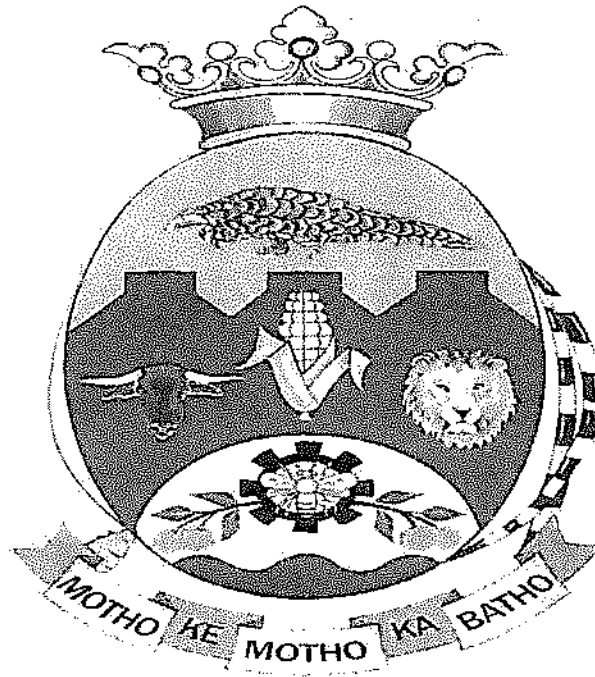


# LEPELLE-NKUMPI MUNICIPALITY



## POLICY ON PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

2022/2023

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## **1. PREAMBLE**

The municipality is obliged in terms of the Occupational Health and Safety Act (Act no 85 of 1993) and Tobacco Products Control Act (Act 83 of 1993) to provide a healthy workplace environment and protect the health of all employees, Councilors and visiting public at the workplaces.

## **2. DEFINITIONS**

“Hazards” means a source of exposure to danger

“Danger” means anything which may cause injury or damage to Persons or property

“Personal Protective Equipment” means any piece of equipment issued to an employee for protection against any hazard that may affect the good health and safety of an employee in the workplace

“Personal Protective Clothing” Means articles of clothing issued to an employee for protection against any hazards

“Orthopedic Doctor” A Doctor which helps patients with the diagnosis of problems associated with the bone, joints, ligaments etc.

## **3. OBJECTIVE**

Personal Protective clothing and equipment, suitable and sufficient for use by employees in hazardous areas, will be provided and maintained by the Lepelle-Nkumpi Municipality and will be made available without cost to the employees who require such clothing or equipment for the performance of their duties.

## **4. PURPOSE**

The purpose of this policy is to provide employees with adequate clothing and equipment to promote health and safety. Engineering control shall be the primary methods used to eliminate, mitigate or minimize hazardous exposure in the workplace. When these controls are not reasonably practicable, personal protective clothing and equipment's shall be issued to employees to reduce or eliminate the exposure to hazards.

## 5. REGULATORY FRAMEWORK

The mandate for the development and implementation of this policy arises from the following legislations:

- Occupational, Health and Safety Act, 85 of 1993: sec 8(1) "an employer shall provide and maintain the workplace that is safe and without risk to health of employees"

## 6. RESPONSIBILITY

### 6.1 Budgeting

Every Department shall budget according to the needs of its employees

### 6.2 Issuing frequency of Protective Clothing

All Personal protective Clothing and Equipment shall be issued at the Store to the Department

The Dept shall issue Personal Protective Clothing and Equipment to its employees. Employees shall sign for all Personal Protective clothing and equipment

The issuing frequency for personal Protective Clothing will be done at the time of an appointment and thereafter annually.

It is compulsory that the SCM practioners, supervisors and OHS reps be present to oversee the distribution process and to give appropriate reports during and after the distribution process.

### 6.3 Maintenance and care

The maintenance and care of all Personal Protective Clothing and Equipment will be the responsibility of the employee at all times, except when specified otherwise by legislation. Personal Protective Clothing and Equipment shall be kept in a clean and presentable manner at all times

## 7. FOCUS AREA

### 7.1 Personal Protective Equipment

#### Purpose

To ensure the adequate protection of employees performing their basic daily task, without exposing them to risk or hazards regarding their

health and /safety. The standards of such equipment shall not compromise health and safety

### **Personal Protective Equipment**

Personal Protective Equipment shall include the following:

- Ear Protection
- Respiratory protection
- Goggles
- Safety Spectacles
- Face Shields
- Welding helmet
- Dust masks
- Traffic cones
- Barrier tape

The items will be reviewed as and when necessary.

### **7.2 Personal Protective clothing**

#### **Purpose**

To ensure the adequate protection of employees perform their basic daily task, without exposing them to risk or hazards regarding their health and /or safety. The standard of such clothing shall not compromise health and safety

#### **Personal Protective Clothing**

Personal Protective Clothing shall include the following:

- Overall
- Safety Boots
- Gum Boots
- Dust Coats
- Raincoats
- Hard hats
- Gloves (rubber and leather)
- Ultra Violet Protection (hat)
- Leather Aprons
- Bowler hats
- Reflective vests
- Work suits

- Shin guards
- Safety warning signs
- Warning signs(wet floor)
- Bush Shirt

These items will be reviewed when necessary

### Protective Footwear

Where an employee cannot wear safety shoes or boots an orthopedic Doctor report must be submitted to the Occupational Health and Safety Officer, special safety shoes/boots shall then be ordered according to the Doctors specification.

Employees will be allocated PPE according to the type of work they perform.

## 7.3 CORPORATE SERVICES

### 7.3.1 Female cleaners

ITEMS	QUANTITY
Overall/worksuits	5 pairs annually
Safety shoes	2 pairs annually
T-shirts	5 pairs annually
Socks	5 pairs annually
Rain coat	2 every three years
Bush hat	1 annually
Gum boot	1 every three years
T-Shirts	5 pairs annually
Warm jacket	1 every three years
Gloves	As and when required
Dust masks	As and when required
Warning signs	As and when required
Bush Shirt	3 Bush Shirt every two years

### 7.3.2 Male gardeners

ITEMS	QUANTITY
Worksuits	5 pairs annually
T-shirts	5 pairs annually
Safety Boots	02 pairs annually
Rain coat	01 every three years
Gum boot	01 every three years

Socks	05 pairs annually
Bush hat	2 annually
Warm jacket	1 every three years
Leg protector	1 annually
Safety helmet with Safety goggle	1 every three years
Ear muffs	1 annually
PVC gloves(	As and when required
Dust masks	As and when required
Respiratory mask	As and when required
Bush Shirt	3 Bush Shirt every two years

### 7.3.3 Mechanic

ITEMS	QUANTITY
Worksuits/overall	5 pairs annually
T-shirts	5 pairs annually
Safety Boots	02 pairs annually
Rain coat	01 every three years
Gum boot	01 every three years
Socks	05 pairs annually
Bush hat	02 annually
Warm jacket	1 every three years
Safety helmet with Safety goggle	1 every three years
Ear muffs	1 annually
PVC gloves(	As and when required
Dust masks	As and when required
Respiratory mask	As and when required
Bush Shirt	3 Bush Shirt every two years

## 7.4 COMMUNITY SERVICES

### 7.4.1 Male waste collectors/Driver operators

ITEMS	QUANTITY
Worksuits/jumpsuit	5 pairs annually
T-shirts	5 pairs annually
Safety Boots	02 pairs annually
Rain coat	01 every three years
Gum boot	01 every three years
Socks	05 pairs annually
Bush hat	02 annually
Warm jacket	1 every three years
PVC gloves	As and when required
Dust masks	As and when required
Reflective vests	2 annually

Leather apron	3 annually
Safety goggles	5 annually
Respiratory mask/	2 annually
Dust masks	As and when required
Bush Shirt	3 Bush Shirt every two years

#### 7.4.2 Female waste collectors

Worksuit/dust coat	05 pairs annually
T-shirts	5 pairs annually
Safety Boots	02 pairs annually
Rain coat	01 every three years
Gum boot	01 every three years
Socks	05 pairs annually
Bush hat	02 annually
Warm jacket	1 every three years
PVC gloves	As and when required
Dust masks	As and when required
Reflective vests	2 annually
Leather apron	3 annually
Safety goggles	5 annually
Respiratory mask/	2 annually
Dust masks	As and when required
Bush Shirt	3 Bush Shirt every two years

#### 7.4.3 Female and Male Facility cleaners

ITEMS	QUANTITY
Overall/worksuits	5 pairs annually
Safety shoes	2 pairs annually
T-shirts	5 pairs annually
Socks	5 pairs annually
Rain coat	1 every three years
Bush hat	02 annually
Gum boot	1 every three years
T-Shirts	5 pairs annually
Warm jacket	1 every three years
Gloves	As and when required
Dust masks	As and when required
Warning signs	As and when required
Bush Shirt	3 Bush Shirt every two years



## 7.5 TECHNICAL SERVICES

### 7.5.1 Electrical section

ITEMS	QUANTITY
Worksuits/jumpsuit	5 pairs annually
T-shirts	5 pairs annually
Safety Boots	02 pairs annually
Rain coat	01 every three years
Gum boot	01 every three years
Socks	05 pairs annually
Bush hat	02 annually
Warm jacket	1 every three years
Reflective vests	2 annually
Leather gloves	As and when required
Antistatic PVC gloves	As and when required
Respiratory mask	2 annually
Dust masks	As and when required
Bush Shirt	3 Bush Shirt every two years

### 7.5.2 Road maintenance

ITEMS	QUANTITY
Worksuits/jump suits	5 pairs annually
T-shirts	5 pairs annually
Safety Boots	02 pairs annually
Rain coat	01 every three years
Gum boot	01 every three years
Socks	05 pairs annually
Bush hat	02 annually
Warm jacket	1 every three years
PVC Gloves	As and when required
Reflective vests	2 annually
Bush Shirt	3 Bush Shirt every two years

### 7.5.3 Driver operators

Worksuits/jump suits	5 pairs annually
T-shirts	5 pairs annually
Safety Boots	02 pairs annually
Rain coat	01 every three years
Gum boot	01 every three years
Socks	05 pairs annually
Bush hat	02 annually
Warm jacket	1 every three years
PVC Gloves	As and when required

Respiratory masks	2 annually
Dust mask	As and when
Bush Shirt	3 Bush Shirt every two years

#### 7.5.4 Handy man

Worksuits/jump suits	5 pairs annually
T-shirts	5 pairs annually
Safety Boots	02 pairs annually
Rain coat	01 every three years
Gum boot	01 every three years
Socks	05 pairs annually
Bush hat	02 annually
Warm jacket	1 every three years
PVC Gloves	As and when required
Respiratory masks	2 annually
Welding helmet	2 annually
Welding apron	2 annually
Bush Shirt	3 Bush Shirt every two years

#### 7.5.4 Project Management Unit

Worksuits/jump suits	5 pairs annually
T-shirts	5 pairs annually
Safety Boots	02 pairs annually
Rain coat	01 every three years
Gum boot	01 every three years
Socks	05 pairs annually
Bush hat	02 annually
Warm jacket	1 every three years
PVC Gloves	As and when required
Reflective vests	2 annually
Bush Shirt	3 Bush Shirt every two years

#### Specification of Personal Protective Clothing and Equipment

Hazard analysis procedures shall be used to assess the workplace, work procedures, equipment and substances to determine if hazards are present or likely to be present. The assessment will be used to determine which Personal Protective and Equipment will be used.

Minimum legal requirement will determine the specification of required personal protective clothing and equipment if SABS codes are not available, recognized international standards shall be used

The Municipal Manager will approve the final specification of these items. The purchasing of Personal Protective Clothing and equipment will be done with consideration to quality and efficiency

## 8. GENERAL RULES

- a) The inherent requirements of the job description will serve as a guideline to justify the issuing of Personal Protective clothing and Equipment.
- b) The supervisor shall on a monthly basis physically check and inspect all Personal Protective Clothing and Equipment and report to the Health and Safety Committee
- c) Personal Protective Clothing and Equipment as prescribed by legislation or by the council and which employees are obliged to wear in the execution of their official duties, shall be provided free of charge by the Municipality
- d) All employees will sign for Personal Protective clothing and Equipment that was issued to them
- e) Personal Protective Clothing and equipment shall not be used for any other purpose than that for which it was issued.
- f) The employee shall return the equipment's to the Municipality on termination of service
- g) In case of damaged, lost or stolen Personal Protective Clothing and Equipment the specific item will be marked and commented on under the employees name on the Personal Protective Clothing and Equipment, register to determine tendencies
- h) An employee shall report damaged Personal Protective and Clothing and Equipment by the end of their shift and the reason for the damage must be in writing. Supervisors must assist the employee in writing the report
- i) Personal Protective Clothing and Equipment may not be sold
- j) In case of theft's SAPS case number must be supplied and the matter should be reported.
- k) Damage reports are to be submitted to the relevant Departmental Manager, who will in conjunction with the Occupational Health and Safety Officer determine if the employee was at fault if at fault, disciplinary processes will follow
- l) An employee shall be re-issued with Personal Protective Clothing and equipment as per outcome of the investigation.

- m) It is the responsibility of every employee to maintain his/her Personal Protective Clothing and Equipment
- n) Request for Personal Protective Clothing and Equipment shall be submitted to the Occupational Health and Safety Officer for comments and to the office of the Municipal Manager for final approval for final approval
- o) All safety signs as stipulated in SANS 1186-1 of 1997 regarding the use Personal Protective Clothing and Equipment shall be adhered to. Disregarding these signs will be considered as failure to execute a lawful command and disciplinary action will be taken
- p) No employee will be exempted from the use and wear of Personal Protective Clothing and Equipment for any reason whatsoever, whilst performing his official duties
- q) If an employee cannot make use of Personal Protective Clothing and Equipment for any medical reason, the employee shall be booked off duty or perform alternative duties
- r) Permission is granted to safety representatives in conjunction with Departmental Manager in which the person is employed, to demand any person not utilizing the safety clothing and equipment as prescribed for a specific task, to terminate the task immediately
- s) Lepelle-Nkumpi Municipality undertakes to inform all employees on the following by means of induction courses training and communication
- When will Personal Protective and Equipment be necessary?
  - What Personal Protective Clothing and Equipment is necessary
  - How to use required Personal Protective Clothing and Equipment
  - The limitation of Personal Protective Clothing and Equipment and
  - The proper care, maintenance, durability and disposal of personal Protective Clothing and Equipment
- t) Personal Protective Clothing and Equipment may only be removed from the premises for maintenance and cleaning purposes
- u) No clothing and equipment will be shared between employees in order to ensure good personal hygienic practices
- v) That in order to improve the Municipality 's Corporate image , the coat of Arms and relevant financial year to be displayed on clothing
- w) Any employee reporting for duty without full PPE will be forced to take leave without pay.

## 9. NON –COMPLIANCE TO THIS POLICY


The wearing of Personal Protective Clothing and Equipment are compulsory in accordance with this Policy and all relevant legislation. Non – compliance with this Policy will be regarded as misconduct and will be punishable with disciplinary action and ~~Selling and or donating of protective is prohibited and if committed shall be regarded as Gross Misconduct will also be punishable.~~

## 10. POLICY REVIEW

This policy will be reviewed and amended on an annual basis or each time any Act or condition of service or other agreements deem it necessary.

Document Name: POLICY ON PERSONAL AND PROTECTIVE CLOTHING AND EQUIPMENT

Approved by Council:

  
\_\_\_\_\_  
Joyce Nkabela (Speaker) Date: 03/06/2022

RESOLUTION NUMBER: 6.16.05/2021/2022-2023/2023

  
\_\_\_\_\_  
Acting Municipal Manager  
KG MANKGA