

PERSONAL PROTECTIVE EQUIPMENT POLICY



Molemole Municipality

TABLE OF CONTENTS

1. Preamble
2. Legislative framework
3. Definitions of terms and abbreviations
4. Objectives
5. Scope and application
6. General duties of Council towards its employees
7. ~~Procedures on purchasing and issuing of personal protective~~
Equipment
 - 7.1. Process to purchase Personal Protective Equipment's
 - 7.2. Issuing of Personal Protective equipment's
 - 7.3. **Issuing of Personal Protective Equipment on special
Circumstances.**
8. **Procedure on purchasing and issuing of personal equipment**7
9. Approval and implementation

1. PREAMBLE

Employers are required in terms of the Occupational Health and Safety Act, 85 of 1993 to create an environment that is hazard free, healthy and safe for the employees to work in. In terms of the same Act, employers have a responsibility to conduct risk assessments and put the findings on a matrix and manage them accordingly for the welfare of the employees. It is for that reason that Molemole Municipality has adopted a responsibility to provide for Personal Protective Equipment & Uniform for its employees with the view to creating a healthy 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 65 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
- 2.6 South African Bureau of Standards Act 29 of 1993 as amended

3. DEFINITIONS AND ABBREVIATIONS

- 3.1. **Danger:** Anything that may cause injury or damage to persons or Property
- 3.2. **Hazard:** A source of or exposure to danger.
- 3.3. **Job:** A combination of different tasks.
- 3.4. **Employer:** A person designated as the employer in terms of the Occupational Health and Safety Act.
- 3.5. **Operating:** Means switching, linking, safety testing and earthing.
- 3.6. **Risk:** The probability that injury or damage will occur.
- 3.7. **Risk assessment:** An assessment of the probability that injury or Damage will occur.
- 3.8. **Task:** A single execution of a certain act.
- 3.9. **Personal Protective Equipment:** Specialized Clothing or equipment worn by employees for protection against health and safety hazards. Persona

Protective equipment is designed to protect many parts of the body, i.e., eyes, head, face, hands, feet and ears.

ABBREVIATIONS

- 3.10. **PPE:** Personal Protective Equipment.
- 3.11. **OHS Act:** The Occupational Health and Safety Act, Act 85 of 1993.
- 3.12. **SABS:** South African Bureau of Standards
- 3.13. **SHE Rep:** Safety Health Environment Representative
- 3.14. **OHS Officer:** Occupational Health and Safety Officer
- 3.15 **COIDA:** Compensation for Occupational injuries and Diseases Act

4. OBJECTIVES

- 4.1. To ensure that **all employees** entitled, are provided with **Personal Protective Equipment that are compliant with Health and Safety of all employees in terms of Occupational Health and Safety Act.**
- 4.2. To ensure that employees perform their duties in a safe and healthy environment **that is free from health hazards.**
- 4.3. To set standard on personal protective equipment as to who must wear what, where and when.
- 4.4. To comply with the Risk Assessment and ensure that is always updated if there are emergency needs.
- 4.5. To create a sense of identity within Molemole as well as to assist those employees where the work environment tends to damage their clothes.

5. SCOPE AND APPLICATION

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

6. GENERAL DUTIES OF COUNCIL TOWARDS ITS EMPLOYEES

- 6.1. The Council will provide protective equipment to minimize exposure of employees to hazard.
- 6.2. The council will enforce employees at all times the wear of protective equipment.
- 6.3. The Senior Manager, manager and supervisor shall identify employees who qualify to wear protective equipment within department.
- 6.4. The council shall ensure that no worker or official is allowed at the work place without the correct personal protecting equipment and or uniform.
- 6.5 The issuing of PPE/Uniform to all eligible officials will be determined by what the allocated budget can cover during the financial year.

7. GENERAL DUTIES OF EMPLOYEES AT WORK

- 7.1 The employees must be aware of and understand all hazards and risks associated with their job and work areas.
- 7.2 Co-operate with the employer to ensure that the requirements as set out in the OHS ACT and Regulations are fulfilled.
- 7.3 Maintain each item provided to them and keep it clean and hygienic and in a good state of repair.
- 7.4 Be reasonable or considering his/her personal protective clothing and this shall not be carried out during working hours.
- 7.5 Must be treated in the proper use, care, maintenance and limitations of PPE
- 7.6 They must wear protective equipment at all times.

8. PROCEDURE ON PURCHASING AND ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS AND UNIFORM

8.1. Process to purchase personal protective equipment and uniform

- 8.1.1. The budget for the Personal Protective Equipments for all departments shall rest with the Department of Corporate Services in the vote allocated to the Administration division. The budget shall also cater for new appointments.
- 8.1.2. All Personal Protective Equipment purchased shall be in accordance with the SABS, approved quality standards, the ISO 9000 Quality Management series and Municipal Specification on Personal Protective Equipment.
- 8.1.3. Managers and Supervisors shall submit their subordinate's Personal Protective Equipment requirement to the Manager: Administration in order for them to consolidate the overall specification required for all employees
The final consolidation of all the specification will be determined in line with available budget and in consideration of the PPE needs of the employees.
The Accounting Officer reserves the right to revise the consolidated specification if deemed necessary and after consideration of the budget availability and the needs of the institution.
- 8.1.4. The Municipality shall place an order with specification, sizes and quantities of PPE required guided by 8.1.3 as and when it is necessary.
- 8.1.5. The service provider will deliver protective clothing to the municipality's designated office(s) based on the Implementation programme:
- 8.1.5. Gender-specific requirements shall be taken into consideration when conducting any PPE needs assessment and when purchasing the required items.

8.2. ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS AND UNIFORM

- 8.2.1. Personal Protective Equipment and uniform shall be issued in accordance with the PPE matrix compiled by the Administration Officer, Personal Protective Equipment Committee and responsible manager.
- 8.2.2. A maximum of **two** per set of PPE, shall be issued to employees who are expected to be on fully uniform on a daily basis as per the PPE list identified, whereas where necessary,
- 8.2.3. Employees and other municipal committees whose job requires PPE on an ad-hoc basis will be issued once in every three years.
Employees who are offered PPE as per 8.2.3 above will only receive ONE set of uniform package once in every Three years.
The Accounting Officer reserves the right to determine employees who qualify to be issued with Personal Protective Equipment.
- 8.2.4. A record shall be kept of the issue of all PPE to persons, and other specialized equipment.
- 8.2.5. No worker is allowed at the workplace without the correct Personal protective equipment.
- 8.2.6. The experiential training learners appointed by the Municipality be issued with a full set of PPE depending on **the section that they are placed**.
- 8.2.7. Council will not be responsible for **the laundry or maintenance of employee's Personal Protective equipment**.
- 8.2.8. The personal protective equipment provided to employees must be kept clean at all times.
- 8.2.9. It is the responsibility of the Manager: Administration to finalize the design of the PPE for submission to the appointed **Service Provider**
- 8.2.10. The Manager: Administration should send the final design to the employees before mass production by Service Provider.
- 8.2.11. The appointed Service Provider is expected to confirm all the sizes provided with each employee before production of the PPE.

8.3. ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS IN SPECIAL CIRCUMSTANCES

- 8.3.1. Employees who due to physical or ergonomic constraints are prevented from using appropriate protective equipment may be purchased specially manufactured equipment, provided that a written prescription that guides the required equipment from a specialist is submitted to the employer.
- 8.3.2. The employer shall be responsible for the expense attached to the diagnosis for the first occasion.
- 8.3.3. **The employees' status shall be reviewed on a yearly basis to find if there is improvement on the condition of the employee, which expense shall be borne by the employer.**
- 8.3.4. A maximum set of two PPE's shall be purchased for the employee with special needs.
- 8.3.5. Each and every person issued with PPE must sign the acceptance and compliance issuing register.

CONTROL OF ISSUING OF PERSONAL PROTECTIVE EQUIPMENTS

Issuing quantities of personal protective equipment as follows:

DESCRIPTION	QUANTITY	FREQUENCY
Department: TECHNICAL AND COMMUNITY SERVICES		
Two-piece Overall	2	Annually
Golf Shirts	2	Annually
Jersey	1	Annually
Jacket	1	Annually
Safety shoes	2 pair	annually
Gum Boots (Water boots)	1 pair	every after 2 years
Plumber Wader	1 pair	annual
Kidney Belt	1 pair	annual
Rain Coat	1 pair	every after 2 years
Socks	2 Pairs	Annually
Cricket Hat	1	Annually
Cap	1	Annually
Gloves	3 pairs	annually

N.B. ALL MANAGERS WILL RECEIVE THE FOLLOWING EVERY AFTER 2 YEARS:

1 CONTI SUITE
1 PAIR OF BOOTS
1 CRICKET HAT
2 PAIRS SOCKS
1 CAP

CORPORATE SERVICES DEPARTMENT

Cleaners

Golf Shirt	2	annually
Jean Skirt	2	annually
Industrial Coat	2	annually
Jersey	1	annually
Jacket	1	annually
Apron	1	annually
Rain Coat	1	every after 2
Safety Shoes	2 Pairs	annually
Socks	2 pairs	annually

Cricket Hat	1	annually
Beanie Hat	1	annually

DRIVER

Shirt	2	Annually
Trouser	1	Annually
Jean Trouser	1	Annually
Golf Shirt	2	Annually
Jersey	1	Annually
Jacket	1	Annually
Conti suit	1	every after 2 years
Safety Shoes	2 pairs	annually
Raincoat	1	every after 2 years
Cricket Hat	1	annually
Beanie Hat	1	annually

IT Office (after every 2 years)

1 Conti Suite
 1 pair Boots
 1 cricket hat
 1 pair socks

OHS Officer (after every 2 years)

1 Conti Suite
 1 pair Boots
 1 cricket hat
 1 pair socks

BATHO PELE COMMITTEE

1 Conti Suite
 1 pair Boots
 1 cricket hat
 1 pair socks

MUNICIPAL MANAGER

QUALIFYING EMPLOYEES: INTERNAL AUDIT TEAM AND RISK UNIT – EVERY AFTER 2 YEARS

1 Conti Suite
 1 pair Boots
 1 cricket hat

1 pair socks

COMMUNITY & SOCIAL SERVICES DEPARTMENT

LICENSING SECTION

COMBAT TROUSER
STEP OUT TROUSER
COMBAT SHIRT
FORMAL SHIRT L/S
TIE
OFFICER'S CAP
LADIES HAT
COMBAT BOOTS
PARABELLUM
H/W SOCKS
L/W SOCKS
JERSEY S/S
HIP LENGTH JACKET
NAME TAGS
LEATHER BELT
STOCKINGS
GOLF SHIRT WITH BADGE
LADIES SKIRT
COLLAR BADGE
WOOLEN HAT
TRAFFIC STAR
EPAULETTES
SHOULDER FLASHER
LADIES JACKET [FORMAL]
COMBAT TROUSER
STEP OUT TROUSER
COMBAT SHIRT
FORMAL SHIRT L/S
TIE
OFFICER'S CAP
LADIES HAT
COMBAT BOOTS
PARABELLUM
H/W SOCKS
L/W SOCKS
JERSEY S/S
HIP LENGTH JACKET
NAME TAGS
LEATHER BELT
STOCKINGS
GOLF SHIRT WITH BADGE

LED AND P

**QUALIFYING EMPLOYEES: MANAGER: SPATIAL AND IDP, IDP OFFICER,
BUILDING INSPECTOR, MANAGER: LED, LED OFFICER**

1 Conti Suite
1 pair Boots
1 cricket hat
1 pair socks

**QUALIFYING EMPLOYEES: SCM MANAGER PROCUREMENT OFFICIALS.
ASSET OFFICER, STORES CLERK, BID OFFICER & INCOME UNIT**

1 Conti Suite
1 pair Boots
1 cricket hat
1 pair socks

STORES CLERK, BID OFFICE & PROCUREMENT

1 Dust Coat every after 2 years

EVENT COMMITTEE

DRESS/SKIRT	1	every after 2 years
Man's Trouser	1	every after 2 years
Ladies / Man's Shirt	1	every after 2 years
Golf Shirt	1	every after 2 years
Formal Jacket / Cardigan	1	every after 2 years
Rain Coat	1	every after 2 years
Conti suit	1	every after 2 years
Cricket Hat	1	annually
Beanie Hat		

I, the undersigned, agree that the importance of personal protective equipment was explained to me and that I am aware of when, where and how it must be worn. I accept that if I do not use it in terms of the PPE user matrix and GSR (2), I could be disciplined for non-compliance.

Signed: Date:
Employee

Signed: Date:

PERSONAL PROTECTIVE EQUIPMENTS STANDARDS

The following documents contain provisions that, through reference in the text, constitute requirements of this standard. All standards and specifications are subject to revision and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent editions of the documents listed below.


Sr	CODE	DESCRIPTION: TYPES OF PPE
	SABS 397:1983,	<i>Safety helmets for industrial use and for firemen</i>
	SABS 416:1973,	<i>Chemical resistance gloves</i>
	SABS 434:1988,	<i>Boiler suits and work wear suits</i>
	SABS 492:1982,	<i>Protective and safety gumboots (4 parts), all made from rubber</i>
	SABS 549:1993	<i>intrinsically safety electrical apparatus</i>
	SABS 741:1995,	<i>Industrial boots (including safety boots) with direct vulcanized soles and heels</i>
	SABS 809:2000,	<i>Restraint belts</i>
	SABS 1068:1985,	<i>Coats and jackets (protective, unlined)</i>
	SABS 1114:1995,	<i>Industrial boots (including safety boots) with stuck-on pre-moulded or Direct-injection-moulded soles and heels</i>
	SABS 1167:1995,	<i>Industrial shoes (including safety shoes) with stuck-on pre-moulded or Direct-injection-moulded soles and heels</i>
	SABS 1168:1995,	<i>Industrial shoes (including safety shoes) with direct vulcanized soles and heels</i>
	SABS 1179:1977,	<i>Wet blue chrome-tanned hides</i>
	SABS 1186:1978,	<i>Symbolic safety signs (Part 1 to Part 5)</i>
	SABS 1220:1984,	<i>Rubber gloves for electrical purposes</i>
	SABS 1228:1986,	<i>Abrasive resistant PVC gloves</i>
	SABS 1276:1980,	<i>Protective suits for use when pesticides are handled</i>
	SABS 1280:1980,	<i>Webbing</i>
	SABS 1297:1986,	<i>Leather gloves</i>
	SABS 1320:1980:Part 1,	<i>Injection-moulded gumboots</i>
	SABS 1320:1981:part 2	<i>Dip moulded gumboots with pre-moulded stuck-on outer</i>

		<i>soles and heels</i>
	SABS 1320:1983:Part 3,	<i>Injection-moulded PVC ankle boots for men</i>
	SABS 1362:1995,	<i>Sewing threads</i>
	SABS 1387:1983,Part 4,	<i>Cotton jeans and drill fabrics</i>
	SABS 1387: 1983, Part 6,	<i>Denim fabrics</i>
	SABS 1387:1983,Part 7,	<i>Jacket linings</i>
	SABS 1400:1993	<i>Equipment (including oculars) for eye, face and neck protection against non-ionizing radiation arising during welding and similar operations – Welding helmets, hand shields, goggles and welding spectacles</i>
	SABS 1404:1993	<i>Eye-protectors for industrial and non-industrial use</i>
	SABS 1404:1980	<i>Industrial safety spectacles for general use</i>
	SABS 1451:1988:Part 1	<i>Hearing protectors, ear-muffs</i>
	SABS 1451:1988:Part 2	<i>Hearing protectors, ear-plugs</i>
	SABS 1455:1988:Part 1	<i>Masks for particulates and gas</i>
	SABS 1455:1988:Part 2	<i>Particulate respiratory filters</i>
	SABS 1455:1988:Part 3	<i>Particulate filtering masks</i>
	SABS 1455:1989:Part 4	<i>Gas and combination filters</i>
	SABS 1515:1990,Part 1	<i>Flammable gas detecting and measuring instruments primarily for use in Mines</i>
	SABS ISO 2000 series	<i>Quality management and quality assurance standards</i>

Act / Code	Section / Regulation No
OHS Act 85 of 1993 Sections	8, 9, 11(4), 11(5), 11(6b), 12(4e), 12(5), 14.
OHS Act 85 of 1993 Regulations, General Safety Regulations, Hazardous Chemical Substances Regulations, Asbestos Regulations, Lead Regulations and the Environmental Regulations For Work Places.	GSR 3 (a) HCSR 11 AR 12, 17 LR 12 ERW 2 - 7

9. APPROVAL AND IMPLEMENTATION

The policy will be implemented upon approval by Council.

Signature	
Initials & Surname	M. E. Paya
Designation	Mayor
Council Resolution Number:	04/30/03/2026/3.4.3
Council Date	30/03/2026