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DANGER ALLOWANCE POLICY (COVID 19)

Signatories

The signatories hereof, confirm acceptance of the contents, recommendation, and adoption hereof.

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Owner title, name and contact details	Senior Manager: Corporate services Email - MatshivhaMM@thulamela.gov.za Telephone -			
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1. DEFINITIONS AND ACRONYMS

1.1 Statutory and Regulatory

This Procedure applies to the following meanings and interpretations:

#	TERM	DESCRIPTION
1.1	Employee	Means any person, excluding an independent contractor, who works for the Thulamela Local Municipality and who receives, or is entitled to receive any remuneration
1.2	Council or Municipality	Means the Thulamela Local Municipality;
1.3	Danger Allowance	means risk allowance amount paid to a qualifying employee;
1.4	Day	Means a working day;
1.5	High Risk Designation	Means a designation whose duties exposes incumbents to high level of prospects to encounter physical, environmental, or operational dangers amongst others.
1.6	Medium Risk Designation	Means a designation whose duties exposes incumbents to medium risk of exposure
1.7	Low Risk Designation	Means a designation whose duties exposes incumbents to low risk of exposure
1.8	High Risk Functions	Means a field-based role or job that has exposure to physical, environment and operational dangers.
1.9	Month	Means working month.
1.10	Temporary Danger	risk is not repetitive over a year.

1.2 ACRONYMS

#	TERM	DESCRIPTION
2.1	SALGBC	South African Local Government Bargaining Council

2. PREAMBLE

- 2.1 Whilst the municipality acknowledges that each job inherently has its own dangers and risk that the incumbent may be exposed to.
- 2.2 The municipality acknowledges its duty to at all material times provide a work environment that is safe and take reasonable steps to mitigate risk that may give rise to an unsafe work environment.
- 2.3 Despite all measures taken to safeguard employees within their various workspaces some work functions have an omnipresent high level of safety risk.
- 2.4 Taking into account the varied levels of hazards and safety threats that incumbents of certain positions are exposed to some recognition of such an above average risk exposure becomes necessary.

3. PURPOSE

- 3.1 To ensure that the rights of the employees are respected with regards to their safety and security on duty.

4. OBJECTIVES

- 4.1 To establish terms and conditions regulating payment of danger allowance.
- 4.2 To identify positions and/or category of jobs that qualifies for the payment of danger allowance.
- 4.3 To determine applicable rates for the payment of danger allowance.
- 4.4 To ensure that the municipality has the capacity to respond to situations, events and urgent issues outside of normal hours and that the municipality has appropriate staff to provide standby work when required.

5. SCOPE

- 5.1 This policy shall apply to employees qualifying to receive a danger allowance.
- 5.2 To all employees who are temporarily exposed to danger.
- 5.3 The following categories and designation are considered high risk functions and high-risk designation and eligible for payment of danger allowance:

DEPARTMENT	DIVISION	SUB-FUNCTION	QUALIFYING DESIGNATIONS
Office of the Mayor	Mayor's Office	Support Services	Chauffeur of the Mayor Secretary PA
Office of the Chief Whip	Chief Whip	Support Services	Secretary
Office of the	Speaker's Office	Support Services	Secretary
Community services	Municipal Health Services	Environmental Health Services	Waste Removal Employees Secretary Grass cutters Graders
	Enforcements	Law Enforcement	Traffic Officers
Planning services			Secretary
Technical Services	Electrical	Electrical, Projects & Mechanical Maintenance Services	Electrical artisan's Mechanical artisans Secretary Plumbers Walders Painters
Municipal Manager Office	Risk Unit	Operations	Security Officers Secretary
Corporate Services	Records and Registry OHS Wellness Services Human Resource	Operations	Messenger/Driver OHS Officers wellness officers Secretary Pay roll officers
Budget Treasury	Supply Chain Income Expenditure	Operations	Managers Senior Accounting Clerks Accounting Clerks Cashiers Secretary

6. ELIGIBILITY

6.1 A qualifying employee as per clause 5 above will be entitled to receive a monthly danger allowance on condition:

6.1.1 The employee is not absent without leave (AWOL) during that month for any number of days.

6.1.2 The employee remains appointed to designation classified as qualifying designation.

- 6.2 Employees who are temporarily exposed to danger during a disaster period, shall be paid per number of days that they were exposed to danger.
- 6.3 For a designation to qualify to be classified to be high risk the following criterion must be met:
- 6.3.1 The designation must be within a department / division / sub-division designated / classified as high-risk function.
 - 6.3.2 It must be informed and supported by a comprehensive danger risks exposures assessment report compiled by the line manager in consultation with the Head of Department.
 - 6.3.3 The risk assessment report must identify specific or level of danger risks exposures associated / inherent in the position / designation including available mitigatory options.
 - 6.3.4 A determination must be made by the recommending and approving authority that the specific or level of danger risks exposures associated / inherent in the position / designation have not been adequately mitigated or cannot be proactively eliminated with the use of reasonable proactive measure / equipment.
 - 6.3.5 That the factors giving rise to a danger risks exposure are consistent and not of an ad-hoc nature and may occur unexpected.
 - 6.3.6 A determination by a legislative authority and / or an industry standard application.

7. ALLOWANCE

- 7.1 Danger allowance shall be a monthly benefit to all employees identified under section 3(c) and it shall be a temporarily daily benefit to employees identified under section 3(b).
- 7.2 The monthly tax inclusive benefit shall be R 1000.00 per month per qualifying employee and shall be adjusted annually at a percentage increase determined for Bargaining Council (SALGBC).
- 7.3 The allowance will be along with normal salary and subject to applicable taxation and disclosures.

8. CALCULATION OF DAILY ALLOWANCE

Annual Danger Allowance = Daily Rate Danger Allowance

365

Daily Rate Danger Allowance X Number of days worked = Monthly Allowance

9. DUTIES OF THE EMPLOYER TO PREVENT DANGER AT THE WORKPLACE

- 9.1 The Employer shall compensate an employee who risks his/her life in the course of carrying out specified duties or participating in the training towards the betterment of his/her on job skills.
- 9.2 The Employer shall not pay a Danger Allowance to an Employee who does not participate in the line activities of his/her department and who is not mentioned in 9.1 above.
- 9.3 The Employer shall pay the Standard Danger Allowance to an Employee who undertakes or trains for one or more of the duties listed above, and in the course of her or his work or training, experiences a genuine risk to her or his life.
- 9.4 Employer shall make a copy of this Policy available to every Employee.
- 9.5 Employer must provide and maintain a working environment that is safe and without risk, to the health of the employees.

10. DUTIES OF THE EMPLOYEE TO PREVENT DANGER AT THE WORKPLACE

- 10.1 Take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at the workplace.
- 10.2 Give his/her full co-operation and support to this policy.
- 10.3 Carry out any lawful order given to him/her and shall obey the rules and procedures laid down by the employer in the interest of health or safety.
- 10.4 Inform line management or the health & safety representative for his workplace of any situation, which is unsafe or unhealthy, that he is aware of.
- 10.5 Report any incident which may affect his/her health, or which has injured him/her, to line management or his/her health & safety representative. Such reporting must occur during the same shift as the incident.

11. BUDGET AND RESOURCES

- 11.1 The financial and resource implications related to the implementation of this policy should be provided for in the appropriate municipal budget vote.

12. NON-COMPLIANCE

12.1 Non-compliance of any of the stipulations contained in the Policy will be viewed as an act of misconduct and will be dealt with in terms of Municipal disciplinary code.

13. DISPUTE RESOLUTION

13.1 Any disputes arising from this Policy due to ambiguous wording or phrase must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour forum must then be incorporated into the policy upon council approval.

14. LEGISLATIVE AND REGULATORY FRAMEWORK

14.1 The Constitution of the Republic of South Africa, Act No. 108 of 1996;

14.2 Basic Conditions of Employment Act and Regulations No. 75 of 1997, as amended;

14.3 Occupational Health and Safety Act;

14.4 Labour Relations Act and Regulations Act No. 66 of 1995, as amended;

14.5 Local Government Municipal Systems Act and Regulations Act No. 32 of 2000 as amended;

14.6 SALGBC Main Collective Agreement (as amended);

14.7 SALGBC Collective Agreement on Conditions of Service

15. STAKEHOLDER ENGAGEMENT (if applicable)

15.1 All the relevant stakeholders internal and external will be consulted through the development and implementation of this policy.

16. IMPLEMENTATION: ROLES AND RESPONSIBILITIES

16.1 The Director: Corporate services/ Senior Manager: HR shall be responsible for implementation of this policy and generate reports on a quarterly basis on conditions of service including danger allowance.

16.2 The Human Resource Management and Payroll Division shall be responsible for overall implementation of the policy.

16.3 The Human Resource Management Division shall be responsible for generating advisory reports / request for payments of the allowance, whilst the Payroll Division

shall be responsible for verifying compliance, make calculations and make payments as well as applicable deductions.

16.4 The qualifying employee's department shall generate monthly variation advisory reports to Human Resource Management regarding compliance or non-compliance qualifying criteria.

16.5 A qualifying employee has a responsibility to adhere to provisions of the policy.

17. MONITORING AND EVALUATION

17.1 On a continuous basis this policy will be accessed to determine its relevance and effectiveness and to access whether it has achieved the intended objectives.

18. CONCLUSION

18.1 In conclusion, the Danger Allowance (Covid 19) Policy outlines critical matters raised in the purpose and the objectives. The provisions in the policy contents highlights the need for municipality to adhere to the key issues narrated which will address challenges encountered and lead to effective and efficient implementation of the policy.

18.2 The Municipality commits to make resources available, monitor and evaluate the effectiveness of the policy, thus encouraging all relevant stakeholders to familiarise themselves with the policy and take necessary actions to fully participate and ensure compliance of the policy.

19. EFFECTIVE AND REVISED DATE

19.1 The policy shall come into effect on the date of approval by Council and shall be reviewed annually or as and when required.

20. ANNEXURES

20.1 Standard Operating Procedure

20.2 Business Process Map