



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

UNIFORM AND PROTECTIVE CLOTHING POLICY

TABLE OF CONTENTS

	Page
1. Objective	3
2. Statutory requirements	3
3. Terms of reference	3
4. Duties and responsibilities	3
5. Commencement	4
Uniform and protective clothing schedule: Support personnel	
Cleaner / Tea maker	5
Driver / Messenger / Cleaner, Senior Worker, Worker	5
Request for uniform and protective clothing: Support personnel	
Cleaner / Tea maker	6
Driver / Messenger / Cleaner, Senior Worker, Worker	7

1. Objective

The objective of the Uniform and Protective Clothing Policy is to ensure uniformity and standardization of uniform and protective clothing in respect of support personnel of the Cape Winelands District Municipality, and to ensure the necessary protection to enable employees to perform their duties under any conditions. The policy further intends to provide a fair and equitable method of acquisition of required uniform and protective clothing, and neatness of support personnel.

2. Statutory Requirements

The Occupational Health and Safety Act, 1993 (No. 85 of 1993) and the Regulations promulgated in terms of the Act regulates protective clothing and equipment.

3. Terms of Reference

Support personnel of the Cape Winelands District Municipality will be obliged to wear the uniform and protective clothing as issued to them in terms of Annexure "A" of this policy when performing official duties at respective workplaces of the District Municipality. The District Municipality will supply uniform and protective clothing to identified support personnel based on the job classification and anticipated need.

4. Duties and Responsibilities

4.1 Support Personnel

4.1.1 Support personnel who neglect to wear the uniform and protective clothing as issued to them when performing official duties or wear the uniform and protective clothing when not on official duty, will be dealt with in terms of the collectively agreed disciplinary code.

4.1.2 Support personnel are responsible for maintaining and cleaning of the uniform and protective clothing issued in terms of this policy as well as the costs of such maintenance and cleaning. All uniforms and protective clothing issued in terms of this policy shall remain the property of the Cape Winelands District Municipality.

4.1.3 All uniforms and protective clothing issued in terms of this policy shall remain the property of the Cape Winelands District Municipality.

4.2 Management

4.2.1 The Director: Administrative Support Services, applicable managers reporting to him/her, as well as the designated supervisors and co-ordinators of the support personnel shall be

responsible for the implementation and enforcement of this policy.

4.2.2 The Director: Administrative Support Services will make provision in the appropriate operating budget for uniform and protective clothing of support personnel.

4.2.3 Procurement of the uniform and protective clothing, in accordance of the Procurement Policy of the Cape Winelands District Municipality, is the responsibility of the Director: Administrative Support Services.

4.2.4 The discretion to deviate from the replacement period as stipulated in Annexure "A" as a result of abnormal circumstances will be vested with the Director: Administrative Support Services or an official designated by him/her.

5. Commencement

This policy comes into operation on a date determined by the Municipal Manager.

UNIFORM AND PROTECTIVE CLOTHING SCHEDULE: SUPPORT PERSONNEL

Cleaner / Tea maker		
Description of Uniform	Quantity issued	Replacement period
Shirts/Blouses (short or long sleeves)	4	12 months
Long Pants/Skirts	3	12 months
Socks	4 pair	12 months
Shoes Sandals (ladies only)	2 pairs of shoes or sandals for 1st issue	1 pair shoes or sandals every 12 months
Jersey/Pull over	1 of each for 1st issue	1 jersey or pull over every 12 months
Windbreaker	1	12 months

Driver / Messenger / Cleaner, Senior Worker, Worker		
Shirts/Blouses (short or long sleeves) Golf shirts	4	12 months
Long pants/Skirts	3	12 months
Overalls (2-piece)	2	12 months
Socks	4 pair	12 months
Jersey/Pull over	1 of each for 1st issue	1 jersey or pull over every 12 months
Windbreaker	1	12 months
Rain suit (2-piece)	1	12 months
Shoes/Safety shoes	1 pair of each for 1st issue	1 pair shoes or safety boots every 12 months
Gumboots	1 pair	As required
Tie	1	According to operational requirements
Belt		As required

General

Colour of all uniform items will be navy blue

For shirts/blouses employees will have a choice between blue and white.

CAPE WINELANDS DISTRICT MUNICIPALITY

REQUEST FOR UNIFORM / PROTECTIVE CLOTHING: SUPPORT PERSONNEL

NAME: (Print Name)

CLEANER / TEA MAKER

A Description of Uniforms	B Quantity issued	C Replacement period	D Quantity required	E Size	F Short Sleeve	G Long Sleeve	H Colour		I Quantity approved
							Blue	White	
Shirt (short or long sleeves)	4	12 months							
Blouses (short or long sleeves)									
Long pants									
Skirts	3	12 months							
Socks	4 pairs	12 months							
Shoes	2 pairs of shoes or sandals for 1st issue	1 pair shoes or sandals every 12 months							
Sandals (ladies only)									
Jersey	1 of each for 1st issue	1 jersey or pull over every 12 months							
Pull over									
Windbreaker	1	12 months							

General

Colour of all uniform items will be navy blue
 For shirts / blouses employees will have a choice between blue and white

SIGNATURE: INCUMBENT20.....

Approval for issuing of uniforms / protective clothing subjected to column (I) above

Remarks:

DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES20.....

CAPE WINELANDS DISTRICT MUNICIPALITY									
REQUEST FOR UNIFORM /PROTECTIVE CLOTHING: SUPPORT PERSONNEL									
NAME:									
DRIVER / MESSENGER / CLEANER, SENIOR WORKER, WORKER									
A	B	C	D	E	F	G	H	I	
Description of Uniforms	Quantity issued	Replacement period	Quantity required	Size	Short Sleeve	Long Sleeve	Clour		
							Blue	White	
Shirt (short or long sleeves)	4	12 months							
Blouses (short or long sleeves)									
Long pants									
Skirts	3	12 months							
Overalls (2-piece)	2								
Socks	4 pairs	12 months							
Shoes									
Safety shoes (men only)	1 pair of each for 1st issue	1 pair shoes or safety boots every 12 months							
Gumboots	1 pair	As required							
Jersey									
Pull over	1 of each for 1st issue	1 jersey or pull over every 12 months							
Windbreaker	1	12 months							
Rain suit (2-piece)	1	As required							
Tie	1	According to operational requirements							
Belt	1	As required							
General									

Colour of all uniform items will be navy blue
 For shirts / blouses employees will have a choice between blue and white

SIGNATURE: INCUMBENT20.....

Approval for issuing of uniforms / protective clothing subjected to column (I) above

Remarks:

DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES20.....