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PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

1. Scope

This policy applies to all employees that require personal protective equipment to perform work at CTC. Mining employees working at Greenside or other mining sites are required to comply with the policies of those employers.

2. Purpose

The purpose of this policy is to provide clarity regarding issuing, and the type, of PPE that may be worn in the workplace at CTC.

3. Definition


Personal Protective Equipment (PPE) is an article of clothing or accessory that, when used correctly, will create a barrier between a person and the hazard to which the person is exposed. It is designed to reduce harm after all other mitigating strategies have been considered and ruled out.

- A person may need to wear a combination of personal protective equipment to have adequate protection against a combination of several hazards.

4. Issuing and wearing of PPE at CTC

It is CTC's policy to provide PPE to employees as required by legislation, and as indicated in risk assessments, that is fit for purpose and suitable for use. Generally, the following items are provided free of charge as required.

- a) **Hearing protection** for employees working in areas declared as noise zones. RDU team members are equipped with Variphones due to excessive and constant high noise when performing drilling operations. Variphones are checked annually and replaced if required. Persons that are performing tasks at the Plater Welder workshop who are exposed to high noise levels in excess of 85dB, are equipped with disposable hearing protection and to any other workshop/tasks that are performed under similar noise levels.
- b) **Eye protection** in the form of safety spectacles will be worn in areas as indicated by a risk assessment. Employees that wear spectacles to correct their vision are issued with appropriate over spectacles or they may obtain appropriate prescription safety spectacles at their own cost.
 - i. SABS Approved safety spectacles will be issued by CTC to all employees, including learners (if not supplied by the employer).
 - ii. SABS approved safety spectacles with side shields are the minimum requirement and must be worn at all times in an area where persons are exposed to eye hazards. Based on existing evidence it is reasonable to use safety spectacles with side shields

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(over specs) in conjunction with prescription spectacles/contact lenses in eye hazard areas.



- iii. Eye protection devices shall not be used as substitutes for machine guards and other engineered controls.
 - iv. The type of eye protection necessary in a specific workplace or for a specific process shall be in accordance with the nature of the risk. The Training officer shall determine the specific requirements. Approved signs must be posted to indicate where eye protection is required. HOD's shall enforce this eye protection policy.
- c) **Safety shoes or boots (steel toe capped)** are issued for areas as indicated by a risk assessment as a requirement. Safety shoes may be replaced once per year at a cost not exceeding R1000 per person, which will be for CTC's account. A choice of shoe in excess of this cost shall be borne by the employee.
 - d) **Dust coats, Masks, gloves, shields, hard hats, Overalls and Kitchen uniform** will be given to employees who are required to use/wear such PPE as indicated by a risk assessment. They will be replaced as and when required.
 - e) Fixed term contract employees are included in this policy.
 - f) The employees of service contractors will be issued the correct PPE by their employers so they can perform their tasks safely at CTC.
 - g) Two golf shirts or lounge shirts (as selected by employees) will be provided annually. These garments are not considered as PPE and are excluded from this policy.