

GREATER TAUNG LOCAL MUNICIPALITY



OCCUPATIONAL HEALTH AND SAFETY POLICY

Table of Contents

1. DEFINITION AND ACRONYMS.....	3
2. PREAMBLE.....	3
3. LEGAL FRAMEWORK.....	4
4. SCOPE AND APPLICATION.....	4
5. OBJECTIVES/POLICY PURPOSE.....	4
6. COMMUNICATION.....	5
7. POLICY REVIEW.....	5
8. PENALTIES.....	5
9. DESPUTE RESOLUTIONS.....	5
10. PRINCIPLE.....	5
11. DISCUSION.....	6
12. PROCEDURE AND PROCESS OF SHE REP.....	7
13. FIRST AID AND INJURY ON DUTY PROCEDURE.....	8
14. WORKING ENVIRONMENT.....	9
15. WORKING IN ELEVATED POSITION.....	11
16. PROVISION OF PROTECTIVE CLOTHING.....	11
17. EMERGENCY/EVACUATION PLAN.....	11
18. SECURITY AND ACCESS CONTROL.....	12
19. EXPOSURE TO AN ENVIRONMENT.....	12
20. WORKING IN RAIN CONDITIONS.....	12
21. ORGANISATION.....	13

1. DEFINITIONS AND ACRONYMS

- “**Accident**” means an incident arising out of and in the course of an employee’s employment and resulting in a personal injury, illness or the death of the employee
- “**Hazard**” means a source of or exposure to danger
- “**Health and Safety committee**” means a committee established under section 19 of OSHA
- “**Healthy**” means free from illness or injury attributable to occupational causes
- “**Incident**” means an incident as contemplated in section 24 of OSHA
- “**Issue**” means a personal safety equipment/protective clothing as well as other clothing and uniform not compulsory by law
- “**Machinery**” means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to perform work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy
- “**Medical surveillance**” means a planned program of periodic examination of employees by an occupational health practitioner, or in prescribed cases, by an occupational medical practitioner
- “**Occupational Health**” means including occupational hygiene, occupational medicine, and biological monitoring
- “**Risk**” means the probability that injury or damage will occur
- “**Safe**” means free from any hazard

All terminologies not defined under clause 1 of this policy shall bear the same meaning as in the applicable legislation

2. PREAMBLE

Greater Taung Local Municipality as an employer considers its employees to be its most valuable assets and undertakes to safeguard them through providing and maintaining, as far as reasonably practical, a working environment that is safe and without risk to the health of its employees. In ensuring a safe and healthy working environment all employees of Greater Taung Local Municipality have to work closely together with the employer in minimizing any risk that might jeopardize the health and safety of employees of the Municipality.

The Occupational Health and Safety Act, 1993 (Act 85 of 1993) [OSHA] will be used as a guideline in the municipal practice. Section 7 will provide that employees need to be informed of work related risks and dangers

Furthermore, the policy is intended to create a framework for decision making in respect of human resource management in as far as occupational health and safety is concerned in the municipality

The policy intend to:

- a) Promote and maintain the highest degree of physical, mental and social wellbeing of workers
- b) Prevent amongst workers, ill health caused by their working conditions
- c) Place and maintain workers in a working environment that is conducive to their individual physical and psychological conditions
- d) Protect workers from factors adverse to their health
- e) Promote and maintain a working environment that is free from hazards

3. LEGAL FRAMEWORK

- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 77 of 1997
- Main Collective Agreement 2015 – SALGBC
- Occupational Health and Safety act 85 1993
- Compensation of Occupational injuries and Diseases Act
 - Municipal Systems Act 32 OF 2000
 - Municipal Finance Act 56 OF 2003
 - Constitution of the Republic of South Africa 1996
 - Leave Policy of the Municipality

4. SCOPE AND APPLICATION

This policy applies to all employees of the Municipality. Employees are expected to wear their protective clothing during scheduled time. Each Directorate determines safety measures for employees as necessary for its operations. However, protective clothing and safety standards may vary among Directorates.

5. OBJECTIVES/ POLICY PURPOSE

To ensure a safe and healthy working environment for employees throughout the Municipality based on the following objectives:

- 5.1 To provide and maintain offices, systems and equipment that are safe and without risk to the health of employees.
- 5.2 To take steps to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- 5.3 To ensure the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transporting articles with toxic substances.
- 5.4 To establish what hazards to the health or safety of persons are attached to any

work which is performed, any article or substance which is produced, processed, apply such precautionary measures.

- 5.5 To provide such information, instructions, training and supervision on all operations as may be necessary to ensure a healthy and safe working environment for employees.
- 5.6 To ensure that employees take precautionary steps, to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any machinery,
- 5.7 To ensure compliance of the Occupational Health and Safety Act 85 of 1993 are compiled by every employee in his/her employment or on premises under control of the Municipality where plant or machinery is used.
- 5.8 To enforce such measures as may be necessary in the interest of health and safety.
- 5.9 To ensure that work is performed and that any machinery is used under the general supervision of a person trained to understand the hazards associated with machinery and who have the authority to ensure that precautionary measures taken by the employer are implemented.

6. COMMUNICATION

This policy will be communicated to all Municipal employees using the full range of communication methods available to the municipality.

7. POLICY REVIEW

This policy will be revised as and when necessary.

8. PENALTIES

Noncompliance of any of the stipulations contained in the Policy will be viewed as misconduct and will be dealt with in terms of the municipality's Disciplinary Code.

9. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated into the policy.

10. PRINCIPLES

Greater Taung Local Municipality will strive to continuously improve the occupational health and safety and environmental protection by adhering to the following principles:

- 10.1 Developing and improving programs and procedures to ensure compliance with applicable laws and regulations.
- 10.2 Ensuring that personnel are properly trained and provided with appropriate safety and emergency equipment, where applicable.
- 10.3 Encouraging personal accountability and emphasizing compliance with standards and conformance with municipal policies and best practices during employee training and in performance reviews.
- 10.4 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 acquisition.
Engaging in sound re-use and recycling practices and exploring feasible opportunities to minimize the amount and toxicity of waste generated. Using energy efficiently throughout all operations.
Communicating our desire to continuously improve our performance and fostering the expectation that every employee will follow this policy and report any environmental, health, or safety concern to management.
Monitoring progress through periodic evaluations.

11. DISCUSSION (POLICY MATTERS)

11.1 Responsibilities of Employer

- 11.1.1 The Municipal Manager shall assign, in terms of subsection 16(2) of the Occupational Health and Safety Act, The duties as contemplated in subsection 16(1) of the said Act to the Director: Corporate Services.
- 11.1.2 All Director`s, Chief Financial Officer and Managers have the statutory responsibility and accountability for health and safety within their components and working environment.
- 11.1.3 Health and Safety representatives must be appointed for each Unit or Department.
- 11.1.4 The employer shall provide a first aid box or boxes at the workplace which shall be available and accessible for the treatment of injured employees at the workplace. The First aid box or boxes shall contain suitable first – aid equipment which includes at least the equipment listed in Annexure A of the General Safety Regulations in terms of the Occupational Health and Safety Act 85 of 1993.

11.2 Responsibilities of employees

The responsibilities of each employee are the following:

- 11.2.1 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.
- 11.2.2 As regards any duty or requirement imposed on his/her employer or any other person, co-operate with such employer or person to enable that duty or requirement to be performed or complied with.
- 11.2.3 Carry out any lawful order given to him/her and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorized thereto by his/her employer, in the interest of health and safety.
- 11.2.4 If any situation which is unsafe or unhealthy comes to his/her attention, as soon as practical report such situation in writing ,verbally to his/her employer or to the health and safety representative for his/her workplace or section thereof, as the case may be, who shall report it to the employer.
- 11.2.5 If he/she is involved in any incident which may affect his/her health or which has caused an injury to him/herself, report such incident to his/her employer or anyone authorized thereto by the employer, and to his/her health and safety representative, but not later than the end of the particular working day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in that case he/she shall report the incident as soon as practicable thereafter.

12. PROCEDURE & PROCESS OF HEALTH AND SAFETY REPRESENTATIVE

- 12.1 At least one Health and Safety representative shall be appointed by the relevant Chief Financial Officer, Directors, Managers for every 100 employees or part thereof .The names of those designated as Health and Safety representatives shall be made known by placing notices on the notices boards of the various workplaces. Chief Financial Officer, Directors, Managers shall appoint a Health and Safety representative within 30 days after notice has been received that a Health and Safety representative will vacate the position.
- 12.2 Health and Safety representatives shall incorporate their duties in their contract of employment and shall not suffer any prejudice in their employment as a consequence of carrying out their duties as representatives.
- 12.3 Health and Safety Committees as prescribed in section 19 of the Occupational Health and Safety Act shall be established and such committee shall meet on a quarterly basis.

12.4 The functions of Health and Safety Representatives / Committees are prescribed in sections 18 and 20 of the Occupational Health and Safety Act.

12.5 Greater Taung Local Municipality Health and Safety Committee shall develop a Health and Safety Statement to be displayed in all offices of the Municipality

13. FIRST AID AND INJURY ON DUTY PROCEDURES

13.1 The employer shall take reasonable steps that are necessary under the circumstances,

To ensure that employees at work receive prompt first aid treatment in case of injury or emergency.

13.2 For every group of up to 50 employees the employer shall:

Designate such a person who holds a valid certificate of competency in First Aid to Assist with first aid treatment at the workplace. If no qualified person(s) is / are Available, such person(s) shall be trained at Municipality expense to obtain such Valid certificate of competency in first aid, issued by –

- (a) the SA Red Cross Society;
- (b) the St John's Ambulance;
- (c) the SA First Aid League; or
- (d) A person or organization approved by the Chief Inspector: Occupational Health and Safety Act.

13.3 Such a First- aider shall attend a course to update / refresh his/her first aid knowledge / skills. Such training shall include training on HIV/AIDS prevention When dealing with any injury.

13.4 The name(s) of the First – aider as indicated in paragraph 8.3 as well as where the First aid box or boxes are kept shall be communicated through the notice boards.

13.5 Each injury on duty shall be reported on the prescribed forms as indicated in the Compensation for Occupational Injuries and Diseases Act to the Health and Safety Representative as well as the Human Resources Management component shall Forward the forms to the Compensation Commissioner in order to register the injury on Duty. Copies of all reported work related injuries shall be submitted to the Occupational Health and Safety Officer for record purposes and investigation as to the

cause of the injury.

13.6 Should the circumstances determine, any injured person shall be provided treatment

14. WORKING ENVIRONMENT

14.1 Building and offices

14.1.1. The employer shall ensure that all working areas are kept in a clean, hygienic, safe, whole and leak free condition and in a good state of repair.

14.1.2 When floors are washed / polished proper notice boards shall indicate that such
Floors are wet / slippery.

14.1.3 Structural integrity shall be ensured through applicable maintenance of buildings
and structures.

14.1.4 Unauthorized access of employees to areas of maintenance/ repair/building/
Excavation/ demolition shall be prohibited.

14.2 Lighting

14.2.1 The employer shall ensure that sufficient lighting levels and visibility is provided and
Maintained under all operating circumstances by ensuring that –

- (a) Vision requirements for employees that are partly sighted are identified and Addressed;
- (b) glare in any workplace be reduced to a level that does not impair vision;
- (c) lighting on rotating machinery is such that the hazard at stroboscopic effect is eliminated; and
- (d) Luminaires and lamps are kept clean and, when defected, are replaced or repaired forthwith.

14.2.2 With a view to emergency evacuation of indoor workplace without natural lighting,
Emergency sources of lighting shall provide.

14.3 Ventilation

14.3.1 The employer shall ensure that every workplace occupied is ventilated either by
Natural or mechanical means in such a way that the air breathed by employees
do not endanger their safety.

14.3.2 Central air conditioning and humidifier systems shall be tested annually for the
presence of bacteria and pathogenic organisms.

14.4 Sanitation

14.4.1 The employer shall ensure that sufficient sanitary facilities in relation to the number of users (employees and clients) are provided.

14.4.2 The employer shall ensure that the hygienic conditions of such facilities comply With the provisions of the Occupational Health and Safety Facilities Regulations as Well as with SABS 0400.

14.4.3 Sanitary bins shall be provided.

14.5 Machinery

14.5.1 The employer shall safeguard machinery used by ensuring that it is installed, Operated and maintained in such a manner as to prevent the exposure of persons to hazardous or potentially hazardous conditions or circumstances.

14.5.2 Supervisors of employees that utilize machinery shall ensure that such employees Are fully aware of the dangers attached thereto and is conversant with the Precautionary measures to be taken or observed to obviate such dangers.

14.5.3 Only competent employees shall be permitted to utilize machinery.

14.6 Electrical equipment / installation

14.6.1 The employer shall ensure that all electrical installations meet all legislated standards

A certificate of compliance from an accredited authority shall be kept on record.

14.6.2 All electrical distribution boards shall be duly numbered / labelled and only Authorized persons may open such distribution boards.

14.6.3 Regular inspections of switches, plugs, jointing, fuse boxes, distribution boards, etc. Shall be conducted to ensure they are in safe condition.

14.7. Fire emergency equipment

14.7.1 The employer shall ensure that all fire emergency equipment is visible and Accessible at all times.

14.7.2 All fire extinguishers and other fire – fighting equipment shall be inspected and

tested regularly to ensure that it is in good working order.

14.7.3 All escape routes shall be clearly identified and shall be unobstructed at all times.

14.8 Computer equipment

14.1 The employer shall provide for computer screen protectors in case of an employee

Who can demonstrate, by means of a fully motivated submission, that she / he

Inherently works with the computer for a period of no less than six (6) hours a day.

15. WORK IN ELEVATED POSITIONS

15.1. No employee such as Maintenance employees, Cleaners, etc. shall work

In an elevated position, unless such work is performed safely from a ladder or

Scaffolding, or a position where such person has been made safe as if he / she was working from scaffolding.

16. PROVISION OF PROTECTIVE CLOTHING / EQUIPMENT

16.1 The employer shall provide in terms of Health and Safety Act 85 of 1993

Protective clothing / equipment for the faces, eyes, ears, hands, feet, legs,

Body where necessary –

16.1.1 To comply with legislation or a collective agreement;

16.1.2 To safeguard the employee's health;

16.1.3 To prevent the transmission of an infection; or

16.1.4 To protect the employee's private clothes or uniform from excessive dirt or

Wear.

17. EMERGENCY / EVACUATION PLAN

17.1. The Director: Corporate Services shall develop within two months

After the implementation of this policy a comprehensive emergency / evacuation

Framework. The Health and Safety Committee shall thereafter develop an

Emergency / evacuation plan for each office. Such plan shall conform to the

Framework regarding action to be taken in case of fire, gas, floods, bombs threat,

Robbery, etc. provided by the Director: Corporate Services. In case of Sharing accommodation with other departments / companies such emergency / Evacuation plan shall be developed in conjunction with other occupants of the building.

17.2 Quarterly implementation drills shall be conducted to ensure that each employee knows how to react in events of emergency.

17.3 Emergency telephone numbers of the Health and Safety representatives, the police, The fire department, the ambulance services, etc. shall be made available and be pasted on each telephone.

18. SECURITY AND ACCESS CONTROL

18.1. A security and access control framework shall be developed by the Director: Corporate Services for each workplace of the Municipality to ensure the Safety of all employees and shall be implemented by all offices of the Municipality.

18.2. The framework shall include measures with regard to the safe handling of money within the workplace and outside the workplace.

19. EXPOSURE TO AN ENVIRONMENT WHICH IS REGARDED AS A HEALTH RISK

19.1. If an employee is exposed to an environment, which is regarded as a health risk, E.g. unknown hazardous substances at industries inspected, leaking gas or possible Risk of asbestos exposure in his or her workplace, the employee's absence may be covered by the granting of special leave.

20. WORKING IN RAINING CONDITIONS

Every employee who works in the open must wear suitable protective clothing when raining. Depending on the level, rate or concentration of the rainfall, the supervisor concern may require employees who work in the open to continue working whilst raining provided that such employees wear suitable protective clothing.

The supervisor concerned must evaluate the rainfall level, extent, concentration and the effect it has on the safety, health and qualitative production of employees working in the rain. Should the supervisor be of the view that the level, rate or concentration of the rainfall affects the safety, health and effectiveness or qualitative production of the employees, he/she must order work to be abandoned forthwith and order such employees to move to a suitable place identified by the supervisor where there is shelter.

Should the supervisor upon his/her assessment of the weather conditions be of the view that there is slim and/or no prospect of the stoppage of rainfall, he/she may instruct the employees to abandon work and to return to the relevant depot, workshop or plant.

Any employee removed from a worksite in the open due to rain may be expected to perform other duties at the depot, workshop or plant, which will not expose him/her to rain.

21 ORGANISATION: ROLES AND RESPONSIBILITIES

21.1. Responsibilities of the Employer and its nominees:

- Identify potential hazards which may be present while work is being done, and any equipment is being used
- Ensure that plant, tools, equipment and machinery are safe, maintained in good working order and those materials and operational processes are without risk to health
- Establish the precautionary measures that are necessary to protect his or her workers against the identified hazards and provides means to implement these precautionary measures in order to reduce or remove the risks associated with the hazards
- Provide the necessary information, instructions, training, and supervision
- Not permit anyone to carry on with any task unless the necessary premeasures have been taken
- Take steps to ensure that every person under his control comply with the requirements of the act
- Enforce the necessary control measures in the interest of health and safety
- See to it that work being done and equipment being used is under the general supervision of a worker who has been trained to understand the hazards associated with the work and such as worker must ensure that the precautionary measures are implemented and maintained
- Delegate responsibilities to employees appointed in terms of OSHA
- Decide if employees appointed in terms of OSHA may sub-delegate responsibilities
- Provide employees appointed in terms of OSHA with appropriate information, training and facilities and time to execute

21.2. Duties of the Occupational Health and Safety Officer:

- Ensure full compliance with the OSHA

- Recommend to the Municipal Manager written appointment indicating duties, functions and responsibilities
- Document all agreements relevant to OHS
- Report all deviations, deficiencies and concerns to the Municipal Manager for authorization, action and implementation within reasonable timeframes
- Ensuring that all aspects of the program are identified, assessed, suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance
- Incident investigations
- Internal Audits
- Monitoring of legal compliance
- Training, development and facilitation of employees, representative, awareness, information, formal and informal training. Committee meetings, remedial actions, contractor control
- Support structures for representative and committees
- Maintain OHS information, records and database
- Supervise the Compensation for Occupational injuries and Disease Act (Act 130 of 1993) execution and compliance

21.3. Duties of Employees:

- Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act
- Follow all the health and safety rules and procedures that are provided and communicated by the employer or anyone authorized or competent to do so
- Wear the prescribed safety clothing or use the prescribed safety equipment where it is required
- Cooperate with an employer or any person who has been authorized by the employer to carry out duties in terms of the act
- Inform the employer or their health and safety representative of any unhealthy circumstances or acts that they are aware of
- Give information to an inspector from the Department of Labor if he or she should require it
- Formally report any incident that they were involved in or aware of that could cause a health risks or that may results in a injury
- Not to interfere with, damage or misuse anything that is provided in the interest of health or safety. This applies to intentional and careless or irresponsible actions

22. DISPUTE RESOLUTION

22.1 Any grievance/complaint arising from this policy must be dealt with in accordance with Clause 13 of the Main Collective Agreement.

23. POLICY REVIEW

23.1 This policy shall be reviewed as and when necessary, in compliance with the relevant legal framework.