



MOGALE CITY LOCAL MUNICIPALITY

**PERSONAL PROTECTIVE EQUIPMENT  
POLICY**

2026 -2027

Prepared by:  
Human Capital Management  
[Occupational Health and Safety]

Document Name	Personal Protective Equipment Policy
Ownership	1. Council. 2. Municipal Manager. 3. Executive Director: Corporate Support Services. 4. Manager: Human Capital Management
Custodian	Assistant Manager: Occupational Health and Safety
Effective Date	
Approval Date	

APPROVED

## **1. EXECUTIVE STATEMENT**

**MCLM** aims to establish a uniform set of guidelines and procedures regarding the issuing, correct use, maintenance and care of the Personal Protective Equipment as a means of minimizing exposure to hazards and risk that may be detrimental to its employees and non-employees (visitors).

## **2. INTRODUCTION**

The purpose of the Personal Protective Equipment Policies is to protect the employees of Mogale City Local Municipality from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods, and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment/clothing is defined as any equipment that may be necessary to safeguard the health or safety of persons at work, as specified under Regulation 2(3) of the General Safety Regulations of the OHS Act No 85 of 1993.

The MCLM Personal Protective Equipment Policy includes:

- a) Responsibilities of supervisors and employees,
- b) Hazard assessment and PPE selection,
- c) Employee training,
- d) Care and Maintenance of PPE.

## **3. POLICY OBJECTIVES**

- 3.1.1. To address general PPE requirements, including eye and face, head, foot, leg, hands, arm, body (torso) protection, and protection from drowning.
- 3.1.2. To ensure that Personal protective equipment is provided, used, and maintained when it has been determined that its use is required and necessary.
- 3.1.3. To ensure the health and safety of our employees and visitors when it is required.
- 3.1.4. To ensure that such use will minimise the likelihood of occupational injury and/or illness.

## **4. LEGISLATIVE MANDATES**

- 4.1.1. Occupational Health and Safety Act 85 of 1993.
- 4.1.2. Compensation for Occupational Injuries and Diseases Act 130 of 1993.
- 4.1.3. Basic Conditions of Employment Act No. 75 of 1997.
- 4.1.4. Labour Relations Act 66 of 1995.
- 4.1.5. MCLM Occupational Health and Safety Policy.

## 5. ABBREVIATIONS

ACRONYM	DEFINITION
SMT	SENIOR MANAGEMENT TEAM
MCLM	Mogale City Local Municipality
MM	Municipal Manager
OHS	Occupational Health and Safety
OHS ACT	Occupational Health and Safety Act No. 85 of 1993 as amended
PPE	Personal Protective Equipment
SANS	South African National Standards

## 6. SCOPE AND APPLICABILITY

6.1. This Policy document is applicable and is to be implemented to all MCLM employees as well as non-employees who may be exposed to hazards, that are as the result of MCLM activities requiring PPE protection.

## 7. RESPONSIBILITIES

### 7.1. OHS Office

The Occupational Health and Safety office is responsible for facilitation, developing, implementation, administration and review of MCLM's PPE Policy. This involves but not limited to:

- 7.1.1 Ensuring that, all issued PPE complies with the latest South African National Standards (SANS) for the Personal Protective Equipment at workplace.
- 7.1.2 Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
- 7.1.3 Advising with the selecting and purchasing of the correct PPE.
- 7.1.4 Reviewing, updating, and conducting PPE hazard assessments whenever:
  - a) A job changes,
  - b) New equipment is introduced and used,
  - c) There has been an accident,
  - d) A supervisor or employee requests it,
  - e) Or at least once every year.
- 7.1.5 Maintaining records on hazard assessments.
- 7.1.6 Ensuring appropriate maintenance, issuing and PPE training records.
- 7.1.7 Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
- 7.1.8 Periodically re-evaluating the suitability of previously selected PPE.
- 7.1.9 Reviewing, updating and evaluating the overall effectiveness of PPE use, training, and policies.

### 7.2 EXECUTIVE DIRECTORS, MANAGERS AND ASSISTANT MANAGERS

Management is in terms of this policy entrusted with:

- 7.2.1 Ensuring that there is sufficient Budgeting for all health and safety PPE required in their departments annually.

- 7.2.2 Ensuring that all employees are issued and trained on the correct use of PPE.
- 7.2.3 Action is taken against the employees who repeatedly disregard the requirements of this Policy.
- 7.2.4 Ensuring that PPE orders are placed on time with Supply Chain Management to ensure that there is no delay in the issuing of PPE.

### **7.3 SUPERVISORS AND TEAM LEADERS**

Supervisors and Team Leaders have the primary responsibility of implementing and enforcing the correct use of PPE and PPE Policy in their work area. This involves:

- 7.3.1 Providing appropriate and making available the PPE to employees.
- 7.3.2 Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- 7.3.3 Ensuring that **No employee** is allowed to perform any task that require the use of PPE as a without wearing or using that PPE.
- 7.3.4 Ensuring that employees correctly use and maintain their PPE and follow MCLM PPE Policy and Safety rules.
- 7.3.5 Notifying MCLM Management and the OHS office when new hazards are introduced or when processes are added or changed.
- 7.3.6 Ensuring that defective or damaged PPE is immediately disposed off and replaced.
- 7.3.7 Management must familiarize themselves with the policy contents of the Policy and implement as required

### **7.4 EMPLOYEES RESPONSIBILITIES**

The PPE user (*the employee*) is responsible for following the requirements of the PPE Policy. This involves but not limited to:

- 7.4.1 Properly wearing and using PPE as required.
- 7.4.2 Attending required training sessions.
- 7.4.3 Inspecting, caring, cleaning and maintaining the PPE as required.
- 7.4.4 Following all MCLM safety rules and policies.
- 7.4.5 Informing the supervisor of the need to repair or replace PPE.
- 7.4.6 Employees must bring old or damaged PPE for replacement with new PPE.
- 7.4.7 No employee is allowed to sell or give the MCLM issued PPE to any person who is not employed by the Mogale City Local Municipality.
- 7.4.8 Employees must sign for all PPE issued to them.

## **8 POLICY CONTENT**

### **8.1 HAZARD ASSESSMENT FOR PPE**

- 8.1.1 The OHS Office, in conjunction with Managers, Assistant Managers, Supervisors and Team leaders, may conduct a walk-through survey of each work area to identify sources of work hazards.
- 8.1.2 Each survey will be documented using the Hazard Assessment Inspection Form, which identifies the work area surveyed.
- 8.1.3 The person conducting the survey shall document the findings of potential hazards, and date of the survey.

- 8.1.4 All the Hazards identified will be documented, recorded and copies of the records kept at the department and another copy kept at the OHS Office.
- 8.1.5 The OHS Office will conduct, review, and update the hazard assessment for PPE whenever:
- a) A job changes,
  - b) New equipment or processes are introduced,
  - c) There has been an accident,
  - d) Whenever a supervisor or employee requests it,
  - e) Or at least every year.
- 8.1.6 Any new PPE requirements that are developed will be added into MCLM's PPE Schedule lists.

## **8.2 SELECTION OF PPE**

Once the hazards of a workplace have been identified:

- 8.2.1 OHS section will advise and determine if the hazards can firstly be eliminated or reduced by methods other than PPE, (i.e. methods that do not rely on employee behavior, such as administration or engineering controls).
- 8.2.2 If such methods are not adequate or practicable, then the OHS section will advise on the suitability of the PPE presently available.
- 8.2.3 All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and acceptable condition.
- 8.2.4 Only those items of protective clothing and equipment that meet SANS Standards will be procured or accepted for use.
- 8.2.5 Newly purchased PPE must conform to the updated SANS standards as incorporated into Section 44 of the OHS Act No 85 of 1993, as follows:
- a) Eye and Face Protection,
  - b) Respiratory Protection,
  - c) Head Protection,
  - d) Foot Protection,
  - e) Hand Protection.
- 8.2.6 Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by MCLM at no charge.
- 8.2.7 Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.
- 8.2.8 It must be noted that although the PPE is issued at no charge it is still the property of the MCLM.

## **8.3 PPE ISSUING**

### **8.3.1 Issuing Intervals**

Personal Protective Equipment (PPE) shall be issued to all eligible employees at the beginning of each financial year. Additional PPE may be issued during the course of the year based on operational requirements, job role changes, or upon return of torn or damaged set of PPE.

### **8.3.2 Timely Ordering and Distribution**

8.3.2.1 All departments are responsible for ensuring that PPE requirements are ordered in advance to allow for timely distribution.

8.3.2.2 PPE must be available and issued prior to the commencement of duties or at the start of the financial year, whichever is applicable.

8.3.2.3 Newly appointed employees shall be issued with appropriate PPE on their commencement or assumption of duties.

### **8.3.3 Prohibition of Sale or Unauthorized Use**

- (a) Employees are strictly prohibited from selling, trading, or giving away any PPE issued to them.
- (b) PPE must only be used for its intended purpose and within the scope of the employee's duties.

## **8.4 Misuse of PPE**

- (a) Any misuse, neglect, or intentional damage of PPE will be considered a disciplinary offense.
- (b) Employees are expected to use and maintain the PPE responsibly and keep it in a good state of repair in accordance with training and safety guidelines.

## **8.5 Replacement of Damaged or Worn PPE**

- (a) Damaged, defective, or worn-out PPE must be reported immediately to the supervisor or Safety Practitioner.
- (b) Upon verification, such PPE shall be replaced at no cost to the employee, provided the damage was not due to negligence or misuse.
- (c) Lost or stolen PPE shall be reported to the South African Policies Services and shall be replaced upon submission of a commissioned affidavit by SAPS.

## **8.6 Ownership of the Personal Protective Equipment**

8.6.1. All PPE issued remains the property of the employer at all times.

8.6.2. Employees may be required to return all PPE upon termination of employment, transfer, or when no longer required for their role.

## **9. TRAINING**

9.1 Any worker required to wear PPE will receive training on the proper use and care of PPE before being allowed to perform work requiring the use of PPE.

9.2 Periodic retraining will be offered to PPE users as needed.

9.3 The training will include, but not necessarily be limited to, the following subjects:

- a) When PPE is necessary to be worn.
- b) What PPE is necessary?
- c) How to properly wear (*don*), adjust and don-off PPE.
- d) The limitations of the PPE.
- e) The proper care, maintenance, useful life, and disposal of the PPE.

9.4 After the training, employees will demonstrate that they understand how to use PPE properly or they will be retrained.

9.5 Training of each employee will be documented using the Personal Protective Equipment Training Documentation Form and kept on file.

## **10. RETRAINING**

The need for retraining will be indicated when:

10.1.1 An employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e. uses PPE improperly).

10.1.2 New equipment is installed or introduced.

10.1.3 Changes in the workplace make previous training out-of-date.

10.1.4 Changes in the types of PPE to be used make previous training out-of-date.

## **11. CLEANING AND MAINTENANCE OF PPE**

11.1 All PPE shall be kept clean and properly maintained.

11.2 Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.

11.3 Employees must inspect, clean, and maintain their PPE according to the manufacturer's instructions before and after each use.

11.4 Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

11.5 Personal protective equipment must not be shared between employees until/unless it has been properly cleaned and sanitized.

11.6 PPE will be distributed for individual use whenever possible.

11.7 If employees provide their own PPE, the supervisor must make sure that it is adequate for the workplace hazards, and that it is maintained in a clean and reliable condition.

11.8 Defective or damaged PPE will not be used and will be immediately discarded and replaced.

11.9 It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed-off in a manner that protects employees from exposure to hazards.

11.10 A register for discarded/ replaced PPE shall be kept for the purpose of identifying the reasons for replacement

## 12. BRANDING AND IDENTIFICATION OF PPE

- 12.1.1 All Personal Protective Equipment (PPE) overalls issued to employees shall be clearly branded or embroidered with the official MCLM Logo.
- 12.1.2 In addition, each overall must display the financial year in which it was issued. This requirement ensures proper identification, accountability, and compliance with municipal standards.
- 12.1.3 Unauthorized alteration or removal of the logo or financial year marking is strictly prohibited and may result in disciplinary action.

## 13. CONDITIONS OF ISSUE

- 13.1.1 PPE will be issued at expense of the Municipality.
- 13.1.2 PPE remains the property of the Mogale City Local Municipality and must be handed back on termination of service. Loss or wilful damage to PPE may result in disciplinary action being taken against the employee after an investigation.
- 13.1.3 Failure to use or the incorrect usage of PPE may result in disciplinary action being taken against the employee after an investigation.
- 13.1.4 If PPE is lost or stolen damaged, it must be reported immediately by the employee to his or supervisor.
- 13.1.5 The use of PPE will be enforced by management. Refusal or failure to wear/ use PPE may lead to disciplinary procedures being instituted.
- 13.1.6 Employees will be responsible for to properly maintaining PPE issued to him or her. It should always be in a clean and safe condition.
- 13.1.7 Municipal Manager, Executive Directors, Managers, Assistant Managers, Councilors and other stakeholders MUST wear their MCLM issued PPE whenever they enter a construction site or conducting Safety inspection.
- 13.1.8 **No employee** is allowed to use or wear any Personal Protective clothing/equipment bearing any name other than that of the MCLM when at work.
- 13.1.9 Employees experiencing medical complications due to the use of standard Safety shoes will be required to bring a medical certificate issued by the medical practitioner recommending the correct type of safety shoes.
- 13.1.10 The Municipality will provide the recommended safety shoes to those employees.

## 14. NON-COMPLIANCE AND MISCONDUCTS

- 14.1 No-compliance to any stipulation contained in this Policy shall be regarded as a misconduct which shall be dealt with in accordance to the Municipal Disciplinary Code.

## 15. POLICY REVIEW

This policy and its annexures shall be reviewed every **three (3) years** or as and when a need arises.

- 15.1 The review of the PPE Policy will be facilitated by the OHS Sub-Division in consultation with all relevant stakeholders.
- 15.2 The Municipal Senior Management Team may recommend reviewing the policy as and when the need arises.

15.3 The reviewed Policy shall be subjected to Municipal Management for approval processes and signing.

**16 APPROVAL**

<b>Municipal Manager:</b>	
<b>Signature:</b>	
<b>Date Approved:</b>	
<b>Effective Date:</b>	

APPROVED

## PERSONAL PROTECTIVE EQUIPMENT ISSUE LIST

<b>NAME:</b>	<b>DEPT:</b>	<b>EMPLOYEE. NO.:</b>
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### CONDITIONS OF ISSUE

1. PPE will be issued at expense of the Company.
2. PPE remains the property of the Company and must be handed back on termination of service.
3. Loss or willful damage to PPE may result in disciplinary action being taken against the employee after an investigation.
4. Failure to use or the incorrect usage of PPE may result in disciplinary action being taken against the employee after an investigation.
5. I will immediately report if PPE issued to me is lost or damaged.
6. I understand that it is a legal requirement to wear PPE and that refusal to do so can lead to disciplinary procedures being instituted.
7. I understand and accept that I am responsible for maintaining PPE issued to me in a clean and safe condition
8. I have received comprehensive training on the use and limitations of PPE.

**I understand and accept all the conditions of issue above.**

**SIGNATURE:**

**DATE :**

											
<b>2-Piece Overalls</b>	<b>2-Piece Suit Pants</b>	<b>2-Piece Suit Top</b>	<b>Dust Coat</b>	<b>Apron</b>	<b>Hard Hat</b>	<b>Gum Boots</b>	<b>Safety Shoes</b>	<b>Gloves</b>	<b>Safety Goggles</b>	<b>Face Shield</b>	<b>Welding Hood</b>
											
<b>Ear Plugs</b>	<b>Nylon Gloves</b>	<b>Face shield</b>	<b>Sun Hat</b>								
									<b>Unspecified PPE</b>		
<b>Breathing apparatus</b>	<b>Respirator</b>	<b>Dust/chemical Mask</b>	<b>Hearing Protection</b>	<b>Full Body Harness</b>	<b>Thermal Suit</b>	<b>Thermal Jacket</b>	<b>Jersey</b>	<b>Socks</b>	<b>Unspecified PPE</b>		