



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL POLICY ON UNIFORMS AND PROTECTIVE CLOTHING

Version 2

(Reviewed in March 2015)

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1. DEFINITIONS

"Executing Authority"	Refers to the Member of the Executive Council (MEC) responsible for the Department.
"HOD"	Head of Department
"Department (DR&PW)"	Department of Roads and Public Works
"Head of the Directorate"	Means the Senior Manager responsible for a Program
"Uniform"	Specific gear aimed at distinguishing a certain occupational class from the remainder of the work force. It also refers to the similar/ identical clothing worn by employees as prescribed by the employer/profession or agreed upon, within their place of work and/ or during hours of work.
"Protective Clothing"	Clothing which is issued to employees whose duties are of such a nature that protective gear is required by the Occupational Health and Safety Act, 1993.
"Supervisor"	Means Head of component/office/regional office
"Dress Code"	Refers to a set of standards that employers develop to help provide their employees with guidance about what is appropriate to wear to work. Dress codes range from formal to business casual to casual.
"Manager"	Senior Manager, Deputy Manager and Assistant Manager.

2. INTRODUCTION

The purpose of this policy is to standardise issuing of uniform and protective gear by the Department of Roads and Public Works and provide guidelines to those units; whose employees are required in terms of the law to wear uniform or protective clothing whilst performing their official duties.

The appearance of employees reflects the image of our Department and has a significant impact on the way we are viewed by the members of the community, our

customers, suppliers, our employees and authorities. The Department aims to provide its employees with comfortable and professional uniforms that project a good image and comply with Occupational Health and Safety guidelines.

3. BACKGROUND

Employees should always be dressed neatly and appropriately for the type of work they perform. Current uniforms must always be worn when on duty and should be kept well maintained. All aspects of the uniform must be worn. Under no circumstances, is a superseded uniform to be worn.

Every employee that is required by law to wear uniform or protective clothing must adhere to the Uniform Policy and Procedure. Managers are responsible for ensuring that these guidelines are met. The standards apply to all qualifying employees (full-time and part-time).

Uniforms will be supplied to relevant staff and full responsibility for the maintenance and cleanliness thereof will remain with the employee, including exchange of damaged uniforms.

4. REGULATORY FRAMEWORK

- A. The Constitution of the Republic of South Africa (Act No. 108 of 1996), section 215 and 217,
 - B. The Public Finance Management Act no.1 of 1999 (as amended by Act no 29 of 1999):
 - o Section 38 dealing with general responsibilities of accounting officers and specifically subsection 38 (1)(a)(i), 38(1)(b),38(1)(d),38(1)(h) and
 - o Section 45 dealing with the responsibilities of other officials.
 - C. PSCBC Resolution No. 3 of 1999
 - D. The Occupational Health and Safety, Act No. Act 85 of 1993
 - E. Basic Conditions of Employment Act 75 of 1997
 - F. Labour Relations Act 66 of 1995
 - G. Public Service Regulation, 2001
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5. OBJECTIVE

This policy is formulated to provide guidance on matters pertaining to:-

- 5.1** meet utility needs; i.e. some systems such as (infrastructure and road work) feel the need to provide specialized clothing to meet certain conditions of work;
- 5.2** limit legal and financial liability: when needed to protect the Department legally (consistent investigation of charges of injury in the workplace, non-discriminatory hiring and promotion);
- 5.3** establish consistent work standards, rules, and regulations (progressive discipline, safety rules);
- 5.4** provide consistent and fair treatment for employees.

6. PRINCIPLES, VALUES AND PHILOSOPHY

- There should be fair implementation of this policy throughout the Department.
- Enforcement of the Policy should be applicable to all relevant parties.
- The policy must be accessible to all employees.

7. SCOPE AND APPLICABILITY

This policy applies to all employees of the Department Roads and Public Works, who may occupy such critical positions to warrant the demand for uniform or protective clothing; EXCEPT for the following:-

- a. General Administrative Office Workers.
- b. Clerical personnel.
- c. Secretarial Staff.

The application of this policy should be in line with the requirements of Occupational Health and Safety Act and other relevant rules, regulations and legislation pertaining to uniform and protective clothing.

Communication officials are also eligible to be recipients of uniforms and protective clothing, based on the following:

- a. Outdoors and indoors exhibitions representing the Department in branded clothing.
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- b. Visiting sites to collect footage (video and photographic material) for the electronic library.
- c. Launches, site handovers and steering committee site visits.
- d. Political campaigns especially on Commemorative days.

One uniform, along with a set of protective boots shall annually be allocated to Communication officials.

8. PROCEDURES

The procedures that must be taken in ordering uniforms are:-

- The issue of uniform and protective clothing will have to be undertaken in accordance with the existing procurement procedures.
- In the provision of protective clothing and uniform, the Department will endeavour to get the best possible deal.
- If the stock does not fit correctly, procurement is to be immediately contacted to organise return and replacement.
- Budgetary provisions will be made by the respective Responsibility Manager for the issuing of uniform and protective clothing.
- Four (4) pairs of overalls and two (2) pairs of safety boots shall be provided to eligible employees annually.
- As far as safety boots are concerned, the specific foot requirements of different employees should be taken into account, and therefore different types and makes of shoes may be required for different employees.

ELIGIBILITY

- The criteria for eligibility of employees for the protective clothing and uniform should be formally established for different categories of workers, and
 - It is the responsibility of both the Responsibility Manager and employees to ensure that uniform and protective clothing is issued to eligible employees through communication and co-operation.
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PROTECTIVE CLOTHING

In keeping with the requirements of the collective agreements, the employer shall provide protective clothing and assist employees with the provisioning of cleaning material so as:

- a) to comply with the legislation or a collective agreement;
- b) to enforce the necessary control measures in the interest of health and safety;
- c) to prevent the transmission of an infection; or
- d) to protect the employee's private clothes or uniform from excessive dirt or wear.

UNIFORM AND SPECIAL CLOTHING

- In terms of the Public Service Coordinating Bargaining Council Resolution No.3 of 1999, the employer shall provide either the uniform or special clothing or an allowance that covers the reasonable actual cost of the uniform or clothing if an employee's work requires that he/she wear such a uniform or clothing.
- The HOD may approve reimbursement of the cost if:
 - an employee must hire formal clothing to attend an event either on duty or, at the explicit instruction of his/her Executing Authority or HOD; and
 - an employee does not receive an allowance for such clothing.

FREQUENCY OF ISSUE AND LIFESPAN

- Protective clothing should be issued when and if it is necessary and for the period not exceeding one year, depending on the suitability of the item.
- If an employee loses protective clothing, the lost clothing will be replaced immediately, but subject to an investigation."

DISCIPLINARY ACTION

- While on duty, an employee must comply with all prescripts of the Occupational Health and Safety Act and the Public Service Code of Good Conduct, failure to do so may result in a disciplinary action taken against the offending employee.
 - If an employee whose work requires that he or she should wear a uniform or protective clothing fails to do so, he/she can be charged with misconduct.
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- The supervisor must see to it that this code is adhered to by all personnel who must comply with the provisions of the Act and PSCBC Resolution No. 3 of 1999.

9. ROLES AND RESPONSIBILITIES

ACCOUNTING OFFICER / HEAD OF DEPARTMENT

The Accounting Officer of the Department of Roads and Public Works OR his delegated authority has a responsibility ensure that a provision in the conditions of service has been made for uniform and protective clothing; such that adequate quantities of uniform and protective clothing will be available to all qualifying employees and that sufficient budget exist within the Department to provide the required service.

HUMAN CAPITAL MANAGEMENT

- Ensure the letter and spirit of the policy is followed.
- Provide guidance and coaching to employees and managers on Uniform Policy and Procedure.
- Handle any dispute arising out of the interpretation and application of this policy and to be dealt with in terms of the dispute resolution procedures applicable within the Department.

SUPPLY CHAIN MANAGEMENT

- Ensure the letter and spirit of the policy is followed.
- Place all orders speedily, without delay.

MANAGERS / SUPERVISORS

Supervisors must ensure that:

- Order uniforms for staff on a reasonable as needs basis.
- Ensure staff comply with the letter and spirit of the policy.
- Authorise all applicable orders in a timely manner.
- Record is kept of all uniforms and protective clothing issued.
- Record is kept of all uniforms and protective clothing returned.

EMPLOYEES

The employees are required to:-

- Treat the uniform with care.

- Wear the uniform at all times during work hours.
- Ensure that the uniform is kept clean and presentable at all times. Shirts should always be neat and ironed.
- Ensure the uniform is replaced if it becomes faded, ripped or torn.

10. FINANCIAL RESOURCE IMPLICATION

It may be necessary for Programme and Responsibility Managers to take steps to re-define their estimates of expenditure in future financial years' in so far as protective clothing and uniforms are concerned. In this regard it may be necessary for the management to take the following factors into account:

- a. the number of workers under span of control;
- b. the scale of frequency of issue of the various items of protective clothing and uniforms; and
- c. where saving could be affected within other items of the budget and or where 'virement of funds' between or within Standard Items will be necessary.

The respective Directorates of the Department shall submit budgetary requests to be approved by the Accounting Officer, on the recommendation of the Chief Financial Officer, to ensure that all expenses relating to uniform and protective clothing are budgeted for through the medium term expenditure framework. The SABS (South African Bureau Standards) could be approached for assistance in costing and compiling specifications.

11. MONITORING AND EVALUATION

Head of Department

The Head of Department has an oversight on the planning, development and implementation of policies with DR&PW, some of which have been delegated to units such as HR, Policy and Internal control and are responsible for ensuring amongst others the following:-

- (i) Efficient and effective implementation of the policy
 - (ii) The accessibility of the policy to the intended beneficiaries
 - (iii) The possible abuse of the policy
 - (iv) Furnish the required monitoring reports, periodically.
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- (v) Develop necessary tools and processes to assess the outcome of the policy implications by all the stakeholders.

Penalties for Non-Compliance

- Any failure to comply with the Policy will be viewed as a serious disciplinary transgression and could lead to disciplinary action taken against the offending employee in terms of the Public Service Regulations and Code of Conduct.
- Any employee that contravenes the provisions of this policy shall be charged with misconduct and or fraud and will be held liable for any damages suffered by the state as a result of non-compliance.
- Any wrongdoing will be investigated and where after appropriate steps will be taken.

12. POLICY REVIEW

- This policy shall be effective from the date of approval and signature by the Head of Department or someone with the delegated authority.
 - This policy shall be assessed every two (2) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect substantial organisational etc. changes at the Department or any change required by law.
 - Deviations from this policy must be approved by the Accounting Officer.
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13. APPROVALS AND RECOMMENDATIONS

This policy is approved / ~~not approved~~

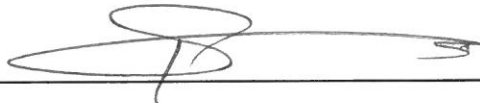
Comments:

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ACCOUNTING OFFICER

16/04/2015

DATE