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Management Standard**

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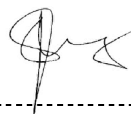
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1. INTRODUCTION

- 1.1** In line with the zero-harm value, it is the intent of Eskom Rotek Industries to identify health and safety hazards, eliminate them or control them where practically possible. The site hazards must be eliminated and controlled through engineering or safe work practices. When elimination and control is not practically possible, the employer must provide Personal Protective Equipment (PPE) and ensure that it is properly used. PPE is an employee's last line of defence against injury and illness while at work and as such, working without PPE in a working environment where PPE is required shall not be permitted.
- 1.2** Good governance and accountability shall underpin the management of PPE in line with the applicable Policies / Procedures / Directives.

2. SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

This document outlines the minimum requirements and practices for the management of personal protective equipment (PPE) covering the following:

- a) Roles and Responsibilities
- b) Hazard assessment
- c) Selection of PPE
- d) Procurement of PPE
- e) Issuing of PPE
- f) Replacement of PPE
- g) Caring for PPE
- h) PPE Waste Management

2.1.2 Applicability

This document shall apply throughout Eskom Rotek Industries SOC Ltd.

2.1.3 Effective Date

This document shall be effective from the date of authorisation.

2.2 Normative / Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

- a) Eskom Personal Protective Equipment Standard.
- b) ISO 9001 Quality Management System.
- c) ISO 14001 Environmental Management System.
- d) ISO 45001 Occupational Health and Safety System.
- e) Occupational Health and Safety Act 93 of 1985 and its Regulations.
- f) SANS 1387 Parts 1 to 11: Woven cotton and similar apparel fabrics.

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g) SANS 985 Polyester-and-wool uniform fabrics.

2.2.2 Informative

- a) Control of Nonconforming Product/Service, Corrective and Preventive Action Work Instruction (6043593).
- b) Eskom Rotek Industries House Agreement.
- c) Environmental Aspects and Impacts, Occupational Health and Safety Hazard identification Risk Assessment Procedure (6025607).
- d) ERI Waste Management Work Instruction (240-95405655).

2.3 Definitions

Definition	Explanation
Personal Protective Equipment	Equipment designed to be worn or used by any person to provide adequate protection from specific hazards in the workplace, when properly used.

2.4 Abbreviations

Abbreviation	Explanation
HIRA	Hazard Identification and Risk Assessment
PPE	Personal Protective Equipment
SHE	Safety, Health and Environmental
HPD	Hearing Protection Device
RPD	Respiratory Protection Device

2.5 Process for Monitoring

- 2.5.1 This document shall be monitored through site assessments and inspections by the supervisor and/or SHE practitioner(s).
- 2.5.2 Compliance with any operational requirement to use PPE shall be monitored by the supervisor and/or SHE practitioner(s). of the functional area.

2.6 Related / Supporting Documents

Hazard risk assessment must be conducted as per the Environmental Aspects and Impacts, Occupational Health and Safety Hazard Identification Risk Assessment Procedure (6025607) and the applicable Occupational Hygiene processes, where workplace hazards will be identified and the need to use PPE shall be determined.

3. ROLES AND RESPONSIBILITIES

3.1.1 Line Manager / Supervisors responsibilities:

- a) Implementing and enforcing this standard in their work area.
- b) Ensuring that the workplace hazard risk assessments are conducted in their area of responsibility to determine the presence of hazards which necessitate the use of PPE.
- c) Ensuring that this document is fully explained to all employees.

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- d) Providing appropriate PPE and making it available to employees in their work area.
- e) Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- f) Ensuring that PPE training and issuing records are kept and accessible at all times.
- g) Monitoring proper use of PPE through regular inspections.
- h) Communicating PPE requirements for their area of responsibility to ERI Warehouse (Materials Management).
- i) Notifying the SHEQ Practitioner when new hazards are introduced or when processes are added or changed.
- j) Ensuring that PPE waste is managed in line with the ERI Waste Management Work Instruction.
- k) Ensuring that the nonconformance procedure is followed to manage all nonconformances relating to PPE. For example, a Non-Conformance to be raised for issues relating to poor quality, incorrect size, incorrect quantity, late delivery, no branding/incorrect branding.

3.1.2 Product Groups and Support Service SHEQ Practitioners responsibilities:

Supporting the responsible managers during the workplace hazard identification process by ensuring that the hazards are correctly identified and understood.

- a) Identifying a list of suitable PPE that must be used for each workplace hazard identified in consultation with Occupational Hygiene department.
- b) Reviewing, updating, and conducting PPE hazard risk assessments whenever a job changes, new equipment is used or/and there has been an accident/incident.
- c) Ensuring that the evaluation of the suitability of previously selected PPE is conducted annually.
- d) Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
- e) Make SHEQ Practitioners and Procurement aware of any specialised PPE that is not part of the Eskom PPE Standard.
- f) Maintaining records related to PPE management process e.g. workplace hazard risk assessment, PPE Training, PPE issuing and PPE waste management.
- g) Assist and guide procurement with setting PPE technical requirements for PPE contracts and ensure compliance by potential suppliers.
- h) Review, evaluate and update the effectiveness of PPE use and training.
- i) Approve PPE Demand Plans submitted for procurement of PPE purposes.
- j) Monitoring compliance to the requirements of PPE management by the responsible manager and advising accordingly.

3.1.3 Employees (PPE Users) responsibilities:

- a) Proper use of PPE issued.
- b) Attending required training relating to PPE.

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- c) Proper care of PPE issued (cleaning, storing, inspecting and disposal).
- d) Complying to all PPE rules.
- e) Report any new hazards to supervisor or SHEQ professionals for further assessments.
- f) Report any damaged and lost PPE.
- g) Informing the supervisor of the need to repair or replace PPE.
- h) Return unused PPE to the responsible person.
- i) Correct disposal of PPE.

3.1.4 Central Warehouse Materials Management responsibilities:

- a) Issuing PPE as per approved Demand Plans.
- b) Ensuring availability and correct quality of PPE items are issued.
- c) Ensuring that PPE ordered aligns with the Eskom Specification.
- d) Monitor PPE expenditure.

3.1.5 Human Capital Management responsibilities:

Issuing the total numbers of ERI employees.

3.1.6 SHEQ Centre of Excellence responsibilities:

Ensuring that all SHEQ Practitioners fully understand their roles and responsibilities relating to PPE management and control.

3.1.7 Reviewing and approving suitable PPE list submitted by Product Groups and Support Services before they are procured.

3.1.8 Issue of Personal Protective Equipment (Form No.: 240-94026757).

4. TYPES OF PPE

Specific PPE may be required to be worn under particular circumstances. This may include but is not limited to:

4.1 Head Protection

4.1.1 The basic head protection for consideration is the hard hat and supplementary hard hat equipment's such as winter liners for cold, sweat bands for heat, chin straps for high wind. A hard hat shall be worn where there is a possibility that an employee.

- a) May be struck on the head by a falling object,
- b) May strike their head against a fixed object, and
- c) Is likely to have inadvertent head contact with an electrical hazard.

4.1.2 Soft hats shall be issued and worn by employees who are exposed to the sun for extended period.

4.2 Hand Protection

Proper protective gloves should be worn whenever there is the potential for contact with corrosive or toxic materials, sharp objects, and/or very hot or very cold materials. Gloves should be selected on the basis of the material being handled, the particular hazards involved and their suitability for the operation being conducted.

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4.3 Foot Protection

- 4.3.1 Employees are expected to wear shoes that are appropriate for their duties.
- 4.3.2 Safety shoes are used to protect the feet against injuries from heavy falling objects, against crushing by rolling objects, or against lacerations from sharp edges, slippery surfaces and against electrical hazards.

4.4 Skin Protection (Weather Conditions)

- 4.4.1 Skin protection is important for workers who work outdoors and are exposed to the sun's rays for continuous periods, exposure to insects, and certain type of chemicals.
- 4.4.2 Direct exposure of the skin to UV (ultraviolet) radiation from outdoor work shall be minimised by providing hats, long sleeves shirts, trousers and sunscreen.
- 4.4.3 Waste generated from unused and expired sunscreen shall be managed in line with the ERI Waste Management Work Instruction.

4.5 Protective Clothing

- 4.5.1 The purpose of protective clothing is to prevent harm to the body from potential exposures associated with work, as well as to protect personal clothing.
- 4.5.2 An employee's personal work clothes are to fit his/her work environment.

4.6 Eye and Face Protection

- 4.6.1 Where a risk of eye injury exists, typical hazards might include flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation.
- 4.6.2 Eye protection provided must take into consideration side protection where there is a hazard from flying objects.
- 4.6.3 Provision of prescription glasses to employees who wears prescription lenses while engaged in operations that involve eye hazard will be managed as per the provision of the ERI House Agreement.

4.7 Hearing protection

The need for hearing protection shall be assessed by conducting noise monitoring surveys in potential noise hazard areas.

4.8 Respiratory Protection

- 4.8.1 Respiratory protection must be given to employees who are exposed to an atmosphere that is or may be injurious to health.
- 4.8.2 The need for respiratory protection shall be assessed and appropriate PPE provided.

4.9 High Visibility Safety Vests

High Visibility Safety Vests may be provided where there is a risk of injury associated with working on or near roadways, near moving traffic or plant or other circumstances where high visibility of the worker is required.

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5. PPE ISSUE AND CONTROL

5.1 PPE Selection

- 5.1.1 PPE used will depend on the work environment and work conditions.
- 5.1.2 Once hazards in the workplace have been identified, the responsible SHEQ Practitioner will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e. methods that do not rely on employee behaviour, such as engineering controls. If such methods are not feasible, the responsible SHEQ Practitioner will determine suitable PPE to protect employees from the identified hazards.
- 5.1.3 The identified PPE must be submitted to SHEQ CoE for review and approval.
- 5.1.4 A list of approved PPE items and the hazard that are specific for protecting against shall be maintained and communicated to the relevant stakeholders for procurement purpose.

5.2 Procurement of PPE

In order to ensure compliance to all Occupational Health and Safety rules within ERI and to ensure that suitable protection for ERI employees is procured, procurement of PPE will be done by Central Warehouse Materials Management in line with the applicable materials management procedures.

5.3 Issuing of PPE

- 5.3.1 PPE will be issued by ERI Warehouse Materials Management as per the applicable material management procedures, while issuing of PPE at ERI sites will be guided by this document and any other site-specific requirement.
- 5.3.2 Issuing of PPE by ERI Central Warehouse Material Management
 - a) The Central Warehouse will issue PPE in line with the applicable materials management procedure.
 - b) Issuing of PPE for projects will be subjected to the provision of each contract relating to supply of PPE.
- 5.3.3 Issuing of PPE by ERI Sites
 - a) Employees will be issued with PPE when they start their employment with ERI at no cost to the employee.
 - b) Site will issue PPE to employees on site and maintain an electronic record of PPE issued on the SharePoint system utilising the following link:
<http://rrc.eskom.co.za/sites/bp/Sheqsub/Lists/PPE/AllItems1.aspx>
and following steps 1-11 as indicated below:
 1. Open PPE Issue Register.
 2. The list opens in datasheet view, and shows all previous entries listed under your own name (if you have a @eskom email address). You can scroll to the bottom, add a new line and start capturing, or go to step 3.
 3. Select "New item".
 4. Select your cost center from the drop down.

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5. Add your site/location in free text.
6. Add your Project number if applicable in free text.
7. If you have an @eskom email, select your name using the “people picker” in the “Observer (ERI)”. Also populate “Contractor” in this cell and type a free text name in the “non ERI” cell for consultants, subcontractor, or labour broker employees.
8. Populate PPE and sizes etc. from drop down menus.
9. Populate the Serial Number for all specialised equipment i.e. FAS.
10. Only click on prescribed if the PPE has been prescribed by a doctor.
11. OPTIONAL! Attach supporting documents if required.

5.4 Replacement of PPE

- 5.4.1 Replacements of PPE items for employees shall be on a fair wear-and-tear exchange system (that is, old for new). All worn clothing must always be handed in before a replacement is issued. Old clothing handed in shall be appropriately disposed in the waste skips according to a site waste management plan.
- 5.4.2 Employees are required to regularly inspect their PPE and order replacements through their supervisor as required. Supervisor may issue replacement PPE on the following basis:
 - a) Due to normal wear and tear,
 - b) Should any specific damage occur which compromises the effectiveness of the clothing or equipment (e.g. contamination),
 - c) Where an item has a specific use-by-date, and
 - d) If item is lost – all lost items must be reported as per Public Finance Management Act (PFMA).

5.5 Ownership of PPE

All PPE remains ERI property. All items of PPE shall be handed to the line manager/supervisor on termination of an employee’s service with the organisation.

5.6 Employee – Owned PPE

- 5.6.1 Employees are required to use ERI supplied PPE only.
- 5.6.2 For eye and hearing protection employees that are allowed to use Employee-owned PPE will be personally responsible for the cost of replacements and maintenance of such PPE.

5.7 Everyday Clothing

In terms of the OHS Act, the employer is not required to pay for everyday clothing such as shirts, T-shirts, therefore, such items will not be provided by the ERI as PPE.

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5.8 Weather Related PPE

- 5.8.1 Items used solely for the protection against conditions resulting from weather such as winter coats, raincoats, ordinary sunglasses, thermal underwear shall be provided in case where the nature of the job requires the activity to continue under such conditions e.g. working in the rain.
- 5.8.2 A need analysis supported by the risk assessment for such PPE items shall be conducted and approved by the responsible manager before it is sourced.

6. TRAINING AND COMMUNICATION

- 6.1.1 Any worker required to wear PPE must receive training on the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not limited to the following:
- a) When is it necessary for PPE to be worn?
 - b) What PPE is necessary?
 - c) How to properly put on, take off and adjust PPE?
 - d) The limitations of the PPE and
 - e) The proper care, maintenance, useful life, and disposal of the PPE.
- 6.1.2 Retraining must be conducted when there are changes in the workplace and in the type of PPE to be used.
- 6.1.3 Retraining is also required when an affected employee's knowledge or use of the assigned PPE indicates that the employee has not retained the understanding or skill needed to use the PPE properly.

7. CLEANING AND MAINTENANCE OF PPE

- 7.1.1 It is important that all PPE be kept clean and properly maintained.
- 7.1.2 Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.
- 7.1.3 PPE users must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after use.
- 7.1.4 Manufacturer's instructions must be communicated to PPE users before they are allowed to perform activities that require the use of such PPE.
- 7.1.5 Supervisors are responsible for ensuring that employees properly maintain their PPE in good condition.
- 7.1.6 Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized.
- 7.1.7 PPE will be distributed for individual use.

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- 7.1.8 Defective or damaged PPE will not be used and will be immediately discarded and replaced.

NOTE: Defective equipment can be worse than no PPE at all and employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected and therefore would be at greater risk.

8. WASTE MANAGEMENT

- 8.1.1 Waste generated from PPE must be managed as per legislative requirements and ERI Waste Management Work Instruction. In order to ensure PPE waste is managed in a legally compliant manner all PPE must be returned to the responsible person before replacement items are issued.
- 8.1.2 Waste management encourages reduce, reuse, recycle before disposal. Uncontaminated reusable PPE such as workwear needs to have ERI branding or logo removed should it be given back to the employee for personal use.
- 8.1.3 Sites will manage waste according to the classification of such waste. Contaminated PPE that cannot be decontaminated must be disposed of as hazardous waste. Expired or redundant PPE will be classified with the assistance of an Environmental Advisor prior to disposal.

8.2 Contaminated PPE

- 8.2.1 Employees must ensure that contaminated PPE is left at the workplace and is not taken to their place of residence as this will result in exposure to third parties such as immediate family members and other members of their households.
- 8.2.2 Contaminated PPE must be decontaminated and if this is not possible it must be disposed of in a manner that protects employees from exposure to hazards.

8.3 Life Span of Certain PPE Items

- 8.3.1 Certain PPE items have an average life span that can be used for planning purposes.
NOTE: *The average lifespan is not an indication of the frequency of replacement of PPE for employees.*
- 8.3.2 The average lifespan for certain PPE items is as per table 1 below.

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Table 1

Type of PPE	Lifespan
Hard hats with chin straps	01 year
Eye or face protection	01 year
Hearing protection	01 year
Overalls (non-disposable)	02 year
Thermal jackets	03 years
Thermal underwear	01 year
Rain protection	02 years
Safety boots/shoes	02 years
Clean condition safety shoes	02 years
Gum boots	02 years

9. ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
SHEQ Business Partners	
Procurement	

10. REVISIONS

Date	Rev.	Compiler	Remarks
02/12/2019	1	J Leshiba	<ul style="list-style-type: none"> • Removal of Table 1: Quantity of PPE Issued • Clarification of roles and inclusion of additional stakeholders on the procedure and specifying • Specifying of PPE types • Changed document to Standard
February 2026	2	Diane Maunatlala	<ul style="list-style-type: none"> • 240-96234694 revised and document identifier changed to 6025720. • Alignment with Eskom PPE standard. • Update on handling of old or damaged PPE

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11. DEVELOPMENT TEAM

The following people were involved in the development of this document:

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12. ACKNOWLEDGEMENTS

N/A

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