

Document Classification: **Controlled Disclosure**

Title: **Distribution Type – Part 21:
PROVISION AND USE OF
PERSONAL PROTECTIVE
EQUIPMENT**

Unique Identifier: **34-1710**
Document Type: **DST**
Revision: **0**
Published date: **MARCH 2009**
Total pages: **32**
Review date: **MARCH 2014**

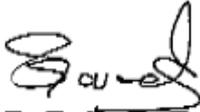
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DATE: June 2009

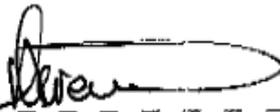
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The scope of this document is to standardise on needs assessments for personal protective equipment (PPE) and the selection of PPE to be used.

Revision history

This revision cancels and replaces DISASAAT8 - Provision and Use of Personal Protective Equipment.

Date	Rev.	Clause	Remarks
Jun 2009	0		Document approved.
March 2009	A		Compiled By: S Govender
			New Document Format, inline with Corporate Identity. New reference number DST 34 – 1710, supercedes DISASAAT8.
		Forward	Amended contents.
		Section 1	Amended Scope, more specifically, 1.1. Purpose.
		Section 2	Updated Normative References
		Section 3	Amended Definitions, specifically Included “Employee”
		Section 4	The following sections of the text were revised, namely: Amended 4.1 Line Management (Employer); Amended 4.2 Employees; Included 4.4 Prohibition of wearing of synthetic clothing and accessories; Amended 4.5 Issue, use and replacement of personal protective equipment; Amended 4.6 Special circumstances; Deleted previous section – Personal protective equipment for identified critical tasks; Deleted previous section – Personal protective equipment for all identified occupational hygiene risks; Amended 4.7 Enforcement of the use of PPE; Deleted previous section – Section 23 OHS Act; Amended 4.8 Head Protection – changed heading to Head Protection – Hard Hats for working at ground level only and amended contents; Included 4.9 Head Protection – Working from height hard hat; Amended 4.10 Head Protection – Soft Hats, more specifically 4.10.3; Deleted previous section on Hairnets; Amended 4.12 Eye/face protection – Glasses, shields, goggles, specifically, 4.12.2; Amended 4.15 Shirts, specifically, 4.15.5; Included 4.17 Protective Clothing for users of hand-held chain saws; Amended 4.18 Jackets – Operating Jackets and dust coats, specifically 4.18.1; Amended 4.19 Jackets – Thermal jackets, specifically, 4.19.1; Amended 4.20 Rain Protection – Rain suits, specifically 4.20.1; Amended 4.21 Foot Protection – Safety boots/shoes or hiking boots, specifically 4.21.1, 4,21,3 and 4.21.4; Amended 4.22 Foot Protection – Gumboots, specifically 4.22.1 and 4.22.3; Amended 4.23 – Foot Protection; Amended 4.24 Hand Protection – Gloves, specifically 4.24.2 and 4.24.4; Amended 4.28 Battery acid/alkali PPE, changed heading from Body

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Date	Rev.	Clause	Remarks
		Annex A Annex C	Protection – Battery acid/alkali protection and amended contents; Deleted previous heading – Face Protection – Battery acid/alkali protection and incorporated contents under 4.28; Included 4.29 Sunscreen Protection; Included 4.30 Barrier Cream; Included 4.31 Cleaning material (Solvents); Amended 4.32 Respirators – changed heading from Respirators (dust, gas and fumes, confined spaces etc) and amended 4.32.2. Issuing Quantities for Personal Protective Equipment – updated contents Personal Protective Equipment Matrix of Issue – updated contents. Document submitted for comments.
May 2006	4		Document approved.
Dec 2005	3A		New Document Format, inline with Corporate Identity. Updated References, Section 3.3. The following sections of the text were revised: Section 2.3 Annex C Included Impact Assessment (Annex E)
Aug 2005	3		Section of the text affected by this revision: Section 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.8, 2.10, 2.13, 2.17, 2.20, 2.21, 2.25 2.27 and 2.30 Annex A Annex B Annex C Annex D Annex E
Nov 2003	2		Eskom logo updated. Document reference number amended to bring it in line with organisational requirements, SCS to DIS. Section of the text affected by this revision: Section 2.1 Section 2.2 Section 2.4.1 Section 2.15 Section 2.27 Annex A Annex B Annex C
Nov 2001	1		This revision supersedes the corresponding sections of SCSAMAAE4 and SCSAMAAD7 that relate to the provision and use of personal protective equipment and clothing. All PPE specification requirements have also been removed from this standard and may now be founded in SCSSCABF4.
Nov 2000	0		Information updated and relevant information transferred from SCSAMAAE4 and SCSAMAAD7.

Authorisation

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Keywords

Eye Protection, Face Protection, Gloves, Hand Protection, Hard hat, Head Protection, PPE, Safety boots, Safety shoes

1 Scope

1.1 Purpose

The purpose of this standard is:

- to comply with the Occupational Health and Safety Act No. 85 of 1993;
- to set a standard on personal protective equipment as to who must wear what, where and when based on the outcome of a risk assessment per unit, per person. (Refer to Annex C);
- to ensure that employees are trained and motivated in the issue, use, care and replacement of personal protective equipment throughout the Distribution Division;
- to create a sense of group identity and group cohesion within the Distribution Division.

1.2 Applicability

Compliance with this standard is mandatory for all within the Distribution Division.

2 Normative references

Parties using this document shall apply the most recent edition of the documents listed below:

DPC 34-380: Identifying, Analysing, Documenting and Observing Dangerous/Hazardous Tasks

DPC 34-925: Procedure for Refusal to Work on the Grounds of Health, Safety and Environmental Concerns

DSP 34-323: Personal Protective Equipment Specification

DST 34-369: Monitoring of Occupational Hygiene Factors

DST 34-403: Risk Management Training

DST 34-405: Risk Management Filing System

DST 34-1168: Colour Coding, Symbolic Safety Signs and Demarcation

EPC 32-197: Disciplinary Procedure

ESKASAAL0: The Safe Use of Pesticides and Herbicides

ESKPVAEY6: Operating Regulations for High Voltage Systems

EST 32-196: Disciplinary Code

SANS 1186: Symbolic Safety Signs (Part 1 to Part 5)

3 Definitions and abbreviations

3.1 Definitions

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

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. This includes persons employed through a Temporary Employment Service, ASGISA, Technical College Bursars, Engineers in Training and Graduates in Training.

Hazard: A source of or exposure to danger.

Job: A combination of different tasks.

Line Manager: A person designated as the employer in terms of the Occupational Health and Safety Act.

Operating: Means switching, linking, safety testing and earthing.

Risk: The probability that injury or damage will occur.

Risk assessment: An assessment of the probability that injury or damage will occur.

Task: A single execution of a certain activity.

3.2 Abbreviations

ASGISA: Accelerated and Shared Growth in South Africa

OHS Act: The Occupational Health and Safety Act 85 of 1993

PPE: Personal protective equipment, including clothing.

4 Requirements

4.1 Line Management (Employer)

Line management supported by supervisory staff and the Safety Health and Environment Officer shall:

- a) be responsible for implementing this Standard and monitoring compliance through audits;
- b) be responsible for issuing PPE in terms of the PPE matrix (Annex C) and for conducting risk assessments where additional exposures have been identified for all employees under his/her control;

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- c) place the findings of the PPE risk assessment on a matrix and manage PPE needs accordingly;
- d) direct queries relating to (c) above, to their line managers in the first instance and thereafter, to the Safety Health and Environment Officer keep the PPE matrix on file for auditing purposes;
- e) be trained in the proper use, care, maintenance and limitations of PPE.
- f) allow the employee to exercise his/her right to refuse work when exposed to dangers which cannot be eliminated or mitigated by the issuing of PPE or the issuing of inappropriate PPE.

4.2 Employees

Employees shall:

- a) take reasonable care of their health and safety (Section 14 of OHS Act);
- b) co-operate with the employer to ensure that the requirements as set out in the OHS Act and the Regulations are adhered to. (Section 14 OHS Act);
- c) maintain each item of personal protective equipment provided to them and keep it clean, hygienic and in a good state of repair;
- d) use the correct PPE for the tasks assigned.

4.3 Purchasing of personal protective equipment

All personal protective equipment purchased shall be in accordance with Distribution PPE Specification - DSP 34-323.

4.4 Prohibition of wearing of synthetic clothing and accessories

Any person working anywhere near heat or where there is a likelihood of flames/electrical flashes occurring shall not wear any clothing and/or accessories that contain any synthetic fibers/material.

This does not apply to the chin strap/harness which is fitted to hard hats as none of these items are manufactured in 100% cotton fabric.

4.5 Issue, use and replacement of personal protective equipment

4.5.1 Issue of PPE

- a) Personal protective equipment shall be issued in accordance with the PPE matrix (refer to Annex C) and any other PPE, where additional exposures have been identified.
- b) Personal protective equipment shall be issued to persons on an individual basis.
- c) A record shall be kept of the issue of all personal protective equipment to persons as well as all other specialised equipment.
- d) The physical condition of all personal protective equipment, including those items belonging to Temporary Employment Service employees, shall be inspected by the supervisor or his delegate on a three monthly basis. A record of the checks shall be filed in terms of the Risk Management Filing System (DST 34-405).

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e) The scale of initial issue of PPE shall be done in terms of Annex A and additional issues shall be at the discretion of the appointed person (as described in OHS Act Section 16(2)).

4.5.2 Replacement of PPE

- a) Replacements shall be on a fair wear and tear exchange system (i.e. old for new).
- b) All worn clothing shall be handed in before a replacement is issued. Old clothing handed in shall be disfigured or cut up to prevent further use or sale (i.e. worn or used for exchange).
- c) 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. For Temporary employees the relevant actions taken shall be carried out through the Temporary Employment Service agency.
- d) All 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 issue and replacement of PPE.

4.6 Special circumstances

Personnel who cannot perform their duties due to physical or ergonomic constraints which prevent them from using appropriate protective equipment may be permitted to purchase specially manufactured equipment (in terms of the Regional Procurement process), provided that a written document from a specialist on such constraints is submitted to the employer.

4.7 Enforcement of the use of PPE

In terms of Eskom's conditions of service and legal requirements, disciplinary action will be taken against employees who wilfully abuse or disregard lawful instructions to wear PPE.

4.8 Head protection – Hard hats for working at ground level only**4.8.1 Hard hats for working at ground level only shall be worn:**

- a) by all persons working or entering in an area where there is a danger of falling objects or flying particles;
- b) in areas where the international symbolic sign is displayed (designated hard hat area);
- c) when so requested by the person in charge of a work site;
- d) in confined spaces where the risk of bumping the head exists;
- e) where a risk assessment has identified a need for hard hats due to the hazard of head injuries.

4.8.2 Issue

- a) Head protection bearing the SANS mark shall be issued to all persons required to perform work where the risk of sustaining a head injury exists.
- b) Hard hats shall be replaced as and when required, based on visible evaluation of wear and tear or damage. The "use by date" or "working life" of helmet needs to be taken into consideration (this can be found on the inside of the helmet).

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4.8.3 Care and maintenance by the user

- a) Hard hats shall be kept clean and maintained in good condition.
- b) Before use, the hard hats shall be inspected by the user for cracks and signs of impact and wear that may reduce the degree of safety originally provided.
- c) Hard hats shall be inspected for prolonged exposure to ultraviolet (UV) radiation from sunlight or other sources, like welding and chemicals that can shorten the life expectancy of thermoplastic helmets.
- d) Particular attention shall be paid to the condition of the lining or cradle insert, as it plays an important part in absorbing the shock of a blow to the head.
- e) Hard hats shall not be painted or defaced in any manner whatsoever.
- f) Hard hat cradles and sweat bands shall be washed regularly using warm soapy water only and not solvents.
- g) Damaged hard hats shall be destroyed by the employee's supervisor.
- h) Before re-issuing used helmets to other employees, the supervisor shall ensure they have been scrubbed and disinfected. Helmets shall be thoroughly rinsed with clean water and completely dried before use.

4.8.4 When wearing a hard hat, the wearer shall ensure that:

- a) the hard hat fits properly and that the lining or cradle is properly adjusted to fit the head;
- b) the chin strap is fitted and used;
- c) it is inspected and is not damaged in any way;
- d) the hat is clean;
- e) nothing is worn under the hard hat except a balaclava without a pom-pom, as this prevents the hard hat from providing the proper protection as intended.

4.9 Head Protection – Working from Height Hard Hat**4.9.1 Working from Height Hard hats shall be worn:**

- a) by all persons working at height and/or ground level and/or entering in an area where there is a danger of falling objects or flying particles;
- b) when field operations are being carried out on the networks;
- c) in areas where the international symbolic sign is displayed (designated hard hat area);
- d) when so requested by the person in charge of a work site;
- e) in confined spaces where the risk of bumping the head exists;
- f) where a risk assessment has identified a need for hard hats due to the hazard of head injuries.

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4.9.2 Issue

- a) Head protection bearing the SANS mark shall be issued to all persons required to perform work where the risk of sustaining a head injury exists.
- b) Working from height hard hats shall be replaced as required. The “use by date” or “working life” of helmet needs to be taken into consideration (this can be found on the inside of the helmet). Working from height hard hats generally have a 2 year life cycle from date of manufacture.

4.9.3 Care and maintenance by the user

- a) Working from height hard hats shall be kept clean and maintained in good condition.
- b) Before use, the working from height hard hats shall be inspected for cracks and signs of impact and wear that may reduce the degree of safety originally provided.
- c) Working from height hard hats shall be inspected for prolonged exposure to ultraviolet (UV) radiation from sunlight or other sources, like welding and chemicals that can shorten the life expectancy of thermoplastic helmets.
- d) Particular attention shall be paid to the condition of the lining or cradle insert, as it plays an important part in absorbing the shock of a blow to the head.
- e) Working from height hard hats shall not be painted or defaced in any manner whatsoever.
- f) Working from height hard hat cradles, sweat bands and chin straps shall be washed regularly using warm soapy water only and not solvents.
- g) Damaged Working from height hard hats shall be destroyed by the employee's supervisor.
- h) Before re-issuing used helmets to other employees, the supervisor shall ensure they have been scrubbed and disinfected. Helmets shall be thoroughly rinsed with clean water and completely dried before use.

4.9.4 When wearing a working from height hard hat, the wearer shall ensure that:

- a) the working from height hard hat fits properly and that the lining or cradle is properly adjusted to fit the head;
- b) the chin strap is fitted and used;
- c) it is inspected and is not damaged in any way;
- d) the hat is clean;
- e) nothing is worn under the hard hat except a balaclava without a pom-pom, as this prevents the hard hat from providing the proper protection as intended.

4.10 Head protection – Soft hats**4.10.1 Soft hats shall be worn:**

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

4.10.2 Issue

Soft hats and sun block shall be issued to all persons required to perform work where a risk of sustaining injury from exposure to UV rays from the sun exists.

4.10.3 Care and maintenance by the user

- a) Soft hats shall be kept clean and maintained in good condition.
- b) They shall not be defaced in any manner whatsoever.
- c) When wearing a soft hat the wearer shall ensure that:
 - it fits properly; and
 - exposed facial and neck areas not protected by the hat are protected by the application of an approved sunscreen product.

4.11 Eye/face protection – Glasses, shields, goggles**4.11.1 Selection of impact-resistant eyewear**

Factors that shall be considered in the selection of impact-resistant eyewear include:

- a) the level of protection afforded; and
- b) the comfort with which they can be worn.

4.11.2 Eye/face protection

Eye/face protection shall be worn:

- a) by all persons working in an area where the risk of eye or face injury exists;
- b) by all persons who carry out work on low voltage apparatus;
- c) in an area where the international symbolic sign is displayed (designated eye/face protection area);
- d) 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 from flying particles, sprays of hazardous liquids, splashes of molten metals and hot solutions. In addition, they provide antiglare protection, where required.

4.11.3 Issue

- a) SANS approved eye/face protection shall be issued to all persons required to perform work where the risk of sustaining injury to the eyes/face exists;
- b) The issue of all other eye/face protection, including prescriptive eye protection, will be subject to a risk assessment.
- c) Sunglasses/face protection shall be issued with a protection case or bag.

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4.11.4 Care and maintenance by the user

- a) Eye and face protection shall be kept clean and maintained in good condition.
- b) When not in use, these items shall be stored in a manner to prevent any scratches or damage.

4.11.5 When using eye/face protection, the wearer shall ensure that:

- a) it fits properly;
- b) the correct eye/face protection is used for the specific task being performed;
- c) it is clean and in a good condition.

4.12 Hearing protection

4.12.1 Hearing protection shall be used:

- a) in the vicinity of mobile and portable machines that create an equivalent noise level in excess of 85 dB. Free-standing portable signs shall be displayed at a pre-determined radius around such machines to demarcate the noise zone;
- b) in an area where the international symbolic sign is displayed (designated hearing protection area);
- c) where a risk assessment and a noise level survey have identified a need for hearing protection.

4.12.2 Issue

SANS approved, appropriate hearing protection, e.g. ear plugs and/or ear muffs shall be issued to all persons required to perform work where the noise level exceeds 85 dB.

Note: Ear protection must be a personal issue and not a general provision so as to prevent interchangeable use.

4.12.3 Care and maintenance by the user

- a) Hearing protection shall be kept clean and maintained in a good condition.
- b) When not in use, hearing protection items shall be stored in such a manner as to prevent the ingress of foreign matter.

4.12.4 When wearing hearing protection, the wearer shall ensure that:

- a) it fits properly;
- b) the correct hearing protection is used to reduce the noise level to an acceptable level;
- c) disposable ear plugs are worn by one person only and disposed of, when necessary;
- d) if he/she has an ear infection or discharge he/she reports it to the supervisor immediately.

4.13 Overalls – Boiler suits or two piece work wear suits

4.13.1 An overall shall be worn:

- a) by all persons performing work where the protection offered by the optional/alternative clothing is inadequate;
- b) by all persons performing work in construction and workshop environments;
- c) where a risk assessment has identified a need for overalls.

4.13.2 Issue

SANS approved overalls shall be issued to staff that require this item of PPE to do their work.

4.13.3 Care and maintenance by the user

- a) Overalls shall be kept clean and maintained in a good condition.
- b) They shall not be defaced in any manner whatsoever.
- c) The washing of overalls shall be the responsibility of the employees concerned.

4.13.4 When wearing an overall, the wearer shall ensure that:

- a) it fits properly, is clean and is in good condition; and
- b) the correct protective clothing is worn for the specific task being performed.

4.14 Shirts

4.14.1 Short-sleeved shirts may be worn:

- a) by field staff as determined by PPE matrix and/or risk assessment,;
- b) only when the risk of sun exposure is reduced by the application of an approved sunscreen product.

Note: Short sleeve shirts are not regarded as sufficient protection when operating on the electricity networks.

4.14.2 Long-sleeved shirts shall be worn:

- a) by field staff as determined by PPE matrix and/or risk assessment.

4.14.3 Issue

Shirts shall be issued to staff that require this item of PPE to do their work.

4.14.4 Care and maintenance by the user

- a) Shirts shall be kept clean and maintained in a good condition.
- b) They shall not be defaced in any manner whatsoever.

4.14.5 When wearing a shirt, the wearer shall ensure that:

- a) the correct protective clothing is worn for the specific task being performed.

4.15 Pants**4.15.1 Long pants**

Long pants shall be worn:

- a) by operators and persons assisting operators when operating is carried out on the electricity networks;
- b) by field staff as determined by PPE matrix and/or risk assessment;
- c) when exposed to ultraviolet rays when sunscreen products is not used.

4.15.2 Short pants

Short pants shall only be worn:

- a) by field staff as determined by PPE matrix and/or risk assessment;
- b) when the risk of sun exposure is reduced by the application of an approved sunscreen product.

4.15.3 Issue

Pants shall be issued to staff that require this item of PPE to do their work.

4.15.4 Care and maintenance by the user

- a) Pants shall be kept clean and maintained in a good condition.
- b) Pants shall not be defaced in any manner whatsoever.

4.15.5 When wearing pants, the wearer shall ensure that:

- a) they are clean, in good condition and they fit properly;
- b) the correct protective clothing is worn for the specific task being performed.

4.16 Protective clothing for users of hand-held chain saws**4.16.1 Protective clothing shall be worn:**

a) by trained operators as determined by PPE matrix and/or risk assessment. Refer to PPE Specification –DSP 323.

4.16.2 Issue

Protective clothing shall be issued to staff that require this item of PPE to do their work.

4.16.3 Care and maintenance by the user

- a) Protective clothing shall be kept clean and maintained in a good condition.
- b) They shall not be defaced in any manner whatsoever.

4.16.4 When wearing protective clothing, the wearer shall ensure that:

- a) the correct protective clothing is used for the specific task being performed;
- b) it fits properly.

4.17 Jackets — Operating jackets and Dust coats**4.17.1 Operating jackets shall be worn:**

- a) when performing operations on the networks.

4.17.2 Dust coats shall be worn:

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

4.17.3 Issue

An operating jacket and/or a dustcoat shall be issued to staff that require this item of PPE to do their work.

4.17.4 Care and maintenance by the user

- a) Operating jackets and dust coats shall be kept clean and maintained in good condition.
- b) They shall not be defaced in any manner whatsoever.

4.17.5 When wearing an operating jacket or a dust coat, the wearer shall ensure that:

- a) It is clean, is in a good condition and that it fits properly; and
- b) the correct protective clothing is worn for the task being performed.

4.18 Jackets – Thermal jackets

4.18.1 Thermal jackets shall be worn:

- a) when working in cold weather; and
- b) where a risk assessment has identified a need for a thermal jacket to be worn.

4.18.2 Issue

Thermal jackets shall be issued to all persons required to work in a dry bulb temperature of 6 °C or less or as identified by a risk assessment.

4.18.3 Care and maintenance by the user

- a) Thermal jackets shall be kept clean and maintained in a good condition.
- b) They shall not be defaced in any manner whatsoever.

4.18.4 When wearing a thermal jacket, the wearer shall ensure that:

- a) it fits properly, is clean and is in good condition; and
- b) the correct protective clothing is worn for the task being performed.

4.19 Rain protection – Rain suits

4.19.1 Rain protection shall be worn:

- a) by all persons exposed to wet weather in the performance of their duties other than operating.

4.19.2 Issue

SANS approved rainwear shall be issued to all persons exposed to wet weather in the performance of their duties. Rain suits shall not be worn for warmth.

4.20 Foot protection – Safety boots/shoes or Hiking boots

4.20.1 Safety boots/shoes or Hiking boots shall be worn:

- a) by all persons where the task hazard identification has indicated the need for a specific type of foot protection and support. Different working environments present different hazards therefore there is a need to prescribe and issue suitable foot protection in the different working environments, for example, the construction working environment, workshops, field work and live work; and
- b) in an area where the international symbolic sign is displayed (designated foot protection area);
- c) by field staff as determined by PPE matrix and/or risk assessment.

4.20.2 Issue

SANS approved safety boots/shoes may only be issued in those instances where a risk assessment has indicated the need for a specific type of foot protection and support. Safety boots/shoes may not be issued purely for general use.

4.20.3 Care and maintenance by the user

- a) The boots/shoes shall be kept clean and maintained in a good condition.
- b) Boots/shoes shall not be defaced in any manner whatsoever.

4.20.4 When wearing foot protection, the wearer shall ensure that:

- a) it fits properly;
- b) it is in a good condition; and
- c) the laces are securely tied.

4.21 Foot protection – Gumboots**4.21.1 Gumboots shall be worn:**

- a) in an area where the international symbolic sign is displayed (designated foot protection area); and
- b) where a risk assessment has identified a need for gumboots.

4.21.2 Issue

SANS approved gumboots shall be issued to all persons required to perform work where a risk to health or of injury to the feet exists.

4.21.3 Care and maintenance

- a) Gumboots shall be kept clean and maintained in a good condition.
- b) Gumboots shall not be defaced in any manner whatsoever.

4.21.4 When wearing foot protection, the wearer shall ensure that:

- a) it fits properly;
- b) it is in good condition; and
- c) the correct footwear is worn for the specific task being performed.

4.22 Foot protection — Socks

4.22.1 Issue

Socks shall be issued in terms of the PPE matrix.

4.22.2 Care and maintenance

- a) Socks shall be kept clean and maintained in a good condition.
- b) They shall not be defaced in any manner whatsoever.

4.22.3 Wearing socks

When wearing socks, the wearer shall ensure that they fit properly.

4.23 Hand protection – Gloves

4.23.1 Hand protection shall be worn:

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

4.23.2 Issue

Hand Protection shall be issued as stipulated in terms of the PPE Specification – DSP 34-323.

4.23.3 Care and maintenance

- a) all hand protection shall be cared for in accordance with the manufacturer's recommendations; and
- b) shall be kept clean and maintained in a good condition.

4.23.4 When wearing hand protection, the wearer shall ensure that:

- a) it fits properly; and
- b) the correct hand or forearm protection is worn for the specific task being performed, that is, to protect from physical harm and against cuts, scratches, skin diseases, etc.

4.24 Reflective Vests/Bibs

4.24.1 Reflective vests/bibs shall be worn:

By all staff that need to be visible and identifiable in their working environment.

4.24.2 Issue

Approved reflective vests/bibs shall be issued to all persons to be visible and identifiable.

4.24.3 Care and maintenance

- a) Reflective vests/bibs shall be cared for in accordance with the manufacturer's recommendations; and
- b) shall be kept clean and maintained in a good condition.

4.24.4 When wearing reflective vests/bibs, the wearer shall ensure that:

- a) it fits properly.

4.25 Accessories – Tog bag

4.25.1 A tog bag shall be used:

- a) for the storage and/or transportation of PPE.

4.25.2 Issue

An appropriate tog bag shall be issued to all persons issued with PPE.

4.25.3 Care and maintenance

- a) Tog bags shall be kept clean and maintained in a good condition.
- b) Tog bags shall not be defaced in any manner whatsoever.

4.25.4 When issued with a tog bag, the employee shall ensure that:

- a) PPE not in use is stored neatly in the bag;
- b) the bag is always taken to the work site; and
- c) the bag has a locking facility, which shall be used.

4.26 Special protection — Cold weather protection

4.26.1 Examples of special protection

- a) cotton thermal underwear;
- b) woollen gloves;
- c) woollen socks;
- d) balaclavas;
- e) freezer suits; and
- f) gum boot inserts.

4.26.2 Issue

The issuing of cold weather protection shall be at the discretion of the line manager and in accordance with Environmental Regulation 2 of the Occupational Health and Safety Act.

4.27 Battery acid/alkali PPE

4.27.1 Acid resistant protective clothing shall be worn:

- a) by all persons working with batteries; and
- b) in the case of lead acid batteries, body, face and hand protection shall be worn by both the person doing the maintenance and his/her assistant. In the case of alkali batteries (NICAD), only one person can work on them at a time because of the confined space, so the use of appropriate acid resistant PPE by an assistant is not necessary.

4.27.2 Issue

- a) SANS approved acid resistant PPE shall be made available to all maintenance staff.
- b) The required acid resistant PPE shall be kept in the battery rooms for use during all battery maintenance operations.
- c) The required acid resistant PPE shall be kept at lead acid battery sites.
- d) Acid resistant PPE of the required type with the required face shield and gloves shall be kept at alkali battery sites.

4.27.3 Care and maintenance

- a) The acid resistant PPE shall be washed separately to prevent contamination and the deterioration of other domestic laundry.
- b) The acid resistant PPE shall be kept clean.
- c) The acid resistant PPE shall be maintained in a good condition.

d) The acid resistant PPE shall be washed in terms of the manufacturers specifications as attached on the garment.

e) If the acid resistant PPE is cut, damaged or is perishing, it shall be replaced immediately.

4.27.4 When using battery protection, ensure that:

- a) it fits properly;
- b) it is clean and in good condition; and
- c) the correct body protection is used for the task being performed.

4.27.5 Sunscreen Protection

Sunscreen shall be used by employees exposed to UV rays and shall comply with the PPE Specification – DSP: 34-323.

4.28 Barrier cream

Barrier cream shall be used by employees exposed to chemicals at the workplace which could cause dermatological disease. Refer to the PPE Specification – DSP: 34-323.

4.29 Cleaning material (Solvents)

When working with prescribed solvents, the appropriate PPE shall be worn.

4.30 Respirators

Respirators shall be worn by employees exposed to the risk of dust, gas fumes and confined spaces in the workplace as determined by a risk assessment and as prescribed by the OHS Act.

4.30.1 Issue

Proper selection will depend on the toxic substance encountered, conditions of exposure, individual human capabilities and equipment fit.

4.30.2 Care and maintenance

- a) Employees shall be trained in the proper use, care and limitations of respiratory equipment.
- b) Employees shall conduct daily equipment inspections before use.
- c) The storing and maintenance programme shall comply with the manufacturer's instructions.

Annex A - Issuing Quantities for Personal Protective Equipment

(normative)

(Refer to 4.5.1 and 4.5.2)

1. Head protection**1.1 Hard hats**

One hard hat shall be issued to each person needing head protection (hard hat).

1.2 Soft hats

One soft hat shall be issued to each person needing head and face protection (soft hat).

2. Eye/face protection

One set of relevant eye/face protection shall be issued to persons requiring eye/face protection for specific tasks.

3. Hearing protection

One set of the appropriate hearing protection shall be issued to persons requiring hearing protection for specific tasks.

4. Protective clothing**4.1 Shirts and pants**

Two or three sets of protective clothing per person shall be issued to each person needing it. The sets can be made up of different combinations.

4.2 Operating jacket

One operating jacket shall be issued to identified staff.

4.3 Dust coat

One dust coat may be issued.

4.4 Thermal jacket

One thermal jacket shall be issued as and when required to all persons who are required to work in a dry bulb temperature of 6 °C or less or as identified by a risk assessment.

4.5 Rain protection

One rain suit shall be issued to any employee who is required to work in rainy conditions. The two items (rain jacket and pants) shall be issued as one.

4.6 Overalls

Two overall may be issued.

4.7 Reflective Vest / Bibs

One may be issued.

Annex A
(continued)**5. Foot protection****5.1 Safety boots/shoes**

Safety boots/shoes shall be issued as determined by a risk assessment.

5.2 Hiking boots

Hiking boots shall be issued as determined by a risk assessment.

5.3 Gumboots

Gumboots shall be issued as determined by a risk assessment.

5.4 Socks

Only 100% cotton socks shall be issued as determined by a risk assessment. (A combination of pairs of long and short socks may be provided.)

6. Hand protection**6.1 Gloves**

Relevant gloves shall be issued to any person requiring hand protection for a specific task, as determined by a risk assessment.

7. Accessories**7.1 Tog bags**

A tog bag shall be issued to staff that 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.

8. Breathing apparatus**8.1 Respirators**

Appropriate respirators shall be issued to persons requiring breathing apparatus for specific tasks as determined by a risk assessment.

9. Sunscreen / Barrier Cream Protection

Issued as and when required.

10. Freezer suites

Line management shall identify staff that requires freezer suites as per PPE matrix.

Annex C - Personal Protective Equipment Matrix of Issue

(informative)

(Please note – This is only an example, Refer to DPC 34-380)

EQUIPMENT ISSUED

JOB/TASK	HEAD AND FACE								TRUNK								FEET AND LEGS					HAND AND ARMS					OTHER															
	Hard hat	Welding goggles	Poly carbon face shield	Wire mesh face shield	Welding helmet	UV prot. Safety Spectacles	Safety glasses/goggles	Ear Muffs/plugs	Dust mask	Respirators	Fall arrester	Tool bag	Shorts	Leather apron	Soft Hat	Safety harness	Two piece overall	Acid resistant apron	Dust coat	Cotton shirt	Cotton longs	Chain saw pants	Safety shoes/boots	Spats/leggings	Canvas shoes	Safety gumboots	Socks	PVC glove (arm)	PVC gloves (wrist)	Leather gloves (wrist)	Leather gloves arm	HV rubber gloves	Chain saw mittens	Parka jacket	Freezer suit	Sun block	Cycle crash helmet	Sand blast hood	Rain wear	Barrier cream		
Sand blasting	X	O				X	O	X					X			X						X				X											X					
Transformer maintenance	X					O				X						X						X				X								X				O	O			
Compressor operator	O	O					X									X						X				X		X														
Line patrol (foot)						X								X	X							X		O	X										X		O					
Line patrol (motor cycle)						O										O						O	O			O									X	X		O				
Erecting substructures/planting poles	X					O	O			X	X								X	X		X				X		X							X			O				
Ground level work in substations	X					O	O									O			X	X		X				X		O						X				O				
Using angle grinder	X	X					O	X					O			O			X	X		X				X		X														
Lathe operation						X										X						X				X														O		
Gas welding/cutting operator/assistant		X			X								X			X						X	O			X			X													
Milling and shaping						X										X						X				X															O	
Working with acids			X													X	X		O	O		X		O	X	X	X	X													O	
Trench digging	O					O										X						X		O	X		X									X			O			
Meter reading						O													X	X		X				X										X			O			
Spray painting	O					X			X	O			X			X						X				X	X															
Pole mounted circuit breaker maintenance	X	X				O				X	X								X	X		X				X	X													O		

Annex C
 (informative)

EQUIPMENT ISSUED

JOB/TASK	HEAD AND FACE										TRUNK										FEET AND LEGS						HAND AND ARMS						OTHER								
	Hard hat	Welding goggles	Poly carbon face shield	Wire mesh face shield	Welding helmet	UV prot. Safety Spectacles	Safety glasses/goggles	Ear Muffs/plugs	Dust mask	Respirators	Fall arrester	Tool bag	Shorts	Leather apron	Soft Hat	Safety harness	Two piece overall	Acid resistant apron	Dust coat	Cotton shirt	Cotton longs	Chain saw pants	Safety shoes/boots	Spats/leggings	Canvas shoes	Safety gumboots	Socks	PVC glove (arm)	PVC gloves (wrist)	Leather gloves (wrist)	Leather gloves arm	HV rubber gloves	Chain saw mittens	Parka jacket	Freezer suit	Sun block	Cycle crash helmet	Sand blast hood	Rain wear	Barrier cream	
Rope/sling handling	X					O	O									X						X				X										X				O	
Construction work/conductor \wire	X					O	X			X	O					X						X				X										X				O	
Aerial baskets	X					O	O			X	X					X						X				X		X							X				O		
Roof work	X					O	O		O	X						X						X				X			O							X			O		
Operating wet/dry weather	X					O	O												X	X		X				X										X					
Bush clearing	X		O	O		O	O									X					X	X				X						X					X			O	
Earth bore/moving equipment	X					O	O									X						X				X		O	X							X			O		
Aerial bucket/crane operator	X					O	O									X						X				X		O	O							X			O		
Stringing conductor	X									X	X					X						X				X										X			O		
Circular saw								X	X							X						X				X			X							X					
Sanding machine							X	X	X							X						X				X		X								X					

LEGEND: X = MANDATORY ISSUE O = OPTIONAL ISSUE

Annex E – Impact Assessment

(Normative)

Impact assessment form to be completed for all documents.

1 Guidelines

- All comments must be completed.
- Motivate why items are N/A (not applicable)
- Indicate actions to be taken, persons or organisations responsible for actions and deadline for action.
- Change control committees to discuss the impact assessment, and if necessary give feedback to the compiler of any omissions or errors.

2 Critical points

2.1 Importance of this document. E.g. is implementation required due to safety deficiencies, statutory requirements, technology changes, document revisions, improved service quality, improved service performance, optimised costs.

Comment: Implementation is required for safety of employees and statutory requirements.

2.2 If the document to be released impacts on statutory or legal compliance - this need to be very clearly stated and so highlighted.

Comment: Document highlights the Occupational Health and Safety Act requirements.

2.3 Impact on stock holding and depletion of existing stock prior to switch over.

Comment: Financial impact

2.4 When will new stock be available?

Comment: As per specified lead times with Procurement.

2.5 Has the interchangeability of the product or item been verified - i.e. when it fails is a straight swop possible with a competitor's product?

Comment: Yes – monitored through non conformance by T& Q.

2.6 Identify and provide details of other critical (items required for the successful implementation of this document) points to be considered in the implementation of this document.

Comment: None

2.7 Provide details of any comments made by the Regions regarding the implementation of this document.

Comment: (N/A during commenting phase)

Annex E

(continued)

3 Implementation timeframe

3.1 Time period for implementation of requirements.

Comment: As per specified lead times with Procurement.

3.2 Deadline for changeover to new item and personnel to be informed of DX wide change-over.

Comment: As per specified lead times with Procurement.

4 Buyers Guide and Power Office

4.1 Does the Buyers Guide or Buyers List need updating?

Comment: Yes- IARC

4.2 What Buyer's Guides or items have been created?

Comment: SAP Numbers.

4.3 List all assembly drawing changes that have been revised in conjunction with this document.

Comment: N/a

4.4 If the implementation of this document requires assessment by CAP, provide details under 5

4.5 Which Power Office packages have been created, modified or removed?

Comment: None

5 CAP / LAP Pre-Qualification Process related impacts

5.1 Is an ad-hoc re-evaluation of all currently accepted suppliers required as a result of implementation of this document?

Comment: n/a

5.2 If NO, provide motivation for issuing this specification before Acceptance Cycle Expiry date.

Comment: Drive towards Sisonke PPE on National Contracts – Chairperson – S Naiker.

5.3 Are ALL suppliers (currently accepted per LAP), aware of the nature of changes contained in this document?

Comment: Not at present

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5.4 Is implementation of the provisions of this document required during the current supplier qualification period?

Comment: Yes

5.5 If Yes to 5.4, what date has been set for all currently accepted suppliers to comply fully?

Comment: As and when orders are received to supply various PPE in terms of the document.

5.6 If Yes to 5.4, have all currently accepted suppliers been sent a prior formal notification informing them of Eskom's expectations, including the implementation date deadline?

Comment: Not applicable,

5.7 Can the changes made, potentially impact upon the purchase price of the material/equipment?

Comment: Yes

5.8 Material group(s) affected by specification: (Refer to Pre-Qualification invitation schedule for list of material groups)

Comment: Yes (for specification)

6 Training or communication

6.1 Is training required?

Comment: (If NO then 6.2 – 6.6 will be N/A) No

6.2 State the level of training required to implement this document. (E.g. awareness training, practical / on job, module, etc.)

Comment: N/a

6.3 State designations of personnel that will require training.

Comment: N/a

6.4 Is the training material available? Identify person responsible for the development of training material.

Comment: N/a

6.5 If applicable, provide details of training that will take place. (E.G. sponsor, costs, trainer, schedule of training, course material availability, training in erection / use of new equipment, maintenance training, etc).

Comment: n/a

Annex E

(continued)

6.6 Was Technical Training Section consulted w.r.t module development process?

Comment: n/a

6.7 State communications channels to be used to inform target audience.

Comment: Documentation change control in the Dx Regions.

7 Special tools, equipment, software

7.1 What special tools, equipment, software, etc will need to be purchased by the Region to effectively implement?

Comment: None

7.2 Are there stock numbers available for the new equipment?

Comment: N/A

7.3 What will be the costs of these special tools, equipment, software? N/A

8 Finances

8.1 What total costs would the Regions be required to incur in implementing this document? None Identify all cost activities associated with implementation, e.g. labour, training, tooling, stock, obsolescence.

Comment: Document once published to be forwarded to RAS Workgroup for updating of RAS Templates, where applicable

Impact assessment completed by:

Name: Sivi Govender and Risk Management Workgroup

Designation: Dx Group Risk Specialist