1. Purpose

To ensure that employees are protected against all identified residual hazards remaining after all reasonable measures to avoid, eliminate or reduce such hazards have been taken, and to ensure proper control over the standard, issue, maintenance and use of Personal Protective Equipment.

2. Scope

This Standard applies to all operations and activities of the South African Forestry Company Limited (SAFCOL) and its subsidiaries including Komatiland Forests (Pty) Limited (KLF) and Indùstrias Florestais de Manica, SARL (IFLOMA) and all Contractors.

3. Standard

3.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

a) The Company subscribes to the philosophy that Personal Protective Equipment is a measure of last resort and will do everything reasonably practicable to avoid, eliminate or reduce the risks associated with any task performed.

b) Where risks cannot be eliminated, adequate and appropriate items of Personal Protective Equipment shall be issued to all affected employees.

c) Every employee shall be fully instructed in the requirements for the correct wearing, use and maintenance of all Personal Protective Equipment issued to him / her as well as the limitations in the degree of protection afforded by each item.

d) No person is permitted to modify or alter any item of Personal Protective Equipment issued to him/her. e.g. cutting sleeves off overalls.

e) The Company does not provide Personal Protective Equipment to contractors. Contractors are required to supply their own Personal Protective Equipment. Under exceptional emergency circumstances and at the sole discretion of the Business Unit/Centre Manager KLF may provide Personal Protective Equipment to contractors subject to an agreement by the contractor to refund the costs thereof.

f) As far as possible, all Personal Protective Equipment shall be of a type and quality certified to South African National Standards (SANS). Where no SANS mark exists for a specific item, an alternative International Standard (e.g. E mark; D mark; BS; etc.) or Department of Labour approval shall be deemed sufficient.

g) All Personal Protective Equipment provided by the Company shall be of the same type and specification. Any person excluding Production Workers and Supervisors who wishes to wear Personal Protective Equipment of a different type or specification may do so at his or her own expense provided that the minimum quality requirements specified above are complied with.

h) Specifications for Personal Protective Equipment shall be determined and reviewed by the Procurement Department in consultation with the SHEQ Department, Line Management and Employee Representatives taking into account operational needs, risk exposure and functionality.

i) No person shall be required or permitted to enter or remain in any area, or to perform any task, for which Personal Protective Equipment is required unless such Personal Protective Equipment is available, in good condition and is correctly and properly worn / used.

3.2 GENERAL RULES FOR PERSONAL PROTECTIVE EQUIPMENT (PPE)

a) The entire Processing Plant facility (sawmill) excluding offices, and all active forestry operational areas are designated as Safety Footwear areas. Steel toe-capped safety footwear shall be worn.

b) All Production Workers and Supervisors are required to wear their Basic Issue Personal Protective Equipment at all times whilst on duty.

c) Approved Hearing Protectors shall be worn in all areas (including motorised equipment) where noise levels in excess of 85 decibels (dB) have been identified. All such “Noise Areas” shall be clearly and conspicuously demarcated and signposted. Where such zones are mobile (i.e. motorised equipment) the noise zone shall be defined in terms of a set radius from the machine location.

d) Head protectors (hard hats) shall be worn by all persons in any active forestry area and/or sawmill production area and/or in the immediate vicinity of any suspended load where the load is raised more than two metres (2m) above floor level. No person shall walk or stand under any suspended load.

e) Full Safety Harness shall be worn by all persons performing any task at a height of two metres (2m) or more above floor/platform level or where a clear risk of falling exists. Life lines and roof-boards shall be used in conjunction with Safety Harness for all roof work.

f) Appropriate types of respiratory protection shall be worn by all persons engaged in any task which may result in the inhalation or ingestion of any dust, particles, fumes or vapours.

g) Appropriate eye and/or face protection shall be worn by all persons engaged in any task requiring welding, brazing, soldering, grinding, cutting, chipping, digging, mixing, chemical handling or where any risk of particles, slivers or foreign bodies entering the eyes exists.

h) Suitable and appropriate types of hand protection (gloves) shall be worn by all persons engaged in any task requiring manual handling of goods and products or the handling or use of any chemical or other substance.

i) High visibility clothing shall be worn at all times in any active forest operations area.

j) Additional items of Personal Protective Equipment shall be worn as required according to the identified risks associated with the tasks to be performed.

k) Personal Protective Equipment shall be inspected MONTHLY and defective items repaired or replaced as required.

3.3 ISSUING PROCEDURES AND CONTROL

a) Personal Protective Equipment shall be issued and replaced according to the following guidelines:

b) Personal Protective Equipment shall be issued and replaced at the Company's expense EXCEPT where items are lost or damaged due to the negligence or carelessness of the employee.

c) All employees shall be required to sign an acknowledgement of receipt for all Personal Protective Equipment issued to them together with an undertaking to properly wear / use such Personal Protective Equipment where required.

d) Employees are required to take proper care of all items of Personal Protective Equipment issued to them and to maintain all such items in a clean and serviceable condition.

e) Production employees and Supervisors shall be issued with his or her Personal Protective Equipment Basic Issues plus additional requirements according to the tasks he or she is required to perform on engagement and thereafter at such intervals as may be prescribed in this standard. All items excluding "Basic Issues" shall be replaced on an "old for new" basis as required. "Old" items shall be clearly marked/branded or destroyed to prevent them being used in future exchanges.

f) Production employees and Supervisors shall receive the following Basic Issues on engagement and once per calendar year in April thereafter unless otherwise stated. Any additional Basic Issue items shall be for the employee's account:

	Overall or 2 pc Conti Suit	Safety Shoes or Boots	Socks	T-Shirt	Rainsuit	Ballistic Pants	Chainsaw Operator Tunic	Khaki Pants	Khaki Shirt
Supervisor		2	3		1			3	3
Chainsaw Operator	1	2	3	3	1	2	2		
Brushcutter Operator	1	2	3	3	1	2	2		
Other Production Workers	3	2	3	3	1				

g) Managers and other field personnel who do not receive the above Basic Issues shall be issued with the following minimum items:

- Safety Shoes/Boots (1)
- High Visibility Vest (1)
- Hard Hat (1)
- Rainsuit (1)

h) Additional items of an appropriate type shall be issued according to the tasks to be performed using the following minimum requirements as a guide:

General Tasks	Gloves	Hard Hat	Glasses / Goggles	Face Shield	Spray Cape	Hearing Protectors	Dust Mask	Cartridge Respirator	Welding Helmet	Leather Apron	Spats	Safety Harness	Steel T/C Gumboot	Hi Visibility Jacket
Planting														
• Manual	X	X												
• Mechanical		X				X								
Weeding/Cleaning														
• Manual	X	X	X											
• Slashing	X	X	X											
• Brushcutter	X	X		X		X								
• Chainsaw		X												
• Chemical	X	X		X	X			X					X	
Pruning														
• Hand saw	X	X	X											
Harvesting														
• Chainsaw	X	X		X		X								
• Mechanised		X				X								
Debarking														
• Manual	X	X												
Extraction														
• Skidder	X	X				X								
• Forewarder		X				X								
• Cable Systems	X	X				X								
• Animal	X	X												
Stacking/Loading														
• Manual	X	X												
• Mechanical	X	X				X	X							
Hoeing/Burning firebreaks	X	X												

Wet Conditions													X	
Hot Work														
• Welding	X								X	X	X			
• Flame cutting	X		X											
• Grinding			X											
Working at Height											X			
Spray painting	X		X					X						
Cold Conditions														X

Fire Response Teams	100% Cotton survifafire overall with reflector tape	Fire safe gloves	Flame resistant Balaclava	Fire Goggles	Leather boots	Winter Jacket with reflector tape	Fire fighter helmet with visor	Long sleeved crewneck Cotton T-shirt	Calved length cotton socks	Heavy duty Kit Bag	Water Bottle	Hard hats
Fire Tender crew	**1**	**1**	**1**		**1**	**1**		**1**	**2**	**1**	**1**	**1**
Nozzle men	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**2**	**1**	**1**	
Ground crew	**1**	**1**	**1**	**1**	**1**	**1**		**1**	**2**	**1**	**1**	**1**
Aircraft Loading crew	**1**	**1**		**1**	**1**	**1**		**1**	**2**	**1**	**1**	**1**
Foresters and Managers	**1**	**1**	**1**	**1**	**1**	**1**		**1**	**2**	**1**	**1**	**1**

i) Where items of Personal Protective Equipment are lost or damaged due to reasons other than normal wear and tear, or where an employee is unable to produce the “old” item for any reason whatsoever, the Company shall be entitled to recover the actual cost of replacement items from the employee’s salary or wages.

j) Under normal operating conditions, and with proper care and maintenance by the employee, the expected life of Personal Protective Equipment is estimated as follows:

Item	**Normal Life Expectancy**
Overalls and/or Conti Suits	12 months.
Safety Shoes / Boots	6 months
T Shirts	12 months
Gum Boots	12 months
Hard Hat	3 years
Safety Glasses / Goggles / Face Shield	12 months
Ear Muffs	2 years
Ear Plugs	Consumable Item
Dust Mask	Consumable Item
Cartridge-type Respirator	12 months
Respirator Cartridge	Consumable Item
Welding Mask / Welding Goggles	12 months
Gloves - PVC	2 weeks
Gloves - Leather / Chrome-leather	2 months
Gloves - Rubber	3 weeks
Apron - PVC	2 months
Apron - Leather	12 months

Rain Suit PVC	12 months
100% Cotton survifafire coverall	24 months
Fire safe gloves	12 months
Flame resistant balaclava	12months
Fire goggles	24 months
Leather boots	12 months
Winter Jacket	24 months
Firefighting helmet with visor	24 months
Long sleeved crewneck cotton t-shirt	12 months
Calved length cotton socks	12 months
Water Bottle	24 months
Heavy duty Kit Bag	24 months

k) Where employees request or require replacement of items before the end of the expected life period, the reasons for such request shall be investigated and the provisions of paragraphs 5 and 6 above shall apply. Items reflected in the above table as Consumable Items will be replaced as often as necessary subject to the “old for new” exchange requirement.

4. Responsibility

Business Unit/Centre managers are responsible to ensure that Personal Protective Equipment is issued, used, maintained and controlled in accordance with the requirements of this Standard.

Procurement Manager is responsible to ensure that specifications for personal protective Equipment are defined and agreed and that all Personal Protective Equipment purchased and supplied complies with those specifications.

5. Records

Record	Responsibility	Where kept	Retention
PPE Issue Records and Acknowledgement	BU/Centre Manager	BU/Centre	5 years

6. References

IMS Manual	OHSAS 18001:2007	ISO 14001:2004	ISO 9001:2000
FSC	**NOSA**	**Aspect /Impact/Hazard Register**	**Legal**
	Element 4.4.6.25	Impacts Risks	OHS Act GSR 2

7. Definitions

Personal Protective Equipment (PPE): means any item of clothing or equipment, including ointments and barrier creams, designed to be worn on the person which is issued for the protection of the individual against injury or disease and includes but is not limited to overalls, dustcoats, head protectors, eye and face protectors, hearing protectors, respiratory protectors, hand protectors, foot protectors, fall protectors, rain and temperature protection etc.

Basic Issue: means Company issued overall/conti-suit, t-shirt, socks and steel toe-cap safety boots. Rainsuits to be worn in inclement weather.

8. Amendment Control

	Amendment details	Date
1	Para 3.3 (j) Hard Hat life expectancy changed from 5 to 3 years	20160826
2	Para 3.3 (f) insertion of "*in April*" at Operations request	20171108
3		
4		
5		