

OCCUPATIONAL HEALTH & SAFETY POLICY

HUMAN RESOURCE MANAGEMENT

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DEFINITIONS

"OCCUPATIONAL HEALTH" includes occupational hygiene, occupational medicine and biological monitoring.

"ENVIRONMENT / work sites" surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

"HAZARD" means any source of / or exposure to danger.

"RISK" means the probability that injury or damage will occur.

"HOD" Means head of a department, and includes any employee acting in such post.

"MANAGER" Means a member of the senior management service who is tasked with championing the SHERQ management programme.

"EMPLOYEE" Means a person appointed in terms of section 9 the Public Service Act 1994 and the employment of Educators Act 76 of 1998.

"HEALTH AND SAFETY REPRESENTATIVE / OHS" means a representative of workers that each and every employer who has more than 20 employees in his employment at the workplace, shall designate in writing for a specific period health and safety representative for such workplace, or for different sections thereof.

"HEALTH AND SAFETY COMMITTEE" means the committee that initiates, develop, promote, maintain and review measures to ensure the health and safety of employees at work. The employer shall in respect of each workplace where two or more health and safety representatives have been designated, establish one or more health and safety committees and they must be established under section 19 of the Occupational Health and Safety Act 85 of 1993.

1. NAME OF THE POLICY

The name of the policy shall herein refer to as OHS / SHERQ Policy

2. PURPOSE

The objective of this policy is to:

- improve occupational health and safety by controlling health hazards in the workplace;
- have a health and safe public service environment that is safe for both public servants and the community at large; and
- guide the public service on how manage risks, eliminate illness, diseases and accidents.

3. SCOPE OF APPLICATION

The Policy applies to all employees in the department of Local Government and Human Settlements, contract workers of the department including all contractors service providers rendering service in the offices occupied by the department.

3. PRINCIPLES

- The Department will strive to continuously improve the occupational health, safety and environmental performance by adhering to the following principles:
 - Developing and improving programs and procedures to ensure compliance with all applicable laws and regulations.
 - Training and providing employees with appropriate safety and emergency equipment, where applicable.
 - Taking appropriate action to correct hazards or conditions that endanger health, safety and the environment.

- Considering safety and environmental factors in all operating decisions including planning and acquisition.
- Promoting of good health within the workplace;
- Developing safe methods of work towards achievement of a safe working environment;
- Encouraging personal accountability and emphasizing compliance with standards and conformance with Departmental policies and best practices
- Monitoring progress through periodic evaluations.

4. LEGISLATIVE FRAMEWORK

- Constitution of the Republic of South Africa, Act 1996
- Disaster Management Act, 2002 (Act No. 57 of 2002)
- Basic Conditions of Employment Act I 1997 (Act No. 75 of 1997)
- Occupational Health and Safety Act, 1998 (Act No. 85 of 1993)
- Employment Equity Act 1998 (Act No. 55 of 1998)
- Labour Relations Act 1995, (Act No. 66 of 1995)
- National Disaster Management Framework
- Public Service Act, 1994 (Proclamation No 103 of 1994)
- Public Service Regulation, 2001
- Compensation for Occupational Diseases and Injuries Act, 1993 (Act No. 130 of 1993)
- The Medical Schemes Act, 1998 (Act No. 131 of 1998)
- Tobacco Products Control Act 1993 (Act No. 83, 1993)
- National Environment Management Act 1998 (Act No. 107 of 1998)
- National Building Regulations and Building Standards Act 1977 (Act No. 103 of 1977)
- Hazardous Substances Act, 1973 (Act No. 15 of 1973)
- Mine and Safety Act 1996 (Act No. 29 of 1996)
- Waste Management Act 2008 (Act No. 59 of 2008)
- Access Control Act
- Firearms Control Act 2000 (Act No. 60 of 2000)
- Public Finance Management Act 1999 (Act No. 1 of 1999)

5. ROLES AND RESPONSIBILITIES

5.1 HEAD OF DEPARTMENT

Each first line Supervisor is responsible, and will be accountable, for taking all practical measures to ensure that the workplace under their control is safe and without risks to health, and that the behaviour of all persons in the workplace is safe and without risk.

If Supervisors do not have the necessary authority to fix a problem, they will be

5.3 SUPERVISORS

- Implementation of the Occupational Health and Safety Risk Management procedures shall be a primary responsibility for managers in each area.
- Support Supervisors and hold them accountable for their specific responsibilities.
- Each Manager is required to ensure that this policy and the Occupational Health and Safety program are effectively implemented in areas under their control,
- Managers in all service sites have the statutory responsibility and accountability for health and safety within their components and working environment.

5.2 MANAGERS / SUPERVISORS:

- The Head of department is accountable for ensuring that all legal Occupational Health and Safety responsibilities are fulfilled.
 - The HOD must ensure that sufficient Occupational Health and Safety resources are made available in all business operations making Occupational Health and Safety an integral part of every operation and activity.
 - The responsibilities of managing the Occupational Health and Safety programme can be delegated to a person/s appointed by the HOD to co-ordinate the OH&S Programme in terms of Section 16(2) of the OHS Act,
 - The appointee will ensure total compliance with the OHS Legislation by all parties in his/her control – Employers, Employees, Committee, Contractors, Visitors, the public/community, Suppliers, Installers, and Distributors.
- The Head of the department shall assign, in terms of subsection 16(2) of the Occupational Health and Safety Act, the duties as contemplated in subsection of the said Act to the Manager/s.

accountable for reporting the matter promptly, together with any recommendations for remedial action to a Manager with the necessary authority to effect a remedy.

5.4 EMPLOYEES

- All employees are required to comply with the Occupational Health and Safety Policy and program to ensure their own health and safety and of others .
- All employees will carry out their work according to the safe systems of work, use personal protective equipment (PPE) provided
- Use all materials, tools and substances in the manner for which they are intended.

- Carry out any lawful order given to him/her, thereto by the employer, in the interest of health and safety and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorized
- As soon as practical report any situation which is unsafe or unhealthy such situation to his/her employer or to the health and safety representative for his/her workplace or section thereof,

5.5 CONTRACTORS, SUB-CONTRACTORS AND VISITORS:

- All visitors, contractors and sub-contractors engaged to perform work on the department's premises or locations are required, as part of their contract, to comply with the departmental Occupational Health and Safety Policy, procedures and programs
- Observe directions on health and safety from designated officers of the department.
- Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions.
- Co-operate with such employer or person to enable that duty or requirement to be performed or complied with.

5.6 HEALTH AND SAFETY REPRESENTATIVES/COMMITTEES

- Every injury on duty shall be reported to the Health and Safety representative as well as the local Human Resources Management component OHS Unit and duly filled in the prescribed WCL2 form.

8. PROCEDURES

- The Manager with support from Disaster Management Unit shall ensure the development of a comprehensive emergency/evacuation framework.
- Evacuation drills shall be conducted in accordance with the comprehensive emergency/evacuation framework developed by the EHP Manager to ensure that each employee knows how to react in events of emergency.
- Emergency telephone numbers of the health and safety representatives, the police, the fire department, the ambulance services, etc shall be made visible to all members of staff.

7. EMERGENCY/EVACUATION PLAN

- Such first aid person shall attend a course to update/refresh his/her first aid knowledge/skills.
- A First Aider to assist with first aid treatment at the workplace shall be nominated. Such person shall be trained at departmental expense to obtain a valid certificate of competency in first aid.
- The first aid box or boxes shall contain suitable first aid equipment
- A first aid box or boxes at the workplace shall be available and accessible for the treatment of injured employees at the workplace.

6. FIRST AID

- The functions of the Health and Safety Representatives/Committees as prescribed in sections 18 and 20 of the Health and Safety Act shall serve as guidelines of the committee.
- Health and Safety representatives shall incorporate their duties in their performance agreements/ duty sheets and shall not suffer any prejudice in their employment as a consequence of carrying out their duties as representatives.
- A committee shall be in place in every worksite/building of the department

10.

POLICY REVIEW

This policy shall be after a year as and when there are new developments

9.

OCCUPATIONAL HEALTH AND SAFETY PROGRAM

- In order to implement the general provisions of this policy, a program of activities and procedures will be developed, reviewed and updated and effectively carried out. The program will relate to all aspects of Occupational Health and Safety.
- The department shall not be held responsible by failure to adhere to the clause
- Employees who are suffering from communicable diseases shall inform their supervisors immediately so that the spreading of the disease to other employees can be prevented.
- Should an employee be exposed to an environment, which is regarded as a health risk, e.g. leaking gas, possible risk of asbestos exposure, tuberculosis etc in her or his workplace, the employee's absence shall be covered by the relevant special leave.
- No unqualified person shall attempt to repair any electrical equipment and/or attend to an electrical or power failure
- Any environment regarded as a health risk shall be demarcated and declared as such until all risk has been removed.
- The relevant Human Resources Management component shall forward the forms to the Compensation Commissioner in order to register the injury on duty.

11. APPROVAL

RECOMMENDED BY:

MS.M.LEHOKO
CHIEF DIRECTOR:
CORPORATE SERVICES

SUPPORTED BY:

MR.J.K MASHIGO
CHAIRPERSON: DCC

APPROVED BY:

MR.P.E MOTO KO
HEAD OF DEPARTMENT

DATE

2016/04/22

DATE

2016/04/26

DATE

2016/04/30