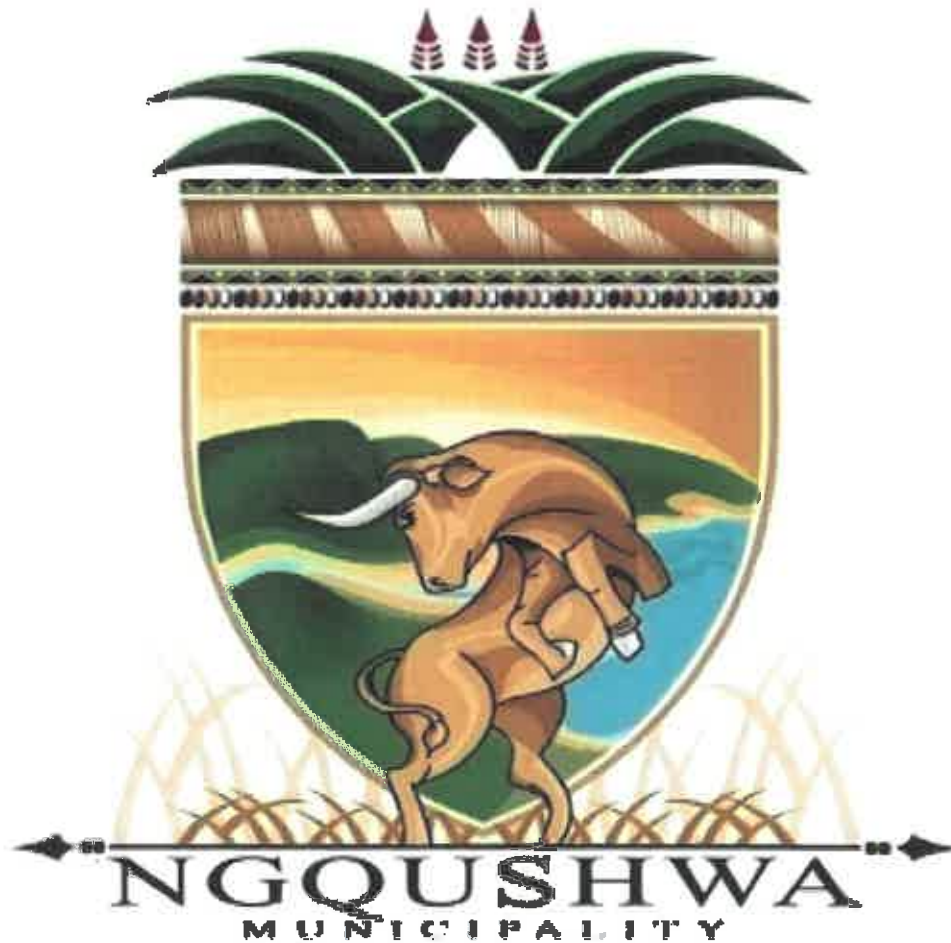


NGQUSHWA LOCAL **MUNICIPALITY**



EQUIPMENT & PROTECTIVE CLOTHING

POLICY

2022/2023

Summary

Publication Date	11 July 2022
Review Date	19 March 2022
Related Legislation/Applicable Section of Legislation	Municipal Offices Bearers Handbook
Related Policies, Procedures, Guidelines, Standards, Frameworks	Basic Condition of Employment Act, Collective Agreement, Municipal System Act, Employment Equity Act, Municipal Staff Regulations
Replaces/ Repeals (whichever is relevant, if any)	None
Policy Officer (Position)	<i>Director Corporate Services</i>
Policy Officer (Phone)	040 6732 081
Policy Sponsor (Position)	Mkhuseli Mxekezo
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All staff and External candidates
Key Words	Equipment and Protective Clothing Policy
Status	Reviewed/ Amended
Council approval date	<i>8 July 2022</i>
Version	1

REVISION RECORD

Date **Version** **Revision Description**

Contents

1.	NAME OF POLICY.....	<u>54</u>
2.	PURPOSE	<u>54</u>
3.	SCOPE	<u>54</u>
4.	RESPONSIBILITY	<u>54</u>
5.	LEGAL FRAMEWORK.....	<u>54</u>
6.	POLICY PROCEDURES	<u>65</u>
6.1	Identification of PPE.....	<u>65</u>
6.2	Purchase of PPE	<u>65</u>
6.3	Issue of PPE	<u>65</u>
6.4	Use of PPE	<u>65</u>
6.5	Care of PPE	<u>76</u>
6.6	Disposal of PPE	<u>76</u>
7.	DISCIPLINE	<u>76</u>
8.	RECORD KEEPING.....	<u>7</u>
9.	DISPUTE RESOLUTION	<u>87</u>
10.	REVIEW OF POLICY	<u>87</u>

DEFINITIONS

Assessment- means an evaluation of the workplace and the tasks that have to be carried out in order to establish whether the use of PPE would reduce and control the risk attached;

Disposable PPE- means PPE that is not deemed to be permanent and that can be thrown away when used and would include at the least disposable dust masks and disposable hearing protection;

Operational Area- means an area where hazardous work is being done such as the engineering workshops, utilities and store areas but excludes the office blocks

Personal Protective Equipment- means equipment that is provided to employees to assist them to control the risks attached to the tasks that they are required to perform;

PPE – means personal protective equipment which includes personal protection clothing

PPE zones- means areas that have been declared and clearly demarcated as areas requiring the use of a particular PPE in order to ensure that no persons are exposed to the risks that need to be controlled

1. NAME OF POLICY

This is the Equipment and Protective Clothing Policy of the Ngqushwa Local Municipality.

2. PURPOSE

To ensure that where work is carried out where the risk cannot be removed and Personal Protective Equipment (PPE) is needed to assist in the control of the risk, that such PPE is identified, purchased, issued and used.

To ensure that through the controlled issue of PPE, all members of staff who receive PPE are held accountable for their own PPE and are reminded of their specific responsibilities in terms of section 15 of the Occupational Health and Safety Act.

3. SCOPE

This procedure is applicable to all employees of the Municipality that may be required to carry out work where PPE is required to ensure that the work can be carried out in a safe manner.

4. RESPONSIBILITY

It is the responsibility of all managers and supervisors to ensure when work is carried out on Municipal property where PPE is needed the requirements of this policy and procedure are complied with. All personnel required to carry out work where PPE is required shall ensure that they are in compliance with the requirements of this procedure. Personnel disobeying this procedure will face disciplinary action.

5. LEGAL FRAMEWORK

This Policy is subject to the provisions and requirements of the Occupational Health and Safety Act, 1993 (Act No.85 of 1993) and Regulations: Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) and any other regulation or directive issued in terms of national or provincial legislation.

- b) In all tasks that may cause an accident or injury, which can be limited by the correct use of PPE, all employees shall ensure that they make use of the prescribed PPE.
- c) No person may be employed in an area where specific PPE is required or for a task that requires specific PPE which they are not in a position to wear for medical reasons.
- d) Employees who become medically unfit to wear or make use of the required PPE, shall no longer be deemed to be medically fit to carry out the task for which they have been employed.

6.5 Care of PPE

- a) All employees that are issued with PPE are responsible to ensure that such PPE is cleaned and kept in a good and safe condition. This includes the maintenance of safety boots or shoes by regular polishing.
- b) Should it be proven that employees willfully caused damage to his or her PPE such PPE will be replaced at the employees' cost.

6.6 Disposal of PPE (Personal Protective Equipment)

All damaged and worn PPE must be handed in by the supervisor and when a substantial number has been gathered they must be burned or otherwise destroyed.

7. DISCIPLINE

Where Personal Protective Equipment has been issued, it will be seen as an offence if these are not worn at all times, and thus disciplinary action, according to the disciplinary code will be taken on non-compliance.

8. RECORD KEEPING

All documentation and correspondence emanating from or related to this policy will be kept on either personal and or record files as dictated by the nature of the issue.

9. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Recommendations from the LLF may be incorporated into this policy from time to time.


10. REVIEW OF POLICY

Council may annually consider to review and or amendment this Policy, or as and when necessitated by National or Provincial legislation, or as directed by Council.

AS APPROVED BY COUNCIL ON 08th JULY 2022 UNDER AGEDNA ITEM NO 5.1



MUNICIPAL MANAGER



MAYOR QBO COUNCIL