





05/2025: PPE Policy

Version: 1
Review date: May 2028

1. Philosophy

The use of **Personal Protective Equipment (PPE)** is a legal and moral obligation within the workplace. The philosophy underpinning this policy is to preserve life and prevent injury or occupational illness by reducing employee exposure to workplace hazards. PPE serves as a final barrier when risks cannot be eliminated through engineering or administrative controls.

The **Occupational Health and Safety Act (Act 85 of 1993)** places a legal duty on employers to provide and maintain a safe working environment, which includes the provision of PPE when hazards cannot be otherwise controlled. Failure to wear or enforce the use of PPE may expose employees and employers to serious injury, loss of life, and legal liability.

The purpose of this policy is to promote a **culture of safety** and compliance with national legislation, ensure consistent use of PPE in hazardous environments, and encourage accountability among all staff, including contractors and visitors.

2. Aim

This policy aims to:

- Ensure that PPE is correctly issued, worn, maintained, and managed across all operational areas.
- Comply with South African occupational health and safety legislation and regulations.
- Reduce the risk of injury or illness resulting from exposure to workplace hazards.
- Foster a safe and healthy working environment for all employees.

3. Policy Objectives

- 3.1. To reduce injuries by ensuring effective use of approved PPE.
- 3.2. To enforce compliance with the OHSA and related SANS regulations.
- 3.3. To clarify responsibilities regarding the issuing, wearing, and maintenance of PPE.
- 3.4. To promote awareness of the importance of PPE in maintaining personal and collective safety.

4. Policy Content

4.1. PPE Obligations

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4.1.1. PPE must be worn at all times in designated work areas, or when performing tasks identified as hazardous by the company's **risk assessments**.

4.1.2. PPE includes, but is not limited to:

- Hard hats (SANS 1397)
- Safety footwear (SANS 20345)
- High-visibility vests (SANS 50471)
- Eye protection (SANS 1404)
- Gloves (task-specific)
- Hearing protection (when noise exceeds 85 dB)
- Respiratory masks (for fumes, dust, or chemical exposure)
- Fall protection (when working at heights above 2 meters)

4.1.3. No employee, contractor or visitor may refuse to wear prescribed PPE where required.

4.1.4. Shared or communal use of PPE is strictly prohibited unless properly sanitized and maintained.

4.1.5. All issued PPE must be recorded in a **PPE Issue Register**, signed by the employee upon receipt.

4.2. Responsibilities

Employer / Management Responsibilities:

- Identify hazards requiring PPE through on-going risk assessments.
- Provide PPE **free of charge** where it is a statutory requirement.
- Ensure that all PPE meets the relevant **SANS standards**.
- Train employees on the correct use and maintenance of PPE.
- Monitor and enforce compliance.
- Replace damaged or defective PPE timeously.

Employee Responsibilities:

- Wear and maintain issued PPE at all times as required.
- Use PPE only for its intended purpose.
- Report damage or defects immediately.
- Refrain from altering or misusing PPE.
- Sign for all PPE issued to them.

Line Manager / Supervisor Responsibilities:

- Enforce the policy at all times.
- Monitor adherence to PPE requirements.
- Provide regular toolbox talks and safety briefings.
- Apply **disciplinary procedures** in cases of repeated non-compliance.

5. Non-Compliance and Performance Management

Failure to comply with this PPE policy will be viewed as a breach of the **Occupational Health and Safety Act** and the company's internal safety procedures.

5.1. Non-compliance will be addressed progressively:

- Verbal warning
- Written warning
- Disciplinary hearing
- Dismissal (in cases of gross negligence or repeated non-compliance)

5.2. Line managers are responsible for identifying employees who fail to wear PPE, and to manage the issue **firstly through informal engagement**, and, if uncorrected, through **formal disciplinary procedures** aligned with the company's HR policy.

5.3. Employees whose job performance is affected due to PPE misuse or refusal will be subjected to the company's **Performance Management Process**.

6. Monitoring and Review

This PPE policy will be:

- Reviewed every **three years**, or
- Immediately following a serious injury, incident, or audit finding,
- Updated if new legislation, technology, or risks emerge.

7. Acknowledgment

All employees, contractors, and visitors must acknowledge in writing that they have read and understood this policy. This acknowledgment is to be filed in the employee's personnel or site file.

Approved by:

Name: Agatha Madeleine Maden
 Designation: Risk & QA Manager
 Signature: MMML
 Date: 23/02/2026