



# PPE Compliance Checklist

South Africa — OHS Act (Act 85 of 1993) & General Safety Regulations  
Use this checklist to verify your workplace meets legal PPE requirements.

## COMPANY DETAILS

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Assessed By: \_\_\_\_\_ Site/Branch: \_\_\_\_\_  
Industry: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

## 1. EMPLOYER LEGAL OBLIGATIONS

Requirement	Reference	✓
1 Risk assessment completed for all work areas and job roles	OHS Act s8(1)	<input type="checkbox"/>
2 PPE provided FREE OF CHARGE to all employees exposed to hazards	OHS Act s8(2)(d), GSR 2(1)	<input type="checkbox"/>
3 PPE is SABS/SANS approved and meets relevant SA standards	GSR 2(2)	<input type="checkbox"/>
4 Employees trained on correct PPE use, care, and limitations	OHS Act s8(2)(e)	<input type="checkbox"/>
5 Written PPE policy documented and accessible to all staff	OHS Act s8(1)	<input type="checkbox"/>
6 Health & Safety Representative appointed (20+ employees)	OHS Act s17	<input type="checkbox"/>
7 Hazard Identification & Risk Assessment (HIRA) conducted annually	OHS Act s8(1), GSR 8	<input type="checkbox"/>
8 PPE inspection and replacement schedule in place	GSR 2(1)	<input type="checkbox"/>
9 Records of PPE issuance maintained per employee	OHS Act s8(2)(d)	<input type="checkbox"/>
10 No cost deducted from employee wages for PPE provision	OHS Act s8(2)(d)	<input type="checkbox"/>

## 2. HEAD-TO-TOE PPE REQUIREMENTS

Requirement	Reference	✓
1 <b>Head:</b> Hard hats / bump caps provided for overhead hazard areas	SANS 1397 / EN 397	<input type="checkbox"/>
2 <b>Eyes:</b> Safety glasses / goggles for splash, dust, or projectile risks	SANS 1404 / EN 166	<input type="checkbox"/>
3 <b>Hearing:</b> Ear plugs / ear muffs where noise exceeds 85 dB(A)	NIHL Regs 2003 / Noise Regs 2024	<input type="checkbox"/>
4 <b>Respiratory:</b> Dust masks / respirators for airborne contaminants	SANS 50149 / EN 149	<input type="checkbox"/>
5 <b>Hands:</b> Gloves appropriate to hazard (chemical, cut, heat, electrical)	SANS 50420 / EN 420	<input type="checkbox"/>



6	<b>Body:</b> High-visibility vests / overalls / coveralls as required	SANS 1051 / EN 471	■
7	<b>Feet:</b> Steel-toe safety boots with slip-resistant soles	SANS 20345 / EN 345	■
8	<b>Fall Protection:</b> Harnesses, lanyards, lifelines for work above 2m	Construction Reg 10	■

### 3. INDUSTRY-SPECIFIC REQUIREMENTS

	Requirement	Reference	✓
1	<b>Construction:</b> Hard hat, hi-vis, steel-toe boots, harness mandatory on all sites	Constr. Regs 2014	■
2	<b>Manufacturing:</b> Machine guards + cut-resistant gloves + hearing protection	GSR 2, Driven Mach. Regs	■
3	<b>Chemical/Cleaning:</b> Chemical-resistant gloves, goggles, respirators, aprons	HCS Regs, GSR 2	■
4	<b>Agriculture:</b> Sun protection, respiratory masks (pesticides), steel-toe boots	OHSA s8, GSR 2	■
5	<b>Transport/Logistics:</b> Hi-vis vests, steel-toe boots, gloves for loading/unloading	GSR 2	■
6	<b>Security:</b> Weather-appropriate uniform, reflective gear, steel-toe boots	PSIRA Act, OHSA s8	■

### 4. MAINTENANCE & RECORD-KEEPING

	Requirement	Reference	✓
1	PPE inspected before each use by employee (visual check)	GSR 2(1)	■
2	Damaged or expired PPE replaced immediately at no cost	OHSA s8(2)(d)	■
3	PPE stored correctly when not in use (clean, dry, designated area)	GSR 2(1)	■
4	PPE register maintained: item issued, date, employee signature	OHSA s8(2)(d)	■
5	Training records kept for each employee (PPE use, date, trainer)	OHSA s8(2)(e)	■
6	Incident reports include PPE status at time of incident	OHSA s24, GSR 8	■

### 5. NON-COMPLIANCE CONSEQUENCES

Violation	Consequence
<b>Failure to provide PPE</b>	Fine up to R50,000 and/or 1 year imprisonment — OHSA s38(1)
<b>PPE failure causing injury</b>	Fine up to R100,000 and/or 2 years imprisonment — OHSA s38(2)
<b>Deducting PPE cost from wages</b>	Fine up to R50,000 — explicitly prohibited under OHSA s8(2)(d)
<b>No risk assessment on record</b>	Prohibition notice: site may be shut down until resolved
<b>Employee injury due to missing PPE</b>	Employer liable under COIDA + potential criminal prosecution
<b>Repeat offences</b>	Increased fines, potential deregistration, director liability



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*This checklist is for general guidance only. Consult the full OHS Act (Act 85 of 1993), General Safety Regulations, and industry-specific regulations for complete legal obligations. Umlilo Creations is a PPE supplier, not a legal advisory firm.*