

KWAZULU-NATAL DEPARTMENT OF EDUCATION AND CULTURE POLICY IN RESPECT OF PROTECTIVE CLOTHING AND UNIFORMS

1. INTRODUCTION

The Public Service Co-ordinating Bargaining Council (PSCBC) Resolution No.3 of 1999 prescribes that it is the employers' responsibility to provide protective clothing and uniforms to employees if their work requires that.

The employer is further required to bring about and maintain, as far as reasonably practicable, a work environment that is safe and without risk to the health of the employees.

2. PURPOSE

The purpose of this policy is to provide the Department of Education and Culture with the criteria surrounding the provision of essential and suitable items of clothing and uniforms for use by officials and employees as protective measures towards a safe workplace.

3. AUTHORISATION

- PSCBC Resolution 3 of 1999.
- Occupational Health and Safety Act 85, of 1993
- General Safety Regulations of February 2000.

4. SCOPE OF APPLICATION

This policy applies to employees or officials employed in terms of the Public Service Act 103 of 1994.

5. POLICY MEASURES AND PROVISIONS

5.1 Eligibility

- Eligibility of employees for the protective clothing and uniform is outlined in the attached Annexure A.
- 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.

5.2 Uniforms and Special clothing

5.2.1 In terms of the Public Service Co-ordinating 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.

- 5.2.2 The head of department may approve reimbursement of the cost if:
- (a) an employee must hire formal clothing to attend an event either on duty or, at the explicit instruction of his or her executing authority or head of department and,
 - (b) an employee does not receive an allowance for such clothing.

5.3 Protective Clothing

5.3.1 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.

5.4 Frequency of issue and lifespan

- 5.4.1 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 as proposed in Annexure A.
- 5.4.2 If an employee loses protective clothing he/she should wait until the next date of issue to be issued with another one.
- 5.4.3 To ensure the comfort of the employees/officials, the Department will procure all items in consultation with the employees concerned.

6. PROCEDURES FOR ISSUING PROTECTIVE CLOTHING AND UNIFORMS

- 6.1 The issue of uniform and protective clothing will have to be undertaken in accordance with the existing Procurement procedures.
- 6.2 Budgetary provisions will be made by the respective Responsibility Manager for the issuing of uniform and protective clothing.
- 6.3 In the provision of protective clothing and uniform will endeavour to get the best possible deal.

7. FINANCIAL IMPLICATIONS

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

- (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.

8. 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 Department.

9. DEFINITION OF TERMS

9.1 PROTECTIVE CLOTHING

Protective clothing is a type of clothing worn by employees, as prescribed by the employer in compliance with the Occupational Health and Safety Act, in order to keep safe from any harmful conditions that they may be working under.

9.2 UNIFORM

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.