PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY FOR ROAD MAINTENANCE AND MECHANICAL WORKSHOP EMPLOYEES

POLICY ADOPTED BY COUNCIL ON 26 MARCH 2015 AT ITEM C.14.3
1. PURPOSE AND SCOPE

The purpose of this policy is to:

1.1 Standardize Personal Protective Equipment issued to all Provincial Road Maintenance employees and the five District Municipalities in the Western Cape Province involved in the Provincial Roads Agency Function.

1.2 Assist in the safe management of risks in the working environment.

2. APPLICATION OF POLICY

Basic Personal Protective Equipment (PPE) is issued to all Road Maintenance and Mechanical Workshop employees to ensure that the employees are appropriately protected in respect of the activities and risks to which they are or may be exposed to in their particular workplace.

3. RESPONSIBILITIES

3.1 Employer

Every Roads Unit (DRE & DM) shall evaluate the risks which may arise from the activities and shall take such steps as may under the circumstances be necessary to make such conditions or situations are safe by implementing the following:

(a) Select the types of PPE that affected employees will use as is determined through the hazards identified through risk assessment;

(b) Instruct employees in the proper use, maintenance and limitations of the safety equipment and facilities provided where necessary;

(c) Ensure every affected employee is familiar on the correct use of their PPE;

(d) Enforce and ensure every affected employee uses the required PPE when performing tasks identified in the hazard assessment that require the use of PPE;

(e) Prevent the use of PPE that is defective or damaged, in which case the defective or damaged PPE must be discarded and replaced; and

(f) Shall not require or allow any employee to work unless such an employee uses the required safety equipment.
3.2 Employees

(a) Should not perform a task without wearing the required PPE;

(b) Required to maintain their PPE in a workable condition;

(c) Report defects immediately to the supervisor;

(d) Will be subject to disciplinary action for failure to abide to this Personal Protective Equipment policy; and

(e) No employee may be charged for PPE, however unauthorised use and/or abuse of issued PPE will be investigated and could result in disciplinary action.

4. TRAINING REQUIREMENTS

4.1 The employer shall provide adequate training to each employee who is required to use PPE and each employee shall be trained to know at least the following:

(a) When PPE is necessary;

(b) What PPE is necessary;

(c) How to properly wear/use PEE;

(d) What are the limitations of PEE;

(e) The proper care, maintenance, useful life, and disposal of the PPE;

4.2 Each affected employee must demonstrate an understanding of the training provided, and the ability to use the PPE properly, before performing any work requiring the use of PPE.

4.3 Show-and-tell (on the job) competence demonstrations are appropriate for most situations.

4.4 When the supervisor has reason to believe that an affected employee who has already been trained does not have the understanding and skill required, the supervisor shall re-train the employee.

4.5 Circumstances that render previous training obsolete or inadequate and therefore require new training or re-training include, but are not limited to:

(a) Changes in the workplace;

(b) Changes in the scope of work types of PPE to be used; and

(c) Employee exposed to different risk factors.
4.6 The supervisor must verify that each affected employee has received and understood the required training through a written certification that must contain the name of each employee trained, the date(s) of training, and identify the subject of certification.

5. PROCEDURE

5.1 Personal Protective Equipment (PPE) is prescribed as a measure to minimise and/or in certain instances mitigate identified risk(s) in the workplace. As such, PPE should be:

(a) Used in the correct manner;
(b) Kept in a good working condition;
(c) Be serviced and/or replaced as per the guidelines issued by the manufacturer;
(d) Replaced prior to being ineffective; and
(e) Worn and utilised at all times as appropriate to the identified risks.

5.2 Basic PPE consists of overalls (covering clothing), safety shoes, reflective vests, etc. for road maintenance employees.

5.3 Additional PPE is required where certain tasks are identified to have “additional” risks being associated with them. In such instances, the required PPE should be available at the location of the risk, or alternatively issued (permanently, or issued and returned) to the persons exposed to such risks.

5.4 It is the responsibility of management to ensure that:

(a) Appropriate risk assessments are conducted in the workplace, and that such assessments are revisited for appropriateness;
(b) Appropriate PPE is available and issued according to the risks;
(c) Employees are familiarized with the risks and the need to wear PPE; and
(d) PPE is worn as is appropriate to the risks identified.

5.5 The PPE issuing list defined in this policy is based on an assessment of the PPE available commercially and an identification of those items best suited to the activities and risks identified in the workplace.

6. BASIC PPE ISSUING PROCEDURE

The standard PPE that is issued to each employee is contained in Annexure “A”. 
7. TASK SPECIFIC PPE

7.1 There are any number of critical tasks that are performed by employees, where appropriate, the employees must ensure that they are in possession of such additional PPE to ensure for their safety and the protection of the environment.

7.2 When an employee is in doubt, they should consult the Health and Safety Representative in the workplace and/or the Occupational Health and Safety Officer.

7.3 In certain instances it is appropriate to consult the Material Safety Data Sheets (MSDS) supplied with the particular product.

7.4 Consideration of task specific PPE is in respect of:

(a) Task specific use of PPE will be prescribed in respect of the identified risks of the respective workplace(s);

(b) To be defined by the nature of the activity undertaken and is often kept in the store and drawn for use when required;

(c) Task specific PPE must be appropriate to the risk identified, i.e. where respirators are worn cartridges must be suitable to minimise or eliminate exposure; and

(d) It is vital to ensure that task specific PPE fits properly, that it is in good working condition and that expiry dates are inspected before use where relevant.

8. RE-ISSUING OF PPE

8.1 The re-issuing of PPE will take place:

(a) Upon presentation of damaged or worn out item to the supervisor;

(b) When an item is reported as being lost to the supervisor and subsequently authorised; and

(c) On discretion of management.

8.2 Returned damaged or worn out items are to be retained by the Storekeeper and disposed off according to relevant policies and procedures.
9. **QUANTITY AND FREQUENCY OF PPE ISSUE:**

9.1 Will be determined by the PGWC standards and after having been verified on quantities from all Roads Units.

9.2 All PPE issued must be recorded on the prescribed form supplied by PGWC (Provincial Roads).

10. **SPECIFIC PROTECTION GUIDELINES**

PPE shall comply with the relevant SANS codes.

11. **EYE AND FACE PROTECTION**

Each affected employee shall:

11.1 Use appropriate eye and face protection equipment when exposed to hazards from flying objects or particles, molten metal, fumes, chemical liquids, gases, vapors, dusts, acids, caustics, and other potentially injurious chemical or physical hazards.

11.2 Use appropriate eye protection equipment with filter lenses that have a shade number appropriate for the work being performed when exposed to an eye hazard from potentially injurious light radiation.

11.3 When wearing prescription lenses while engaged in operations that involve eye hazards, wear eye protection that incorporates the prescription in its design, or wear eye protection that can be worn over the prescription lenses without disturbing the prescription lenses or the protective lenses.

12. **FOOT PROTECTION**

12.1 Each affected employee shall wear protective footwear when working in areas where there are a danger of objects falling on or rolling across the foot, piercing the sole, and where the feet are exposed to electrical or chemical hazards.

12.2 Foot protection shall comply with appropriate SANS Codes.

13. **HAND PROTECTION**

13.1 Supervisors shall select and require employees to use appropriate hand protection when the hands are exposed to hazards from severe cuts, lacerations, abrasions or punctures, chemical or thermal burns, harmful temperature extremes, and skin absorption of harmful substances.
13.2 Supervisors shall base the selection of hand protection on an evaluation of the performance characteristics relative to hazards potential hazards of the task(s) to be performed, conditions present, duration of use.

14. HEAD PROTECTION

Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects or striking hazards.

15. SUN PROTECTION

High UV levels require that each affected employee shall wear a sunhat.

16. HEARING PROTECTION

Each employee shall wear appropriate hearing protection in environments where noise levels equal or exceed 85 dB(A) as per the Noise Induce Hearing Loss Regulations.

17. RESPIRATORY PROTECTION

17.1 The use of respiratory protective equipment (respirators) shall be in compliance with the relevant SANS code.

17.2 The respiratory protective equipment must be appropriate to the type or nature of the reparable hazard e.g. FFP1 and FFP2.

18. PROCEDURE TO BE FOLLOWED IN THE EVENT OF LOST, STOLEN AND/OR DAMAGED PPE

18.1 In the event of damaged PPE, the following will apply:

(a) The employee will report it to the foreman/supervisor;

(b) The supervisor/foreman will make out a report indicating that he/she has satisfied him-/herself with the condition of the PPE;

(c) The foreman/supervisor will generate a request from the stores requesting the replacement of the damaged PPE;

(d) When issuing the replacement PPE, the employee will sign and return the damaged PPE item to the foreman/supervisor;

(e) The storekeeper will receive and sign for the PPE item and put it safekeeping for possible destruction; and
(f) The destruction of any PPE item(s) will only be authorised by Head of the Roads Unit.

18.2 In the event of lost and or stolen PPE, the following will apply:

(a) The employee will report it to the foreman/supervisor;

(b) The foreman/supervisor will generate the prescribe form (Annexure “B”) and hand it to the employee to be completed at a police station;

(c) The employee concerned must ensure that a case number is entered onto the form;

(d) Once completed, the employee concerned will hand the form to the foreman/supervisor;

(e) In the event of PPE being lost/stolen, the supervisor/foreman will institute an investigation and should negligence be suspected a disciplinary investigation will be invoked in terms of the Disciplinary Procedure and Code Collective Agreement;

(f) The cost of lost/damaged PPE will be deducted from employees salaries should it be a sanction of a Presiding Officer as a result of a disciplinary hearing;

(g) The foreman/supervisor will generate a request from the stores requesting the replacement of the lost/stolen PPE (Annexure “C”);

(h) When issuing the replacement PPE, the employee will sign and return the damaged PPE item to the foreman/supervisor;

(i) The store man will receive and sign for the PPE item and put it in safekeeping for possible destruction; and

(j) The destruction of any PPE item(s) will only be authorised by the Head of the Roads Unit.
### ISSUING OF PPE: REGIONAL ROADS WORKERS AND DISTRICT MUNICIPALITIES ROADS WORKERS

<table>
<thead>
<tr>
<th>PPE TYPE</th>
<th>ROAD WORKER LEVEL</th>
<th>QUANTITY</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange two-piece overall with reflective stripes</td>
<td>Road worker level I</td>
<td>Two pairs per person</td>
<td>Annually on replacement of old set ****</td>
</tr>
<tr>
<td>Blue two-piece overall with reflective stripes</td>
<td>Workshop staff &amp; Road Worker level II</td>
<td>Two pairs per person</td>
<td>Annually on replacement of old set</td>
</tr>
<tr>
<td>Two-tone high visibility golf T-shirt with reflective stripes (lime &amp; orange)</td>
<td>Road worker level I &amp; II</td>
<td>One of each only per person x 2</td>
<td>Annually on replacement of old set</td>
</tr>
<tr>
<td>Safety shoe/-boot</td>
<td>Road worker level I; II &amp; III</td>
<td>One pair only per person</td>
<td>Bi-annually on replacement of old pair</td>
</tr>
<tr>
<td>Rain suit lime with reflective stripes</td>
<td>Road worker level I; II &amp; III</td>
<td>One set only per person</td>
<td>When worn/damaged on replacement</td>
</tr>
<tr>
<td>Steel-toe gumboots</td>
<td>Road worker level I; II &amp; III</td>
<td>One pair only per person</td>
<td>When worn/damaged on replacement</td>
</tr>
<tr>
<td>Jeans type pants with reflective stripes</td>
<td>Road worker level III</td>
<td>Two pieces per person</td>
<td>Annually on replacement of old set</td>
</tr>
<tr>
<td>High visibility reflective jackets</td>
<td>Road worker level III</td>
<td>One only per person</td>
<td>When worn/damaged on replacement</td>
</tr>
<tr>
<td>Sunhat</td>
<td>Road worker level I; II &amp; III</td>
<td>One only per person</td>
<td>When worn/damaged on replacement</td>
</tr>
</tbody>
</table>

#### Special notes:

(a) New PPE will only be issued on return/handing in of worn/damaged items.

(b) The issuing of PPE must be recorded in the PPE issue register and signed for by the employee receiving it.

(c) Should items be lost, the employee should report it to SAPS (Police) and hand in a case number (MAS no.) as reference, as well as a report to the effect.

(d) PPE to be stored safely at work if not in use.

(e) If required for work activities and not available, official to be sent home and appropriate sanction applied.

(f) Each Roads Unit must make provision for the storage and appropriate disbursement of redundant PPE.

(g) UNDER NO CIRCUMSTANCES WILL ANY OFFICIAL BE ALLOWED ON SITE WITHOUT THE APPROPRIATE PPE.

**** The Employer acknowledges that in the case of employees working with bitumen, the frequency of replacement can be higher than for normal roads maintenance activities.
# PERSONAL PROTECTIVE EQUIPMENT ISSUING REGISTER (to be completed per employee)

**Personal Protective Equipment Issue Register**

<table>
<thead>
<tr>
<th>Symbolic Sign</th>
<th>Description</th>
<th>2-piece Cont. Suit</th>
<th>Dust Coat</th>
<th>Apron</th>
<th>Hard Hat</th>
<th>Sunhat</th>
<th>Gum Boots with or without steel caps</th>
<th>Safety Shoes</th>
<th>Gloves</th>
<th>Safety Goggles</th>
<th>Face Shield</th>
<th>Welding Hood</th>
<th>Dust Mask</th>
<th>Hearing Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Items received</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name of Employee**

**Signature of Employee**

**Name of Supervisor**

**Signature of Supervisor**

**Date**

**Date**
<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are hazards that require the use of personal protective equipment (PPE) present or are they likely to be present?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has appropriate PPE been selected for hazardous tasks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have employees been trained in PPE procedures – for example, which PPE is necessary for a job, when to use it and how to properly adjust it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries, such as punctures, abrasions, contusions or burns?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees who need corrective lenses (glasses or contacts) required to wear only approved safety glasses or protective goggles, or to use other medically approved precautionary procedures?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If there is a danger of cuts or exposure to corrosive liquids, chemicals, blood or other potentially infectious materials, do employees wear protective gloves, aprons, or shields?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, or poisonous substances: falling objects: or crushing or penetrating actions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is all protective equipment maintained in a sanitary condition and ready for use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE “B”

SWORN AFFIDAVIT

I, ______________________________, a __________ year old male/female with ID number ________________________________ under oath hereby declare that:

On _____________________ I lost my __________________________ due to theft, __________________________

I am familiar with the content of the above declaration and understand it. I have no objection to making the prescribed oath and regard it as binding on my conscience.

Case number: ____________________________________________

Signed: _________________________________________________
Date: ____________________________________________________
Place: ____________________________________________________
Time: _____________________________________________________

Commissioner of Oaths: _____________________________________

Signed: _________________________________________________
Date: ____________________________________________________
Place: ____________________________________________________
Time: _____________________________________________________
### ANNEXURE “C”

**REGIONAL OFFICE**

**TO THE SENIOR STOREKEEPER/BUYER**

<table>
<thead>
<tr>
<th>PPE</th>
<th>STORES RECEIVED</th>
<th>STORES ISSUED NEW PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange two piece overall</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Lime high visibility golf T-shirt</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Orange high visibility golf T-shirt</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Jeans type pants</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rain jacket</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rain suit pants</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Wide-rim sunhat</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Gumboots</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Safety shoes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Safety boots</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Blue two-piece overall</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Sunhat</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Kindly receive the following damaged/worn items and replace with same:

**Surname and Initials of Supervisor/Foreman**

**Signature of Supervisor/Foreman**

**Date**