



HUMAN RESOURCE POLICY PROTECTIVE CLOTHING AND UNIFORMS

Policy No: NLMHREP008	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This policy applies to all Ngwathe employees.

2. PREAMBLE

DEFINITIONS

OCCUPATIONAL HEALTH AND SAFETY ACT

(See Provision of Act no. 85 of 1993 Occupational Health and Safety)

EMPLOYER

Local Municipality (Ngwathe Local Municipality)

OCCUPATIONAL HEALTH & SAFETY WORKPLACE COMMITTEE

Committee established within the context of the provision of the Act.

COMPOSITION

Employer and employee representatives equal status and numbers.

PROTECTIVE CLOTHING

Outfit and equipment specifically designed and manufactured to protect and to ensure safety and health of employees and the public.

ESSENTIAL SERVICES: CLASSIFIED UNDER OCCUPATIONAL HEALTH AND SAFETY ACT, ACT. NO. 85 OF 1993

Refuse and night soil removals, purification and sewerage plants services, fire and rescue services and electrical installation and maintenance services and other services that can be classified under essential services.

3. POLICY

The objective of this policy is to:

- (a) Ensure that the municipality complies with the stipulations of the provision of the Occupational Health and Safety and Act.
- (b) Attempt to pre-empt pro-actively any eventuality that can lead to human and property loss by providing and maintaining as far as is reasonable, a practical working environment that is safe and without risk to the health of its employees.
- (c) And, to protect the health and safety of employees and the general public.
- (d) Lastly, prepare a written policy concerning the protection of its employees as well as the health and safety at workplace, including a description of its organisation and the arrangements for carrying out and reviewing that policy.

A signed copy of the Policy must be displayed where employees report for duty.

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	
Council	
Line Municipality	
Human Resources	
Labour Representatives	

5. PROCEDURE

CLASSIFICATION OF RISKY AND DISASTROUS WORK IN TERMS OF ESSENTIAL SERVICES CATEGORISATION AND PRIORITISATION

- Refuse and night soil removal: These services are classified as highly risky and disastrous.
- Purification and Water Treatment and Sewerage maintenance: are classified as number two in the list of risky conditions of employment.
- Fire and Rescue Services: is classified under number three of the list.
- Electricity Installation and Maintenance service: is classified as number five in the priority list.

PROTECTIVE CLOTHING AND EQUIPMENT

- **Night Soil Removal:** Under no circumstance shall an employee report and resume work without proper inspection on the following:
 - Protective gloves
 - Rubber boots
 - Overall and aprons, nostrils protector and
 - Protective helmet

Contravention should be reported to the Occupational Health practitioner appointed by Council in terms of Act no. 56 of 1974.

- **Health and Safety:** An employee shall be examined to detect any intake of alcohol or toxic substance before resuming work.

The equipment and chemical substances used shall be checked and inspected at a service departure point.

All the equipment and protective clothing shall be replaced periodically according to its life span/stipulated period. Above all, employees shall be subjected to general medical check-up and the guarantee from the supplier every six months in compliance with the act.

REFUSE REMOVAL

Under no circumstances shall an employee report and resume work without proper inspection on the following:

- Protective gloves
- Boots

- Overall, aprons, nostrils protector and
- Safety helmet

Contravention should be reported to the Occupational Health practitioner appointed by Council in terms of Act no. 456 of 1974.

- Health and Safety: same as above.

PURIFICATION AND WATER TREATMENT AND SEWERAGE POINTS MAINTENANCE

Same as above.

FIRE AND RESCUE SERVICES

- Protective Clothing: Specified and specialised equipment and clothing as prescribed by the nature of services rendered by Ngwathe Municipality shall determine the protective clothing and equipment to be used in each specific circumstance and occurrence of the accident.

Equipment and protective clothing shall be replaced according to needs and guarantee from the supplier and life span.

ELECTRICITY INSTALLATION AND MAINTENANCE

This service is rendered by fully qualified technicians under supervision of a highly qualified management structure and in most cases training forms part of preventative intervention strategies.

The protective clothing forms part of the standard safety rules applicable in handling equipment and live cables.

The human socio economic and technological advancement forms the basis of the training needs and a sound professional disciplined multi-skilled workforce unit.

This category shall be treated the same as professional nurses.

GENERAL

- All employees shall, while on duty wear the prescribed uniform.
- Overall and equipment shall reflect the logo of the municipality.
- Applicable belts, epaulettes and flashers.
- During rainy days every employee shall wear rain suits.
- Sportswear is not acceptable as official uniform.
- Under no circumstances may a fire rescue or accident be handled without the appropriate protective combat dress, or the existing safety requirements.
- Uniform must be clean and neat and only the official uniform must be worn.
- Daily roll call or routine and equipment/vehicle check-up and inspection must be conducted before shift handover.
- Worker/employer shall be represented in all the relevant workplace committees.

APPLICATION AND IMPLEMENTATION

Occupational Health and Safety Committee.

Composition: Employee/employer shall have equal representation and Unions shall be represented on a proportional basis.

Terms of Reference: See or refer to Occupational Health and Safety Act no. 85 of 1993.

Training and Budget: It is the responsibility of the employer to commit a certain portion of its coffers to establish a budget to execute the work of the committee and the training above all to purchase protective clothing for all affected employees.

Priority lists: The protective clothing shall be purchased in the order of priorities due to financial constraints.

Priority no. 1 items:

Protective gloves, protective rubber boots, safety boots, helmets, head gear, overalls and rain suits.

Priority no. 2 items

Nostril protectors, aprons and dust/ash glasses.

Priority no. 3 items

Fire rescue combat wear, fire resistant boots, fire rescue normal uniform etc.

Purchasing: All line functioning supervisors and immediate Departmental Heads shall determine the need and compile a list of items to the Director Finance.

Compliance: The list and requisition order must comply with the above Priority Compliance List. Any requisition not conforming to these stipulations shall be referred to the relevant committee for consideration.

Implementation:

The list and requisition order must be accompanied by three quotations before any purchase order can be authorised.

Only replaceable worn-out items i.e. hand gloves, nostrils protectors etc. can be purchased without a waiting period linked to its life span.

Damaged items can only be replaced or exchanged for a new one upon a submission of a detailed report.

Once amendments and changes have been effected by signatories of this document, it shall be submitted to Council for endorsement.

6. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services