



health

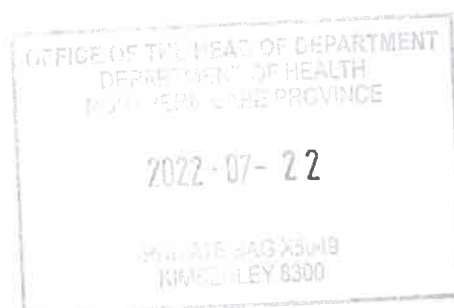
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Department of Health  
**NORTHERN CAPE**

## **Policy on Personal Protective Clothing and Equipment**

### ***Version control***

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## **Abbreviations/Definitions**

**“Personal Protective Equipment”** – Any piece of equipment such as PPE for eyes, face, head, hands and footwear etc. issued to employees for protection against any hazard that may affect the good health and safety of employees in the workplace.

**“Personal Protective Clothing”**- Articles of clothing issued to employees for protection against any hazard that may affect the good health of such employees in the workplace. These include head, hands, body and feet protective clothing and equipment.

**“Employees”** – Individuals employed in the Northern-Cape department of health.

**“Employer”** – A person or organisation that employs and manages people, e.g. Supervisor, Manager etc.

**“SABS”** South African Bureau of Standards,

**“ISO”** International Standardisation Organisation,

**“DOL”** Department of Labour

**“Workplace”** means any premises or place where a person performs work in the course of his/her employment.

**“PPC”** – Personal Protective Clothing

**“PPE”** – Personal Protective Equipment

## **1. Policy Aim**

- 1.1. The aim of this policy is to outline general requirements, considerations and procedure regarding the selection and use of Personal Protective Clothing and Equipment in order to protect employees from occupational hazards.
- 1.2. This policy must be read in conjunction with the Occupational Health and Safety Policy and the Policy for Health Care Waste Management.

## **2. Policy Scope**

- 2.1. This policy applies to all designated employees required to use PPE according to job specifications.
- 2.2. Appointed service providers/ contractors within all health establishments/ visitors/ patients.

## **3. Policy Statement**

- 3.1. The Northern Cape Department of health put the health and safety of employees at the top of its priority. It is the policy of the NCDoH to ensure:
  - 3.1.1. Health and safety of employees is taken as priority by providing protective clothing and equipment in line with work activities.
  - 3.1.2. Occupational health and safety protection shall be achieved by engineered safety measures before reliance is placed upon personal protective clothing.
  - 3.1.3. Supervisors and employees agree upon use of Personal Protective Clothing (PPC) and equipment for protection against job specific hazards.
  - 3.1.4. PPE shall be utilized when engineering controls cannot be eliminated for avoiding the entire risk??
  - 3.1.5. All PPE required/needed shall be communicated in advance and proper training shall be provided to enforce the use thereof.
  - 3.1.6. The provision and selection of PPE shall be determined by the type of work and working environment at the workplace.
  - 3.1.7. If the PPE causes allergies or other adverse health effects, the department shall investigate and provide appropriate alternative equipment or safety measures.

3.1.8. PPE shall be maintained in good working and satisfactory hygienic conditions by means of a programme of storage, maintenance, repair or replacements.

3.1.9. Failure to wear appropriate PPE issued, will result in disciplinary measures/procedures being instituted against the affected employee.

3.1.10. Should there be an outbreak or pandemic such as Covid-19, which have a negative bearing on employees' health, then PPE must be provided to all employees to protect themselves from any work related infections.

3.1.11. Quarterly assessment and audits of stored and in use PPE must be conducted.

3.1.12. No designated employee shall refuse to adhere to the PPE protocols unless medical reasons are stated in writing to the accounting officer/HoD, however alternative PPE should be provided which will not aggravate the person's health conditions.

### **3.2. Distribution of PPE's**

3.2.1. The following specification shall apply to the distribution of PPE:

3.2.1.1. The degree of protection required in the work environment.

3.2.1.2. The appropriateness of the equipment to the situation faced with.

3.2.1.3. Storage, maintenance, usage, and practical care for PPE.

### **3.3. Replacement, Maintenance and Storage of equipment/clothing**

3.3.1. All clothing and footwear shall be replaced on a wear and tear basis.

3.3.2. The employee must return reusable PPE e.g. helmets, goggles, hand gloves, garments etc. designed to protect the body from any form of injury, infection, including risks pertaining to HIV and AIDS (If they are in a good state).

3.3.3. The employer shall not accept responsibility with regard to carelessness, wilful damage or neglect, which is caused by an employee's own doing and will institute disciplinary steps should any of the above-mentioned behaviour is depicted.

3.3.4. Reduce workplace hazards by applying limitation of PPE usage.

### **3.4. Training**

3.4.1. All employees in use of PPE must be provided with appropriate training prior to usage.

3.4.2. Always adhere to the adjusting, wearing and take-offs of PPE as outlined in manufacturer manuals.

## 4. Roles and Responsibilities

### 4.1. The **Accounting Officer/Head of Department** shall:

- 4.1.1. Provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of employees and that will uphold the human rights.
- 4.1.2. Ensure that a PPE and PPC management systems is implemented, monitored and review under this policy.
- 4.1.3. Furnish at no cost to the employee, personal protective equipment (PPE) personal protective clothing (PPC) required by the job.

### 4.2. The **Director Human Resource Manager** shall:

- 4.2.1. Ensure that the commitment to continual improvement of the SHERQ system.
- 4.2.2. Ensure that the commitment to comply with minimum current applicable legislation, regulations and other requirements to which the department subscribes.
- 4.2.3. Monitor and review physical resources for health facilities and advise the HOD when budget allocations are made for SHERQ related programmes.

### 4.3. The **Facility/Unit/Directorate Manager** shall:

- 4.3.1. Ensure that the provision of protective equipment and clothing as prescribed and proper record keeping thereof.
- 4.3.2. Ensure that employees wear protective equipment and/or clothing accordingly through the provision of proper training.
- 4.3.3. Take necessary disciplinary steps against employees who do not wear the required protective equipment and/or clothing as prescribed when executing their duties.
- 4.3.4. Ensure that employees receive formal or informal training of the personal protective equipment or clothing they are using, by means of on the job training, posters and tool talks.
- 4.3.5. Replacement of damaged protective device and/or clothing.
- 4.3.6. Take disciplinary action against any employee that recklessly damage or neglect their personal protective clothing or equipment.

4.3.7 Keep record all of all personal protective clothing and equipment that are issued, damaged and challenges.

**4.4. The SHERQ Coordinator shall:**

4.4.1. Conduct inspection at the workplace to ensure that the department effectively assess the risks and apply safety measures of control.

4.4.2. Recommend, monitor and review the provision and issuing of protective clothing and equipment to employees.

4.4.3. Ensure the implementation, monitoring and evaluation of safety controls measures are implemented.

4.4.4. Initiate and arrange training with regard to employee health and safety.

4.4.5. Discontinue any activity performed by employees/contractors on site without wearing the applicable protective clothing.

4.4.6. Investigate all incidents reported

4.4.6. Advise the employer to take disciplinary action against an employee that is guilty of wilful misconduct of PPE and PPC use and protection, or non-compliance of this policy.

**4.5. The Health and Safety Representatives shall:**

4.5.1. Conduct duties of the Health and Safety Representatives as outline in Section 17 of the Occupational Health and Safety Act, 85 of 1993;

4.5.2. Conduct inspection of all protective clothing and protective equipment on a monthly basis and give the report in writing to the SHERQ Coordinator/Manager.

4.5.3. Discontinue any activity performed by employees/contractors on site without wearing the applicable protective clothing.

**4.6. The Health and Safety Committee shall:**

4.6.1. Make recommendations to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health or safety of persons at the workplace or any section thereof for which such committee has been established.

**4.7. The Employee shall:**

4.7.1. Comply with the general duties of employees at work as outline in Section 14 of the Occupational Health and Safety Act 85 of 1993.

- 4.7.2. Ensure the protection and safe guarding of protective clothing and equipment at all times. No employee shall remove or make ineffective use of any protective equipment and/or clothing required by the regulations or by employer. Disciplinary action shall be instituted in cases of negligence.
- 4.7.3. Ensure that he/she wears protective clothing and equipment as issued by the employer when performing his/her duties.
- 4.7.4. Report any faults that may arise of protective equipment or clothing to employer immediately.
- 4.7.5 Be responsible for using the issued personal protective equipment and clothing for the job they are doing.

## **5. Review and Distribution**

- 5.1. The **Director for Human Resource Management** is the responsible manager for this Policy and ensuring it is reviewed and updated.
- 5.2. This Policy and accompanying procedure will be reviewed within three (3) years after the last publication date. If necessary an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy identifying a revised publication date.
- 5.3. The **Director for Policy & Planning** will distribute updated versions to:
  - 5.3.1. Member of the Executive Council for Health
  - 5.3.2. Head of Department of Health
  - 5.3.3. All Chief Directors, Directors and Deputy Directors (who in turn will distribute to their sub-ordinates as appropriate)

## **6. Acknowledgements & Sources**

- 6.1. Occupational Health and Safety Act, Act 85 of 1993
- 6.2. Employee Health and Wellness Strategic Framework for the Public Service
- 6.3. SHERQ Management Policy for the Public Service
- 6.4. OHSAS 18001, Occupational Health and Safety Management System
- 6.5. ISO 14001, Environmental Management System
- 6.6. ISO 9001, Quality Management System



- 6.7. General Safety Regulations
- 6.8. Lead and Asbestos Regulation
- 6.9. Hazardous Chemical Regulations
- 6.10. The Environmental Regulations for the Workplace
- 6.11. Hazardous Biological Agent Regulations
- 6.12. Environmental Regulations

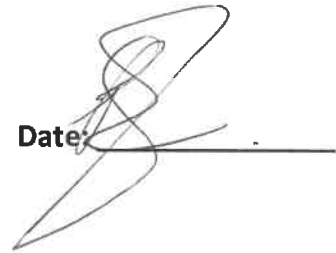
Approved by the Acting

Head of Department: \_\_\_\_\_

25/7/2022

Mr. Riaan Strydom

Date: \_\_\_\_\_

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