



Department of Public Works, Roads and Transport
MPUMALANGA PROVINCIAL GOVERNMENT

POLICY ON UNIFORM

Issue:0.1
Responsible Section.....Employees Health and Wellness
Approval Date.....



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ABBREVIATIONS

ISO	International Organization for Standardization
PPE	Personal Protective Clothing and Equipment
PSCBC	Public Service Commission Bargaining Council
SABS	South African Bureau of Standards

DEFINITIONS

Accounting Officer	Means	A person mentioned in Section 36 of the Public Finance Management Act (Act No. 1 of 1999) and includes any person acting in that capacity.
Department	Means	Department of Public Works Road and Transport
District Head	Means	The functional head of a region responsible for the coordination and support of various programs and their projects
Employee	Means	A person appointed to a post according to Public Service Regulation 2001, as well as individual contracted to the department;
Hazard	Means	A source of , or exposure to danger;
Occupational hygiene	Means	The anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons
Programme Manager	Means	A person responsible for the day-to-day management of a programme, including the coordination of projects
Uniform	Means	The distinctive clothing worn by employees of the Department within identified categories of occupation

1. INTRODUCTION

The Department shall provide uniform to employees whose nature of work requires them to be in uniform.

2. POLICY OBJECTIVES

The objectives of the policy are among other things to:

- 2.1 Ensure that uniform and equipment are issued to employees in compliance with all applicable prescripts.
- 2.2 Create safe, and healthy work environment,
- 2.3 Encourage regular and proper use of uniform and equipment,
- 2.4 Promote professionalism and good work ethics at the work place,

3. REGULATORY FRAMEWORK

The policy is informed and guided by the following prescripts:

- 3.1 Public Service Act, 1994 as amended;
- 3.2 Public Service Regulation, 2016;
- 3.3 Public Service Coordinating Bargaining Council Resolution 3 of 1999;
- 3.3 General Safety Regulations of February 2000;
- 3.4 Occupational Health and Safety Act, No. 85 of 1993 as amended;
- 3.5 Basic Conditions for Employment Act, 1997;
- 3.7 Labour Relations Act, 1995;
- 3.8 Employment Equity Act, 1998; and
- 3.9 Public Service Bargaining Council Resolution No. 3 of 1999.

4. SCOPE OF APPLICATION

This policy shall apply to Public Works, Roads and Transport employees in the following category of occupations:

- (a) Transport Inspectors
- (b) Messengers
- (c) Cleaners

5. POLICY STATEMENT

The aim of the policy is to provide a framework for provision of uniform.

5.1. POLICY MEASURES AND PROVISIONS

The following measures and provisions shall apply in the management of the uniform policy:

- 5.1.1. It must be economically sound and of good quality.
- 5.1.2. The employer shall not accept responsibility with regard to carelessness, willful damage or neglect, which can be ascribed to the employees own doing.
- 5.1.3. Transport Inspectors shall be required to return all uniform to the Department upon retirement, dismissal, transfer and/or resignation.
- 5.1.4. In case of death of the Transport Inspector, the family shall be required to return all the uniform to the Department.

5.2. NON-COMPLIANCE TO WEARING OF UNIFORM

- 5.2.1. An employee who knowingly or intentionally fails to use uniform at a workplace or in the course of executing his or her duties, contravenes the safety and health code and will be subjected to disciplinary action in terms of PSCBC Resolution 2 of 1999.
- 5.2.2. An employee who fails to wear uniform provided for will not be allowed to execute his or her duties and he or she will be marked absent.
- 5.2.3. An employee shall be held liable for the replacement for willful damage, loss or neglect of uniform clothing and equipment if that has been proven the case.
- 5.2.4. Under certain circumstances, employees who are normally in uniform, are not required to be in uniform while they are in the course and scope of employment, e.g. attending workshops, sporting events, etc.
- 5.2.5. If an employee who is normally required to be in uniform is injured when he/she is not in uniform under circumstances specified in Clause 5.2.4, then the Department shall be liable for his/her injuries.
- 5.2.6. If an employee gets injured while not in uniform when required to have been in uniform, then the Department shall not be liable for the injury of that employee

5.3. FINANCIAL IMPLICATION

The relevant Programme Managers shall be responsible for budgeting for uniform.

5.4. DISPUTE RESOLUTION MECHANISM

Any dispute arising out of the interpretation and application of this policy, will be dealt with in terms of the dispute resolution procedures applicable within the Public Service.

6. ROLES AND RESPONSIBILITIES

6.1. The Accounting Officer

The accounting officer is responsible for the effective and efficient implementation of this policy as part of internal control within the Department.

6.2. The Program Manager

The program manager shall be responsible for:

- 6.2.1. The provision of adequate uniform clothing
- 6.2.2. Ensuring that employees wear uniform at all times while performing their duties
- 6.2.3. Determining the schedule for wearing uniform

6.3. Responsibility of an employee

- 6.3.1. It is compulsory for employees to wear uniform all times in a manner prescribed by the policy
- 6.3.2. An employee shall ensure that the uniform is kept neat and clean
- 6.3.3. An employee shall be held liable for the replacement for wilful damage, loss or neglect of uniform clothing and equipment if that has been proven to be the case.
- 6.3.4. An employee shall not use uniform for personal gratification or to commit unlawful activities which might include but not limited to crime, bribery or fraud.
- 6.3.5. An employee shall follow the process flow to report theft and loses of the uniform.

7. MONITORING AND EVALUTION

All programmes affected shall be responsible for monitoring and evaluating the policy.

8. POLICY REVIEW

This policy shall be reviewed every three (3) years or as and when there is a need to factor in changes in legal framework as well as economic trends.

9. DEVIATION

Any deviation from this policy shall be subject to the approval of the Accounting Officer.

10. POLICY IMPLEMENTATION

The policy shall come into effect from the date of approval by the Accounting Officer.

11. APPROVED



M.C. MOROLO

HEAD: PUBLIC WORKS, ROADS AND TRANSPORT

DATE: 04/09/2025.

ANNEXURES

Specifications

The specifications / colours for uniform for the following categories of employees shall be as follows:

1. Messengers

Messengers shall be provided with the following set of uniform once per annum as reflected in Annexure A below:

ANNEXURE A

DISTRIBUTION OF SET PER ANNUM			
DESCRIPTION	MATERIAL	QUANTITY PER PERSON	COLOUR
Formal Skirt / Trouser	Cotton	4	Black, Navy and grey
Skirt/ trouser Jean	cotton	1	Blue
Golf T-shirt		1	Navy
Formal Shirt/Blouse	Cotton/ Polyester	4	Black, Blue, Cream White and caramel beige
Formal Jacket	Cotton/ Polyester	2	Black / Navy
Formal Jersey	Cotton/ Polyester	1	Black or Navy
Shoes	Leather	2	Black, and Brown

2. Cleaners

Cleaners shall be provided with the following set of uniform once per annum as reflected in ANNEXURE B below:

ANNEXURE B

DISTRIBUTION OF SET PER ANNUM			
DESCRIPTION	MATERIAL	QUANTITY PER PERSON	COLOUR
Formal Skirt / Trouser	Cotton/ Polyester	4	Black, Navy, Grey and Khakhi
Skirt / Trouser Casual	Jean	1	Blue
Formal Shirt/Blouse	Cotton/ Polyester	4	Black, Blue, Cream White and Caramel beige
Golf T-Shirt	Cotton	1	Navy
Jacket	Cotton/ Polyester	2	Black and Navy
Jersey	Cotton/ Polyester	1	Black or Navy

Shoes - (Formal Sandals and Formal shoes)	Leather	2	Black/ Navy
Apron	Cotton/ Polyester	2	Black and Navy

3. Transport Inspectors

The Transport Inspectors will be provided with the following sets of uniform per annum as reflected in Annexure C below:

ANNEXURE C

DISTRIBUTION OF SET PER ANNUM			
DESCRIPTION	MATERIAL	QUANTITY PER PERSON	COLOUR
Formal Skirt/ combat skirt	65%Polyster/35%Cotton	2	Bronze
Formal Trouser/ combat	35%Cotton/65%polyster	5	Bronze
Formal Shirt/ combat	Cotton	5	Brown
Wind breaker	Cotton	1	Brown
Jersey Embroided Star /Pull over	100% High Bulk Acrylic	2	Biscuit
Traffic reflector jacket	Synthetic	2	Yellow & Blue
Ceremonial Jacket male /female	55% cotton /45% wool	1	Traffic Bronze
Tie / bow tie	100% Polyster	1	Royal Blue
Boots -	Leather 1150 Denier nylon mesh upper	2	Brown
Parabellum shoes male/female	Genuine Leather uppers	2	Brown
Caps/Beani/ Kotoyi	Cotton	2	Brown
Formal caps	Cotton	2	Brown
Jump suit	100% Cotton	2	Khakhi with Blue Around the Shoulders and Yellow Colour Around the Zip
Belt	Brown	1	Bronze
Rain suit	K-tech Oxford	1	Bronze
Bullet proof Vest (once off)	Brown	1	Ballistic category Level 3
Socks (Heavy duty)	Mohair blend/ wool blend	5	Biscuit
ID Chest Badge Shield	100% Polyster	2	Neon blue with gold writings
Shoulder Flashes	Wool	2	Neon blue with gold flashes
Holster	Leather	1	Brown
Epauettes	Polyster	2	Royal Blue