

# BERGRIVIER MUNICIPALITY



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**This policy applies to all employees in the service of the Bergrivier Municipality who are issued with Personal Protective Equipment and Personal Protective Clothing in terms of General Safety regulation (Schedule 2) in the Occupational Health and Safety Act (Act 85 of 1993). (Temporary and contract employees included, councillors on site)**

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## 1. INTRODUCTION

This policy has been drafted to ensure that:

1. Personal Protective Clothing and Equipment (PPE) is issued to staff if and when 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. DEFINITIONS

<b><i>“Danger”</i></b>	Anything that may cause injury or damage to persons or property
<b><i>“Employer”</i></b>	Means any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him
<b><i>“Employee”</i></b>	Means a person who works for, or renders a service to, the Municipality regardless of the form of his/her employment contract, and in respect of which any factor enumerated in section 200 A(1) of the Labour Relations Act applies.
<b><i>“PPE”</i></b>	Personal Protective Clothing and Equipment
<b><i>“User”</i></b>	A Person who uses or operates something
<b><i>“Standards”</i></b>	A required or agreed level of quality or attainment
<b><i>“Hazard”</i></b>	Means a source of or exposure to danger
<b><i>“Officials”</i></b>	Relating to an authority or public body and its activities and responsibilities
<b><i>“Supervisors”</i></b>	A Person who supervises a person or an activity
<b><i>“Operational Officials”</i></b>	Person fit for proper functioning and representative of organisation
<b><i>“Relevant Managers”</i></b>	Means connected or related to the person or people whom they manage
<b><i>“Risk”</i></b>	The probability that injury or damage will occur
<b><i>“Risk Areas”</i></b>	Means an area where hazardous work is being done
<b><i>“SHER Officer”</i></b>	Safety Health and Environmental Officer
<b><i>“EPWP”</i></b>	Expanded Public Works Programme

### **3. RESPONSIBILITIES**

The employer is responsible for issuing PPE and the user of 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.

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

#### **4.1 GENERAL PROVISIONS**

4.1.1 The following general requirements must be complied with when issuing and using PPE:

- i. All PPE will be issued to staff at the cost of the employer free of charge. The PPE will remain the property of the employer and the employer can therefore require that PPE may not be removed from the premises;
- ii. Employees are required to take reasonable care to ensure that PPE issued to them are properly maintained and kept in a serviceable condition;
- iii. PPE can be taken home for maintenance purposes with the permission of the responsible manager, and
- iv. Employees who are supplied with lockers and who are not required to work standby duty, will be required to leave the safety equipment in the lockers at work.
- v. Supervisors must train all new staff in the undermentioned and once every year:
  - Correct use of the PPE provided;
  - Limitations of the equipment provided;
  - Correct maintenance procedures; and
  - The contents of this procedure.
- vi. PPE will only be issued to operational officials who are exposed to hazards in the workplace and will not form part of internal dress code per department.

4.1.2 No employee will be allowed or be required to perform work unless such an employee uses the required protective clothing and safety equipment provided;

- i. Any broken or damaged Protective Clothing and Equipment must be reported to the Departmental Manager immediately as to ensure that corrective action could be taken prior to the employee having to perform work for which the PPE 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. The Supervisor will ensure that the Personal Protective Clothing and Equipment Issue form is complete per employee and filed for record purposes.  
(Attached as Annexure C)

- iii. All old-handed in clothing or equipment will be discarded on a monthly basis and will be given to casual workers and if it is not in a good condition will be taken to the dumping site to be destroyed. This responsibility will rest with the head of each department. An inventory sheet in the form of Annexure C will be kept by the head of each department who will forward a copy of such sheet to the SHER Office when requested as well as for record purposes.
- iv. Employees who lost their PPE through theft or negligence and requiring new PPE to perform their daily tasks without interruption, will only be issued new PPE after a police affidavit (not only a case number) has been submitted to the SHER office and his/her Manager, and a preliminary investigation has been completed. After a second offence of the same nature the employer can request that disciplinary action be instituted against the official.
- v. The colour of the PPE issued to EPWP workers will be blue and EPWP officials will not be allowed to wear any other colour PPE that are issued to BM departments.

## **5. 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 No. 85 of 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.

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

- 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.

**5.2 EMPLOYEE DUTY 2** - Section 14(b) states - “Every employee shall at work *as regards any duty or requirement imposed on his/her 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 complies with the provisions of the Occupational Health and Safety Act, 1993. The employee shall 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.

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

**5.4 EMPLOYEE DUTY 4** - Section 14(d) states “if any situation which is unsafe or unhealthy comes to his/her attention, as soon as practicable, report such situation to his/her employer or to

the Health and Safety Representative for his/her workplace or section thereof, as the case may be, who shall report it to the employer”

**5.5 EMPLOYEE DUTY 5** - Section 14(e) states “if he/she is involved in any incident which may affect his/her health or which has caused an injury to himself/herself, report such incident to his/her employer or to anyone authorized thereto by the employer, or to his/her 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/she shall report the incident as soon as practicable thereafter”

**5.6 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”.

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.

## **6. 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 PPE 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 Head of that department who will then conduct an enquiry on the alleged misconduct. The supervisor will report the non-compliance to the SHER office as well, who will investigate and report back to the supervisor and the head of department.
- iii. Supervisors shall instruct his/her employees in the proper use, maintenance and limitations of the safety equipment provided.
- iv. Employees reporting for duty without wearing the prescribed PPE will be send home and the principle of no work – no pay will apply. The SHER office will be informed to conduct an investigation in this regard.

## **7. ISSUING OF PPE**

### **7.1 Procedure**

- i. The Manager: Civil Engineering Services will in collaboration with other relevant managers and Supply Chain Section manage the tender process. The tender process will be done during June of each financial year according to the approved supply chain procedures. All the departments will obtain their respective safety clothing from the supplier/s to which the tender was awarded, within the guidelines of the Supply Chain Policy.

#### **The PPE will consist of the following items:**

- **2 piece overall 65/35% or 100% cotton;**
  - **Safety boots with and without toe steel caps;**
  - **Gumboots;**
  - **Gloves which include goatskin, pigskin, rubber etc; and**
  - **All other PPE items will be procured as needed.**
- ii. The relevant Managers will ensure PPE be issued and that minimum stock levels are kept for frequently issued PPE items mentioned above to avoid any unwarranted delays in the issuing of PPE.
  - iii. Protective clothing will be issued throughout the financial year, on a need to have replaced basis as prescribed in Risk Areas and determined as being necessary by management to enhance safety and verified by the SHER Section for audit purposes.
  - iv. Protective Clothing will only be replaced when a broken/torn/badly worn one is handed in and the handling and disposing of register is completed and handed to the SHER Manager every month. Proof must be kept by the line manager for audit purposes.
  - v. The appropriate PPE will be issued for new appointments as prescribed in Section 10 of this policy.
  - vi. Specialist equipment will be bought by the departmental manager and proper controls will be put in place regarding storage, issue and maintenance of this equipment.



- vii. Officials shall be provided with a locker to keep personal protective equipment (PPE) safely locked away and where lockers are not available, the safe keeping of the PPE will be the responsibility of the supervisors.
- viii. No printing of personal names will be allowed. Printing of the name of the municipality as well as the department at the back of the overalls, will be done by the successful service provider on all PPE when it is ordered from the supplier.
- ix. Directors must approve/ authorise PPE required for Managers and Heads of their Departments in conjunction with SHER Officer.
- x. It is the responsibility of the end user departments to ensure that the requests for PPE of employees, adhere to the policy and that the employees get what is allocated to them.

## **7.2 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 user shall take steps to reduce the risks by maintaining safety equipment to ensure that it is in a good and clean condition. An employer shall instruct his/her employees in the proper use, maintenance and limitations of the safety equipment provided.

## **7.3 DAMAGED EQUIPMENT**

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

The following must be inspected on a daily basis:

- 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 any task.
- PPE is for personal protection and official use only. Officials who are found to have sold PPE will face disciplinary charges.
- Previous employees are not allowed to wear PPE with Bergrivier branding on it.

## **8. Supervisors responsibility**

Supervisors have the primary responsibility for implementing and enforcing policies and the use of PPE in their work area. This involves

- i. Providing appropriate PPE to employees;

- ii. Ensuring that employees are trained on the proper use, care, and cleaning of PPE;
- iii. Ensuring that PPE training certification and evaluation forms are signed and given to Health and Safety Officer;
- iv. Ensuring that employees properly use and maintain their PPE, and adhere to PPE policy and rules of Bergrivier Municipality;
- v. Notifying Management and the Safety Person when new hazards are introduced or when processes are added or changed; and
- vi. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

## **9. General**

- i.* Disregard or actions in contravention of this policy will be dealt with in accordance with the existing disciplinary procedures of the Council.
- ii.* Additions, reductions or changes to this policy must be motivated in writing to the Municipal Manager or his/her assignee. The HR Department is responsible to update and monitor the implementation of this policy.
- iii.* Departments can decide what colour of overalls they want to wear, but must discuss it with the Safety Committee.

**10. RISK-AREAS Roads, Storm water, Water & Sewerage, Solid Waste, Building department. 2 x 100% Denim Jeans for the senior officials that have engagement with public. (After approval by Director)**

<b>Risk Area :</b>	<b>Description</b>	<b>QTY</b>	<b>Frequency</b>	<b>Acc QTY Per Annum</b>
All Employees	Two Piece 100% cotton overalls (65/35%)	2	Employment date/ Financial year beginning	Replace broken with new
All Employees	Safety Boots with steel toe caps	1	Employment date	Replace broken with new
All Employees	SABS approved Water Boots	1	When required	Replace broken with new
All Employees	Blue Golf T/Shirt	2	Employment date	Per annum
All Employees	Hood for sun protection	1	Employment date	Per annum
Parks Machine Operator	Face Shield	1	When required	Replace broken with new
Machine Operator (Chainsaw)	Protective pants	1	When required	Replace broken with new
Machine Operators and Chemical users	Safety Glasses and Dust mask	1	When required	Replace broken with new
Machine Operators	Noise Muffs/Ear plugs	1	When required	Replace broken with new
All Employees	Reflector Jacket	1	When required	Every 2 <sup>nd</sup> year
All Employees	Rain suits - lined	1	Employment date	Replace broken with new
All Employees	Pigskin /Goatskin Gloves	2	Employment date	Replace broken with new
All Employees	Rubber Gloves	1	When required	Replace broken with new

<b>Risk Area :</b> <b>REFUSE REMOVAL</b>	<b>Description</b>	<b>QTY</b>	<b>Frequency</b>	<b>Acc QTY Per Annum</b>
All Employees	Two Piece 100% cotton overalls (65/35%)	2	Employment date	Replace broken with new
All Employees	Safety Boots/Tekkies that are suitable for safety purposes	1	Employment date	Replace broken with new
All Employees	SABS approved Water Boots	1	When required	Replace broken with new
All Employees	Blue Golf T/Shirt	2	Employment date	Per annum
All Employees	Hood for sun protection	1	Employment date	Per annum
All Employees	Safety Glasses and Dust mask	1	When required	Replace broken with new
All Employees	Noise Muffs/Ear plugs	1	When required	Replace broken with new
All Employees	Reflector Jacket	1	When required	Every 2 <sup>nd</sup> year
All Employees	Rain suits - lined	1	Employment date	Replace broken with new
All Employees	Pigskin /Goatskin Gloves	2	Employment date	Replace broken with new

<b>Risk Area:</b> <b>BUILDING INSPECTORS,</b> <b>TECHNICAL OFFICERS &amp;</b> <b>SUPERVISORS</b> <b>HEAD: HOUSING</b>	<b>Description</b>	<b>QTY</b>	<b>Frequency</b>	<b>Acc QTY Per Annum</b>
Building inspectors	Two Piece 100% cotton overalls (65/35%)	1	Employment date	Replace broken with new
<b>Technical Officers &amp; Supervisors</b>	<b>100% Denim Jeans</b>	<b>2</b>	Employment date	Replace broken with new
All Employees	Safety Boots/ Tekkies that are suitable for safety purposes	Building Inspectors 1 Technical & Supervisors x 1	Every 2 years as the usage is not that extreme	1
All Employees	Shirt 1 Long sleeve 1 Short sleeve	Building Inspectors 2 Technical & Supervisors x 2	Per Annum	Replace broken with new
All Employees	SABS approved Water Boots	1	When required once every 3 years	Replace broken with new
All Employees	Safety Glasses	1	When required	Replace broken with new
All Employees	Noise Plugs	1	When required	1
All Employees	Reflector Jacket	1	When required	Every 2 <sup>nd</sup> year
All Employees	Rain suits - lined	1	As required	1
All Employees	Pigskin Glove	1	When required	1
<b>Building Inspectors and Technical Team</b>	<b>Helmet</b>	<b>1</b>	<b>When required</b>	<b>1</b>
All Employees	Rubber Gloves	1	When required	1

<b>Risk Area:</b> <b>TRAFFIC OFFICERS</b>	<b>Description</b>	<b>QTY</b>	<b>Frequency</b>	<b>Acc QTY Per Annum</b>
All Employees	Black shoes/Step out boot	2	Per Annum	Replace broken with new
All Employees	<b>1 Long &amp; 2 short sleeve Shirts</b>	3	Employment date	Replace worn with new
All Employees	Reflector Freezer Jackets	1	Employment	Every 5 years
All Employees	Men & women trousers & skirt	2 men & 2 women & 2 skirt	Per Annum	1
All Employees	<b>Thin and thick belts</b>	2	Per Annum	Every 2 <sup>nd</sup> year
All Employees	Reflector Bib	1	Per Annum	1
All Employees	Gloves white	1	Per Annum	Replace worn with new
All Employees	Socks	5	Per Annum	1
All Employees	Tie	1	Employment date	Replace worn with new
All Employees	Rain suite	1	1 every 5 years	Replace worn with new
All Employees	Pull over and jersey	1	Per Annum	Replace worn with new
All Employees	Baseball Caps	2	Per Annum	Replace worn with new
	Step out Cap	1	1 every 5 years	
All Employees	T/Shirt	5	Per Annum	1

<b>Risk Area: SAFETY OFFICER</b>	<b>Description</b>	<b>QTY</b>	<b>Frequency</b>	<b>Acc QTY Per Annum</b>
SAFETY OFFICER	Safety Boots	1	Per Annum	Every 2 <sup>nd</sup> year
SAFETY OFFICER	Safety Glasses	1	Per Annum	When required
SAFETY OFFICER	3 in 1 Rain/Freezer Jacket	1	Per Annum	1 every 3 years
SAFETY OFFICER	Denim Jeans	2	Per Annum	2
SAFETY OFFICER	Reflective vest	1	Per Annum	When required
SAFETY OFFICER	1 Long & 1 short sleeve shirt	2	Per Annum	2 every year
SAFETY OFFICER	Helmet	1	When required	When required

**2 x 100% Denim Jeans for the senior officials that have engagement with public. (After approval by Director)**

<b>Risk Area: METER READERS</b>	<b>Description</b>	<b>QTY</b>	<b>Frequency</b>	<b>Acc QTY Per Annum</b>
All Employees	Safety Boots/Tekkies that are suitable for safety purposes	1	Employment date	Replace broken with new
All Employees	<b>1 Long &amp; 1 short sleeve Shirts</b>	2	Employment date	Replace broken with new
All Employees	Freezer Jackets	1	Employment date	Every 2 <sup>nd</sup> year
All Employees	Rain suits - lined	1	Employment date	Every 2 <sup>nd</sup> year
All Employees	<b>Denim Jeans</b>	3	Employment date	Per annum

<b>Risk Area : ELECTRICAL DIVISION</b>	<b>Description</b>	<b>QTY</b>	<b>Frequency</b>	<b>Acc QTY Per Annum</b>
All Employees	Two Piece 100% denim overalls	2	Employment date	Replace worn with new
All Employees	Safety Boots without steel tips	1	Employment date	Replace worn with new
All Employees	SABS approved Water Boots	1	When required	Replace worn with new
All Employees	Safety Glasses	1	When required	1
All Employees	Ear Muffs / Ear Plugs	1	Employment date	When required
Electrical staff	Cotton T/Shirt Cotton Shirt	2 2	Per annum	4
All Employees	Reflector Jacket	1	When required	Per annum
All Employees	Rain suits lined	1	When required	1
All Employees	Helmet	1	When required	When required
Electricians	Helmet with face shield for switching	1	When required	When required
Electricians	Glove with under over glove 11kV in bag Noise	1	When required	Replace worn with new
All Employees	Pigskin Glove	1	Employment	When required
Electricians	LV Gloves	1	When required	Replace worn with new
All Employees	Sun hood	1	Employment	Per annum
Electricians	3 in 1 Rain/Freezer Jacket	1	Employment	1 every 3 years
Machine Operator (Chainsaw)	Protective pants	1	When required	Replace broken with new
Electricians	E/H safety shoes / boots	1	Per annum	Replace worn with new



Risk Area : Parks, Sport Grounds and Resorts Libraries	Description	QTY	Frequency	Acc QTY Per Annum
Libraries/Cleaner	Overalls/Overcoat (for protection when working with chemicals or general cleaning)	2	Employment date	Replace worn with new
Libraries/Cleaner	Gloves (Latex Household & Nitrile Examination)	2	Employment date	Replace worn with new
Libraries/Cleaner	Moulded Respirator Masks	2	Employment date	Replace worn with new
Libraries/Cleaner	Blue Golf T/Shirt	2	Employment date	Per annum
All Employees	Two Piece 100% cotton overalls	2	Employment date	Replace worn with new
All Employees	SABS approved Water Boots	1	When required	Replace worn with new
<b>Machine Operator (Chainsaw &amp; brush cutter)</b>	<b>Safety Boots with steel toecaps and cut resistant inlay at the front. Water resistant.</b>	<b>1</b>	<b>When required</b>	<b>Replace broken with new</b>
Parks Machine Operator	Shin Pad	1	When required	Replace worn with new
All Employees	Blue Golf T/Shirt	2	Employment date	Per annum
All Employees	Hood for sun protection	1	Employment date	Per annum
Parks Machine Operator	Face Shield & helmet saw	1	When required	Replace worn with new
<b>Machine Operator (Chainsaw &amp; brush cutter)</b>	<b>Protective pants with sewn in ballistic nylon pads</b>	<b>1</b>	<b>When required</b>	<b>Replace worn with new</b>

Machine Operators and Chemical users	Safety Glasses and Dust mask>	1	When required	Replace worn with new
<b>Chemical users</b>	<b>Respirator masks Elbow length Rubber gloves</b>	<b>1</b>	<b>When required</b>	<b>Replace worn with new</b>
Machine Operators	Noise Muffs/Ear plugs	1	When required	Replace worn with new
All Employees	Reflector Jacket	1	When required	Every 2 years
<b>Machine Operator (Chainsaw &amp; Brush cutter)</b>	<b>Reflector Jacket with sewn in ballistic nylon pads &amp; Leather gloves with reinforced ballistic nylon</b>	<b>1</b>	<b>When required</b>	<b>Replace worn with new</b>
All Employees	Rain suits – lined & Pigskin / Goatskin clothes	1 2	Employment date	Replace worn with new

**Annexure: A**

<b>PPE TRAINING REGISTER</b>			
I the undersigned hereby acknowledge that I have received training in: <ol style="list-style-type: none"> <li>1. The correct use of PPE provided;</li> <li>2. Limitations of PPE;</li> <li>3. Maintenance of Personal Safety Equipment; and</li> <li>4. Contents of the Safe Work Instruction titled "Required PPE"</li> </ol>			
NAME OF EMPLOYEE (PRINT)	ID NUMBER	DATE TRAINED	SIGNATURE

NAME OF EMPLOYEE (PRINT)	ID NUMBER	DATE TRAINED	SIGNATURE

## ANNEXURE B: PERSONAL PROTECTIVE CLOTHING ISSUE REGISTER

Document : Personal Protective Clothing Issue Register	Page No: 1 of 1
Doc No : BM Form PPE	Rev No : 001
Effective Date :	

<b>Department</b>		<b>Name</b>		<b>Emp. No :</b>		<b>Year</b>	
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PPE Item	1 <sup>st</sup> Issue			2 <sup>nd</sup> Issue			3 <sup>rd</sup> Issue		
	Qty	Date	Signature	Qty	Date	Signature	Qty	Date	Signature
OVERALL									
BOOTS									
GLOVES									
SAFETY GLASSES									
HEARING AID									
GUMBOOTS									
HARDHAT									
REFLECTIVE VEST									

**Standard**

- It is the responsibility of the employee's Supervisor to ensure that this register is maintained and kept up to date.
- A separate Personal Protective Clothing Issue Register must be completed for each employee.
- All PPE required by and issued to the employee must be listed on the register including the quantity, date of issue and acknowledgement of receipt of the PPE.
- All Subsequent issues as a result of damage or defect must also be entered on the register.
- Managers must ensure that quarterly spot-checks are conducted on the PPE issue register of each employee.

Document : Personal Protective Clothing Return Register		Page No: 1 of 1	
Doc No : BM Form PPE	Rev No : 001	Effective Date :	

### Annexure C: Personal Protective Clothing: Return sheet

<b>Department</b>		<b>Name</b>		<b>Emp. No :</b>		<b>Year</b>	
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<b>Date Issued</b>	<b>Description of Personal Protective Clothing issued</b>	<b>Description of old / worn out clothing handed in</b>	<b>Employee Signature</b>	<b>Supervisor/Manager Who receive the old clothing and replace it with new clothing Signature</b>	<b>Date when the old / worn out clothing was handed in</b>	<b>SHER Office sign as proof that the old / worn out clothing has been received/ destroyed</b>