

## **MOPANI DISTRICT MUNICIPALITY**



## **EXTERNAL FINANCIAL STUDY AID POLICY**

**TABLE OF CONTENTS**


---

<b>ITEM NO</b>	<b>HEADLINE</b>	<b>PAGE</b>
1	Preamble	3
2	Objective of the Policy	3
3	definition	3
4	Legal mandate	4
5	Scope of the policy	4
6	Principles of the policy	5
6.1	Awarding	5
6.2	Funding	5
6.3	Selection Criteria	5
6.4	Bursary amount	5
6.5	Funding Agreement	6
6.6	Cancellation	6
7.	Change of course of study	6
8	Extension of study contract	7
9.	Deferment	7
10	Study Leave	7
11.	Advertisement	7
12.	Financial Study Aid Committee	7
13.	Availability of the policy	8
14.	Consequence for non-compliance	8
15.	Dispute	8
16.	Repeal	8
17.	Review	8
18	Authority	8

## **1. PREAMBLE**

Tertiary education costs have sky rocketed in the past 10 years. Making it difficult for Mopani District Municipality community members to access tertiary education. Most people come from poor communities and background. It is therefore imperative for Mopani District Municipality to come up with measures to address this challenge. Financial Study Aid Assistance shall be awarded to unemployed learners within Mopani District to give them opportunity to study for a recognized certificate, diploma or degree with SAQA accredited tertiary institutions.

Mopani District Municipality acknowledges that it is operating in an environment whereby the majority of its employees are under skilled or lacks the requisite skills for improved service delivery. It also acknowledges that in order to sustain economic development, its human capital must be developed to contribute significantly to the local economy

Mopani District Municipality commits itself to address the above-mentioned challenges by encouraging and implementing human capital development interventions. This will be realized by granting of bursaries to qualifying employees to further their studies and acquire the skills needed to make them sufficiently skilled and more productive in the workplace

## **2. OBJECTIVES OF THE POLICY**

- 2.1 The purpose of this policy is to provide Financial Study Aid Assistance to deserving external students and internal employees of Mopani District Municipality to acquire knowledge, skills and competencies in order to be employable to address societal and economic needs of the district.
- 2.2 To redress the imbalances of the past by providing financial assistance to the needy and those that were previously disadvantaged.
- 2.3.1 To assist students in the community and internal MDM employees to access tertiary education.
- 2.4 To create a life-long learning culture within the community

- 2.4.1 To provide guidelines to regulate the process of granting financial assistance to qualifying external students and employees who are interested in capacitating and empowering themselves.
- 2.4.2 To ensure a fully competent workforce that will be able to render professional services to the community

### **3. DEFINITION**

- 3.1 Learner ship** - A work-based education and training programme that is linked to a qualification registered on the National Qualifications Framework (NQF) with the South African Qualifications Authority (SAQA). Learner ship is occupationally directed programmes that consist of both structured theoretical learning and practical workplace experience and leads to a qualification
- 3.2 Study Aid** - Means financial assistance to pursue either part-time or full time studies, or post graduate studies
- 3.3 External student** – Means a person not employed by the municipality who has an interest in furthering their studies
- 3.4 Full-time study** – refers to a continuous in-person attendance of classes by students
- 3.5 Part-time study** - Where a person studies towards an approved qualification on a part-time basis
- 3.11 Qualification** - For the purposes of this document a qualification is considered to be a planned combination of learning outcomes with a defined purpose or purposes
- 3.12 Tuition Fees** - A fee paid for instruction (especially for higher education)

### **4. LEGAL MANDATE**

- 4.1 *Skills Development Act, 97 of 1998*
- 4.2 *Skills Development Levies Act, 9 of 1999*
- 4.3 *South African Qualification Authority Act, 58 of 1999*
- 4.4 *Higher Education Act, 101 of 1997*
- 4.5 *Municipal Finance Management Act, 56 of 2003*
- 4.6 *Income Tax act, 58 of 1962*
- 4.7 *National Qualifications Framework Act, 67 of 2008*
- 4.8 *Constitution of the Republic of South Africa Act, Act 108 of 1996*

## **5. ELIGIBILITY / SCOPE OF APPLICABILITY**

- 5.1 The policy applies to unemployed South African students residing within the Mopani District Municipality's area of jurisdiction
- 5.2 Students whose interventions requires experiential training to enable them to complete their Qualifications
- 5.3 This policy shall apply to employees of Mopani District Municipality and their immediate dependants (Children)

## **6. POLICY PRINCIPLES**

### **6.1 AWARDING**

- 6.1.1 Study aid will only be considered if the studies are relevant to the business needs of Mopani District Municipality and its 5 local municipalities in line with district-wide skills needs.
- 6.1.2 External students considered for studies must have the potential to be successful with their studies.
- 6.1.3 Only studies that lead to a national qualification or credits in accordance with the National Qualification Framework will qualify to study aid. Studies may only be pursued at an accredited and registered training or education provider. *Study aid will not be granted retrospectively.*
- 6.1.4 The Municipal Manager has the right to approve /disapprove any study aid in terms of this policy.
- 6.1.5 Gaining a qualification will not automatically lead to an appointment in any particular position.
- 6.1.6 External and Internal Financial Study Aid Assistance shall be granted to study for National Diploma, First Degree up to post graduate degrees.
- 6.1.7 Preference shall be given to a beneficiary who was previously not funded residing within the area of jurisdiction of Mopani District Municipality.
- 6.1.8 Financial Study Aid shall be awarded to external students and employees of Mopani District Municipality with proof of academic admission in tertiary institution.

## **6.2 FUNDING**

- 6.2.1 Financial Study Aid is meant for that academic year only.
- 6.2.2 Beneficiary must apply each year for funding
- 6.2.3 Successful completion in particular year has no bearing on future awards.
- 6.2.4 Funding for subsequent years remains the Council's discretion.
- 6.2.5 The Human Capital Training and development unit will determine the skills shortages within Mopani District Municipality
- 6.2.6 The selection and awarding of a bursary to a successful applicant shall be conducted by at least six (6) members nominated by the Municipal manager and at least two (2) members from the Training Committee

## **6.3 SELECTION CRITERIA**

**The awarding of bursaries shall be guided by the following:**

- I. fairness
- II. Workplace Skills Plan
- III. Scarce and critical Skills from LGSETA
- IV. Redress of the imbalances of the past
- V. Qualifications that contribute to the social and economic needs of Mopani District Municipality
- VI. Availability of funds
- VII. Transparency
- VIII. The relevance of the course of study to the Mopani District Municipality scarce and critical skills
- IX. The Human Capital Training and development Unit will annually take into account the IDP objectives of the Municipality and the needs in terms of skills will determine the courses that the Municipality will fund
- X. All bursary related matters will be reported to Council regularly by the human capital training and development sub-unit

## **6.4 BURSARY AMOUNT PAYMENT METHOD**

**The bursary shall cover the following:**

- I. Registration and administration fees

## MDM External Financial Study Aid Policy

- II. Tuition fees
- III. Prescribed books
- IV. Accommodation
- V. Subsistence and travel

### **The bursary shall not cover the following;**

- I. Subject cancellation.
- II. SRC fees
- III. Internet Access
- IV. Parking fees
- V. the bursary shall be awarded for part time and full-time studies
- VI. the amount shall be paid directly to the relevant educational institution upon submission of proof of registration
- VII. under no circumstance shall the municipality pay interest on any account. All bursary holders are therefore expected to submit accounts on time to the human capital training and development sub-unit
- VIII. where a bursary holder has paid money from his own pocket to the institution, it will be refunded on receipt of an authorized invoice which must fall within the contract period
- IX. Bursary holders that resign from MDM shall refund the municipality the full amount paid by Mopani District Municipality
- X. After completion, employees are required to work for Mopani District Municipality for a period equivalent to the study duration they were funded for before they resign

## **6.4 BURSARY AGREEMENT**

- I. An agreement shall be entered into between the bursary holder and Mopani district Municipality, which will stipulate terms and conditions thereof
- II. In order to qualify for financial assistance, applicants may not be beneficiaries of other bursary schemes at the same time of application or have outstanding

study obligation with Mopani District Municipality after financial assistance has been granted

- III. No funds will be made available for the next study term unless the bursary holder submits examination results at the end of a study term
- IV. Mopani District Municipality may cancel or withdraw the bursary agreement if the academic progress of the bursary holder is unsatisfactory
- V. The bursary shall initially be awarded for a relevant study period and any renewals shall be subject to the successful completion of study period. In the event where Mopani District Municipality opts for a renewal all failed courses shall be at the expense of the bursary holder. Proof of those successful completions of previously failed courses need to be submitted to the municipality

## **6.5 CANCELLATION**

- 6.6.1 Mopani District Municipality has the right to cancel any study aid awarded.

## **7. CHANGE OF COURSE OF STUDY**

- 7.1 A change of course of study will not be considered under any circumstances

## **8. EXTENSION OF STUDY CONTRACT**

- I. The Municipality will consider extensions of study periods as a result of circumstances that are out of the learner's control if proof is provided of His / her situation or good reasons for not fulfilling his/her obligation.
- II. The extension time may not exceed the period of one year.
- III. If extensions have a financial impact to the Municipality, the Skills Development Facilitator must submit the case for consideration by the Financial Study Aid Committee.

## **9. DEFERMENT / POSTPONEMENT OF STUDY CONTRACT**

- I. The beneficiary must apply in writing to the Director Corporate Services for approval to defer or postpone his/her Study contract.
- II. This deferment shall not exceed one year as determined by the Municipality.



## MDM External Financial Study Aid Policy

- III. Deferment may be considered for (but is not limited to) the following reasons:
- IV. Sickness
- V. Overseas study and research purposes or further study in South Africa, which, in the opinion of the Municipal Manager in conjunction with Management, will be in the interest of the Municipality

### **10. STUDY AND EXAMINATION LEAVE**

- I. No study leave shall be granted to external students.
- II. Study leave shall be granted as per the Leave policy of Mopani District Municipality .

### **ADVERTISEMENTS**

- I. Council shall annually in October advertise for both internal / external financial study aid assistances.
- II. Advertisement shall be placed in local News Papers, Municipal websites, notice boards and any other form of method to reach the community.
- III. Selections shall be done in December.
- IV. Successful applicants be notified in writing in January.

### **12. FINANCIAL STUDY AID COMMITTEE**

- I. Council to establish a committee to implement the policy.
- II. Committee be constituted as follows;
- III. Member of the Mayoral Committee: Governance & Admin Portfolio Committee
- IV. Snr Manager Corporate Services
- V. Snr Manager Community Services / Delegate
- VI. Chief Financial Officer / Delegate
- VII. Snr Manager OEM
- VIII. Training & Development Official
- IX. A Member of the Training Committee.
- X. Labour

**13. AVAILABILITY OF THE POLICY**

- 13.1 Upon AWARDING, bursary holders shall be provided with copies of the Policy and that signed copies shall also be filed in their personal files.

**14. DEFAULT**

- 14.1 Disciplinary action shall be taken against anyone for failing to comply with the provisions of this policy

**15. DISPUTE RESOLUTIONS**

- 15.1 Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Skills Development Committee for adjudication.

**16. REPEAL**

This policy repeal all previous policy/s on financial aid study

**17. REVIEW OF POLICY**

This Policy shall be reviewed annually or when a need arises.

**18. STAKEHOLDER'S CONSULTATION**

All Stakeholder's were consulted on the 22-25 April 2024.

**19. ADOPTION BY COUNCIL**

<b>Resolution NO: SCD/16/2024</b>	<b>Approved Date:16 May 2024</b>
<b>Effective Date: 01 July 2024</b>	<b>Review Date: ANNUALLY</b>

**20. AUTHORITY**

---

**MUNICIPAL MANAGER  
MR T. J MOGANO**

---

**COUNCIL SPEAKER  
CLLR N.M MASWANGANYI**

## MOPANI DISTRICT MUNICIPALITY



## PERSONAL PROTECTIVE EQUIPMENT POLICY

## MDM PERSONAL PROTECTIVE EQUIPMENT POLICY

### TABLE OF CONTENT

CONTENT	PAGE
1. INTRODUCTION.....	3
2. PREAMBLE.....	3
3. OBJECTIVE.....	3
4. SCOPE OF APPLICATION.....	3
5. DEFINATION OF TERMS.....	3-4
6. LEGAL FRAMEWORK.....	4-5
7. ROLES AND RESPONSILBILTIES (CONTENT OF THE POLICY).....	5-6
8. RISK ASSESSMENT.....	6-7
9. BUDGET.....	7
10. ISSUING.....	7
11. TYPE OF PPE.....	7-11
12. SIZES.....	12
13. HANDLING AND CARE.....	12
14. DECONTAMINATION OF PPE.....	12-14
15. RECORDKEEPING.....	14
16. GENERAL RULES.....	14-16
17. NON-COMPLIANCE TO THIS POLICY.....	16
18. TERMINATION OF EMPLOYMENT.....	16
18. ADOPTION BY COUNCIL.....	16
19. INCEPTIO DATE.....	16
20. REVIEW CONDITION OF THE POLICY.....	16

21. APPENDIXES.....	16
---------------------	----

## 1. INTRODUCTION

The Mopani District Municipality shall furnish its employees with quality personal protective equipment (PPE) to control recognized workplace hazards that cause or are likely to lead to injuries, death, or impairment of body functions through absorption, inhalation, or physical contact with hazards.

## 2. PREAMBLE

Personal Protective clothing and equipment, suitable and sufficient for use by employees in hazardous areas, will be provided and maintained by the Mopani District Municipality and will be made available without cost to the employees who require such clothing or equipment for the conduct of their duties. The Occupational Health and safety Act, 85 of 1993 will be the guideline for this policy.

## 3. OBJECTIVE

The purpose of this policy is to provide employees with adequate clothing and equipment to promote health and safety. Engineering control shall be the primary methods used to eliminate, mitigate or minimize hazardous exposure in the workplace. When these controls are not reasonably practicable, personal protective clothing and equipment shall be issued to employees to reduce or eliminate the exposure to hazards.

## 4. SCOPE OF APPLICATION

This PPE Policy applies to all the employees, EPWP's, councilors, contractors, maintenance officer's / service providers and visitors in applicable organizational facilities/premises and /or organizational operations.

## 5. DEFINITION OF TERMS

5.1 **Hazards** - means a source of exposure to danger

5.2 **Danger** - means anything which may cause injury or damage to Persons or property

- 5.3 **Personal Protective Equipment (PPE)** refers to equipment designed to protect individuals from workplace hazards, which may cause injury or impairment of body function through absorption, inhalation, or physical contact with hazards (e.g., gloves, eye protection, respirators, safety boots, clothing, and head protection).
- 5.4 **Personal Protective Clothing** - means articles of clothing issued to an employee for protection against any hazards that may affect the good health of such an employee in the workplace.
- 5.5. **Training** refers to the action of teaching a person, a particular skill or type of behaviour.
- 5.6. **Visitor** is a person who visits Municipal premises as for reasons of friendship, business, duty, or travel
- 5.7 **South African Protective Equipment Marketing Association (SAPEMA)** is an association representing manufacturers and importers of personnel protective equipment and lobbying on their behalf with authorities and other bodies such as the South African Bureau of Standard.
- 5.8. **Organization** mean the Mopani District Municipality.
- 5.9. **Contractor** refers to a person or company(s), including service providers, sub-contractors, who are engaged by The Mopani District Municipality to deliver a service.
- 5.10. **Particulate filters** refer to filters used to remove finely divided solid or liquid particle from air that is inhaled.
- 5.11. **Ultraviolet** refers to an invisible band of radiation at which primary emanates from the sun.
- 5.12. **Penetration resistance** refers to the ability of the glove material to resist puncture due to sharp objects.

- 5.13. **Noise Reduction Rating** refers to a measure of the estimated attenuation capacity of a hearing protector to represent the approximate noise reduction, in decibels (dB).
- 5.14. **Noise Zone** refers to an area where the equivalent noise level is equal to or exceeds 85 decibels (dB).
- 5.15. Abrasion **resistance** refers to the ability of the glove material to withstand the scuffing action on the substrate to which it is exposed.
- 5.16 **Absorptive lens** refers to a filter lens with physical properties that are designed to ease the effects of glare, reflective and stray light.
- 5.17 **Cut resistance** refers to the ability of the glove material to resist cuts from sharp objects.
- 5.18 **Degradation characteristics** refer to the material of the glove itself when it begins to break down.
- 5.19 **Awareness** refers to a concern about and well-informed interest in a particular situation or development.
- 5.20 **Safe working Producers** refers written instructions outlining the preferred method of performing a task/activity whilst emphasising ways to minimise any risk(s) of harm.

## 6. LEGAL FRAMEWORK

- I. *Compensation for Occupational Injuries and Diseases Act No 130 of 1993.*
- II. *Labour Relations Act No 66 of 1995.*
- III. *Occupational Health and Safety Act No 85 of 1993 and the Relevant Regulations applicable to PPE.*
- IV. *Public Finance Management Act No. 1 of 1999.*
- V. *Public Service Regulations, 2001.*
- VI. *WHO Global Worker's Plan 2008-2017.*
- VII. *International Labour Organisation (ILO) Decent Work Agenda 2007-2015.*
- VIII. *ILO Promotional Framework for Occupational Safety Convention 2006.*



- IX. *WHO Global Strategy on Prevention and Control of non-communicable diseases (April 2008).*
- X. *Public Service Co-ordinating Bargaining Council, Resolution No 3 of 1999.*

## **7. ROLES AND RESPONSIBILITIES (CONTENT OF THE POLICY)**

### **7.1 Senior Manager: Corporate Shared Service**

Senior Manager: Corporate Shared Service to ensure that adequate funds are available for the purchase of Personnel Protective Equipment for all personnel in the municipality.

### **7.2 Supervisors**

- 7.2.1 Supervisors in all Directorates are responsible for listing of PPE relevant to their area of operation and also ensure appropriate PPE is worn all time.
- 7.2.2. Supervisors must review how the PPE is issued and keep records to control equipment misuse and any equipment deficiencies. Once PPE is found to be deficient, it must be taken out of service. Before the employee can assume work, he/she must be issued with PPE that is able to provide the minimum safety protection for the employee.
- 7.2.3 Supervisors shall replace, at no charge to the employee, PPE which is defective or damaged.

### **7.3 Employees**

- 7.3.1. Employees shall be required to understand and properly wear the provided PPE as specified in safe working procedures, mandatory signs or when work assignments/operations/present the risk of exposure to observed or potential hazard.
- 7.3.2 Employees are responsible to inspect the provided PPE each day before the start of their shift. Employees shall notify their supervisor if, upon inspection, the provided PPE is found to be defective or damaged.

7.3.3 Employees shall not perform any work that requires PPE until the defective or damaged PPE is replaced with properly working PPE.

7.3.4 Employees are responsible for the safekeeping and maintenance of the PPE.

#### **7.4 Casual Labour and Contractors**

7.4.1 The contractor must supply its workforce with PPE as per correct specifications which must be clearly spelt out in the contract. It shall however, always remain the responsibilities of the Unit Manager where such people work to ensure the correct type and quality of PPE is worn.

7.4.2 The solicitor of casual employees must issue them with the correct PPE for the work to be performed as per permanent employees who work in that pertinent workplace.

#### **7.5 Visitors**

Visitors must wear the prescribed PPE for the area they are entering guided by risk assessment. It is the responsibility of the official(s) hosting the visitors to enforce this aspect in consultation with OHS Officer.

#### **7.6 Occupational Health and Safety (OHS) Unit**

7.6.1 The OHS Unit is responsible for ensuring that all job categories within the municipality have been evaluated for PPE requirements through risk assessment exercises.

7.6.2 OHS unit shall provide technical consultation, assistance when choosing, proper PPE for work tasks and the reviewing of the pertinent PPE efficiency.

### **8. RISK ASSESSMENT**

8.1. Once workplace hazards have been identified through risk assessments and consideration given to the nature of the hazards and potential for exposure to multiple hazards, the supervisor in conjunction with the OHS Unit shall make decision concerning the type of PPE to be selected and purchased PPE accordingly, as per risk assessments approved action plan.

- 8.2. Jobs where exposure conditions have changed shall be re-evaluated by the supervisor and the employee(s) performing the job to determine PPE needs.
- 8.3 Contractors must conduct risk assessment(s) for the work to be carried out and products to be handled. Exposure to the hazards must be determined and additional PPE worn if required.

**8.4 Identification of hazards includes consideration of the following basic hazard categories:**

- 8.4.1 Impact
- 8.4.2 Penetration
- 8.4.3 Compression (pinch points)
- 8.4.4 Chemical
- 8.4.5 Heat
- 8.4.6 Cold
- 8.4.7 Harmful dusts
- 8.4.8 Radiant energy
- 8.4.9 Infectious Agents

**9. BUDGET**

All PPE budgeting must be centralised from the Corporate Shared Services Directorate and the implementation to involve Budget & Treasury.

**10. ISSUING**

The Mopani District Municipality shall issue three pairs of Personal Protective Clothing and Equipment annually to its employees. Employees shall sign for all Personal Protective clothing and equipment when distributed by employer. The issuing frequency for Personal Protective Clothing will be done annually or as and when needed depending on the circumstances.

## 11.TYPES OF PPE

Selection of PPE shall be based upon provision of a level of protection greater than the minimum required to protect the exposed employee from the potential or observed hazards.

### 11.1 Eye and Face Protection

- 11.1.1 Where eye and face protection is required the selected protection must be adequate to protect against machines or operations, which create the risk of eye or face injuries due to physical, chemical and/or radiation agents.
- 11.1.2 Where radiant energy is a hazard, approved shaded lenses shall be selected for use. Such hazards may include but are not limited to: welding (gas or electric), ultraviolet light, and incinerators.

### 11.2 Respiratory Protection

- 11.2.1 A flat folded respirator with a valve can be used in various fields of grinding, drilling, milling, sawing, cutting, welding, sandblasting, and other operations.
- 11.2.2 Gas filters have limited use and storage lives and are specific for certain gases or vapors. Filters are also mask specific (i.e. filters are matched to a particular make of mask).
- 11.2.3 There are 3 types of particulate filters suitable for filtering finely divided solid or liquid particles, or both, from the inhaled air. These are classified, as follows:
  - 11.2.4.1.1 CLASS (P1) Intended for use against mechanically generated particulates, (e.g. silica, asbestos).
  - 11.2.4.1.1. CLASS (P2) Intended for use against both mechanically and thermally generated particulates, (e.g. metal fumes).
- 11.2.5 CLASS (P3) Intended for use against all particulates including highly toxic materials, (e.g. beryllium). Class P3 requires a full face mask.

- 11.2.4 Cleaning/respirator wipes (novelettes), non - alcohol wipes shall be supplied by the affected directorate which procures face pieces / full face masks.
- 11.2.5 Cartridges and disposable masks should be disposed off when:
- 11.2.6 You can smell or taste contaminants.
- 11.2.7. Your eyes, nose, or throat become irritated.
- 11.2.8. They show any sign of damage.

### **11.3 Head Protection**

11.3.1 Employees working in areas where there is the possible danger of head injury from the impact of falling or flying objects, striking against objects, electrical shock and/or burns, or any combination of these hazards shall be protected by protective hard hats/helmets.

11.3.2 Protective headwear classes:

11.3.3 Class A helmets provide impact, penetration resistance, and electrical protection up to 2,200 Volts.

11.3.4 Class B helmets provide impact, penetration resistance, and electrical protection up to 20,000 Volts.

11.3.5 Class C helmets provide only impact and penetration resistance.

11.3.6 Hard hats may not be altered in any way whatsoever. Typical prohibited alterations include: painting, drilling holes in the shell, application of metal jewelry, etc. Hard hats with excessive scratches shall be replaced.

### **11.4 Foot Protection**

Employees who are exposed to hazards that may cause foot injuries due to falling or rolling objects, objects piercing the sole, extreme cold, wetness, slipping, electrical shock, or any other hazard identified by the risk assessment exercises, shall be required to use safety footwear.

### **11.5 Hand Protection**

## MDM PERSONAL PROTECTIVE EQUIPMENT POLICY

- 11.5.1 Hand protection must be selected, provided, and worn when employees are exposed to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, harmful temperature extremes, or any other hazard identified by the risk assessment exercises.
- 11.5.2 Glove selection shall include consideration of the following factors:
  - 11.5.2.1. Whether or not the glove shall be reused.
  - 11.5.2.2. Length of time that the glove may be worn.
  - 11.5.2.3. The specific chemical or chemicals to which the glove shall be exposed.
  - 11.5.2.4. The ability of the chemical to be skin absorbed.
  - 11.5.2.5. Degradation characteristics of the glove fabric.
  - 11.5.2.6. Chemical breakthrough times of the glove fabric.
  - 11.5.2.7. Abrasion resistance.
  - 11.5.2.8. Penetration resistance.
  - 11.5.2.9. Cut resistance.
  - 11.5.2.10. Tactile dexterity.
  - 11.5.2.11. Glove fit and ergonomic issues.
  - 11.5.2.12. Heat and Cold resistance.
  - 11.5.2.13. Vibration damping.
  - 11.5.2.14. Electrical shock resistance.
  - 11.5.2.15. Whether or not the gloves need to be sterile or sanitary.
  - 11.5.2.16. Applicability to work with infectious agents.
  - 11.5.2.17. Protection during extreme weather/temperatures.

- 11.5.4 Supervisors should provide employees with non-latex gloves.
- 11.5.5 Barrier (hand) creams and hand cleaners must be provided for all those employees working with identified hazardous materials which require PPE. This is particularly important where employees come into direct contact with products /solvents e.g. petrol, diesel, paraffin turpentine/thinners, creosote and Chromated Copper Arsenate.

## **11.6. Ear Protection**

Hearing protectors should be worn when performing any task that would require raising your voice to talk to someone 150 cm away.

Hearing protectors come in many different types:

11.6.1. Disposable earplugs

11.6.2. Earmuffs

All hearing protectors have a "Noise Reduction Rating" /NRR. Generally, hearing protectors used in departmental tasks should offer an NRR of at least 29 dB.

## **11.7. Exposure to extreme temperatures (hot and cold)**

11.7.1. All employees who are required to regularly work outside and who may then be continually exposed to extreme cold temperatures will be supplied with appropriate PPE for such temperatures.

## **11.8. Sunscreen**

Sunscreen (lotion) will be made available and be applied to exposed skin before working outdoors or on extreme temperatures such as heatwaves.

## **11.9. COVID-19 Personnel Protective Equipment**

The COVID-19 Personal Protective Equipment must be made available as a stock item and made available to all staff / workstation as and when a request is made. The type of PPE includes the following;

- 11.9.1. Hand sanitizers that contain 70% of alcohol.

- 11.9.2. Cloth mask with two layers
- 11.9.3. Surgical mask
- 11.9.4. Bathroom hand soaps
- 11.9.5. Bathroom paper towels
- 11.9.6. Infrared thermometers
- 11.9.7. Face shields
- 11.9.8. Surface disinfectant / sterilizer
- 11.9.9. Disposable overalls

## **12. Training / Education**

### **12.1 Each employee shall be trained to know and understand the following:**

- 12.1.1. When is PPE necessary?
- 12.1.2. How to put on the PPE.
- 12.1.3 How to remove the PPE.
- 12.1.4. Limitations of the PPE.
- 12.1.5. Proper care and maintenance of PPE.
- 12.1.6. Useful life of PPE.
- 12.1.7. Proper disposal of PPE.

12.2. Each employee required to wear PPE shall demonstrate his / her understanding of the training elements listed above, before being allowed to perform work requiring the use of PPE.

12.2.1 The Supervisor shall provide training during the following situations:

12.2.1.1 Upon an employee's initial assignment to a work area or activity that requires PPE.

12.2.1.2 When changes in the workplace render previous PPE training obsolete.

12.2.1.3 When there are changes to the selected types of PPE, which render previous training obsolete.



12.2.1.4. When employees no longer demonstrate proficiency with their PPE.

### **13. SIZES**

Properly fitting personal protective equipment is important for the wearer's comfort and for the optimal utilization functionality. As tight-fitting PPE can cause fatigue, while loose fitting PPE can be hazardous.

### **14. HANDLING AND CARE**

14.1 The handling and care of all Personnel Protective Clothing and Equipment will be responsibility of the employee at all times, except when specified otherwise by legislation. Personal Protective Clothing and Equipment shall be kept clean and in a presentable manner at all times.

14.2 These items will be reviewed when necessary, Protective footwear must comply with the following requirements:

14.3 Boot type - Heat Resistant Steel Toe Cap - Lightweight Anti-Static - Oil and Petrol Resistant Slip Free. This will be the only Protective Footwear that will be available.

14.4 Where an employee cannot wear safety shoes or boots an orthopaedic report must be submitted to the Occupational Health and Safety Officer, special safety shoes/boots shall then be ordered according to the Doctors specification. Specification of Personal Protective Clothing and Equipment

14.5 Hazard analysis procedures shall be used to assess the workplace, work procedures, equipment and substances to determine if hazards are present or likely to be present. The assessment will be used to determine which Personnel Protective and Equipment will be used.

14.6 Minimum legal requirement will determine the specification of required personal protective clothing and equipment if SABS codes are not available, recognized international standards shall be used

14.7 The Occupational Health and Safety Officer will approve the final specification of these items. The purchasing of Personal Protective Clothing and equipment will be done with consideration to quality and efficiency.

## **15. DECONTAMINATION OF PPE (PESTICIDES, BIOHAZARDOUS SUBSTANCES)**

### **15.1 Handling Contaminated PPE**

Treat all clothing worn while handling or applying the above mentioned agents as contaminated!

15.1.1. Handle ALL contaminated clothing with gloves.

15.1.2. Wash clothing daily and separately from the family wash.

15.1.3. Pre-rinse, presoak, or pretreat with a stain remover.

15.1.4. Use HOT water.

15.1.5. Use the highest water level.

15.1.6. Use the longest wash cycle.

15.1.7. Use heavy-duty liquid detergent.

15.1.8. Line dry.

15.1.9. Wash clothing 2 - 3 times if heavily soiled or consider discarding.

15.1.10. After washing, run the machine through a complete cycle with detergent.

### **15.2 Cleaning, maintenance and storage**

15.2.1. Depending on the type of PPE used, procedures need to be established for its cleaning and maintenance when necessary. In most cases the manufacturer shall supply instructions and these must be followed. Only single use disposable items are exempt from this requirement.

15.2.2. PPE must always be stored in a clean environment.

- 15.2.3. Employees must be supplied with (2) lockers, one for civilian clothes and another to store PPE.
- 15.2.4. Containers/bags (strong, airtight container, zip-sealed plastic bags) must be provided for face masks, goggles, safety spectacles and hearing protection for storage and to keep them clean.
- 15.2.5. PPE contaminated with hazardous substances must be laundered by the employer by using the services of a dry cleaner or through the use of washing machines.

### **15.3. Disposal of contaminated PPE**

During the course of its use, some PPE may become contaminated and unfit for further use. This PPE must be disposed of in a safe and responsible manner. Under no circumstances must contaminated PPE be given to people to take away for their own use.

#### **Disposal methods:**

- 15.3.1 Contaminated Waste bin must be supplied by municipality (Nitrilenon - latex gloves, dust masks and etc.)
- 15.3.2. Contaminated PPE shall be incinerated (where feasible).

### **16. Recordkeeping.**

16.1. The OHS Officer shall verify that each employee, who is required to wear PPE, has received and understands the required training on PPE.

16.1.1. Training records shall be maintained.

16.1.2. Training records shall include:

16.1.2.1. Date of the training session.

16.1.2.2. A brief summary of the session's subject matter.

## MDM PERSONAL PROTECTIVE EQUIPMENT POLICY

16.1.2.3. Name, employee number, and job title of all attendees.

16.1.2.4. Competency level of an employee who conducted the training.

16.1.3. Training records shall be maintained for at least 3 years by the affected unit.

16.1.4. PPE shall be issued when and if it is necessary, for the period not exceeding the times stipulated and depending on the suitability of the item as proposed.

## 17. GENERAL RULES

17.1 The inherent requirements of the job description will serve as a guideline to justify the issuing of Personal Protective and Equipment.

17.2 The supervisor shall on a monthly basis physically check and inspect all Personal Protective Clothing and Equipment and report to the Health and Safety Committee.

17.3 Personal Protective Clothing and Equipment as prescribed by legislation or by the council and which employees are obliged to wear in the execution of their official duties, shall be provided free of charge by the Municipality.

17.4. All employees will sign for Personal Protective and Equipment that was issued to them

17.5. Personnel Protective Clothing and equipment shall not be used for any other purpose than that for which it was issued.

17.6 In case of damaged, lost or stolen Personal Protective Clothing and Equipment the specific item will be marked and commented on under the employee's name on the Personal Protective Clothing and Equipment, register to determine tendencies.

17.7. An employee shall report damaged Personal Protective and Clothing and Equipment by the end of their shift and the reason for the damage in writing.

## MDM PERSONAL PROTECTIVE EQUIPMENT POLICY

- 17.8 Personal Protective Clothing and Equipment may not be sold.
- 17.9 In case of theft's SAPS case number must be supplied and the matter should be reported.
- 17.10 Damaged reports are to be submitted to the relevant Departmental Manager, who will in conjunction with the Occupational Health and Safety Officer determine if the employee was at fault if at fault, disciplinary will follow
- 17.11 It is the responsibility of every employee to clean his/her Personal Protective Clothing and Equipment
- 17.12 Request for Personal Protective Clothing and Equipment shall be submitted to the Occupational Health and Safety Officer for Approval and submitted Stores office for issuing
- 17.13 All safety signs as stipulated in SABS 1186-1 of 1997 regarding the use Personal Protective Clothing and Equipment shall be adhered to, regardless of these signs will be considered as failure to execute a lawful command and disciplinary action will be taken
- 17.14 No employee will be exempted from the use and wear of Personal Protective Clothing and Equipment for any reason whatsoever, whilst performing his official duties
- 17.15 If an employee cannot make use of Personal Protective Clothing and Equipment for any medical reason, the employee shall be booked off duty or perform alternative duties
- 17.16 Permission is granted to safety representatives in conjunction with Directorate Manager, Directors and Managers in which the person is employed, to demand any person not utilizing the safety clothing and equipment as prescribed for a specific task, to terminate the task immediately

## MDM PERSONAL PROTECTIVE EQUIPMENT POLICY

17.17 Any contravention in terms of this policy and the relevant legislation will result in disciplinary action being instituted against the perpetrators in terms of the Standard Condition of Employment, the Labour relation Act and any other relevant legislation

17.18 Mopani District Municipality undertakes to inform all employees on the following by means of induction courses training and communication

## 18. DEFAULT

18.1. Disciplinary action shall be taken against anyone who fails to comply with the provisions of this policy.

## 19. TERMINATION OF EMPLOYMENT

19.1. All Personal Protective Equipment issued by employer to the employees will be the property of the employee after the termination of employment.

## 20. COMMENCENT

20.1. This policy shall come into effect upon adoption by the council.

## 21. REVIEW OF THE POLICY

21.1. This policy shall be reviewed annually or when a need arises

## 22. STAKEHOLDER'S CONSULTATION

All Stakeholder's were consulted on the 22-25 April 2024.

## 23. ADOPTION BY COUNCIL

<b>Resolution NO:SCD/16/2024</b>	<b>Approved Date: 16 May 2024</b>
<b>Effective Date:01 July 2024</b>	<b>Review Date: ANNUALLY</b>

24. AUTHORITY:



MUNICIPAL MANAGER

MR T.J MOGANO



COUNCIL SPEAKER

CLLR N.M MASWANGANYI