



**arts, culture,
sports & recreation**

Department:
Arts, Culture, Sports and Recreation
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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DIRECTORATE
HUMAN CAPITAL MANAGEMENT

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STANDARD OPERATING PROCEDURE (SOP):

GUIDELINE FOR PROTECTIVE CLOTHING IN THE WORKPLACE

SOP GROUP	HUMAN CAPITAL MANAGEMENT DIRECTOR : MR THAPELO MPUISANG The team members who supported the development of this SOP are: • Mr Thapelo Makgolo (Deputy Director: Organisational Development – Provided technical support and guidance on how to write the SOP. • Mr Butsu Sealanyane (Snr Admin OHS – EHW) – Developed the SOP as a SHERQ Resource Personnel. Provided technical support and contributed to the content of the SOP. • Mr Lalamani Themeli (Deputy Director EHW) – As an Operations Management for EHW – Reviewed the SOP and recommended it for approval by the Head of Department.				
	Type:	Regulation	Type:	Policy	Type:
	Guideline		X	Procedure	
Relevant Legislation, policies, Documents/Manuals/Handbooks Systems	○ Occupational Health and Safety Act No 85 of 1993 as amended ○ Hazardous chemical substance regulations ○ Basic Conditions of Employment Act No 75 of 1997 ○ Compensation for Occupational Injuries and Diseases Act 130 as amended ○ Labour Relations Act No 66 of 1995 as amended ○ Employment Equity Act No 55 of 1998 as amended ○ Public Service Bargaining Council Resolution No 3 of 1999, Chapter XVIII				
SOP Reference and Version No:	- Version 1				
Certification of Due process:	 Mr Itumeleng Mogorosi Head of Department 3/10/2015 Date				



Approval Date	Commencement Date		Review Date		
REVISION HISTORY: Not Applicable (New SOP)					
Revision Ref No.	Approved/Rescinded	Date	Authority	Resolution Number or Reference	Minutes
N/A					
1.0 Intent:		The purpose of the guideline is to standardize the provision of Protective Clothing to cleaners, groundsmen and employees of the department in responds to hazard and risk associated to their activities.			
2.0 Scope:		- The guidelines are application to all employee of the department with special emphasis to vulnerable employees of the department who are appointed permanently of on contract in terms of the Public Service Act (No 103 of 1994) as amended. - Every division / directorate in the department of ACSR which may expose a person to any risk / hazard is herewith included under the scope of this procedure.			
3.0 Objective(s)		To eliminate and mitigate the risk of health for employees and persons potentially exposed to risks and hazards while performing specific functions in the department. The purpose will be achieved by : - Identifying all applicable risk and hazards through risk assessments; - Application of appropriate risk reduction strategies; - By ensuring issuing of proper and basic PPE to employees; - Monitoring workplace where exposure to HCS may take place; - To ensure compliance with the requirement of South Africa law			



4.0 Definitions and Acronyms:

1	Occupational hygiene – means anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons;
2	“Personal Protective Equipment (PPE)” refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer’s body from injury. The hazard addressed by protective equipment include physical, electrical, heat, chemicals, biohazards and/or airborne particulate matter.
3	“Risk” means the probability that injury or damage will occur.
4	Safety equipment – means any article or part thereof which is manufactured, provided or installed for the health and safety of persons
5	Vulnerable staff - include, but is not limited to cleaners or users of cleaning chemicals and frontline employee
6	“Occupation Exposure Limit” (OEL) means a limit value set by the Minister for the stress factor in the workplace as revised from time to time by a notice in the Government Gazette.
7	“Intake” includes inhalation, ingestion or absorption through the skin or mucous membranes.

	<table border="1"> <tr> <td data-bbox="193 1482 387 1527">8</td><td data-bbox="193 232 387 1482"> “Medical surveillance” means the measurement of potential health effect of an HCS on an employee, from absorption to clinical disease, and including biological monitoring to measure the extent of absorption and medical screening to detect adverse effect of HCS on the employee. </td></tr> <tr> <td data-bbox="387 1482 614 1527">9</td><td data-bbox="387 232 614 1482"> “Respirator zone” is an area where respiratory protection is required if engineering and administrative controls and work practices are not adequate to control work exposure to airborne contaminants to safe levels. </td></tr> </table>	8	“Medical surveillance” means the measurement of potential health effect of an HCS on an employee, from absorption to clinical disease, and including biological monitoring to measure the extent of absorption and medical screening to detect adverse effect of HCS on the employee.	9	“Respirator zone” is an area where respiratory protection is required if engineering and administrative controls and work practices are not adequate to control work exposure to airborne contaminants to safe levels.
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9	“Respirator zone” is an area where respiratory protection is required if engineering and administrative controls and work practices are not adequate to control work exposure to airborne contaminants to safe levels.				
5.0 Principles: • Consultation • Value for Money • Openness and Transparency • Information					



6.0 Procedure

Application measure

- a. The guideline will be implemented as soon as the SOP is approved.
- b. This guideline will be implemented as according to Appendix 1 with due consideration to the Material Safety Data Sheet provided on the chemical's container and those supplied by the manufacturer.
- c. All persons working in a hazardous conditions will be provided with appropriate protective equipment (PPE)
- d. The protective equipment will be given anytime when a need arise and will be given to an individual not a group, this will be for the purpose of personal hygiene purposes.
- e. The protective clothing issued will cover single financial year for all employees covered by this guideline.
- f. Protective clothing and uniform will be branded with the corporate colours of the department in consultation to communications and marketing.
- g. The official who knowingly fail to use any safety equipment at a workplace or in the course of his employment or in connection with the use of machinery which was provided to him



	by the employer will be subjected to disciplinary actions in terms of PSCBC Resolution 2 of 1999.
7.0 Accountability and Authority:	Human Capital Management EHW Unit must be accountable for the facilitation of implementing this procedure and following all the required processes in developing the APP. All Units and Officials within the Department must comply with the instructions and guidelines issued in line with this SOP.
8.0 Who was consulted regarding this SOP:	he SOP was officially consulted with during the departmental SHERQ Roadshow to officials of the department.
9.0 Who should know this SOP:	• All officials of the department of Arts Culture Sport and Recreation.
10.0 Contingencies:	Non-compliance to the provisions of this SOP, without prior written authorisation by the Accounting Officer, will be treated as misconduct and will result in appropriate consequence management being considered and instituted against the relevant person where deemed necessary. To ensure that this SOP is implemented efficiently and effectively, users must report any required changes to EHW Unit or Director Human Capital Management.



11.0 SOP Implementation Plan

The timelines for the implementation of the SOP are as follows:

Ser. No	Activity	Responsibility	Date	Output
1	Circulate the SOP to all officials within the department through emails	Employee Health and Wellness	End September 2025	All affected officials are aware of the
2	Present and circulate SOP at Provincial SHERQ Committee	Employee Health and Wellness	End September 2025	Capacitation and awareness of SOP for informed facilitation and adherence at service points and centers
4	Monitor implementation of SOP	EHW Officials, SHE REPs, SHERQ Committees and Managers	Monthly through Monthly Inspection Reports	Effectively monitored SOP assist with GAP identification and interventions of corrective action.
5	Communicate with Officials on any gaps or challenges identified (if	EHW Officials, SHE REPs, SHERQ	Quarterly or when need arise	Gap analysis conducted on the SOP for corrective actions and

		any) on the implementation of the SOP	Committees and Managers		inclusion in the Risk Assessment
6	Review the SOP	EHW Unit	Bi-Annually from the date of implementation	Reviewed SOP for the procedure for facilitating the relevance and updated procedure.	
12.0 Resources required:					
For the SOP to be effectively implemented, the following resources are required:					
- Financial resources (Budget for procurement of PPE) - Human Resources (The SOP process requires human resources if it has to be implemented effectively to ensure adherence) - ICT resources (e.g. IT systems, Hardware's, internet, etc) for globalisation and communication of SOP					



13.0

APPENDIX 1

Recommended Beneficiaries for Protective Clothing.

Employee	Overall	Shoe	Dust Coat	
Office women Based cleaner	1	1	2	
Office men Based cleaner	1	1	2	
Women Recreation Centre	2	1	1	
All groundsman	2	1	1	
Driver messengers women	1	0	1	
Records Officials, Librarian, Archive officials etc	0	0	2	
CHEFS AND FOOD AIDERS	CHEFS UTILITY APRON	TOPS	TROUSERS	SHOE BIENIE / DELI CAPS
V-neck Mix gender 2pc None-front button	3each	2	2	2 3each
Round-neck mix gender 2pc double breast button down front	2	2	2	-



OPERATIONAL PPE						
Cleaners hygiene PPE (each)	36 pairs	1x Surgical face mask daily	2 x Goggles	2 x Ear plugs		
Groundsmen each	5 x Pig skinned gloves	2 x Single respirator and 6 cartridges annually	4x goggles annually	2x Ear muffs annually	2 x hard hat annually	

OVERALLS		Denim Work Jacket and Trouser - 100% cotton Top jacket - Pen pocket division - Pocket flab with press stud - Contrast sleeve pocket - Concealed zip - Large front pocket - Side slits
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SPECIFICATION, DESCRIPTION AND TYPE OF CLOTHING



		Trouser
		- 100% Cotton - Concealed YKK Zip - Half elasticized waistband - Back pocket - Slant side pocket
Ladies shoes		Black police parabellum shoes
Messengers, office based cleaners an chefs		Black parabellum shoes
Groundsmen		Safety Boots
Departmental Name and Logo		To be embroiled or engraved on the left hand site of all tops, that includes, chefs jacket, jackets for overalls and aprons

