

BERGRIVIER MUNICIPALITY



UNIFORM & PROTECTIVE CLOTHING

DATE APPROVED : BKN022/0/2013 – 30/08/2013
COMMITTEE : MAYORAL COMMITTEE

1. **PURPOSE**

The purpose of the policy: Uniforms and Personal Protective Equipment (PPE) is to ensure uniformity, standardization and identification within Bergrivier Municipality as well as to ensure the safety and protection of employees under all working conditions. The policy also aims to have a fair and equitable method of acquirement (purchasing) to ensure that all employees are neatly clothed at all times.

2. **STATUTORY REQUIREMENTS**

The Occupational Health and Safety Act (No. 85/1993) as well as the regulations, regulates and ensures that the PPE is compulsory.

3. **REFERRAL FRAMEWORK**

Employees of Bergrivier Municipality that were identified in terms of Act 85/1993 to wear PPE, must wear the prescribed PPE (see Annexure A) whilst performing their official daily duties at their various workplaces. Bergrivier Municipality will issue the PPE to employees depending on their duties as contained in their job descriptions as well as preventative measurements and requirements.

4. **DUTIES AND RESPONSIBILITIES**

4.1 **Staff**

4.1.1 Staff who fail to wear PPE whilst performing their official duties or who wear PPE whilst not officially on duty, will be dealt with in terms of Bergrivier Municipality's disciplinary code.

4.1.2 Staff are responsible for the cleaning and maintenance of PPE as well as any accompanying costs. In exceptional cases where employees work with raw sewage, management may make alternative arrangements in conjunction with employees.

4.1.3 All PPE and uniforms issued in accordance with this policy remain the property of Bergrivier Municipality.

4.2 Management

4.2.1 All managers as well as designated supervisors and coordinators are responsible for the implementation and application of this policy.

4.2.2 Management shall make provision in the Operating Budget for the acquirement of PPE and uniforms.

4.2.3 Management is responsible in terms of this policy for the acquirement and distribution of PPE and uniforms.

4.2.4 The discretion to deviate from the prescribed replacement period (as contained in Annexure A) due to unforeseen circumstances, rests with Management in conjunction with Line Management.

ANNEXURE A1. DEFINITION

PPE and uniforms are described as clothing and items that are used in the workplace to protect workers against dangers and risks and includes, but is not limited to, equipment or clothing that is worn as well as equipment being used to determine, measure or indicate danger.

2. TRAINING

- 2.1 During workplace and general induction training, all employees shall be informed regarding the application and use of the relevant clothing and equipment.
- 2.2 The issue and training regarding the correct use and/or relevant PPE rests exclusively with line management.

3. ISSUES

- 3.1 On employment an employee identified in Annexure B shall be issued with two overalls and one pair of shoes. A third overall or one pair of shoes may be issued as determined by line management later during the year when the employee hands in the used pair of shoes.
- 3.2 From the second year two overalls shall be issued annually – one overall in January and one overall in July. One pair of shoes shall be issued during the year in January.
- 3.3 A maximum of one pair of shoes shall be issued annually per employee with the exception of a second pair due to abnormal working conditions or poor quality.
- 3.4 PPE such as rain clothes, water shoes, gloves, face and eye protectors, hearing protectors, head protectors, gas masks, breathing apparatus etc shall be issued as required legally.

- 3.5 Where working conditions do not require PPE, the employee shall be responsible for his own clothing.
- 3.6 No PPE shall be issued to employees whose working conditions do not require this or who are not regularly or fulltime on standby or carry out inspections.

4. MAINTENANCE AND HANDLING

- 4.1 The employee or recipient of PPE and uniforms is fully responsible for the wearing, handling and maintenance thereof.
- 4.2 The employee is responsible to ensure that all special equipment is cleaned and kept in a good working condition.

5. CONTROL

- 5.1 Management must provide a safe storage for PPE and the employee shall use this. Where lockers are not available, Management shall provide a lock and keys and the employee shall be responsible for any changes that are made.
- 5.2 Line management shall have a proper administrative system and keep record of any issues.
- 5.3 Line management shall maintain continuous control as well as inspections of the lockers.

6. CHOICE AND PURCHASES

- 6.1 The choice of all PPE and uniforms shall be done by Management, trade union representatives, the Occupational Health and Safety officer in conjunction with the chief purchaser and shall be in line with Council's supply chain policy.
- 6.2 The best available quality products shall be purchased by tender.

- 6.3 No exceptions or deviation from the normal purchases or personal choices of PPE shall be allowed without the permission of Management, trade union representatives, the Occupational Health and Safety officer, Chief Purchaser and/or line management. Only valid medical recommendations shall be considered and/or allowed.

7. COUNCIL ASSETS

- 7.1 All PPE and uniforms are council property and must at all times be maintained in a good condition.
- 7.2 All special equipment, overalls and shoes excluding, must at all times be stored at the workplace outside office hours.
- 7.3 Termination of service: the employee shall hand over all assets issued by Council to line management for safekeeping or destruction.

8. ACTION

- 8.1 In the event of employee resistance or abuse or neglect of council assets, strict action will be taken in terms of legislation and council's disciplinary code.
- 8.2 No exceptions shall be made and action shall be consistent.