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CAPE AGULHAS MUNICIPALITY  
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## **UNIFORM / PROTECTIVE CLOTHING**

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**1. INTRODUCTION**

Cape Agulhas Municipality compiled a policy and procedure guideline on the issue and control of personal safety equipment / protective clothing.

**2. OBJECTIVE**

To comply with the conditions relating to the Occupational Health and Safety Act, Act 85 of 1993 regarding the issue and control of safety equipment/protective clothing as well as to compile a policy on the issue and control of other clothing and uniforms which is not legally compulsory.

**3. POLICY GUIDELINE:**

- 3.1 All issues may only be done in terms of this policy of the schedules as approved by the Cape Agulhas Municipal Safety Committee and the approval of the relevant Manager (Section 16(2) delegated in terms of Act 85 of 1993).

**Definition: Issue** – means personal safety equipment/protective clothing as well as other clothing and uniforms not compulsory by law.

- 3.2 Additions, reductions or changes to the schedules must be motivated by the relevant Manager in writing to the Municipal Manager or his assignee.

- 3.3 Occupational Health and Safety Officer is responsible to maintain the official schedules mentioned in (3.1) above.

- 3.4 Each department must keep proper record of all issues to each employee and these records must be open for audit and inspection by the Manager: Internal Audit and the Occupational Health and Safety Officer.

3.5 ***Wear and use of issues:***

Employees are compelled to wear and use the relevant issues. Failure to do so may lead to disciplinary action. Departmental Heads are responsible as stipulated in Section 16(2) of Act 85 of 1993. Supervisors, Occupational Health Safety Officers and safety representatives will continuously check on employees and report deviations to the relevant Manager and the Municipal Manager. No employee may use or wear issues in his/her private time or for private use.

3.6 ***Budget:***

Managers must budget as necessary.

3.7 ***Purchases:***

Purchases and issues must be controlled by each Manager or his assignee as well as by the Storekeeper in accordance to points (3.1) and (3.4).

3.8 ***Cleaning:***

Cleaning, washing and ironing of issues is the responsibility of the employee. Abnormal circumstances can be referred to the Municipal Manager or his assignee for consideration.

3.9 **Ownership:**

**All issues issued for a specific cycle remain the property of the Council during that cycle.** All issues **of equipment** remain the property of the Council and must be marked in such a way that the date of issue can be determined.

When an item is replaced, such item, when replaced, will be taken in and subsequently destroyed.

3.10 **Undertaking in writing:**

All employees must undertake in writing to wear and use all issues, before an issue can take place.

3.11 **Termination of service:**

When an employee leaves the Council's service, Managers must see to the return or retaining of issues **issued for a specific cycle** as well as recovering of outstanding monies in collaboration with the Manager: Human Resources.

3.12 **Induction training:**

All new employees must be properly informed of this policy and the contents thereof, and must sign to acknowledge receipt of a copy. This policy is therefore a part of each employee's service contract and where necessary specific conditions in this regard must be additionally included in the letter of appointment.

3.13 **Frequency/terms of issue:**

**Issuing of overalls will be made annually and it is recommended that purchasing must be done before the end of August annually.** Other issues are based on the principle of as and when needed and will therefore only be replaced when worn out. This schedule serves as determination of which equipment and clothing must be issued; the quantities that must be issued as well as the minimum life expectancy of the items issued. Proof that the items are worn out or the returning of worn out items, is compulsory before a new issue can/may be made.

3.14 **Responsibility of issues:**

Employees who negligently lose or damage their issues will be held responsible, once such negligence is proven via due processes.

3.15 **Disregarding of policy conditions;**

Disregarding of the policy conditions will be dealt with in accordance to the existing disciplinary procedures of the Council.

3.16 **Type Safety equipment and protective clothing available:**

**Safety equipment:**

Each department head must require the safety equipment within his / her department to identify and submit to the Safety Committee for consideration thereof. Such a list of equipment will be an addendum to this policy.

***Protective Clothing:***

The following protective clothing be issued as follows:

***Overalls:***

Each employee will be eligible to be issued with two sets of overalls once per year (Pants and top) according to the nature of the work. It must be recommended by the Occupational Health and Safety Official in conjunction by the Manager.

***Footwear:***

Each employee will receive a pair of safety shoes per year according to the nature of the work. It must be recommended by the Occupational Health and Safety Official in conjunction by the Manager.

***Rain Clothing:***

Each employee will once every two years received rainwear according to the nature of the work. It must be recommended by the Occupational Health and Safety Official in conjunction with the Manager.

***Water Shoes (“Gumboots”):***

Each employee will once every two years received safety water shoes and will be issued to those employees doing specific job.

***T-Shirts:***

Each employee shall once a year get two T-shirts according to the nature of the work.

***Safety Vest:***

Each employee will be issued with two safety vest per year according to the nature of the work.

***Hats:***

Each employee shall once a year receive a hat.

***Safety windbreaker jacket***

Each employee will receive a safety jacket once every three year according to the nature of work.

***Socks***

Each employee will receive 2x pairs of socks a year according to the nature of work.

***Goggles***

Will be issued to those employees doing specific job not all employees will receive goggles.

***Hard Hats***

Each employee will receive hard hats once every five years and will be issued to those employees according to the nature of work.

Date		
Current review		
Approval Council		