



Department of Public Works, Roads and Transport
MPUMALANGA PROVINCIAL GOVERNMENT

**POLICY ON PERSONAL PROTECTIVE CLOTHING
AND EQUIPMENT (PPE)**

Issue:2.0
Responsible Section.....Employees Health and Wellness
Approval Date.....

VA

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1. ABBREVIATIONS

ISO	International Organization for Standardization
PPE	Personal Protective Clothing and Equipment
PSCBC	Public Service Commission Bargaining Council
SABS	South African Bureau of Standards

2. DEFINITIONS

Accounting Officer	means	a person mentioned in Section 36 of the Public Finance Management Act (Act No. 1 of 1999) and includes any person acting in that capacity.
Department	means	Department of Public Works Road and Transport
District Head	means	The functional head of a region responsible for the coordination and support of various programs and their projects
Employee	means	a person appointed to a post according to Public Service Regulation 2001, as well as individual contracted to the department;
Hazard	means	a source of , or exposure to danger;
Occupational hygiene	means	the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons
Personal Protective clothing and Equipment (PPE)	means	clothing which is issued to employee whose duties are such a nature that protective gear is required by Occupational Health and Safety Act, 1993 (Act No.85 of 1993)
Programme Manager	means	person responsible for the day-to-day management of a programme, including the coordination of projects
Risk	means	the chance or likelihood of a hazard causing harm to a person, to property or the environment.

3. INTRODUCTION

The Department is committed to a provision of a safe working environment for all its employees. It is in this spirit that the department shall provide protective clothing and equipment to employees whose nature of work and environment has imminent hazards and risk to the safety and health of employees.

4. OBJECTIVES

The objective of the policy is to provide a framework for provision of Personal Protective Clothing and Equipment and specify the conditions and criteria for acquisition of Personal Protective Clothing and Equipment.

The policy further aims to:

- 4.1 ensure that personal protective clothing and equipment are frequently issued to employees in compliance with all applicable prescripts, as indicated on the annexures
- 4.2 create safe, hazardous free and healthy work environment,
- 4.3 encourage regular and proper use of personal protective clothing and equipment,
- 4.4 promote professionalism and good work ethics at the work place,
- 4.5 prevent and manage workplace accidents and spread of communicable diseases,
- 4.6 encourage frequent assessment of work environment and work conditions to identify hazardous and health risk areas and factors.

5. REGULATORY FRAMEWORK

The policy is informed and guided by the below-mentioned prescripts:

- 5.1 Constitution of the Republic of South Africa, 1996;
- 5.2 Public Service Act, 1994 as amended;
- 5.3 Public Service Regulation, 2016;
- 5.4 Public Service Coordinating Bargaining Council Resolution 3 of 1999;
- 5.5 General Safety Regulations of February 2000;
- 5.6 Occupational Health and Safety Act, No. 85 of 1993 as amended;
- 5.7 Hazardous Chemical Substances Regulations, 1995;
- 5.8 Basic Conditions for Employment Act, 1997;
- 5.9 Labour Relations Act, 1995;
- 5.10 Employment Equity Act, 1998; and
- 5.11 Public Service Bargaining Council Resolution No. 3 of 1999.
- 5.12 National Environmental Management Act No. 107 of 1998

6. SCOPE OF APPLICATION

This policy applies to Public Works, Roads and Transport employees appointed in terms of the Public Service Act 103 of 1994 and contract workers. Employees whose duties and work environment expose them to potential hazards and risk to health and life while performing their duties.

7. HAZARD IDENTIFICATION AND RISK ASSESSMENT

Public Works, Roads and Transport shall frequently conduct hazard identification and risk assessments in the workplace to identify potential hazards and risks and identify mitigation strategies to eliminate, control or manage such hazards and risks.

8. ROLES AND RESPONSIBILITIES

8.1 The accounting officer

The accounting officer shall be responsible for the effective and efficient implementation of this policy as part of internal control within the department.

8.2 The program manager

The program manager/District Head shall be responsible for the provision of adequate protective clothing and essentials as prescribed by the nature of work or profession as indicated on the annexures;

8.3 The Occupational Health and Safety Unit

The Occupational Health and Safety Unit shall be responsible for:

- 8.3.1** Establishment of structures, systems, procedures to remedy identified hazards, risk to health and defects in the work place;
- 8.3.2** keep all relevant documentation as required by the Occupational Health & Safety Act;
- 8.3.3** advise the Accounting Officer and management on latest Occupational health and safety legislation and trends;
- 8.3.4** provide support and leadership to Health and Safety representatives and Safety Committees;
- 8.3.5** keep records of incidents, statistics to determine the implications, impact and trends;
- 8.3.6** ensure that regular audits are conducted to foster compliance with all related prescripts;
- 8.3.7** train officials in health and safety requirements in the workplace; and
- 8.3.8** display the approved policy at the workplace to be viewed by all employees.

8.4 Responsibility of an employee

- 8.4.1 An employee of the Department shall be obliged to follow and observe the provisions of the approved policy on health and safety.
- 8.4.2 Employees shall at all-time wear protective clothing in a manner prescribed by the policy or profession.
- 8.4.3 An employee shall immediately report any potential or actual incidents to the designated Health and Safety Officers.

9. POLICY MEASURES AND PROVISIONS

9.1 Criteria for provision of Personal Protective Clothing and Equipment (PPE)

- 9.1.1. Employees whose nature of work requires stringent protection and safety from identified hazards and health risks. Employees who are required to work outdoors in hostile or health risk conditions.
- 9.1.2. An employer shall provide protective clothing or in some instances, an allowance that covers the reasonable actual cost of the protective clothing if an employee's work requires that he/she wear such protective clothing.
- 9.1.3. Employees who work with toxic substances, hazardous equipment, in strict hygienic work environment and whose work nature or work environment expose them to potential hazards and risk to employee health and life.
- 9.1.4. The protective clothing and essentials shall be issued for the purpose which it is intended for. The Executing Authority or delegated official shall timeously determine the specifications and the criteria of issuing provided that the items are issued to protect the employees from hazardous and health risk working environment.

9.2 The following principles shall apply in the management of the protective clothing policy:

- 9.2.1. It must be economically accounted for, kept in safe place and be of a good quality,
- 9.2.2. The employer shall not accept responsibility with regards to carelessness, wilful damage or neglect, which can be ascribed to the employees own doing,

9.3 Replacement of lost and worn out protective clothing

- 9.3.1 The employer shall replace the damaged or lost PPE in an instance where the loss or damage is not in the employee's own doing
- 9.3.2 An employee shall be held liable for the replacement for wilful damage, loss or neglect of essentials and protective clothing if that has been proven to be the case.

9.4 Specifications

The specifications for PPE should be read in conjunction with the addendum attached to this policy.

10. NON-COMPLIANCE TO WEARING OF PROTECTIVE CLOTHING

- 10.1. An employee who knowingly or intentionally fails to use protective clothing and essentials at a workplace or in the course of executing his or her duties, contravenes the safety and health code and shall be subjected to disciplinary action in terms of PSCBC Resolution 2 of 1999.
- 10.2. An employee who fails to wear protective clothing provided for shall not be allowed to execute his or her duties and he or she shall be marked absent.
- 10.3. An employer shall communicate and publicize notices to encourage wearing of protective clothing and uniform in all visible and public places of work. Such notices will carry cautionary messages with an intention to continually sensitize employees of the inherent hazards and risk to employee health and safety, if they do not wear protective clothing as prescribed.

11 FINANCIAL IMPLICATIONS

The procurement of PPE is a legislative requirement which places a responsibility on the employer to secure funding.

12. DISPUTE RESOLUTION MECHANISM

Any dispute arising out of the interpretation and application of this policy, shall be dealt with in terms of the dispute resolution procedures applicable within the Public Service.

13. MONITOR AND EVALUTION

All programmes affected shall be responsible for monitoring and evaluating the policy.

14. POLICY REVIEW

This policy shall be reviewed every three years or as and when there is a need to factor in changes in legal Framework as well as economic trends.

15. DEVIATAION

Any deviation from this policy shall be subject to the approval of the Accounting Officer.

16. POLICY IMPLEMENTATION

The Policy shall come into effect from the date of approval by the Accounting Officer.

17. APPROVED

A handwritten signature in black ink, consisting of a series of vertical lines followed by a horizontal stroke and a small vertical tick at the end.

M.C. MOROLO

HEAD: PUBLIC WORKS, ROADS AND TRANSPORT

DATE: 08/04/2021

ADDENDUM 1

ISSUING QUANTITIES OF PERSONAL PROTECTIVE EQUIPMENT

1. CORPORATE SERVICES: ADMIN SECTION

1(a) General workers – Male

Two-piece Overall 3 pairs annually

Safety Boots 1 pair annually

Socks 4 Pairs annually

Golf shirts 2 annually

Dri-Mac 1 annually

Gum boots 1 pair every 2 years

Rain Coat 1 every 2 years

Hard Hat 1 Annually

1(b) General workers – Female

Overall or two-piece overall 3 pairs annually

Golf shirts 2 annually (only applicable with two piece overall)

Safety Boots 1 pairs annually

Socks 4 pairs annually

Dri-Mac 1 annually

Gum boots 1 pair every 2 years

Rain Coat 1 every 2 years

Hard Hat 1 annually

1(d) Messengers

Dust Coats 3 pairs annually

Safety Boots 1 pair annually

Socks 4 pairs annually

Rain Coat 1 every 2 years

Dri-Mac 1 annually

Hard Hat 1 annually

1(e) Photo copier Operator

Dust Coats 3 pairs annually

1(f) Store Personnel

Dust coats 3 pairs per employee annually

Safety Shoes 1 pair annually

2. OCCUPATIONAL HEALTH AND SAFETY

2(a) Safety Officer

Two-Piece Overalls 1 pair annually

Safety Boots 1 pair annually

Shirts 2 Annually

Jeans 2 pairs annually

Socks 4 pairs annually

Reflector Jacket 1 every 3 years

Rain Coat 1 every 2 years

Dri-Mac 1 annually

Hard Hat 1 annually

Gum boots 1 pair every 2 years

2(b) Health and safety representatives

Reflective Jacket 1 every 3 years

3. GRASS CUTTING

Two-piece reflective Overall 3 pairs annually

Safety Boots 1 pair annually

Socks 4 pairs annually

Golf shirts 2 annually

Bush Hat 2 annually

Hard Hat 1 annually

Rain Coat 1 every 2 years

Dri-Mac 1 annually

Gumboots (Only Special duties) 1 pair every 2 years

Dust mask with single respirator

4. BUILDING SECTION

Two-piece reflective Overall 3 pairs annually

Safety Boots 1 pair annually

Socks 4 pairs annually

Golf shirts 2 annually

Bush Hat 2 annually

Rain Coat 1 every 2 years

Dri-Mac 1 annually

Hard Hat 1 annually

Gumboots (Only Special duties) 1 pair every 2 years

Safety goggles 4 annually

Dust mask with single respirator

5. ROADS SECTION

5(a) General Team

Two-piece reflective Overall 5 pairs annually
Safety Boots 3 pairs annually
Bush Hat 2 annually
Rain Coat 1 every 2 years
Dri-Mac 1 annually
Gumboots (Only Special duties) 3 pairs every years
Safety goggles 4 annually
Hard Hat 2 annually
Dust mask with single respirator
Socks 4 pairs annually
Golf shirts 2 annually

5(b) Mechanised Potholes Patching team

Two-piece reflective Overall 5 pairs annually
Safety Boots 3 pair annually
Rain Coat 1 every 2 years
Dri-Mac 1 annually
Gumboots (Only Special duties) 5 pair annually
Safety goggles 4 annually
Ear protection (ear plugs) 5 annually
Hard Hat 2 annually
Dust mask with single respirator
Socks 4 pairs annually
Golf shirts 2 annually
Bush Hat 2 annually

5(c) Special Maintenance Team

Two-piece reflective Overall 5 pairs annually
Safety Boots 3 pairs annually
Hard Hat 2 annually
Rain Coat 1 every 2 years
Dri-Mac 1 annually
Gumboots (Only Special duties) 2 pair annually
Safety goggles 4 annually
Ear protection 5 annually
Kidney belt 2 annually
Socks 4 pairs annually
Golf shirts 2 annually
Bush Hat 2 annually

6. ELECTRICAL SECTION

Two-piece Overall 3 pairs annually
Safety Boots E20300 1 pair annually
Socks Flame resistant 4 pairs annually
Bush Hat 2 annually
Rain Coat 1 every 2 years
Dri Mac 1 every 2 years
Harness (only Special duties) 1 every 3 years
Hard Hat 1 annually
Gumboots (Only Special duties) 1 pair every 2 years

7. MECHANICAL WORKSHOP

Two-piece reflective overall 3 pairs annually
Safety Boots 1 pair annually
Socks 4 pairs annually
Golf shirts 2 annually
Bush Hat 2 annually
Rain Coat 1 every 2 years
Dri-Mac 1 annually
Hard Hat 1 annually
Gumboots (Only Special duties) 1 pair every 2 years
Dust mask with single respirator

8. FITTER & TURNER

Two-piece reflective overall 3 pairs annually
Safety Boots 1 pair annually
Socks 4 pairs annually
Golf shirts 2 annually
Bush Hat 2 annually
Rain Coat 1 every 2 years
Dri-Mac 1 annually
Gumboots 1 pair every 2 years
Safety goggles 4 annually

9. WATER & SEWER SERVICES

Two-piece reflective overall 3 pairs annually
Safety Boots 1 pair annually
Socks 4 pairs annually
Golf shirts 2 annually
Bush Hat 2 annually
Rain Coat 3 annually (exposure to water/fluids on daily basis)
Dri-Mac 1 annually
Gumboots 3 Pairs annually (exposure to water/fluids on daily basis)

Chemical Suits 2 pairs (to be procured and kept in the store room. Only worn when it's necessary)

Safety goggles 4 annually

Dust mask with respirator

10. WASTE WATER WORKERS

Two-piece reflective Overall 3 Pairs annually

Safety Boots 1 Pair annually

Socks 4 Pairs annually

Golf shirts 2 annually

Rain Coat 3 annually (exposure to water/fluids on daily basis)

Dri-Mac 1 annually

Gumboots 1 every 2 years

Dust Coat (only Lab Plant operators) 2 annually

Safety goggles 4 annually

11. PROJECT MANAGERS/INSPECTORS

Two-piece reflective Overall 3 Pairs annually

Safety Boots 1 Pair annually

Socks 4 Pairs annually

Golf shirts 2 annually

Bush Hat 2 annually

Rain Coat 1 every 2 years

Dri-Mac 1 annually

12. STORE MAN, GENERAL ASSISTANT,

Two-piece Overall 3 pairs annually

Safety Boots 1 pair annually

Socks 4 pairs annually

Golf shirts 2 pairs annually

Bush Hat 2 annually

Rain coat 1 pair every 3 years

Dri-Mac 1 pair every 3 years

13. ASSETS, FILLING & STOCK TAKERS

Two-piece overall 3 pairs annually

Golf shirts 2 pairs annually

Safety Boots 1 pair annually

Socks 4 pairs annually

Bush hat 2 annually

Dri-mac 1 annually

14. BOILER OPERATORS

Two-piece Overall 3 pairs annually
Golf shirts 2 pairs annually
Safety Boots E20300 1 pair annually
Socks Flame resistant 4 pairs annually
Rain Coat 1 every 2 years
Dri Mac 1 every annually
Harness 1 every 3 years
Hard Hat 1 annually
Gumboots 1 pair every 2 years
High Heat gloves - SH33 aluminized gloves
Safety goggles 4 annually
Dust mask with single respirator
Ear muffs

15. SECURITY INSPECTORS

Two-Piece Overalls 1 pair annually
Safety Boots 1 pair annually
Shirts 2 Annually
Jeans 2 pairs annually
Socks 4 pairs annually
Reflector Jacket 1 every 3 years
Rain Coat 1 every 2 years
Dri-Mac 1 annually
Hard Hat 1 annually
Gum boots 1 pair every 2 years

16. ADHOC PROVISION OF PPE

Only those who qualify to visit on the site as per the approval from the Accounting Officer.

Two piece Overall 1 pair annually
Safety Boots 1 pair annually
Socks 1 pair annually
Golf shirt 1 annually
Bush Hat 1 pair annually
Rain Coat 1 every 2 years
Dri-Mac 1 annually
Safety goggles 1 annually