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1. Introduction

The Occupational Health and Safety Act 85 of 1993 places an obligation on employers and/or users of machinery to make an evaluation of the risks attached to any condition or situation that may arise from their activities and to which persons at work may be exposed and to take necessary steps to make such condition or situation safe.

Where it is not possible to do so, the employer shall, free of charge, provide and maintain, in a good and clean condition, safety equipment and facilities and ensure that any person exposed to any such condition or situation is rendered safe. The employer is required to instruct or train his/her employees in the proper use, maintenance, and limitations of the safety equipment and facilities provided and to document such training.

2. Supporting clauses

2.1 Scope

The aim of this standard is to define the process for the selection, issuing, use, care, and maintenance of personal protective equipment (PPE) and to ensure that employees are trained and motivated in the issuing, use, care, and replacement of PPE throughout the business. This is to ensure that Eskom Holdings SOC Limited complies with the necessary legislation and standards on the issuing, use, care, and maintenance of PPE. PPE will be offered or issued as a last resort.

2.1.1 Purpose

The purpose of this standard is to stipulate the process that has to be followed for the selection, issuing, use, care, and maintenance of personal protective equipment (PPE) within Eskom Holdings SOC Limited.

2.1.2 Applicability

This document shall apply throughout Eskom Holdings SOC Limited divisions and subsidiaries.

2.1.3 Effective date

This document will be effective from the day of signature. Implementation of this standard shall be monitored after a period six months from the authorisation date.

2.2 Normative/informative references

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

[1] Occupational Health and Safety Act 85 of 1993

[2] 240-62196227 Eskom Life-saving Rules

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[3] 240-43848327 Employees' Right of Refusal to Work in Unsafe Situations

[4] 240-44175132 Eskom Personal Protective Equipment Specification

[5] 32-245 Eskom Waste Management Standard

[6] 32-520 Occupational Health and Safety Risk Assessment Procedure

[7] SANS ISO 9001:2015: Quality Management Systems

2.2.2 Informative

Not applicable

2.3 Definitions

2.3.1 Danger

Anything that may cause injury or damage to persons or property.

2.3.2 Hazard

A source of, or exposure to, danger.

2.3.3 Job

A combination of different tasks.

2.3.4 BU manager

The managerial employee formally appointed within his/her delegation of authority – overall responsible within the defined area of accountability (business unit).

2.3.5 Risk

The probability that injury or damage may occur.

2.3.6 Risk assessment

Overall process of hazard identification, risk analysis, and risk evaluation.

2.3.7 Task

A single execution of a certain activity.

2.3.8 Employee

Any person who is employed by, or works for, an employer and who receives, or is entitled to receive, any remuneration or who works under the supervision of an employer or any other person.

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This includes persons employed through a temporary employment service, technical college bursars, engineers-in-training, and/or graduates-in-training.

2.3.9 PPE-free zone

An area of a work site where employees are not required to wear certain types of PPE. This includes offices and walkways.

2.4 Abbreviations

Abbreviation	Explanation
BU	Business unit
HCSs	Hazardous chemical substances
PPE	Personal protective equipment
SANS	South African National Standard
SHE	Safety, health, and environment
OHS Act	Occupational Health Safety Act 85 of 1993
HBAs	Hazardous biological agents
MSDS	Material safety data sheet

2.5 Roles and responsibilities

2.5.1 Line management (employer)

Line management, supported by supervisory staff and the SHE Department, shall do the following:

- Ensure that a risk assessment is conducted and a hierarchy of control is implemented before PPE is identified as a control measure.
- Ensure compliance with the OHS Act 85 of 1993, related legal or Eskom requirements, and the contents of this standard.
- Ensure that employees are issued with correct PPE based on the hazard identification and risk assessment document and the PPE Matrix (240-120053694).
- Ensure that employees are trained on the proper use, care, maintenance, and limitations of PPE.
- Allow the employee to exercise his/her right to refuse work when exposed to hazards that cannot be eliminated or mitigated by the issuing of PPE or the issuing of inappropriate PPE.
- Where a possibility exists that cleaning and maintenance will result in the spread of contaminants, such as HBAs and HCSs, it becomes the responsibility of the employer to clean the PPE.
- Where applicable, provide employees with facilities to store PPE.

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2.5.2 Employees

Employees shall do the following:

- Receive comprehensive training on the use and limitations of PPE.
- Personally sign for all issued PPE.
- Where required, wear or use PPE that is designed to reduce the risk of personal injury.
- Maintain each item of PPE issued to them in a hygienic and good state of repair and not modify any PPE issued.
- Ensure that such PPE is available at all times during working hours, including standby, emergencies, and overtime.
- Immediately report if PPE issued has been lost, damaged, worn off or stolen.
- The cleaning and maintenance of protective clothing shall be the responsibility of the employee, except where the possibility exists that cleaning and maintenance will result in the spread of contaminants; then it becomes the responsibility of the employer.
- Cleaning of PPE shall be done according to the manufacturer's specification.
- Persons who are unable to use the standard issue of PPE owing to physical or ergonomic constraints shall approach their employer, through their Health and safety representative or manager, to arrange for specially manufactured PPE to be purchased (for example, outsize shoes or boiler suits/overalls).
- For hygiene purposes, where applicable, PPE should be used by the person to whom it is issued and should not be shared with other employees.
- Where certain PPE, for example, earmuffs and visitor hard hats, is shared, it is the responsibility of the issuer to ensure that it is properly cleaned or disinfected before storage.
- Do not use any PPE that has not been inspected or maintained according to the manufacturer's specification.
- Ensure that all PPE, including attachments, where applicable, have not expired.

2.5.3 SHE Department

The SHE Department shall:

- provide support to line management with regard to management of PPE;
- assist with the development and facilitation of training on the use of PPE and its limitations;
- ensure that a proper risk assessment is performed before PPE is issued;
- ensure compliance with the OHS Act and PPE documents;
- investigate any PPE queries raised by employees and report to management and Sustainability Systems PPE custodian; and
- conduct random inspections to monitor PPE compliance requirements.

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2.6 Process for monitoring

Compliance with this standard shall be monitored and audited by the SHE Department. Line management shall perform routine inspections and reviews of the PPE including issuing, maintenance and use of such PPE to ensure compliance.

2.7 Related/supporting documents

- [1] 240-43848327 Employees' Right of Refusal to Work in Unsafe Situations
- [2] 240-100979499 Personal Protective Equipment for Work at Heights Specification
- [3] 32-128 Technical Specification on Personal Protective Clothing and Equipment for Firefighters
- [4] 32-245 Eskom Waste Management Standard
- [5] 32-520 Occupational Health and Safety Risk Assessment Procedure
- [6] 240-120053694 PPE Matrix
- [7] 240-120053694 PPE Issue/Replacement Form

3. Document content

3.1 General

3.1.1 Procurement of PPE

- All generic PPE shall be procured according to the Eskom Personal Protective Equipment Specification (240-44175132).
- Specialised PPE such as for security, firefighters, work at height, etc. shall be procured according to the relevant specifications or procedures.

3.1.2 Issuing of PPE

- Personal protective equipment shall be issued in accordance with the approved PPE Matrix that is based on the risk assessment.
- This document prescribes the minimum amount of PPE to be issued per individual; additional needs shall be determined by the risk assessment.
- Personal protective equipment shall be issued to persons on an individual basis, unless it can be sanitised or disinfected before use if it is shared.
- A record shall be kept of the issuing of all personal protective equipment to persons as well as of other specialised equipment.
- The physical condition of all personal protective equipment shall be inspected by the supervisor or his/her delegate on a three-monthly basis.
- The initial issuing of PPE shall be according to this standard, and additional issues shall be at the discretion of the responsible manager or according to the risk assessment.

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3.1.3 Replacement of PPE

- Replacements shall be made only on the basis of exchanging unserviceable equipment for new items or on the basis of fair wear and tear.
- On replacement, the employee's line manager or supervisor shall destroy unserviceable items of PPE. Old clothing handed in shall be disfigured or cut up to prevent further use (that is, wearing or using for exchange).
- Old or damaged PPE shall be managed and disposed of according to the Eskom Waste Standard (32-245). It is encouraged that waste management principles such as reuse or recycle be adopted before disposal.
- All personal protective equipment/clothing issues shall be free of charge. Where losses are due to negligence, etc., the appropriate Eskom disciplinary procedures shall be carried out.
- All Eskom-branded items of personal protective equipment shall be handed in on termination of an employee's service with Eskom. These items shall remain Eskom's property and responsibility. The responsible line manager shall monitor this process within the scope of the existing processes for the issuing and replacement of PPE.

3.1.4 Special circumstances

Personnel who cannot perform their duties due to physical, medical, or ergonomic constraints that prevent them from using appropriate protective equipment may be permitted to purchase specially manufactured equipment (in terms of the Eskom procurement process), provided that a written document from a specialist on such constraints is submitted to the employer via the Health and safety representative, Occupational health practitioner or manager.

3.1.5 PPE-free zones

- PPE-free zones shall be declared after conducting a proper risk assessment that confirms that PPE is not a requirement in that area.
- Employees who are required to wear workwear (overalls) as part of their day-to-day duties shall wear workwear even in areas that have been declared PPE-free zones.

3.2 Requirements

3.2.1 Head protection

Hard hats

Use

Hard hats shall be worn:

- by all persons working or entering an area where people are working above or where there is a danger of objects falling or flying, whether it be at the ground level or at height;
- in areas where the international symbolic sign is displayed (designated hard hat area);
- when so requested by the person in charge of a work site;

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- in confined spaces where the risk of bumping the head exists; and
- where a risk assessment has identified a need for hard hats.

Issuing

- Hard hats with a chin strap shall be issued to all persons required to perform work where the risk of sustaining a head injury from falling objects or bumping against an object exists.
- One hard hat shall be issued to each person needing head protection.
- If the hard hat is worn continuously in the sun or exposed to any other substances that deteriorate the quality of the hat, it may be replaced after two years; otherwise, it will only be exchanged when necessary where a wear-and-tear principle shall be applied.
- A "bend test" can be performed to see whether the hard hat material has become brittle, in which case it should be replaced.

Care and maintenance by the employee

Hard hats shall:

- be kept clean and maintained in good condition, and cradles and sweatbands shall be washed at least once a month using warm soapy water only and not solvents;
- be inspected before use by the employee for cracks and signs of impact and wear that may reduce the degree of safety originally provided; and
- not be painted or defaced in any manner whatsoever, except for attachment of stickers that have been approved by the manufacturer and the Eskom Corporate Identity Department.
- The wearer shall ensure that the hard hat fits properly and that the lining or cradle is properly adjusted to fit the head. It must be secured in such a manner that it does not fall off when leaning forward.
- The wearer shall also ensure that nothing is worn under the hard hat, except a balaclava without a pom-pom, as this prevents the hard hat from performing as intended, and that the chin straps are worn at all times.

Sun brim for hard hats

Use

A sun brim shall be used:

- by all persons exposed to the sun and working in an area where they are required to wear a hard hat and shall be fitted on the hard hat; and
- where a risk assessment has identified a sun brim.

Issuing

- A sun brim that complies with the requirements of the Eskom PPE Specification shall be issued to persons required to perform work where the risk of sustaining injury from exposure to UV rays from the sun exists.
- One sun brim shall be issued to each person who has been identified as needing one by the risk assessment or PPE Matrix.

Care and maintenance by the employee

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The sun brim shall be:

- kept clean and maintained in good condition; and
- not be defaced/modified in any manner whatsoever.
- When fitting the sun brim on the hard hat, the employee shall ensure that it fits properly.
- Exposed facial and neck areas not protected by the sun brim shall be protected by the application of approved sunblock issued by the employer.

Hairnets

Use

Hairnets shall be used:

- by all persons who have long or extended hair and are required to wear a hard hat; and
- where a risk assessment has identified the need for a hairnet.
- The hairnet serves to ensure that long hair is not forced into the hard hat, thus minimising its effectiveness.

Issuing

- Hairnets that comply with the requirements of the Eskom PPE Specification shall be issued to persons with long or extended hair who are required to wear a hard hat as part of their duties.
- One hairnet shall be issued to each person who has been identified as needing one by the risk assessment or PPE Matrix.

Care and maintenance by the employee

Hairnets shall be:

- kept clean and maintained in good condition; and
- not be defaced/modified in any manner whatsoever.
- When wearing a hairnet, the employee shall ensure that it is properly fitted on the hard hat and that hair is placed inside the hairnet pocket.

Soft hats

Use

Soft hats shall be worn:

- by all persons exposed to the sun and working in an area where a hard hat is not required; and
- where a risk assessment has identified the need for soft hats.

Issuing

- Soft hats that comply with the requirements of the Eskom PPE Specification shall be issued to persons required to perform work where the risk of sustaining injury from exposure to UV rays from the sun exists.
- One soft hat shall be issued to each person who has been identified as needing one by the risk assessment or PPE Matrix.

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Care and maintenance by the employee

Soft hats shall be:

- kept clean and maintained in good condition; and
- not be defaced/modified in any manner whatsoever.
- When wearing a soft hat, the employee shall ensure that it fits properly and that exposed facial and neck areas not protected by the soft hat shall be protected by the application of approved sunblock issued by the employer.

3.2.2 Eye/face protection – goggles, eyeglasses, welding helmets and face shields

Use

Eye/face protection shall be used:

- by all persons working in an area where a risk of eye or face injury exists;
- by persons performing welding activities, and the user shall ensure that he/she uses the correct welding filter for the work he/she is performing;
- in an area where the international symbolic sign is displayed (designated eye/face protection); and
- where a risk assessment has identified a need for eye or face protection.

Note: as a general rule, face shields should be worn over suitable basic eye protection. A variety of face shields protect the face and neck against flying particles, sprays of hazardous liquids, splashes of molten metals, and hot solutions. In addition, they provide antiglare protection, where required.

Issuing

- SANS-approved eye/face protection, including welding helmets, shall be issued to all persons required to perform work where the risk of sustaining injury to the eyes/face exists.
- The issuing of all other eye/face protection, including prescriptive eye protection, will be subject to a risk assessment, which will identify the proper equipment, for example, face shield for acid/alkali to be used where there is a risk of being splashed on the face by such.
- One set of relevant eye/face protection shall be issued to persons requiring eye/face protection for specific tasks.
- Where there is a need, eye protection shall be issued with a spectacle storage case and cord.
- All face shields shall be issued with a storage case to prevent scratches.

Care and maintenance by the employee

- Eye and face protection shall be kept clean and maintained in good condition.
- When not in use, these items shall be stored in a manner to prevent any scratches or damage, preferable in a storage case.
- The employee shall ensure that eye/face protection fits properly and that the correct eye/face protection is used for the specific task being performed.
- Face shields and a hard hat assembled welding helmet shall be used with compatible

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headgear or hard hat.

- The welding filters shall be stored in a safe manner, so as to avoid breaking.
- Damaged filters shall be replaced, when necessary.

3.2.3 Hearing protection

Use

Hearing protection shall be used:

- in the vicinity of noise levels in excess of 85 decibels (dB);
- noise signs shall be displayed at a predetermined radius to demarcate the noise zone;
- in an area where the international symbolic sign is displayed; and
- where a risk assessment and a noise level survey have identified a need for hearing protection.

Issuing

- The ordering of all hearing protection will be subject to an approved risk assessment to determine the correct type to be used.
- Approved appropriate hearing protection, for example, earplugs and/or earmuffs, shall be issued to all persons required to perform work where the noise level exceeds 85 dB.
- The employee shall be issued with one pair of earmuffs or reusable earplugs, depending on the results of the risk assessment and noise survey.
- One pair of disposable earplugs shall be issued to an employee and reissued, when necessary; disposable earplugs should not be used more than once.

Care and maintenance by the employee

- Hearing protection shall be kept clean and maintained in good condition. Reusable protection shall be washed with warm soapy water and rinsed properly to prevent infections.
- When not in use, hearing protection items shall be stored in such a manner as to prevent the ingress of foreign matter, preferably in a storage case or bag.
- When wearing hearing protection, the employee shall ensure that it fits properly and that the correct hearing protection is used to reduce the noise level to an acceptable level.
- Earplugs shall not be shared between employees and shall be disposed of, when necessary.

3.2.4 Foot protection

Safety boots/shoes

Use

Safety boots shall be worn:

- by all persons exposed to the possibility of injury to the feet in the performance of their duties (for example, construction work and the workshop environment);
- in an area where the international symbolic sign is displayed (designated foot protection area);

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and

- where a risk assessment has identified the need for foot protection; this shall include the type of safety boot to be worn.

Issuing

- SABS-approved protective footwear shall be issued to all persons required to perform work where a risk of injury to the feet exists.
- Two pairs of either safety shoes or boots shall be issued to site-based or operational employees needing foot protection and/or replacement on exchange when upper parts or soles are deemed unfit for use.
- One pair of safety boots or shoes shall be issued to administrative or support employees who are not required to wear shoe protection daily and should be replaced when the shoes or boots have been deemed unfit for use.

Care and maintenance by the employee

- The boots/shoes shall be kept clean and maintained in good condition.
- Polish shall be applied to the boots/shoes routinely.
- Laces will be replaced on a basis of fair wear and tear.
- Boots/shoes shall not be defaced in any manner whatsoever.
- When not in use, boots/shoes shall be stored in an approved manner.
- The employee shall ensure that the safety boots/shoes fit properly and that the laces are tied when worn.

Gumboots

Use

Gumboots shall be worn:

- by all persons exposed to wet concrete, muddy or wet conditions;
- in an area where the international symbolic sign is displayed (designated foot protection area); and
- where a risk assessment has identified the need for gumboots.

Issuing

- Approved gumboots shall be issued to all persons required to perform work where a risk to health or of injury to the feet exists.
- One pair of gumboots shall be issued to each person needing them, with replacement on exchange when upper parts or soles are deemed unfit for use.

Care and maintenance by the employee

Gumboots shall:

- be kept clean and maintained in good condition;

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- not be defaced in any manner whatsoever; and
- be stored or secured in an approved manner when not in use.
- The employee shall ensure that the boots fit properly.

Wader suits

Use

Wader suits shall be worn:

- by employees who work in/on water sources such as water treatment plants, dams, etc.; and
- where a risk assessment has identified the need for a wader suit.

Issuing

- One wader suit shall be issued to employees who have been identified as needing a wader suit by the risk assessment and PPE Matrix.
- The wearer of the wader suits shall ensure that it fits properly.

Care and maintenance

- Wader suits shall be kept clean and maintained in good condition.
- The suits shall be dried before storage.
- Wader suits shall not be defaced in any manner whatsoever.

Socks

Issuing

- Socks shall be issued in terms of the PPE Matrix.
- Each employee can be issued with five pairs of socks per annum or as per the requirements stipulated in the risk assessment and be replaced when it is necessary (damaged); these can be a mixture of long and short socks.

Care and maintenance

- Socks shall be kept clean and maintained in good condition.
- They shall not be defaced in any manner whatsoever.
- When wearing socks, the wearer shall ensure that they fit properly.

3.2.5 Garments (clothing)

Boiler suits (one-piece or two-piece workwear suit)/overalls

Use

Boiler suits/overalls shall be worn:

- by all persons performing work where the protection offered by the optional/alternative clothing is inadequate; and

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- by all persons performing work in construction and workshop environments; and
- where a risk assessment has identified a need for boiler suits/overalls.
- Acid-resistant boiler suits/overalls shall be worn in an area where employees are exposed to chemicals.
- Where the concentration of the chemicals in the workplace is above the limits stipulated on the boiler suit label and/or in Annexure E (chemical chart specification) of the Eskom PPE Specification (240-44175132), an acid-proof apron or rain suit shall be worn.

Issuing

- Each employee shall be issued with a minimum of three sets of boiler suits/overalls.
- If there is a need to issue more boiler suits/overalls, it shall be determined by the risk assessment and risk matrix.
- Additional boiler suits/overalls can be issued to replace damaged boiler suits/overalls, provided the damage can be proven by producing the damaged suit.

Care and maintenance by the employee

- Boiler suits/overalls shall be kept clean and maintained in good condition.
- They shall not be defaced or modified in any manner whatsoever.
- The washing of boiler suits/overalls shall be the responsibility of the employees concerned.
- The boiler suits/overalls shall be washed according to the manufacturer's instructions reflected on the label to ensure that flame retardancy lasts longer.
- When wearing an overall, the employee shall ensure that it fits properly.

Dust coats

Use

Dust coats shall be worn:

- where a risk assessment has identified the need for a dust coat to be worn.

Issuing

- A dust coat shall be issued to staff who require this item of PPE to do their work.
- The identified employee shall be issued with one dust coat, which can be replaced, when necessary.

Care and maintenance by the user

- Dust coats shall be kept clean and maintained in good condition.
- They shall not be defaced in any manner whatsoever.
- When wearing a dust coat, the wearer shall ensure that it fits properly.
- The dust coat shall be washed according to the manufacturer's specifications.

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Shirts

Use

- Shirts shall be worn as determined by the risk assessment and PPE Matrix.
- Unless stated in the risk assessment, an operator's jacket shall be worn over the shirt when performing work.

Issuing

- Shirts shall be issued to staff who require this item of PPE to do their work.
- Each employee shall be issued with a minimum of three shirts.
- More shirts can be issued to replace damaged shirts, provided the damage can be proven.

Care and maintenance by the user

- Shirts shall be kept clean and maintained in good condition.
- They shall not be defaced in any manner whatsoever.
- When wearing a shirt, the wearer shall ensure that it fits properly and is in good condition.
- The shirts shall be washed according to the manufacturer's specifications.

Thermal jackets

Use

- Thermal jackets shall be worn in addition to a two-piece (long pants with a long-sleeved shirt) when working in cold weather.
- They shall also be worn where a risk assessment has identified the need for a thermal jacket to be worn.

Issuing

- Thermal jackets shall be issued to all persons required to work for one hour or more at a dry bulb temperature of 6 °C or less or as identified by a risk assessment.
- One thermal jacket shall be issued to each employee and shall be replaced every three years or when it is necessary, that is, when it is damaged or lost.

Care and maintenance by the employee

- Thermal jackets shall be kept clean and maintained in good condition.
- They shall not be defaced or modified in any manner whatsoever.
- The cleaning of thermal jackets shall be the responsibility of the employees concerned.
- When wearing a thermal jacket, the employee shall ensure that the thermal jacket fits properly.
- The jackets shall be washed according to the manufacturer's specifications.

Rain protection (rain suits)

Use

- Rain protection shall be worn by all persons exposed to wet weather in the performance of their

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duties and where a risk assessment has identified the need for rain protection.

- Rain suits shall not be worn for warmth.

Issuing

- Approved rainwear shall be issued to all persons exposed to wet weather in the performance of their duties.
- One rain suit shall be issued to any employee who is required to work in rainy conditions and replaced, when necessary.

Care and maintenance by the employee

When not in use, rainwear shall be:

- stored in an approved manner;
- dried before storage; and
- kept clean and in good condition.
- When wearing rainwear, the employee shall ensure that it fits properly and that it is in good condition.
- Rainwear shall not be defaced in any manner whatsoever.

3.2.6 Chemical protection

A chemical outfit can consist of a one-piece or two-piece chemical-resistant suit, chemical-resistant gloves, chemical aprons, disposable covers for shoes, breathing apparatus, and full face masks.

Use

Chemical-resistant protective clothing shall be worn:

- by all persons performing work where the protection offered by the optional/alternative clothing is inadequate;
- by all persons working with hazardous chemicals where there is a risk of coming into contact via spillage with those chemicals or where the MSDSs of those chemicals require this type of protective clothing to be worn; and
- where a risk assessment has identified the need for a chemical-resistant outfit.
- Where the chemical-resistant suit cannot provide the required level of protection, a chemical-proof rain suit or apron shall be worn.

Issuing

- A chemical-resistant outfit shall be issued to all employees requiring this item of PPE to do their work.
- A chemical-resistant outfit shall be issued as and when necessary as determined by a risk assessment.
- Chemical-resistant suits are identified by a bottle green colour.
- Great care should be taken in the selection of chemical-resistant PPE, which includes identifying the type of chemical and the level of protection required.

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- Bottle green chemical-resistant suits provide minimum protection against chemicals; for highly concentrated chemicals, chemical aprons and rain suits should be worn.
- Chemical-proof rain suits and aprons are high-visibility yellow in colour.

Care and maintenance by the employee

- Chemical-resistant outfits shall be kept clean and maintained in good condition.
- They shall not be defaced or modified in any manner whatsoever.
- The acid-resistant PPE shall be washed in terms of the manufacturer's specifications as attached to the garment.
- The chemical-resistant PPE shall be washed separately to prevent contamination and the deterioration of other domestic laundry.
- The acid-resistant PPE shall be maintained in good condition.
- If the chemical-resistant PPE is cut or damaged or is perishing, it shall be replaced immediately.
- When wearing a chemical outfit, the employee and supervisor shall ensure that the correct protective clothing is worn for the specific task being performed.

Reflective vests and bibs

Use

- Reflective bibs/vests shall be worn where there is a need for the wearer to be visible and where the risk assessment has identified the need for reflective vests.

Issuing

- Reflective vests/bibs shall be issued to all persons who need to be visible and to be identified, for example, first-aiders or through instruction of the area manager.
- One vest or bib shall be issued to a user and shall be replaced, when necessary.
- A reflective vest with the correct colour and labelling shall be used by a suitable person, for example, first-aiders to wear first-aid vests.

Care and maintenance by the employee

- Reflective vests/bibs shall be cared for in accordance with the manufacturer's recommendations.
- They shall be kept clean and maintained in good condition.
- They shall not be defaced in any manner.
- The wearer shall take care when working in an area that has open flames to avoid the vest/bib catching fire.

3.2.7 Hand and arm protection

Use

Hand protection shall be worn:

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- by all persons working on or with equipment where a risk of injury/infection to the hand or forearm exists, for example, welding, handling chemicals, etc.;
- in an area where the international symbolic sign is displayed (designated hand protection area); and
- where a risk assessment has identified the need for hand protection.

Issuing

- Approved hand protection shall be issued to all persons required to perform work where a risk of injury to the hands or forearms exists.
- One pair of the appropriate gloves shall be issued to any person requiring hand protection for a specific task, as and when required.
- Gloves shall be replaced when they are damaged or no longer suitable to protect hands.
- Gloves shall be used for the purpose identified; that is, a welding glove should be used for welding and not for other tasks.

Care and maintenance by the employee

- All hand protection shall be cared for in accordance with the manufacturer's recommendations.
- All hand protection shall be kept clean and maintained in good condition.
- When wearing hand protection, the employee shall ensure that it fits properly.
- The correct hand or forearm protection must be worn for the specific task being performed, that is, to protect the individual against physical damage and against cuts, scratches, skin diseases, etc.

3.2.8 Respirators and dust masks

Use

- Respirators shall be worn by employees exposed to the risk of dust, gas, smoke, vapours, solvents, or fumes or employees working in confined spaces as determined by a risk assessment.
- The risk assessment shall determine the type of respirator or dust mask to be used.

Issuing

- Proper selection will depend on the toxic substance encountered, conditions of exposure, individual human capabilities, and equipment fit.
- A respirator shall be issued to all employees requiring this item of PPE to do their work.
- Respirators can be issued per individual or shared, depending on the type of respirator and whether there is a system to ensure that respirators are disinfected before and after use.
- The wearer shall ensure that a proper canister is attached to the respirator for the chemicals to which he/she is exposed.
- Respirator canisters cannot be stored once they have been opened, and care should be taken to ensure that they have not expired.

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Care and maintenance

- Employees shall be trained in the proper use, care, and limitations of respiratory equipment.
- Employees shall conduct daily equipment inspections before use.
- The storing and maintenance programme shall comply with the manufacturer's instructions.
- A respirator shall be kept clean and maintained in good condition.
- It shall not be defaced or modified in any manner whatsoever.
- The cleaning of a respirator shall be the responsibility of the employee concerned.
- The dust masks shall not be shared and should be used once and disposed of after use.
- Employees must ensure that they check expiry dates of canisters before use.

3.2.9 Cold-weather protection (freezer wear)

Cold-weather protection can consist of cotton thermal underwear, woollen gloves, woollen socks, balaclavas, freezer suits, and gum boot inserts.

Use

- Cold-weather protection shall be used when employees are working in an area that has extreme cold temperatures as determined by the Environmental Regulations for Workplaces Regulation 2, framed under the Occupational Health and Safety Act, and the risk assessment.

Issuing

- The issuing of cold-weather protection shall be at the discretion of the line manager and in accordance with the Environmental Regulations for Workplaces, Regulation 2, framed under of the Occupational Health and Safety Act, and an approved risk assessment.

Care and maintenance

- Cold-weather protection shall be cared for in accordance with the manufacturer's recommendations.
- It shall be kept clean and maintained in good condition.
- It shall not be defaced in any manner.

3.2.10 Skin protection

Use

- Skin protection, that is, barrier cream, sunscreen, foot cream, and insect repellent shall be used by employees exposed to UV rays, chemicals, insects, and employees who require foot care cream, as identified by an applicable risk assessment.
- Skin protection shall be used as per the manufacturer's instructions.

Issuing

- Skin protection shall be issued to employees, as and when required, and where a risk assessment has determined the need.

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- One skin protection cream or repellent shall be issued per person and replaced, when necessary.

Care and maintenance

- Skin protection shall be stored and used as per the manufacturer's requirements and care taken to see that it has not expired before use.

3.2.11 Tog bags**Use**

- A tog bag shall be issued to staff who require PPE to do their work, so that they may keep their PPE in one place and take it with them to their work site and to prevent damage.
- PPE such as workwear (garments) and boots that must be worn most of the time shall be worn as per work area requirements or risk assessments, and the tog bag shall be used to carry accessories such as a hard hat, earplugs, gloves, etc.

Issuing

- One tog bag or any other suitable bag will be provided to safely store and carry PPE.
- The tog bag shall be replaced when it is necessary.

Care and maintenance

- It shall be kept clean and maintained in good condition.
- It shall not be defaced in any way.

4. Acceptance

This document has been seen and accepted by:

Name	Designation
Kerseri Pather	General Manager - Sustainability Systems
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Members of the Risk and Sustainability Mancom	Members of the Risk and Sustainability Mancom
SHEQ Managers and OHS professionals	Across the organisation

5. Revisions

New document.

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Appendix A (Informative)

A.1 Guideline on the proper management of PPE

1. Have you identified your workers' personal protection needs?

Have a good look at the various types of work, the plant, the equipment and chemicals used, and the locations where work takes place. Any source of danger to workers' health or safety needs to be eliminated altogether, or where this is not practicable, the risks must be properly controlled. The best and most full proof way to control risk is to isolate the source of danger from people or to use physical or presence-sensing guarding to prevent people coming into contact with the danger. Where this cannot be done or when it does not fully control the risk, use properly understood safe work procedures and the right combination of personal protective equipment (PPE) to fully safeguard workers.

2. Have you posted the necessary personal protection signs?

To be on the safe side, you should declare the entire site a safety helmet/hard hat and protective footwear area and post the safety signs for these prominently at site entrances. Signpost any particular areas where workers will need hearing protection, safety glasses, gloves, or breathing masks. Post signs and notices to remind workers of what types of PPE are needed for various types of work.

3. Have you made sure that the right PPE has been provided?

If you are using PPE as a way of controlling risks, it is your responsibility to supply your workers with the right equipment. Insist that your supplier provides equipment complying with the appropriate South African standards and all necessary information on the correct fitting, cleaning, and maintenance of the equipment. As far as possible, allow your workers to select the particular model, so that it gives them maximum personal comfort. Comfortable PPE gets worn, while "one size fits all" PPE, which is uncomfortable, is only worn under sufferance.

4. Do your workers understand why they need PPE?

Take the time and effort to make sure that your workers know what the possible consequences to their health and safety may be if they do not use the right PPE. If they properly understand what can go wrong, they are more likely to use PPE without being constantly told. If workers are reluctant to use PPE, encourage them to help you develop a better way to do the work, so that they will not need PPE.

5. Are workers trained in the use of PPE?

Some types of PPE have particular fitting, testing, cleaning, and inspecting requirements. Where this is the case, make sure that workers have been properly instructed in these procedures and can demonstrate them correctly.

6. Is PPE use being adequately monitored?

PPE is only as good as the degree to which it is properly used. Providing a worker with PPE and then failing to make sure it is being used is simply not good enough. Conduct regular checks. Insist that the rules for PPE are always followed. Take appropriate action to make this stick.

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7. Is PPE being inspected and replaced as necessary?

Faulty PPE is sometimes worse than no PPE because it can give the worker a false sense of security. For example, the use of incompatible components in safety harness systems can cause the “roll-out” of snap hooks, which may result in a worker falling to his/her death. Make sure that PPE is checked regularly for serviceability and compatibility.

8. Do you review your PPE needs?

New products come onto the market, which may provide you with a way of controlling risks without the need for PPE existing any longer. For example, recent innovations in temporary guard railing systems now mean there is a product to suit most types of roofing work, reducing the need to rely on safety harness systems. Also, new and improved PPE products are regularly being introduced. Keep up to date through trade magazines, your safety equipment supplier, and your industry association. If new PPE is on the market, make sure the task team approves it first before use.

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