH

#### 3.1 GENERAL PROVISIONS

3.1.1 The following general requirements to be complied with when issuing and using PPE:

- i. All PPE will be issued to staff free of charge. It should however be remembered that the PPE will remain the property of the employer and the employer can therefore require that PPE may not be removed from a premises;
- ii. In turn employees are required to take reasonable care as to ensure that PPE provided to them are properly maintained and kept in a **safe and** serviceable condition
- iii. The employer undertakes to train all staff in the:
  - Correct use of the PPE provided;
  - Limitations of the equipment provided;
  - Correct maintenance procedures; and
  - The contents of this procedure.

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3.1.2 No employee will be required **or permitted** to perform work unless such an employee uses the required safety protective equipment provided;

- i. Any broken or damaged Protective Clothing must be reported to the employer immediately **so** as to ensure that corrective action could be taken prior to the employee having to perform work for which the Protective Clothing is required.
- ii. **In order to qualify for a new issue of protective clothing, employees must hand in the damaged or worn-out clothing to their supervisors.**
- iii. **All old / damaged clothing or equipment must be returned and will be discarded on a monthly basis in a suitable manner. This responsibility will rest with the head of each department. An inventory sheet in the form of Annexure B will be kept by the head of each department who will forward a copy of such sheet to the Safety Officer on a monthly basis for record purposes.**
- iv. **Clothing or equipment that becomes lost will be replaced upon receipt of a sworn affidavit, made by the employee at the local police station. Such affidavit must state where, and under which circumstances the clothing / equipment got lost. The employer reserves the right to institute disciplinary action if negligent or wilful action on the part of the employee is suspected.**

#### 4. DUTIES IMPOSED ON ALL EMPLOYEES

Section 14 (General duties of employees at work) and Section 15 (Duty not to interfere with, damage or misuse things) of the Occupational Health and Safety Act, 1993 impose certain duties on employees. Failure to comply with these duties could result in an employee being held liable or even be prosecuted by the Department of Labour.

**4.1 EMPLOYEE DUTY 1** - Section 14(a) states - *“Every employee shall at work take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions”*. This provision places a legal duty on every employee to:

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- i. Take all reasonable care as to prevent that he / she do not sustain an injury at work. An employee is therefore required to comply with the provisions of any health and safety instruction or written operating procedure issued by the employer. An employee would also not be allowed to remove a guard on a machine as this action may result in him / her sustaining an injury; and
- ii. Prevent fellow employees from being injured. It would for instance be expected of an employee to not play tricks at work, which may result in a fellow employee being injured. An employee should also not create an unsafe situation, which may result in an injury to a fellow employee. It would for instance be expected of an employee not to bypass a safety device on a machine as this action may result in another employee sustaining an injury.

**4.2 EMPLOYEE DUTY 2** - Section 14(b) states - “Every employee shall at work *as regards any duty or requirement imposed on his employer or any other person by this Act, co-operate with such employer or person to enable that duty or requirement to be performed or complied with*”. This provision places a legal duty on every employee to assist the employer in whatever means possible to ensure that the company comply with the provisions of the Occupational Health and Safety Act, 1993. The employee could do this by:

- i. Complying with any safety rule, operating procedure or other safety measures imposed by the employer;
- ii. Wear all the personal protective equipment as prescribed by the employer and as required for the tasks performed;
- iii. Report for training sessions and implement the principles taught at these training sessions; and / or
- iv. Report any unsafe or unhealthy situation to the employer as to enable the employer to implement corrective action before someone sustains an injury due to the danger present.

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**4.3 EMPLOYEE DUTY 3** - Section 14(c) states - *“Every employee shall at work carry out any lawful order given to him, and obey the health and safety rules and procedures laid down by his employer or by anyone authorized thereto by his employer, in the interest of health or safety”.*

In accordance with this requirement an employee is required to perform all the tasks for which they received training and which they are competent to perform. The legislation does however not require formal training in all cases and it may mean that the employee only received on the job training. An employee would for instance be required to operate equipment if properly trained and if instructed to do so by the employer.

The requirement does however imply that an employee can refuse to perform tasks, which will unnecessarily endanger them, or tasks for which they have received no training. A typical example will be a case where the employee is instructed to operate a machine which:

- i. Is unsafe due to it not having been fitted with the required safety guards; and / or
- ii. For which he / she has not received training in safe operating procedures.

**4.4 EMPLOYEE DUTY 4** - Section 14(d) states “if any situation which is unsafe or unhealthy comes to his attention, as soon as practicable, report such situation to his employer or to the health and safety representative for his workplace or section thereof, as the case may be, who shall report it to the employer”

**4.5 EMPLOYEE DUTY 5** - Section 14(e) states “if he is involved in any incident which may affect his health or which has caused an injury to himself, report such incident to his employer or to anyone authorized thereto by the employer, or to his health and safety representative, as soon as practicable but not later than the end of the particular shift during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he shall report the incident as soon as practicable thereafter”

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**4.6 EMPLOYEE DUTY 6** - Section 15 states “No person shall intentionally or recklessly interfere with, damage or misuse anything which is provided in the interest of health or safety”.

- i. In the event of employees not complying with relevant safety standards or mentioned duties, disciplinary action will be instituted against the relevant employee and his/her **direct** supervisor.

## 5. LEGAL DUTY TO USE

The following health and safety regulations must be complied with when personal safety equipment is used:

- i. Employees shall wear all the personal protective equipment as prescribed by the employer and as required for the tasks performed.
- ii. ***In the event of employees refusing to wear the prescribed protective clothing, the direct supervisor of such employees will not allow the mentioned employees to continue with their daily task. The direct supervisor will then report such employee to the Foreman / Manager / Head of Department who will then conduct an enquiry on the alleged misconduct.***
- iii. An employer shall instruct his employees in the proper use, maintenance and limitations of the safety equipment provided.

## 6. ISSUING OF PPE

### 6.1 Procedure

- i. ***The Health and Safety Officer of Cederberg Municipality will be responsible to issue a Protective Clothing tender to one supplier per item from which all the departments will obtain their respective safety clothing within the guidelines of the Supply Chain Policy.***

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- ii. **The Town Manager / Head of department / Manager of each department will be responsible to ensure that the relevant/suitable safety clothing, as prescribed in this policy, are obtained from the supplier directly.**
- iii. **Protective clothing will be issued throughout the financial year, on a need to have basis, up to a maximum quantity as prescribed in 7 ( Risk Areas) where determined as being necessary by management to enhanced safety and verified by the safety officer.**

## 7. RISK AREAS

Risk Area : PARKS AND NATURE RESERVES	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Two Piece 100% cotton overalls	3	Per Annum	3
All Employees	Safety Boots	2	Per Annum	2
All Employees	SABS approved Water Boots	1	Per Annum	1
Machine Operator	Shin Pad	1	Per Annum	1
Machine Operator	Face Shield	1	6 Monthly	2
Machine Operator	Protective pants	1	6 Monthly	2
Machine Operators and Chemical users	Safety Glasses	1	Quarterly	4
Machine Operators	<b>Noise Muffs</b>	<b>1</b>	<b>Per Annum</b>	<b>1</b>
All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits - lined	1	Per Annum	1
Machine Operator	Helmet - Saw	1	Per Annum	1
Machine Operator	Glove - Saw	2	Per Annum	2

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All Employees	Pigskin Gloves	2	Monthly	24
All Employees	Rubber Gloves	4	Monthly	48
Chemical Users	Respirators	1	Per Annum	1
Chemical Users	Respirator Filters	2x sets	3 Monthly	8
All Employees	Dust Masks - valve	2	Monthly	24

Risk Area: WATER NETWORKS	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Two Piece 100% cotton overalls	3	Per Annum	3
All Employees	Safety Boots	2	Per Annum	2
All Employees	SABS approved Water Boots	1	Per Annum	1
All Employees	Safety Glasses	1	Quarterly	4
All Employees	Noise Plugs	4	Monthly	48
All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits - lined	1	Per Annum	1
All Employees	Water suits	1	Per Annum	1
All Employees	Pigskin Glove	2	Monthly	24
Chemical Users	Rubber Gloves	4	Monthly	48
Chemical Users	Respirators	1	Per Annum	1
Chemical Users	Respirator Filters	2	3 Monthly	8
All Employees	Dust Masks - valve	2	Monthly	24

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Risk Area: STORM WATER AND STREETS	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Two Piece 100% cotton overalls	3	Per Annum	3
All Employees	Safety Boots	2	Per Annum	2
All Employees	SABS approved Water Boots	1	Per Annum	1
All Employees	Safety Glasses	1	Quarterly	4
All Employees	Noise Plugs	4	Monthly	48
All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits - lined	1	Per Annum	1
All Employees	Water suits	2	Per Annum	2
All Employees	Pigskin Glove	2	Monthly	24
All Employees	Rubber Gloves	4	Monthly	48
All Employees	Respirators	1	Per Annum	1
All Employees	Filters	2	3 Monthly	8

Risk Area: SEWERAGE NETWORKS	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Two Piece 100% cotton overalls	3	Per Annum	3
All Employees	Safety Boots	1	6 Monthly	2
All Employees	SABS approved Water Boots	1	Per Annum	1

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All Employees	Safety Glasses	1	Quarterly	4
All Employees	Noise Plugs	4	Monthly	48
All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits - lined	1	Per Annum	1
All Employees	Water suits	1	Per Annum	1
All Employees	Pigskin Glove	2	Monthly	24
All Employees	Rubber Gloves	2	Monthly	24
All Employees	Respirators	1	Annum	1
All Employees	Filters	2	3 Monthly	8

Risk Area: SEWERAGE / WATER PURIFICATION WORKS				
	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Two Piece 100% cotton overalls	3	Per Annum	3
All Employees	Safety Boots	2	Per Annum	2
All Employees	SABS approved Water Boots	1	Per Annum	1
All Employees	Safety Glasses	1	Quarterly	4
All Employees	Noise Plugs	4	Monthly	48

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All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits - lined	1	Per Annum	1
All Employees	Water suits	1	Per Annum	1
All Employees	Pigskin Glove	2	Monthly	24
All Employees	Rubber Gloves	4	Monthly	48
All Employees	Respirators	1	Annum	1
All Employees	Filters	2	3 Monthly	8

Risk Area: REFUSE REMOVAL	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Two Piece 100% cotton overalls	3	Per Annum	3
All Employees	Safety Boots	2	Per Annum	2
All Employees	SABS approved Water Boots	1	Per Annum	1
All Employees	Safety Glasses	1	Quarterly	4
All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits - lined	1	Per Annum	1
All Employees	Pigskin Glove	2	Monthly	24
All Employees	Rubber Gloves	4	Monthly	48
All Employees	Dust Masks - valve	2	Monthly	24

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Risk Area: <b>STREET CLEANING</b>	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Two Piece 100% cotton overalls	2	Per Annum	2
All Employees	Safety Boots	2	Per Annum	2
All Employees	SABS approved Water Boots	1	Per Annum	1
All Employees	Sun Safety Glasses	1	Per Annum	1
All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits - lined	1	Per Annum	1
All Employees	Pigskin Glove	2	Monthly	24
All Employees	Rubber Gloves	1	Monthly	12
All Employees	Cotton Gloves	4	Monthly	48

Risk Area: <b>BUILDING MAINTENANCE, TECHNICAL OFFICERS &amp; FOREMAN</b>	Description	QTY	Frequency	Acc QTY Per Annum
Building Maintenance	Two Piece 100% cotton overalls	3	Per Annum	3
<b>Technical Officers &amp; Supervisors</b>	<b>100% Denim cotton overalls</b>	<b>2</b>	<b>Per Annum</b>	<b>2</b>
All Employees	Safety Boots	Building Maintenance x 2 Technical & Supervisors x 1	Per Annum	2 & 1

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All Employees	SABS approved Water Boots	1	Per Annum	1
All Employees	Safety Glasses	1	Quarterly	4
All Employees	Noise Plugs	4	Monthly	48
All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits - lined	1	Per Annum	1
All Employees	Pigskin Glove	2	Monthly	24
All Employees	Rubber Gloves	4	Monthly	48

<b>Risk Area: HOUSING OFFICIALS, METER READERS, CORPORATE DRIVER &amp; BUILDING INSPECTORS</b>				
	<b>Description</b>	<b>QTY</b>	<b>Frequency</b>	<b>Acc QTY Per Annum</b>
All Employees	Corporate Safety Boots	1	Per Annum	1
All Employees	<b>Denim Shirts</b>	3	Per Annum	3
All Employees	Freezer Jackets	1	Per Annum	1
All Employees	Rain suits - lined	1	Per Annum	1
All Employees	<b>Denim Jeans</b>	3	Per Annum	3
All Employees	Reflector Jackets	1	Per Annum	1
<b>Building Inspectors and Housing Officials</b>	<b>Helmet</b>	<b>1</b>	<b>Every 2 years</b>	<b>1 every 2 years</b>

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Risk Area: ELECTRICAL DIVISION	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Two Piece denim 100% cotton overalls	3	Per Annum	3
All Employees	Safety Boots	2	Per Annum	2
All Employees	SABS approved Water Boots	1	Per Annum	1
All Employees	Safety Glasses	1	Quarterly	4
<b>All Employees</b>	<b>Noise Muffs</b>	<b>1</b>	<b>Per Annum</b>	<b>1</b>
All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits lined	1	Per Annum	1
Electricians	Helmet with face shield for switching	1	Per Annum	1
<b>All Employees</b>	<b>Helmet</b>	<b>1</b>	<b>2 yearly</b>	<b>1 every 2 years</b>
Electricians	Glove with under overclove 11kv in bag	1	Per Annum	2
All Employees	Pigskin Glove	2	Monthly	24
<b>Senior Electricians - Switching</b>	Blue Cotton T-Shirts with CEDERBERG Logo for switching	3	Per Annum	3

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Risk Area: CIVILS	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Two Piece 100% cotton overalls	3	Per Annum	3
All Employees	Safety Boots	2	Per Annum	2
All Employees	SABS approved Water Boots	1	Annually	12
All Employees	Safety Glasses	1	Quarterly	4
All Employees	Noise Plugs	4	Monthly	48
All Employees	Reflector Jacket	1	6 Monthly	2
All Employees	Rain suits - Lined	1	Per Annum	1
All Employees	Pigskin Glove	2	Monthly	24
All Employees	Rubber Gloves	4	Monthly	48
Grader Drivers	Cotton Gloves with Stud	1	6 Monthly	2
Technical Management	100% Denim Jeans	2	Per Annum	2

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Risk Area: All Employees doing regular site visits	Description	QTY	Frequency	Acc QTY Per Annum
Employee	Dust Coat (if applicable)	1	Per Annum	1
Employee	Safety Boots	1	Per Annum	1
Employee	SABS approved Water Boots (if applicable)	1	2 yearly	1 every 2 years
Employee	Safety Glasses	1	Per Annum	2
Employee	<b>Noise Muffs</b>	<b>1</b>	<b>Per Annum</b>	<b>1</b>
Employee	Reflector Jacket	1	Per Annum	1
Employee	Rain suits – lined (if applicable)	1	Per Annum	1
Employee	Helmet(if applicable)	1	2 yearly	1 every 2 years

Risk Area: KITCHEN STAFF	Description	QTY	Frequency	Acc QTY Per Annum
All Employees	Kitchen Safety Coat	3	Per Annum	3
All Employees	Office Safety Shoe	1	Per Annum	1
All Employees	Rain suits - lined	1	Per Annum	1

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## 5. MAINTENANCE OF PPE

The following health and safety regulations must be complied with when personal safety equipment is maintained:

### How often must it be cleaned?

- The employer or user shall take steps to reduce the risks by maintaining safety equipment ensuring that it is in a good, clean condition. This is to ensure that any person exposed to any such condition or a situation at a workplace or in the course of his employment is rendered safe.
- An employer shall instruct his employees in the proper use, maintenance and limitations of the safety equipment provided.

## 6. DAMAGE EQUIPMENT

The user must inspect all safety equipment prior to use in order to ensure that the equipment is safe and in compliance with the legal requirements.

The following must be inspected:

- Personal Safety Equipment must be in a good state of repair and suitable for use.
- All defective personal safety equipment must be replaced before commencement of task



