

Airside Personal Protective Equipment

AREA OF APPLICABILITY
Aviation Safety

DIVISION
Operations Management

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Public

Airside Personal Protective Equipment

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1. Scope

This procedure details the requirements of specific personal protective equipment whilst on the airside at each site.

2. Objective

The objective is to ensure that all employees are provided with the necessary PPE as required by the OHS Act 85 of 1993.

3. Definitions and Abbreviations

3.1. Definitions

Business/Company/ Group/Organisation

Airports Company South Africa SOC Ltd

Emergency Departments

Include both the Aerodrome Rescue and Fire Fighting Services and the Marshalling Department.

Site

Refers to any Airport Cluster, Airport or Corporate Office and can be used interchangeably

3.2. Abbreviations

Abbreviation	Description
AIA	Authorised Inspection Authority
ARFFS	Aerodrome Rescue and Fire Fighting Services
CATS	Civil Aviation Technical Standards
PPE	Personal Protective Equipment
OHS	Occupational Health and Safety
NFPA	National Fire Protection Association
SAAF	South African Air Force
SA CAA	South Africa Civil Aviation Authority
SANS	South African national Standards

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Abbreviation	Description
SAPS	South African Police Service

4. Procedure General

4.1 Usage

The organisation requires that **ALL** staff, regardless of employer, who enters the airside at any operated Airport, shall wear the following prescribed PPE at all times: Prescribed high visibility retro reflective garments in the form of a jacket or tabard;

Additionally, the following prescribed PPE shall be worn by all staff, regardless of employer, who enters the airside at any operated Airport and who is required to work in those operational areas and workplaces where specific hazard identification and risk assessments processes have shown that further PPE is to be worn. Namely:

- Safety shoes
- Hearing protection
- Eye protection
- Face, and/or Nose and Mouth protection
- Body protection
- Hand protection and /or
- Sun protection

4.2 Standard and Specification of High Visibility Retro Reflective Jacket or Tabard

- The colour of the retro reflective jacket or tabard shall be lime green for normal operations and bright orange for Emergency Departments as per the EN471 colour match.
- The jacket or tabard shall have one (1) reflective stripe vertically along the shoulders (similar to braces).
- The jacket or tabard shall have one reflective stripe horizontally cross the waist.
- The company logo/name shall be embossed at the back of the jacket or tabard and be visible from a distance.
- The logo / name shall be in black unless the corporate colours dictate otherwise.
- Where required the designation of the person can be embossed at the bottom of the back of the jacket in black with an Arial font.
- The retro reflective garment shall conform to the EN471 standard Class 2 as a minimum requirement. The retro reflective strip shall be a white vinyl encapsulated high gloss 55mm wide certified tape and conform to EN471 Class 2 standards.
- A high visibility day glow lime or orange (in the case of emergency personnel), coloured fabric as required in the EN471 standard.

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- A retro-reflective shirt may be worn instead of the retro-reflective jacket. The standard as established for the retro-reflective garments shall be applicable. No other garment may be worn over this shirt.
- A second horizontal reflective stripe is optional.

4.3 Safety Shoes

- Safety Shoes shall be worn by all staff, regardless of employer, who enters the airside at any operated Airport and who is required to work in those operational areas and workplaces where specific hazard identification and risk assessments processes have shown that Safety Shoes is to be worn.
- The Safety Hazard Identification and Risk Assessment report used to enforce the requirement to wear safety shoes for any particular job description shall be acceptable to the organisation and the processes shall have been carried out as per the requirements of SA CAA CATS 140
- All staff, regardless of employer, who work in, or are involved with, the loading or unloading of aircraft, Ground Handling Operations, Ground Handling Equipment use, Cargo Operations, Refuelling Operations, Baggage Hall Operations, Line Maintenance Operations are required to wear Safety Shoes. Note that this list is not exhaustive.
- Safety Shoes shall conform to EN345 SB standards as a minimum requirement.

4.4 Hearing Protection

- Where a noise zone has been identified by an Authorised Inspection Authority (AIA), hearing protection shall be worn at all times as prescribed the Occupational Health and Safety Act 85 of 1993.
- The responsibility of providing the prescribed hearing protection to employees, maintaining the hearing protection and the enforcement of utilising the hearing protection lies with the employer.
- Hearing Protection shall conform to OHS ref: SANS 1451 Parts 1 -2. Hearing Protection can be any approved product of Ear Muffs, Ear Pieces, Ear Plugs and can be of the disposable or reusable type.

4.5 Eye Protection

- Eye protection, where required to be worn, shall conform to OHS ref: SANS 1451 Parts 1 -2 standards.
- Eye protection products may include safety glasses, safety goggles and may be prescriptive or non-prescriptive.

4.6 Face, Nose and Mouth Protection

Face, Nose and Mouth Protection products should be worn when engaged in toilet servicing activities during Aircraft Ground Handling operations.

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4.7 Body Protection

Body Protection, such as rubber, or non-absorbent aprons, should be worn when engaged in toilet servicing activities during Aircraft Ground Handling operations.

4.8 Hand Protection

- Hand Protection, such as gloves, shall be worn for all baggage handling activities and operations, whether in the baggage hall or at the aircraft side. A higher standard of glove that is non-absorbant shall be worn for toilet servicing operations.
- Gloves, where required to be worn for baggage operations, shall conform to OHS ref: SANS 1451 Parts 1 -2 standards.
- Gloves, or gauntlets, made of rubber, or non-absorbent materials, are required to be worn for toilet servicing operations, and shall conform to OHS ref: SANS 1451 Parts 1 - 2 standards.

4.9 Sun Protection

- The airport airside working environment may require employees to work for long periods in the open air and thus, potentially be exposed for long periods of time to UV radiation. Employers should consider issuing sunblock creams and products to their employees where such long exposure to the sun is considered an operational risk.
- Sunscreen products, where required to be used, should conform to SANS 1557 standards.

4.10 Standard for Long Sleeved Jackets and Raincoats

- Where this type of garment is used, it is required that it conforms to the above mentioned requirements for retro reflective garments.
- The following shall be noted when manufacturing this garment:
 - The required areas of hi-visibility background material and retro-reflective material in square meters may not be compromised in any way.
 - As an alternative option, the garment may however, include a dark blue colour material in the bottom half of the torso and the bottom half of the sleeves.
 - This allowance is for practical reasons to prevent the jacket from getting dirty in the area of maximum wear.

4.11 Specifications for SAPS Jackets

- The SAPS jacket shall be manufactured in accordance to the EN471 standard adapted for the use by the SAPS.
- The jacket shall be a sleeveless jacket with a Velcro fastening and shall be high visibility day glow orange on top and SAPS blue on the bottom of the jacket.
- The reflective tape shall be a high visibility lime vinyl encapsulated tape conforming to EN471 Class 3.

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- The high visibility vinyl encapsulate panels on the front and back of the jacket shall depict either the working Border Police or Police. The wording shall be printed in police blue.

4.12 SA Air Force Technical Maintenance Department and SAAF Operations

- The SAAF Technical Maintenance Department based at Langebaanweg, Ysterplaat, Overweg Air Force base, shall wear navy blue overalls with the required retro-reflective stripes attached to the legs of the pants and the arms of the overall.
- This is also applicable to SAAF Operations at FABL, FALE, FAPE and FAUP

4.13 Certificate of Test

It is the responsibility of each site/Stakeholder to obtain a Certificate of Test from the supplier to prove evidence of compliance to the standard.

4.14 ARFFS

- The ARFFS shall make use of navy blue jump suits which consists of jacket and trousers.
- The functional design and style shall be in compliance with the Corporate Identity as documented in the tender for the supply of jump suits.
- The jump suits shall be manufactured from a flame and char resistant material that complies with the NFPA 1971 (1999) codes.
- The retro-reflective fluorescent trims shall be fitted to the legs of the pants and the arms of the overall and comply to the following:
 - The trims shall be in accordance with the NFPA 1971 (1997).
 - All trims shall be 3M type 9487.
 - The trims shall be 50mm wide throughout and be double stitched.
 - The colour of the trims shall be orange with a silver strip in the centre.
- ARFFS personnel conducting activities in and around the Fire Station are not required not wear the standard orange retro-reflective jacket.
- However, when leaving the Fire Station or driving in a vehicle or fire tender, personnel are required to wear the standard retro-reflective jacket.

4.15 Landside Operations

- Operations requiring retro-reflective garments shall only make use of the lime green coloured jackets with the necessary logos for identification.
- If this same garment to be used on the airside then it shall conform to the requirements of the specification as detailed above.

4.16 Airside Operations

Scarves and Ties

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- Any loose-fitting garment that could become entangled in operating machinery may not be worn by airport staff operating in conveyor and carousel environments or when operating near Ground Support Equipment which have exposed moving parts.

5. Process for Monitoring

Monitoring Controls	Purpose	Responsible	Frequency
Internal Review (Level 1)	To provide assurance the procedure is implemented.	Quality Control & Governance	Planned interval
Internal Audits (Level 3)	Determine the effectiveness of the procedure and test the outcome of the procedure.	Internal Audit	Planned interval

Note: This procedure will be review in three-years circle and if there is a need to review the procedure before three-years circle laps due to any circumstances being legal requirements, changes in the businesses, the need to reflect current practices or activities, the procedure will be unlocked for review accordingly.

Disclaimer: In instances where document links are not accessible, directly access the documents on the Policy Management Document Store on the Airports Company South Africa SOC Limited intranet.

6. Accountabilities and Responsibilities

The overall accountability for development and implementation of this procedure lies with the Group Executive: Operations Management with the support of the Group Manager: Aviation Regulatory Standards as a responsible person for actual development of this procedure and the Regional General Managers and Local Airport Managers as responsible persons for actual implementation of this procedure. However, in his or her absence a designated person shall assume responsibility.

6.1 Accountabilities

Authorities	Manager :Airfield Services	Senior Managers	Senior Specialist Aviation Safety&ARFF	Local Airport Manager/ Regional Airport Manager	Group Executive: Operations Management
Has overall					

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Authorities	Manager :Airfield Services	Senior Managers	Senior Specialist Aviation Safety&ARFF	Local Airport Manager/ Regional Airport Manager	Group Executive: Operations Management
accountability for development and implementation of this procedure	<i>Consulted</i>	<i>Consulted</i>	<i>Responsible</i>	<i>Consulted</i>	<i>Accountable</i>
Has overall responsibility for implementation and adherence of this procedure	<i>Responsible</i>	<i>Responsible</i>	<i>Responsible</i>	<i>Responsible</i>	<i>Accountable</i>
Consulted at the time of an exception and adherence of this procedure.	<i>Consulted</i>	<i>Consulted</i>	<i>Consulted</i>	<i>Consulted</i>	<i>Accountable</i>
Has overall responsibility for adherence, implementation and performance of a given task.	<i>Responsible</i>	<i>Responsible</i>	<i>Informed</i>	<i>Accountable</i>	<i>Accountable</i>
Has responsibility for approval and authorisation	-	-	-	<i>Responsible</i>	<i>Accountable</i>
Communicate the policy to all impacted stakeholders or employees.	<i>Informed</i>	<i>Responsible</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Accountable</i>

6.2. Roles and Responsibilities

Manager: Airfield Services

Has overall responsibility for implementation and adherence of the procedure

Senior Managers/ Local Airport Manager/ Regional Airport Manager

Has overall responsibility for adherence, implementation and performance of a given task.

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7. Non-Conformance Reporting

Any deviation from this procedure shall be identified and registered with corrective and preventative measures to ensure continual improvement in accordance with [Non-Conformance and Non Compliance Policy Document -Z001 001M.](#)

8. Related Policy Documents

Document Control Procedure - Z001 006M
Record Keeping Requirements Procedure - Z001 008M
Safety Enforcement System Procedure - B110 001M

9. Related Legislation and Standards

Occupational Health and Safety Act 85 of 1993 (As Amended)
SA CAA CATS 139.02.4A Safety Management System
SANS 1557 Standards: Screening products.
EN471 Class 2 standards
NFPA 1971 (1999) codes
OHS ref: SANS 1451 Parts 1 -2 standards
Quality Management System ISO 9001: 2015

10. Change Control and Verification

This procedure shall only be changed with the authorisation of the Group Executive: Operations Management and in accordance with [Change Control and Verification Procedure- Z001 003M](#)

11. Revision History

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B080 001M
Version No: 14
Revised Date:30 January 2023

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Date last revised	Revision Status	Compiler	Summary of changes
13/02/2017	Version 12	Senior Specialist: Aviation Safety and ARFFS Name and Surname Portia Mphephu	Alignment to Governance Framework Operating Model
29/01/2020	Version 13	Senior Specialist: Aviation Safety and ARFFS Name and Surname Portia Mphephu	This procedure has reached the three-year life cycle and therefore needs to be reviewed
17 November 2022	Version 14	Senior Specialist: Aviation Safety and ARFFS Name and Surname Portia Mphephu	Alignment to Governance Framework Operating Model

12. Records

Each Process Owner and managers as identified are responsible for maintaining, storage and protection of their respective documents/ information. Records shall be identifiable, easily retrievable and maintained as per the [Retention schedule](#) as regulated or required by the organisation, statutory or regulatory requirements. Refer [Record Keeping Requirements Procedure - Z001 008M](#)

Record Name	Storage Location	Record Number	Responsible Person	Retention Time
Airside Personal Protective Equipment Procedure	Master in Corporate Policy Document Store	B080 001M	Policy Assurance Officer	Five (5) years

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13. Endorsement (See Master in Corporate Policy Document Store)

Activity	Name	Signature	Date
Compiled by	Senior Specialist: Aviation Safety and ARFF Portia Mphephu		
Quality Assurance: Policy Documents	Specialist: Policy Assurance and Ethics Name and Surname Thabana Mahlo		23 March 2023
Supported by:	Regional General Manager: Cluster 1 Name and Surname Jabulani Khambule		
Supported by:	Regional General Manager: Cluster 2 Name and Surname Mark Maclean		
Supported by:	Regional General Manager: Cluster 3 Name and Surname Nkosinathi Myataza		
Supported by:	Group Manager: Aviation Regulatory Standards Name and Surname Kenton Sim		
Authorised by:	Group Executive: Operations Management Name and Surname Terence Delomoney		

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