PERSONAL PROTECTIVE EQUIPMENT
PROCEDURE SOP

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1. PURPOSE & SCOPE
This standard establishes minimum guidelines for the selection, use, training and Risk assessment for Personal Protective Equipment and Clothing (PPE/C).

This standard applies to all employees, contractors and visitors working on Tshipi Project, except when inside the confines of the office area not conducting any work activity.

As a minimum requirement, all personal protective equipment in use within the Tshipi Project must comply with the appropriate and Legislation and Standards. Compliance is not limited to the Standards referenced in this document, other legislation not referenced in this document may be used to identify compliance requirements.

There may also be mandatory requirements regarding clothing or other protective equipment that are task specific, in this case, the supervisor shall ensure the appropriate PPE/C is provided and worn.

2. DEFINITIONS
PPE – Personal Protective Equipment
PPC – Personal Protective Clothing

3. ROLES & RESPONSIBILITIES

3.1 Project Manager (PM)
The PM will:
- Ensure effective implementation of this Standard.

3.2 Project Construction Manager
The Project Construction Manager will:
- Ensure full compliance with the requirements of this Standard.

3.3 Project Construction Manager
- Conduct Risk Assessments for tasks associated with Standard and ensure implementation of controls;
- Ensure equipment is used in accordance with this Standard.

3.4 Project Construction Manager
- Audit and Monitor Compliance with this procedure;
- Identify remedial corrective actions required to meet the Personal Protective Equipment Standard.

3.5 Supervisor
- Ensure the application of this Standard;
- Ensure that PPE Surveys are developed for the tasks associated with this Standard;
- Ensure that employees are equipped with proper PPE/C prior to the commencement of the task.

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3.6 Employee
- Ensure that they are aware of the risks associated with the task;
- Ensure compliance with this Standard;
- Ensure compliance with task RA requirements
- Ensure they do not misuse their PPE/C.

4. PROCEDURES
Hazard identification and risk assessment must be undertaken and control measures implemented to eliminate or reduce risk(s), before PPE/C is considered. If having implemented all reasonable control measures, and it is determined that there is a need for personal protection, the next step is to ensure that appropriate personal protective equipment is provided. PPE/C shall be used only as a last line of defence.

4.1 Minimum Site Requirements
All Contractor’s personnel on the site, including visitors, shall use the following minimum personal protective equipment at all times:
- Head protection (SABS 1451 approved).
- Steel toe-capped footwear.
- Eye protection.
- Suitable protective clothing – long sleeve jacket and pants.
- High visibility vest – Day
- High visibility vest with luminous stripes – Night
- Personnel exposed to noise levels exceeding 85dB (A) for any period of time, or in areas where signs indicate hearing protection is required, shall wear (SABS 1451 approved) hearing protection.
- Other personal protective equipment items such as gloves, face shields, leather spats, safety harnesses, aprons or other such items may be specified for use by legislation, the scope of work or by the NE Management Representative. Personal protective equipment shall also be worn if recommended by manufacturers or suppliers of proprietary products or equipment.
- The contractor shall ensure the issue of 2 overalls as a minimum to each employee during his site access period, every six months from start date on site.
- One pair of safety shoes / boots annually and or when damaged.
- Other personal protective items may be required for particular work depending on the perceived risks associated with work being completed eg. Gloves face shields or other such items.
- Personnel shall ensure that long sleeved shirts and overall are correctly buttoned up;
- No employees allowed wearing short trousers on site.
- The NE Project employees and contract personnel are responsible for ensuring that visitors to their areas comply with the site PPE standard for the area;
- The responsible Supervisor shall ensure that the appropriate type of PPE/C is selected and worn for the job by a person with the necessary skills and experience to do so;

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Areas where prescribed PPE/C is mandatory shall be clearly signposted;
Equipment where prescribed PPE/C is mandatory shall be clearly signposted, e.g. double eye protection for grinding machines;
Where non-routine tasks are undertaken under a Permit to Work, the special PPE/C requirements shall be defined on the Permit to Work.
Symbolic signs (to comply with SABS 1186) indicating the use of Personal Protective Equipment must be placed at the entrance to the construction site indicating compulsory and when required PPE for that specific area or operation.

**Issue, Replacement and Control of PPE**
- Control the issue and replacement of equipment.
- Keep an up-to-date register, with signatures of the recipients as proof of having been issued with such equipment.
- The employer to ensure that sufficient and adequate stock is available.
- The client will conduct regular audits and inspections to ensure compliance.
- Any defective, lack off or inadequate PPE/C item shall be replaced immediately to the contractors cost.

**4.1.1 Supply PPE/C by Contractor**
- Contractors are responsible for the supply of PPE/C to their employees using the same standards and procedures described in this document.
- The contractor shall ensure that every user of machinery shall make an evaluation of the risk attached to any condition or situation which may arise from the activities of the employer or user, as the case may be, and to which persons at a workplace or in the course of their employment or in connection of the use of any machinery are exposed, and he shall take such steps as may under the circumstances be necessary to make such condition or situation safe.
- The contractor (employer) shall provide adequate and sufficient PPE to all his employees as identified and required according to his Survey conducted free of charge.
- Employees must be properly trained regarding the correct use, storage, maintenance and disposal of PPE.
- Records of PPE issues and training must be kept for audit and trail purpose. The contractor must ensure that PPE is worn where and when required.
- The Employer to ensure all Personal Protective Equipment complies with the applicable SANS codes.
- Taking into account that the use and issue of PPE/C will be the last resort of protection against the risks imposed by certain operations and tasks by the employer.

**4.1.2 Eye Protection**
- Eye protection shall comply with SABS specifications
- The use of eye protection shall comply with site specifications
- The minimum eye protection that must be worn on site shall be site approved safety glasses (UVEX);

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- Eye protection must be worn in all areas of the site at all times with the only exceptions being:
  - When inside an office or amenities building.
- However, if any work is being performed inside these areas which creates the potential for eye injuries, then eye protection must be worn;
- Safety glasses are the minimum level of eye protection but are inadequate for all work situations;
- Approved safety mono-goggles appropriate to the type of activity must be worn when:
  - Handling dry or wet chemicals (if identified on the product MSDS);
  - Operating pneumatic impact tools;
  - Using grinding tools;
  - Manually chiselling, cutting or scaling;
  - Working with compressed air;
- Wearing of impact Safety Spectacles with side shields is compulsory on site and in workshops at all times. Prescription glasses must comply with the same standards or cover impact Safety Spectacles must be worn over them.
- Where mono-goggles are not practical due to temperature or other factors, alternative eye protection in the form of safety glasses AND face shield may be used.

4.1.3 Protection shall comply with SABS 1451 specifications
- Hearing Protection shall comply with SABS 1451 specifications.
- Where Hearing Protective Equipment is required, the type of hearing protection to be used shall be based on the area sound level and frequency and physical characteristics of the hearing protection. This will be determined after a risk assessment of the area has been conducted.

4.1.4 Head Protection
- The contractor to ensure that the following differentiation with regards to Hard Hats is as follows:
  - Supervision / Management - White
  - Visitors - Pink
  - First Aid / Fire Fight - Red
  - Rigging Personnel - Grey
  - SHE Personnel - Luminous Yellow

Discipline differentiation required, e.g. Civils - Blue, Mechanical / Structural – Green, Electrical / Instrumentation – yellow, commissioning team Orange, PMT white.

- Head Protection shall comply with SABS specifications.
- Safety helmets must be worn at all times while on site except under the following circumstances:
  - While inside an office or amenity building;
  - While under the annex of an office or amenity building;
- While inside an enclosed cabin of a vehicle;
- However, if any work is being performed inside these areas which create the potential for head injuries, then head protection must be worn.

- Safety helmet must be kept in a sound condition. It shall be replaced when:
  - It is cracked;
  - It has received a solid blow or impact; and
  - After two (2) years from the date of manufacture.
  - Any damaged is visible e.g. contaminated with paint.

4.1.5 Hand Protection

- Where hand protection is required on site the type of glove to be used shall be based on the task and shall be determined by the employee and his/her supervisor. Where the task requires Permit to Work (PTW), the type of hand protection used shall be identified on the PTW.
- Barrier creams shall not be considered as a substitute for gloves;
- Suitable gloves shall be provided and their use enforced when handling:
  - Sheet Metal;
  - Reinforced or Structural Steel;
  - Wire or Wire Mesh;
  - Rough or Sawn Timbers;
  - Cement Products, Acids, Chemicals or Hot Work;
  - Any material or substance where hands could be subjected to harmful or injurious contact;
  - Food handling.

Applicable Gloves to be Worn for All Hand Operations

- Termination of cables – glass cutting gloves.
- Using a stanley knife or similar cutting tool – glass cutting gloves.
- Welding – welding gloves, etc.
- Gas / argon – cutting / welding.
- Gloves for artisans and helpers.

4.1.6 Safety Footwear

- Safety footwear (FRAM or equivalent) which complies with the SABS Specifications shall be worn;
- Safety footwear must be fitted with:
  - Built in toe-caps; and
  - High traction soles that are acid, oil, caustic and heat resistant;
  - Suitable for the working environment
  - Made with a leather upper
- Where there is a risk of slag entering boots such as when welding or oxy cutting, spats shall be worn;
- Safety boots must not have splits, exposed toe-caps, broken laces or worn sole.
4.1.7 Respiratory Protective Equipment

- Where Respiratory Protective Equipment is used which relies on facial seals, the user shall be clean shaven;
- Where compressed air is used for breathing purposes it shall be air tested and proved to be of adequate quality and fitted with approved filter and water trap system.
- Half face respirator masks with disposable cartridges are suitable for protection against low-risk vapours, fumes and gases. However, the correct type of filter cartridge must be fitted to the mask in order to protect the wearer. Where task requires PTW, the type of Respiratory Protective Equipment shall be identified on the PTW.
- Respiratory equipment manufactured in accordance with local standards shall be provided, used and maintained in accordance with this procedure:
  - Spraying or handling material which is detrimental to the respiratory system;
  - Engaged in sand blasting or spray concreting;
  - Entering an area containing harmful or toxic atmospheric contaminants or where oxygen content is below 20.8% by volume. Although the norm of the safe oxygen level is 19.5% to 23.5% the standard on the project site is that the atmosphere must be normal air i.e. 20.8% oxygen;

Note: Dust masks are not to be used to protect against fumes and gasses.

4.1.8 Safety Harness

- Safety Harness shall comply with SANS Standards;
- Safety harnesses fitted with scaffold type hooks, self rescue strap located at the back of the harness, double lanyard and shock absorber, shall be provided and their use enforced when personnel are required to carry out work in or at a position that have the potential of a employee falling 1.5 meter and more. Such persons shall be provided with a full body harness with lanyards equipped with shock absorber and if necessary, a static line or other secure anchorage covering the extent of the work area. Harnesses are to be used as a protective device in the event of a fall and not as a primary means of support.
- All safety harnesses shall be on register and monthly inspected by a competent person, pre use inspections will also be applicable for the user. Any damaged Safety harness will be removed from site or destroyed. Shock absorbers are not to be secured with wire, isolation or any tape or cable ties. Protect Safety harnesses against hot work, chemicals, paint, water or any other damage by storing them in a hanging position of the ground.
- NE Project Management may also specify additional items or personal protective equipment to be used where unusual conditions or risks exist;
- Persons required to wear a safety harness, shall be competent in the inspection and wearing of a safety harness and the identification and selection of adequate anchorage points.
4.1.9 The following PPE minimum specific activity requirements

Must be provided for and adhered to at all times:

- Front flip goggles to be used for gas cutting.

### Double Eye-Protection

- Welding – Impact Spectacles and welding hood.
- Grinding – Impact Spectacles and full face visor.
- Cutting – Impact Spectacles and full face visor.
- Reaming – Impact Spectacles and full face visor.

### Additional PPE

- Welding – Spats / Apron / Yoke / Respirator (Metal frame) – Knee pads for welders in kneeling positions.
- Grinding – spats and apron.
- Gas cutting – spats and apron.
- Ear-plugs (SABS 1451 Approved) – noise zones exceeding 85dB (A) (including grinding / compacting, etc).
- Nuisance dust – dust masks.
- Grit blasting – airline hood.
- Spray painting – airline hood (confined spaces) / canister type mask.

### Working on Live Electrical Equipment / Sub Stations

- No work will be allowed on live electrical equipment.
- Electrical Flash suites will be warn when conduct switching on any electrical panel or switchgear.

### PPE Requirements When Off-Loading Vehicles

The Contractor must ensure that drivers and / or their assistants, who are required to assist with the off-loading of material and / or equipment, are provided with the following MINIMUM personal protective equipment:

- Head protection (SABS 1451 approved).
- Steel toe-capped footwear.
- Eye protection.
- Suitable protective clothing. (Gloves / Overall)
- High visibility vest – Day

### Wearing of Short Trousers / Pants on Site

Long trousers / pants must be worn in all construction areas. Some areas it will be required to wear long sleeve shirts or jackets.

NOTE: No person will wear any piece of clothing that is nylon based. Nylon is a good conductor of electricity, melts easily and burns into the skin when exposed to excessive heat.
4.2 RISK ASSESSMENT
- Contractors shall assess the work place to determine if work place risks are present, and;
- If work place hazards exist or may exist, contractor management shall:
  - Identify where PPE/C equipment shall be used after due consideration of the hierarchy of available control techniques;
  - Select the appropriate PPE/C for the risk(s) present and ensure all employees who may be exposed, use the PPE/C provided;
  - Communicate selection decisions to all employees who may be exposed;
  - Ensure selected PPE/C correctly fits and is compatible with the employees;
  - Ensure that all defective or damaged PPE/C is either destroyed and discarded or if it requires repairs or testing is fitted with an ‘Out of Service’ tag and is not used.

4.3 TRAINING
- Line Supervisors shall ensure that personnel required to wear PPE/C are given appropriate training;
- The training on the use of PPE/C will include, but will not be limited to, the following:
  - Project policy;
  - Legal aspects including wearer’s responsibilities;
  - When PPE/C is necessary;
  - What PPE/C is necessary;
  - Inspection of PPE/C;
  - How to properly don, adjust and wear PPE/C;
  - The limitations of the PPE/C;
  - The proper care, maintenance, usage life, and disposal of the PPE/C.
- Employees shall demonstrate an understanding of the training, and the ability to properly and effectively use the required equipment before performing work requiring its use;
- Circumstances where retraining is required include, but are not limited to:
  - Changes in the work place render previous training obsolete or insufficient;
  - Changes in the work process/activity;
  - Changes in the type(s) of PPE/C;
  - Inadequacies in the employee's knowledge, or use of assigned PPE/C;

4.4 CONTROLS
- Hazard identification, risk assessment and risk control documentation shall be used to identify where and when personal protective equipment is to be used;
- Training records shall be maintained and reviewed on a regular basis and be included in the audit process;
- Regular inspections of the workplace and work procedure reviews shall be used to establish compliance with project standards;
• Records of issue and maintenance of PPE/C shall be examined as part of the audit process;
• Adequacy of personal protective equipment shall be reviewed regularly in relation to risk monitoring results, injury and incident records.

4.5 CLEANING AND MAINTENANCE
It is important that all PPE/C be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE/C should be inspected, cleaned, and maintained each time before use and at regular intervals to ensure that the PPE/C provides the necessary protection. PPE/C that is contaminated and cannot be decontaminated shall be disposed of in a manner that protects employees from exposure to hazards.

5. REFERENCES
• SABS 1451 / 1186 Standards
• MH&S Act – Section 11(2) d
• OH&S Act – General Safety Regulation 2
• Tshipi Site Specifications
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