

INCLEMENT WEATHER POLICY TABLE OF CONTENTS

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1. PURPOSE OF THE POLICY

- a To establish and maintain a safe and healthy work environment for Municipal employees on rainy days.**
- b To provide directives for the management of the work environment on rainy days.**

2. APPLICATION OF THE POLICY

- a This policy will apply to all “off-site” employees and may apply to some employees of the Municipality.**
- b This policy shall become operative with effect from the date of approval by the Municipality.**

3. DEFINITIONS

In this policy, unless the context indicates otherwise:

- a. “Department” means a Department, Division, Section or any operational Unit of the Municipality;**
- b. “Head of Department” means the employee appointed by the Council to be in charge of a department and includes an employee occupying such position in an acting capacity.**
- c. “Off-Site-employee” means any employee who is expected to work or perform work in an open space where there is no shelter or structure protecting such employee from exposure to inclement weather conditions.**
- d. “Supervisor” means the immediate supervisor of an “off-site” employee.**
- e. “Rainy, Storms/Snowy Day “means a day on which as a direct consequence of evaporation, condensed moisture of the atmosphere fall visibly in separate drops on the earth in a form of whether water or snow drops.**




4. REGULATIONS

- a. Every “off-site” employee shall be required to wear his or her protective clothing on a rainy/snowy day.**
- b. The Municipality must ensure that an ‘off-site” employee has been supplied with the statutory and necessary items of protective clothing aimed at protecting him or her from all workplace related hazards including hazards resulting from inclement weather.**
- c. Depending on the level/rate of concentration of the rainfall/snowfall, a supervisor may require an “off-site” employee wearing the required protective clothing to continue with his/her “off-site” duties.**
- d. The supervisor will be responsible for evaluating the rainfall/snowfall level, extent, concentration and the effect it has on safety, health and the qualitative production of the ‘off-site” employee.**
- e. Should the supervisor be of the view that the level/rate of the rainfall affects or will affect the safety, health, effectiveness and qualitative production of the “off-site” employee, he/she must instruct that “off-site” employee to cease work and move to a suitable place identified by the supervisor where there is shelter.**

- f Should the supervisor upon his/her assessment of the weather conditions, be of the view that there is a slim or no prospect of a stoppage in rainfall, he/she must instruct the “off-site” employee to cease work and return the municipal depot from which such employee operates,
- g The “off-site” employee may be required to perform other duties at the depot pending cessation of the rainfall and provided such other duties does not expose the employee is question to the hazards of inclement weather.
- h Where no other duties may be assigned to the “off-site” employee who has returned to the depot, the supervisor must, with the prior approval of the Head of Department, permit the “off-site” employee to cease work for the remaining period of the relevant work day.
- i The “off-site” employee who has been released from duty in terms of clause (h), above, shall be deemed to have worked his/her normal working hours for the day and will not forfeit any wages due to his/her early release from work.
- j. Should it be impossible for any employee to come to work because heavy rains/snow, such employee may report such to his/her supervisor/Manager/Head of Department within the first two hours of the normal starting time of work, for prior consent and/or approval. For one day, after such occurrence, an employee may not be required to sign leave, but from the second day, the employee concerned shall be required to apply for leave, which shall be subjected to consideration and/or approval by his/her respective superior/s.

5. WAIVING OF THE POLICY AND IMPLEMENTATION PROVISIONS

- a The Municipal Manager may waive compliance with this policy wholly or partly in the interests of the Municipality and its Employees.
- b The respective Head of Department or his designee may, with the approval of the Municipal Manager, sanction any deviation from the contents of the policy.
- c The respective Head of Department or his designee may, with the approval of the Municipal Manager, extend the application of the policy to other types of severe weather conditions which present hazards to the health and safety of the employees of the Municipality.

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 MR. L. MATIWANE MUNICIPAL MANAGER	 CLLR M. STUURMAN ACTING HON. MAYOR	 CLLR N. NGWANYA HON. SPEAKER