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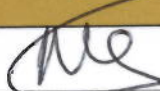
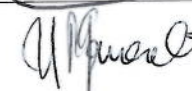
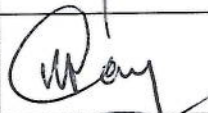


OFFICE OF THE PREMIER

PROTECTIVE CLOTHING POLICY

FIRST EDITION

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PROTECTIVE CLOTHING POLICY**

	Person	Signature	Date
Director- General	Mr. N.S. Nchabeleng		24/5/2017
Deputy Director-General : Administration Support	Ms. N.I Manamela		18/05/17
Chief Director: Corporate Services	Mr. A.E Managa		17/05/17
Acting Director: Records & Facilities Management Services	Mr P.D Legora		15/05/2017
Deputy Director: Facilities & Auxiliary Services	Ms V.G Baloyi		15/05/2017

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ACRONYMS AND ABBREVIATIONS

- AO = Accounting Officer
- IT = Information Technology
- OtP = Office of the Premier
- OHS = Occupational Health & Safety

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DEFINITIONS

“Accounting Officer” means The Head of Department.

“Department” means The Office of the Premier.

“Employee” means a person appointed to a post according to Public Service Act, as well as an individual contracted to the department.

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

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

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1. INTRODUCTION

The Office of the Premier shall provide protective clothing to employees who are expected to wear it when performing official duties. Occupational Health & Safety Act of 1993 (Act No. 85 of 1993) requires the employer to provide and maintain as far as reasonable and a work environment that is safe and without risk to the health of employees.

2. BACKGROUND

- 2.1. The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Regulations promulgated in terms of the Act regulates amongst others; protective clothing.
- 2.2. Identified employees of different occupational classes shall be provided with protective clothing under the following:
 - (i) to comply with the explicit provisions of the Occupational Health and Safety Act and its regulations;
 - (ii) to protect the employees from injury or infection; and
 - (iii) to protect the employee's private clothing from excessive pollution or damage.

3. PURPOSE AND OBJECTIVES OF THE POLICY

The objectives of this policy are:

- 3.1. To provide a framework for provision of protective clothing;
- 3.2. To ensure the necessary protection to enable employees to perform their duties under any conditions;
- 3.3. To set the criteria for acquisition of protective clothing; and
- 3.4. To provide a fair and equitable method of acquisition of the required protective clothing and neatness of the identified employees.

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4. AUTHORITY OF THE POLICY

This policy is issued under the authority of the Premier as the Executing Authority and the Director General as the Accounting Officer of the Office of the Premier.

5. SCOPE OF APPLICATION

This policy shall be applicable to all identified employees who are required to wear protective clothing in terms of Occupational Health and Safety Act and its regulations.

6. LEGISLATIVE / REGULATORY FRAMEWORK

- 6.1 Constitution of the Republic of South Africa, 1996, (Act No. 108 of 1996);
- 6.2 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
- 6.3 Public Service Co-ordination Bargaining Council Resolution 3 of 1999;
- 6.4 Public Service Act, 1994 (Act No. 103 of 1994);
- 6.5 Public Service Regulations of 2000 as amended;
- 6.6 Labour Relations Act, 1998 (Act No. of 1998);
- 6.7 Public Finance Management Act, 1999 (Act No. 1 of 1999); and
- 6.8 Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

7. POLICY PRONOUNCEMENTS

7.1. CRITERIA FOR THE PROVISION OF PROTECTIVE CLOTHING

An employee shall be provided with the protective clothing under the following:

- 7.1.1 When it is necessary and in the best interest of the Office;
- 7.1.2 When the nature of the job requires uniform or protective clothing;
- 7.1.3 For the purpose of which it is intended for and not any other purpose; and
- 7.1.4 If it has been budgeted for and it shall be financially accounted for.

7.2 OCCUPATIONAL CLASSES RECOMMENDED FOR PROTECTIVE CLOTHING

7.2.1 EMPLOYEES IN RECORDS MANAGEMENT		
Description of protective clothing	Quantity	Replacement period
Two-piece conti work suits / Unisex Dust coats	1	24 months
7.2.2 EMPLOYEES IN FACILITIES MANAGEMENT		
Two-piece conti work suits / Unisex Dust coats / Ladies overalls	1	24 months
Shoes (same as female cleaners)	1	24 months
7.2.3 CLEANER AND SUPERVISOR (FEMALES)		
Description of protective clothing	Quantity	Replacement period
Ladies Ducheess Overall (Short or long sleeves)	2	12 months
Shoes (Closed flat green cross or clinic)	2 Pairs	12 months
7.2.4 CLEANER (MALES)		
Description of protective clothing	Quantity	Replacement period
Two-piece conti work suits / men's coveralls	2	12 months
Men's safety shoes (covering all the basics)	2 Pairs	12 months
7.2.5 DRIVER / MESSENGER (FEMALES)		
Description of protective clothing	Quantity	Replacement period
Ladies Chinos shirts / blouse (short sleeve)	2	12 months
Ladies chinos /pencil skirts	2	12 months
Shoes (same as female cleaners)	2 Pairs	12 months

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7.2.6 DRIVER / MESSENGER (MALES)		
Men's chinos Trousers	2	12 months
Men's short sleeve chinos shirts	2	12 months
Men's safety shoes	2 Pairs	12 months
7.2.7 GROUNDS MAN / GENERAL WORKERS		
Two-piece conti work suits / men's coveralls / Dust coats (unisex)	2	12 months
Water boots	1	24 months
Safety boots / Safety Shoes (covering all the basics)	1	12 months
2-piece Rain Suite	1	24 months
7.2.8 MACHINE OPERATORS		
Two-piece conti work suits / men's coveralls / Dust coats (unisex)	2	12 months
Men's safety shoes	2 Pairs	12 months
7.2.9 ARTISANS		
Two-piece conti work suits / men's coveralls	2	12 months
Men's safety shoes (covering all the basics)	2 Pairs	12 months
7.2.10 ASSET EMPLOYEES (FEMALES)		
Two-piece conti work suits / unisex Dust coats	1	24 months
Shoes (same as female cleaners)	1 Pair	24 months
7.2.11 ASSET EMPLOYEES (MALES)		
Two-piece conti work suits / men's coveralls	1	24 months
Safety boots / safety shoes (covering all the basics)	1 Pair	24 months
7.2.12 SUPPLY CHAIN (DEMAND) MANAGEMENT EMPLOYEES		
Two-piece conti reflector work suits	1	24 months

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7.2.13 DISTRIBUTION (STORES) MANAGEMENT SERVICES EMPLOYEES		
Dust coats (unisex)	1	24 months
7.2.14 TRANSPORT MANAGEMENT EMPLOYEES		
Dust coats (unisex)	1	24 months

7.3. ROLES & RESPONSIBILITIES

7.3.1. The Accounting Officer shall:

- (i) Enforce compliance with this policy.
- (ii) Ensure that there is sufficient budget for the provision of protective clothing to identified employees & anticipated need; and
- (iii) Ensure that protective clothing provided to employees are in line with the National Treasury: Transversal Contract on the Supply and Delivery of Clothing, Recue Related Clothing, Uniforms and Underwear to the State.

7.3.2. The Director: Records & Facilities Management Services shall:

- (i) Provide operating budget for protective clothing on annual basis for identified employees;
- (ii) Monitor spending pattern on the budget item;
- (iii) Overseeing the management and compliance to the policy.

7.3.3. Supervisors

- (i) Enforce compliance to the policy by ensuring that all employees who have been provided with protective clothing wear them when performing their day-to-day tasks; and
- (ii) Report any non-compliance to Records & Facilities Management on monthly basis.

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7.3.4. Employees

- (i) Shall provide the Office with the sizes of the protective clothing.
- (ii) Shall at all times be obliged to wear the protective clothing as issued to them in terms of this policy when performing official duties at respective workplaces.
- (ii) Shall maintain a standard of neatness and appearance commensurate with their work; and
- (iv) Shall be responsible for the replacement; repairs of the uniform or protective clothing damage or destroyed as a result of his/her carelessness or negligence.

7.4. COMPLIANCE AND ENFORCEMENT

- 7.4.1 Violation of or non-compliance with this policy shall give a just cause for disciplinary steps to be taken against such an employee;
- 7.4.2 All uniforms and protective clothing issued in terms of this policy shall be worn by the identified categories of employees at all times; and
- 7.4.3. Employees who fail to wear their uniform will be withdrawn from receiving uniform for two (2) years.

8. 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 Office.

9. MONITORING AND EVALUATION

Records & Facilities Management Division shall be responsible for monitoring and evaluating the policy on a quarterly basis.

10. INCEPTION DATE

The inception date of this policy shall be thirty (30) days after the approval by the Accounting Officer.

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11. POLICY REVIEW

The policy shall be reviewed as and when there is a need and it shall be adapted appropriately to ensure that it meets the business and service delivery requirements of the Office of the Premier.

12. ENQUIRIES

All enquiries can be directed to the Office of the Director: Records and Facilities Management Services.



DIRECTOR GENERAL

24/5/2017
DATE