

# Mpumalanga Provincial Government



Department of Public Works, Roads and Transport

## POLICY ON UNIFORM AND PROTECTIVE CLOTHING

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Approval Date.....

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## TABLE OF CONTENTS

Item/ Topic	Pages
1. Abbreviations and Definitions	1
2. Introduction	2
3. Objectives	2
4. Regulatory Framework	2
5. Scope of Application	2
6. Policy Statement	3 - 5
7. Roles and Responsibilities	5 - 6
8. Monitoring and Evaluation	6
9. Policy Review	6
10. Approval	6

## DEFINITIONS

**“Accounting Officer”** means the Head of the Department;

**“Department”** means the Department of Public Works, Roads and Transport;

**“Employee”** means a person appointed to a post according to Public Service Regulation 2001, as well as individual contracted to the department;

**“Protective Clothing”** means clothing which is issued to employee whose duties are such a nature that protective gear is required by occupational Health and Safety Act, 1993 ( Act No. 85 of 1993)

**“Uniform”** means specific gear aimed to distinguish a certain occupational class.

## **1. INTRODUCTION**

The Department of Public Works, Roads and Transport shall provide uniform and protective clothing to employees who are expected to wear uniform or protective clothing when performing official duty.

## **2. OBJECTIVES**

The objective of this policy is:

- 2.1 To provide a framework for provision of uniform and protective clothing;
- 2.2 To specify the conditions and criteria for acquisition of uniform and protective clothing.

## **3. REGULATORY FRAMEWORK**

- 3.1 Constitution of the Republic of South Africa of 1996
- 3.2 Occupation Health and Safety Act, 1993 (Act No 85 of 1993)
- 3.3 Public Service Co-ordination Bargaining Council Resolution 3 of 1999
- 3.4 Public Service Act, 1994 (Act No.103 of 1994)
- 3.5 Public Service Regulations of 2000
- 3.6 Labour Relations Act
- 3.7 Public Finance Management Act

## **4 SCOPE OF APPLICATION**

This policy shall be applicable to all officials who are required to wear uniform or protective clothing in terms of relevant legislation, regulations and rules.

## **5 POLICY STATEMENT**

### **5.1. OCCUPATIONAL CLASSES RECOMMENDED FOR UNIFORM**

5.1.1 Messengers

5.1.2 Transport inspectors

5.1.3 Cleaners

### **5.2 CRITERIA FOR THE PROVISION OF UNIFORM**

An employee shall be provided with the uniform under the following:

5.2.1 When it is necessary and in the interest of the Department

5.2.2 When the nature of the job requires uniform

5.2.3 The issuing of uniform shall be for the purpose which it is intended for and not any other purpose;

5.2.4 It shall be financially accounted for.

### **5.3 OCCUPATIONAL CLASSES RECOMMENDED FOR PROTECTIVE CLOTHING**

5.3.1 Road workers

5.3.2 Artisans

5.3.3 Boiler Operators

5.3.4 Grounds man / General Workers

5.3.5 Project Managers/ Inspectors

5.3.6 Warehouse Officials

5.3.7 Registry Officials

5.3.8 Machine Operators



## **5.4 CRITERIA FOR PROVISION OF PROTECTIVE CLOTHING**

Employees shall be provided with protective clothing under the following:

- 5.4.1 To comply with the explicit provisions of legislation and regulation of the Department
- 5.4.2 To adhere to the industrial or affiliated agreements and safety;
- 5.4.3 To protect the wearer from injury and infection;
- 5.4.4 To protect the employee's private clothing or uniform from excessive pollution or damage;

## **5.5 SPECIFICATION**

The accounting officer or his/her delegate shall from time to time determine the specifications and the basis of issuing uniform or protective clothing per occupational class provided that:

- 5.5.1 where applicable, it complies with the prescribed legislation; regulation or other prescribed requirements;
- 5.5.2 It is budgeted for;
- 5.5.3 It shall not take any responsibility of the employee's carelessness; wilful damage or negligence in maintaining the uniform or protective clothing

## **6.6 FREQUENCY OF ISSUE AND SPAN**

A maximum of three sets of uniform/protective clothing and two pairs of foot wear shall be issued on an annual basis.

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## **6.7 RULES OF PRACTICE**

An employee who is issued with uniform or protective clothing shall:

- 6.7.1 Wear his/ her uniform/ protective clothing at all times when performing official duties, as far as it is practically possible;
- 6.7.2 Maintain a standard of neatness and appearance commensurate with his or her work and official status wearing his/ her uniform/ protective clothing.
- 6.7.3 Be responsible for replacement; repairs of the uniform or protective clothing damage or destroyed as a results of his/ her Carelessness or negligence.

## **6.8 BUDGET**

The responsible directorates shall be responsible for budgetary provisions and cost compiling specifications.

## **6.9 DISPUTE RESOLUTION MECHANISM**

Any dispute arising out of interpretation and application of this policy shall be dealt with in terms of the grievance and dispute procedures applicable within the Department

## **7 ROLES AND RESPONSIBILITIES**

### **7.1 ACCOUNTING OFFICER**

The accounting officer is responsible for the following:

- 7.1.1 Overseeing the policy implementation process

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- 7.1.2 Enforcing compliance by individual employees; where wearing uniform or protective clothing is approved for an occupational class; rank or grouping.

## 7.2 EMPLOYEE

The employee is responsible for the following:

- 7.2.1 Caring for uniform or protective clothing
- 7.2.2 Maintaining a standard of neatness and professional appearance fit for his/her work.
- 7.2.3 Always wearing protective clothing when on duty.

## 8. MONITORING AND EVALUATION

The Employee Health and Wellness and all programmes affected shall be responsible for monitoring and evaluating the policy.

## 9. POLICY REVIEW

The policy shall be reviewed to factor in changes in Legal framework, organizational developments, political and economical trends, and envisaged outputs by the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

## 10. APPROVED

  
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KM MHLASEDI  
HEAD OF THE DEPARTMENT

2018/2/13  
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DATE