

LEPELLE-NKUMPI MUNICIPALITY



POLICY

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

1. 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 equipments shall be issued to employees to reduce or eliminate the exposure to hazards.

2. POLICY STATEMENT

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 conduct of their duties. The Occupational Health and safety Act, 85 of 1993 will be the guideline for this policy.

3. 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 that may affect the good health of such an employee in the workplace

4. RESPONSIBILITY

4.1 Budgeting

Every Department shall budget according to this policy for all its employees and the vote will be centralised.

4.2 ISSUING

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

The Department 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 annually or as and when needed depending on the circumstances. Officials be issued with 5 pairs of clothes and 2 pairs of shoes.

4.3 HANDLING AND CARE

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

5. FOCUS AREA

5.1 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

These items will be reviewed when necessary

5.2 Personal Protective clothing

Purpose

To ensure the adequate protection of employees performs 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 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

These items will be reviewed when necessary

Protective footwear

Protective footwear must comply with the following requirements:

Boot type	-	Heat resistant
Steel Toe Cap	-	Light weight
Anti Static	-	Oil and Petrol Resistant
Slip Free		

This will be the only Protective Footwear that will be available at Lepelle-Nkumpi Municipality.

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

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 Occupational Health and Safety Officer 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

6. GENERAL RULES

- The inherent requirements of the job description will serve as a guideline to justify the issuing of Personal Protective and Equipment.
- 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
- 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
- All employees will sign for Personal Protective and Equipment that was issued to them
- Personal Protective Clothing and equipment shall not be used for any other purpose than that for which it was issued.
- The employee shall return the Equipments to the Municipality on termination of service
- 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
- An employee shall report damaged Personal Protective and Clothing and Equipment by the end of their shift and the reason for the damage in writing
- Personal Protective Clothing and Equipment may not be sold
- In case of theft's SAPS case number must be supplied and the matter should be reported.

- Damaged 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 will follow
- An employee shall be re-issued with Personal Protective Clothing and equipment after the Municipality has been refunded as describe above
- It is the responsibility of every employee to clean his/her Personal Protective Clothing and Equipment
- Request for Personal Protective Clothing and Equipment shall be submitted to the Occupational Health and Safety Officer for comment and submitted to the Executive health and Safety Committee for final approval
- All safety signs as stipulated in SABS 1186-1 of 1997 regarding the use Personal Protective Clothing and Equipment shall be adhered to. Disregardence of these signs will be considered as failure to execute a lawful command and disciplinary action will be taken
- 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
- 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
- Permission is granted to safety representatives in conjunction with Departmental Manager, Managers in which the person is employed, to demand any person not utilizing the safety clothing and equipments as prescribed for a specific task, to terminate the task immediately
- Any contravention in terms of this policy and the relevant legislation will result in disciplinary action being instituted against the perpetrators in terms of the Standard Condition of Employment, the Labour relation Act and any other relevant legislation
- Lepelle-Nkumpi Municipality undertakes to inform all employees on the following by means of induction courses training and communication

7. 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 very serious and will be punishable with disciplinary action.

APPROVAL BY:

DATE: