

OVERSTRAND MUNICIPALITY **UNIFORM / PROTECTIVE CLOTHING**

1. INTRODUCTION

Overstrand 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 Overstrand 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:**

Issues of overalls will be made annually according to schedules. Other issues are based on the principle of as and when needed and will therefore only be replaced when worn out. This schedules 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 for 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.

Policy Section	Human Resources
Current update	N/A
Previous review	N/A
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