

	PERSONAL PROTECTIVE EQUIPMENT PROCEDURE USE AND CARE	PPE NO	01
		REV	01
		REV DATE	12/03/26

Site	Nigel plant	
Client/principal contractor	Nigel	
Approved by Vision 16.1	Gareth Burn	Signature: _____ Date: 28/04/26
Reviewed by Vision 16.2	Simon Mothibeli	Signature: _____ Date: 28/04/26
Next Revision Date	24/03/2027	Or when changes occur in work activities, hazards or legislation.

Personal protective equipment procedure use and care

1. Purpose

The purpose of this procedure is to ensure that all employees and contractors of Vision elevators are protected from workplace hazards through the correct use, maintenance, and care of personal protective Equipment (PPE) while working on construction site.

2. Scope

This procedure applies to all Vision Elevators employees, subcontractors, and visitors working at Construction sites, including the Residential Towers at Oceans Umhlanga.

3. Responsibilities

Management

- Provide suitable and approved PPE to employees.
- Ensure PPE complies with safety standards
- Ensure employees are trained in the proper use and care of PPE

Supervisors/ Site Managers

- Ensure workers wear the required PPE at all times
- Inspect PPE regularly
- Replace damaged or worn PPE

Employees

- Wear PPE provided at all times when required.
- Take care of issued PPE.
- Report damaged or defective PPE immediately.
- Do not misuse or modify PPE.

4. Required PPE on site.

The following PPE must be worn while working on construction site:

- Safety Helmet (Hard Hat)
- Safety boots with steel toe.
- High visibility vest or clothing.

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- Safet gloves
- Eye protection (safety glasses)
- Hearing protection where required
- Safety Harness lanyard when working at heights or inside lift shafts.
- **Due to work inside life shafts, safety harness must be worn at all times when there is a risk of falling**

5. Proper use of PPE.

Employees must ensure that:

- PPE fits properly and is comfortable.
- PPE is worn correctly according to manufacturer instructions.
- PPE is only for its intended purpose.
- PPE is inspected before each use.
- Damaged PPE is not used.

6. Proper fit Requirements

- PPE must be issued in the correct size and type of each individual.
- Adjustable PPE (e.g., helmets, harnesses, gloves) must be adjusted a **secured and comfortable fit**.
- Loose-fitting PPE that may create hazards (e.g., snagging, reduced visibility) is strictly prohibited.
- Tight-fitting PPE that may restricts movement, breathing, or circulation must not be used.
- Specialized PPE (e.g., respiratory protection) **must be fit-tested** where required.
- Workers must report any discomfort or improper fit immediately to their supervisor

7. Care and maintenance of PPE

To ensure PPE remains effective:

- Keep PPE clean and in good condition.
- Store in a clean and dry place.
- Do not share personal PPE unless it has been properly cleaned.

8. Inspection of PPE

- PPE must be inspected before each use by the employee.
- Supervisors must conduct regular site inspection.
- Any defective PPE must be removed from service immediately.

9. Replacement of PPE

PPE must be replaced when:

- It is damaged or worn.
- It no longer provides adequate protection.
- It reaches the end of its service life.



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Employees must report damaged PPE to the supervisor immediately for replacement.

10. Training

All employees will receive training on:

- Correct use of PPE.
- PPE limitations.
- Inspection and maintenance.
- Storage and care of PPE.

11. Compliance

Failure to wear or properly use PPE may result in disciplinary action, as it places the employee and others at risk.