



Advanced Projects

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Reg. No: 1999/05550/1/23
VAT No: 4300184993

Personal Protective Equipment Policy

1. Policy Statement

Advanced Projects and Cleaning Services CC is unequivocally committed to providing a safe and healthy work environment for all its employees, contractors, clients, and visitors. A fundamental aspect of this commitment is the proper selection, provision, use, and maintenance of **Personal Protective Equipment (PPE)**. We recognize that while engineering and administrative controls are the primary means of hazard elimination and reduction, PPE serves as the final line of defence against identified workplace hazards. This policy ensures compliance with the Occupational Health and Safety Act 85 of 1993 and all other applicable regulations, safeguarding everyone from risks during our high-pressure water jetting and cleaning operations.

2. Scope

This policy applies to all employees permanent, temporary, and casual, contractors, and visitors of Advanced Projects and Cleaning Services CC. It covers all company operations, including work on company premises, client sites, and during transportation where PPE use is required.

3. Objectives

The objectives of this policy are to:

- **Protect Against Hazards:** Ensure all individuals are adequately protected against identified health and safety hazards inherent in their work activities.
- **Comply with Legislation:** Uphold full compliance with the Occupational Health and Safety Act 85 of 1993 and all relevant regulations concerning PPE.
- **Standardise PPE:** Implement a systematic approach to selecting, providing, using, and maintaining PPE.
- **Promote Awareness:** Educate and train all employees on the necessity, proper use, care, and limitations of PPE.

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- **Foster Responsibility:** Instil a culture where all employees take personal responsibility for their PPE and adherence to safety protocols.
- **Minimize Exposure:** Reduce the risk of injury, illness, and exposure to harmful substances for employees, clients, sub-contractors, and the public.

4. Key Principles

- **Hazard-Based Selection:** PPE selection will always be based on a thorough **hazard identification and risk assessment** of the specific tasks and work environments.
- **Last Resort Control:** PPE is considered the last line of defence, used when hazards cannot be eliminated or adequately controlled by other means (engineering or administrative controls).
- **Quality and Standards:** All PPE provided will, wherever possible, meet or exceed **South African Bureau of Standards (SABS)** specifications or equivalent recognised international standards.
- **Free Provision:** All required PPE will be issued to employees free of charge.
- **Mandatory Use:** The wearing of appropriate PPE in designated areas or for specific tasks is **mandatory and strictly enforced**.
- **Employee Responsibility:** Employees are responsible for the proper care, maintenance, and immediate reporting of damaged or defective PPE.

5. Responsibilities

Management:

- Provide adequate resources (financial, human, time) for the effective implementation and maintenance of this policy.
- Ensure that comprehensive hazard identification and risk assessments are conducted regularly to determine PPE requirements.
- Approve the selection and procurement of appropriate, SABS-compliant PPE.
- Enforce the wearing and correct use of PPE through visible leadership and disciplinary action where necessary.
- Ensure all employees receive adequate training and ongoing supervision regarding PPE.
- Regularly review the effectiveness of this policy.

Supervisors / Team Leaders:

- Implement this policy in their respective areas of responsibility.
- Conduct site-specific risk assessments and ensure all required PPE is identified and available before work commences.
- Ensure all employees under their supervision are adequately trained in the use and care of PPE.
- Verify that employees are consistently wearing the correct PPE for the task and environment.
- Conduct regular inspections of PPE in use and ensure defective items are removed from service.
- Report non-compliance or incidents related to PPE.

Employees and Contractors:

- Attend all required PPE training and demonstrate understanding of its proper use and care.
- Always wear the appropriate PPE for the task and work area, as instructed and identified by risk assessments.
- Inspect their issued PPE before each use for damage or defects.
- Immediately report any damaged, defective, lost, or ill-fitting PPE to their supervisor.
- Keep their PPE clean, serviceable, and stored appropriately when not in use.
- Cooperate with management and supervisors regarding PPE enforcement and improvements.

Company employees shall:

- As per Section 14 of the Occupational Health and Safety Act 85 of 1993, and in adherence to Advanced Projects and Cleaning Services CC's commitment to safety, every employee and contractor has crucial duties and responsibilities to ensure their own health and safety, and that of others. These include:
- Take Reasonable Care: Always take reasonable care for your own health and safety and for the health and safety of other persons who may be affected by your acts or omissions.
- Co-operate with Management: Actively co-operate with management to enable the company to comply with all requirements and duties imposed by the Occupational Health and Safety Act and its Regulations.
- Obey Lawful Instructions: Carry out any lawful order given to you and strictly obey all health and safety rules and procedures laid down by management or other authorized persons within the company.
- Report Unsafe Situations: Promptly report any unsafe or unhealthy situation observed in the workplace to your immediate supervisor or to a Health and Safety Representative. The supervisor or representative shall then ensure the situation is formally reported to management for action.
- Report Incidents: Report any accident or incident that may affect your health, or has caused you injury, to your immediate supervisor or Health and Safety Representative as soon as practicable, but no later than the end of the shift during which the incident occurred.
- Proper Use of Equipment:
- Always use any health and safety equipment (including Personal Protective Equipment - PPE) provided by management as instructed.
- Do not tamper with, misuse, damage, or intentionally fail to use any health and safety equipment, machinery, or plant installed or provided by management.
- Act Responsibly: Do not willfully or recklessly do anything that threatens the health or safety of any person.
- Fitness for Duty: Do not report for duty or remain at work under the influence of intoxicating liquor or any other substance having a narcotic effect, as further detailed in the company's Drug and Alcohol Policy.
- Adhere to Legal Provisions: Do not contravene any law for the protection of employee health or the prevention of accidents, especially if such contravention is committed willfully or with a reckless disregard for the provisions of the law.

- Operate Within Authority: Do not operate or attempt to operate any machinery or equipment outside your scope of authority and documented competence.
- Consequences of Non-Compliance
- Failure by an employee or contractor to comply with the Occupational Health and Safety Act, its regulations, or the company's established health and safety rules and procedures (including those outlined above) will result in serious action:
- Disciplinary Action: You will be subject to disciplinary action in accordance with the company's Disciplinary Code and Procedures, which may include warnings, suspension, or termination of employment/contract.
- Legal Prosecution: Non-compliance may lead to prosecution under the Occupational Health and Safety Act, resulting in fines or imprisonment.
- Civil Liability: If your failure to carry out your duties in terms of the OHS Act or company rules results in an accident-causing injury or damage, you may be held personally liable and sued for damages in a court of law.

PPE Issuer (Appointed in Writing):

- Manage the inventory, storage, and issuance of all company PPE.
- Ensure that PPE is issued only to the respective employees against their signature of acceptance.
- Verify that PPE issued complies with SABS specifications where applicable.
- Maintain accurate records of all PPE issued, returned, and discarded.
- Conduct re-issuance of PPE on an exchange basis (except for single-use items like masks).
- Ensure that discarded single-use PPE (e.g., masks) is disposed of safely in front of the employee.

6. Procedures

6.1. Hazard Assessment and PPE Selection

- Before any operation, a **hazard identification and risk assessment** will be conducted by a competent person.
- This assessment will identify all potential hazards (e.g., high-pressure water impact, noise, dust, chemical exposure, falling objects, electrical hazards, biological hazards).
- Based on the identified risks, the appropriate type and level of PPE will be determined.

Examples of PPE for high-pressure water jetting and cleaning operations may include:

- Head Protection: Hard hats (helmets)
- Eye and Face Protection: Safety glasses, goggles, face shields (especially for high-pressure jetting)
- Hearing Protection: Earplugs or earmuffs (for noise reduction from pumps and jetting)
- Hand Protection: Chemical-resistant gloves, cut-resistant gloves, impact-resistant gloves
- Foot Protection: Safety boots with steel toes and non-slip soles, waterproof boots
- Body Protection: Waterproof suits/overalls, chemical-resistant overalls, high-visibility clothing

- Respiratory Protection: Respirators or masks (if working with airborne contaminants, dust, or certain chemicals)
- Fall Protection: Safety harnesses, lanyards, and anchor points (if working at height)

6.2. PPE Provision and Issuance

- All required PPE will be provided to employees free of charge before they commence work requiring such protection.
- PPE will be issued against the employee's signature, acknowledging receipt and understanding of care responsibilities.
- Wherever possible, PPE will be purchased to comply with SABS specifications or equivalent recognised international standards.

6.3. Training and Competence

- All employees will receive **adequate training** in the proper wear, use, care, and limitations of all PPE issued to them.
- Training will cover when PPE is required, what type of PPE is necessary, how to properly (put on), and off (take off), adjust, and wear PPE, its limitations, proper care, maintenance, useful life, and disposal.
- Training will be provided by a competent person and will be regularly refreshed.
- Employees must demonstrate competency in using their PPE before being allowed to work in areas requiring it.

6.4. Use and wearing of PPE

- Management will **enforce the wearing of Personal Protective Equipment** in all designated areas and for all tasks where it is required.
- Employees will wear suitable PPE when entering a work area where protective clothing is required.
- Only employees wearing the required PPE will be permitted to work in designated areas.

6.5. Inspection, Maintenance, and Care of PPE

- PPE is the responsibility of all employees and **must be kept clean, serviceable, and in good condition** at all times.
- Employees must inspect their PPE before each use.
- Damaged, defective, or unserviceable PPE must be immediately reported to the supervisor and removed from use.
- **Re-issue of PPE will be done on an exchange basis**, meaning the old, damaged/worn PPE (where applicable) must be returned to the PPE Issuer before a new item is provided. This promotes accountability and ensures proper disposal.
- Single-use items, such as **masks**, will be discarded safely in front of the PPE Issuer by the employee when a replacement is issued.

6.6. Reporting and Replacement of PPE

- Employees must **immediately report** any lost, damaged, defective, or ill-fitting PPE to their immediate supervisor.

- Supervisors will arrange for the inspection, repair, or replacement of the PPE as necessary.
- **Negligent damage** or loss of PPE, or failure to report damage, may result in disciplinary action taken against the employee.

6.7. Infectious Disease Control (e.g., during pandemics like COVID-19)

- In situations requiring enhanced hygiene and protection against infectious diseases (e.g., during pandemics or outbreaks), specific PPE (such as respiratory masks, gloves, or sanitizers) may be required.
- All employees will wear suitable PPE as mandated by public health authorities or company directives when entering work areas to protect themselves, clients, sub-contractor employees, and the public from contracting infectious diseases.
- Specific procedures for the use, storage, and disposal of such PPE will be communicated as required.

6.8. Contractors and Visitors

- All contractors working for Advanced Projects and Cleaning Services CC are required to comply with this PPE policy and provide their employees with appropriate PPE.
- Visitors entering designated work areas will be provided with and required to wear appropriate PPE, as determined by the site supervisor or risk assessment.

7. Enforcement and Disciplinary Action

- Management will enforce the wearing of PPE.
- Employees found **not wearing the PPE issued to them** or failing to adhere to the requirements of this policy, will be dealt with through the company's disciplinary code and procedures, which may lead to serious disciplinary action, up to and including termination of employment.

8. Policy Review

This PPE Policy and Procedure will be reviewed annually, or as necessitated by changes in legislation, work processes, identified hazards, or PPE technology, to ensure its continued suitability, adequacy, and effectiveness.

Signed at: _____ Date: _____ Name:

Designation: **Chief Executive Officer/ MD - Sect 16 (1)**

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