

To implement the provision of the Occupational Health & Safety Act (Act No.85 of 1993).

The object of this policy is:

Object

Council Resolution CR98-30/05/23

# Occupational Health And Safety Policy



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## 1. POLICY STATEMENT

The council believes that a working environment that is safe and without risk to the health of employees will not only ensure compliance with the Occupational Health & Safety Act (Act No.85 of 1993) but will also lead to the achievement of the highest levels of Health, Safety and productivity.

## 2. OBJECTIVES

- (1) To implement the provision of the Occupational Health & Safety Act (Act No.85 of 1993).
- (2) To conduct regular Health & Safety inspections in order to assess or evaluate risks attached to certain tasks, remove or reduce hazards in work areas and supply personal protective equipment where necessary as the last control measure.
- (3) To accurately report and investigate incidents of injury in order to determine the cause thereof with a view to prevent recurrence of similar incidence.
- (4) To conduct systematic induction and training of employees with emphasis on identifying and preventing hazards in their work environment.
- (5) To compile health and safety statistics this will enable an objective measurement of health and safety performance to highlight problem areas.
- (6) To make it the responsibility of all employees to work safe at all times.

## 3. BACKGROUND

- (1) Health and Safety in workplace is a 50:50 process. Both the employer and employee share the responsibility for preventing incidents or occurrence that could result in injury, occupational illness or disease.
- (2) To achieve high standards of health and safety in the workstation, Management, Supervision, Employees, Health and Safety Officer, Health and Safety Committee will be actively involved in the objectives mentioned in clause 2 above.
- (3) To minimize exposure to hazards.

## 4. GENERAL DUTIES OF COUNCIL TOWARDS EMPLOYEES

- (1) That the council first assess/evaluates the risks attached to all work being done.
- (2) That council takes all reasonable practicable steps to remove or reduce risks.

- (1) That health and safety representatives be appointed in accordance with Section 17 of the Act.
- (2) That health and safety representatives be appointed in writing for a period of at least two years.
- (3) That health and safety representatives be fully conversant with their function and responsibilities in accordance with section 18 of the Act.

**6. APPOINTMENT OF HEALTH AND SAFETY REPRESENTATIVES**

- (1) That the employee be aware of and understand all hazards risks associated with their jobs and work areas.
- (2) The employees co-operate and carry out all instruction given to them to prevent incidents related to health and safety.
- (3) That anything which may affect health and safety in general be reported to the health and safety representative immediately but not later than the end of the shift.
- (4) That Supervisors and Management be assisted to establish and maintain a health and safety environment.

**5. GENERAL DUTIES OF EMPLOYEES AT WORK**

- (3) That council provides personal protective equipment (PPE) to minimize of employees to hazards.
- (4) That Council train employees on the proper use of personal protective equipment (PPE).
- (5) That Council enforces at all times the proper use of P.P.E's.
- (6) That Council identifies and compiles written safe work procedures for each task posing health and safety hazards.
- (7) That Council provides assistance in the form of facilities and resources for health and safety representatives.
- (8) That council provides necessary health and safety training to employees including health and safety representatives.
- (9) That Council provides reasonable time for carrying out of duties.
- (10) That where necessary the assistance of private companies be used at least once every two (2) years for assessment/evaluation and auditing (legal compliance and evaluation of occupational stress factors)



- (1) The Council appoints one first aiders each workstation where are more than twenty 10 officials employed where practically possible. Provided that where are more than fifty (50) officials employed, a first aider must be appointed for each group of 50 employees and one for each group of 100 in case of offices.
- (2) The First Aiders be trained and be in possession of a valid certificate issued by accredited companies.
- (3) That the names of first aiders be displayed in their respective workstation/areas.

**8. APPOINTMENT OF FIRST AIDERS**

- (1) That the Council establishes health and safety committees in terms of section 19 of the Act.
- (2) That the Head of Department be an ex-Officio member of the relevant Committee established for that Department.
- (3) That the head of department may nominate supervisors in his/her department as member of health and safety committees of his/her department provided that the number of nominated members shall not exceed the number of elected representatives.
- (4) That the nominated members be appointed in writing for a period of at least to (2) years.
- (5) That established committees carry out functions and responsibilities in accordance with section 20 of the Act.
- (6) That meetings of these committees be conducted as frequently as needed but at least once per quarter.

**7. HEALTH AND SAFETY COMMITTEE**

- (4) That health and safety representatives be informed that these responsibilities be informed that these responsibilities will be additional to their normal duties and will not entitle them to additional remuneration.
- (5) That names of the representatives be displayed in their specific work places.
- (6) That letters of appointment be kept on the employers file and copies of these letters be kept in the occupational health and safety file.

## 9. RISK ASSESSMENT

- (1) That the Council recommends an immediate assessment of the potential exposure to hazardous chemical substance (HCS) and thereafter at interval not exceeding two (2) years by an approved inspection authority (AIA).
- (2) That if the assessment in 9(1) above indicates a potential risk explore, Council shall ensure monitoring to be carried out in terms of regulations 6 and 7 of HCS regulations.

## 10. WRITTEN SAFE WORK PROCEDURES (WSWP)

- (1) That the Council takes all reasonable practicable steps to ensure that WSWP take occupational health into account.
- (2) That health and safety hazards attached to identify work activities be compiled.
- (3) That corresponding precautionary measures be established.
- (4) That precautionary measure is established.
- (5) Those employees are made conversant in regards to causes 10(1) above as far as it relates to them.
- (6) That disciplinary measure is enforced as to prevent any deviation from the WSWP.
- (7) That adequate monitoring of WSWP by supervisors as well as health and safety representatives is ensured.
- (8) That WSWP be made available and be displayed in all relevant workstation/areas where practicable.
- (9) That all employees are trained in safe work procedures relating to themselves and WSWP be filed on the employee file who had undergone such training.

## 11. PERSONAL PROTECTIVE EQUIPMENT (P.P.E)

- (1) That Council, where all administrative and engineering control measures fail, Provided appropriate P.P.E issued to employees free of charge.
- (2) That the employees are informed through health and safety representatives (H&S reps) that they will be held responsible for the replacement of lost, damaged P.P.E's issued to them, due to negligence.
- (3) That the employees be informed through H&S representatives that should they not wear PPE while performing their duties, they would be in contravention of Section 14 of the Act.

- (1) That team leaders, Health and Safety Representatives, Supervisors or who ever become aware of an incident report such incident to the Occupational Health and Safety Officer immediately but not alter that the end of the shift when practically possible.
- (2) That Council through Occupational Health and Safety Officer reports all incidents to the Compensation Commissioner as prescribed in the Act.
- (3) That Occupational Health and Safety Officer, records all incidents in the incident register.
- (4) That occupational health and safety representatives be notified on the prescribed form by the occupational and safety officer of the occurrence of incidents in their responsible work areas.
- (5) That all incidents as in 4.10.4 be investigated by an investigation team consisting of the Health and Safety Officer, the supervisor and the Health and Safety Representatives or committee member within three(3)months from the occurrence thereof and that action be taken to prevent a recurrence of similar incidents.
- (6) That the incidents investigation report be discussed at the health and safety committee meeting, with all remedial actions to be taken and also be endorsed by the chairperson of the committee, the health and safety officer and the Municipal Manager .

**13. REPORTING AND INVESTIGATION OF INCIDENTS**

- (1) That Council enters into a written agreement with each and every contractor regarding the exclusion of the responsibilities for health and safety by council.
- (2) That Council, through Heads of the Department ensures that written agreement as in clause 4.9.1 above are in place and the terms of agreement are adhere to.
- (3) That Council compiles a list of all its approved contractors and such a list be made available on request.

**12. HEALTH AND SAFETY REGULATION FOR CONTRACTORS**

- (4) That employees acknowledge receipt of the P.P.E by endorsing their signature on a prescribed form to be kept by supervisors.
- (5) That wearing of P.P.E where deviation occurs be enforced by virtue of the conditions of employment agreement; basic conditions of employment act.
- (6) That the employees be trained in the proper use of PPE by Supervisors in co-ordination with the Health and Safety Representatives and Health and Safety Offices.
- (7) That the health and safety reps be responsible for the monitoring of the use of PPE during routine inspections.



**COUNCIL RESOLUTION: CR98-30/05/23**

**SURNAME & INITIALS**

**MAYOR: CLR ZITHA**

Signed by

**SIGNATURE**



**DATE**

30/05/2023

This policy shall only be approved and amended by council through its legislative powers.

**16. AMENDMENT**

- Officer to keep this policy undated an inform Council of any amendments.
- (2) It is the responsibility of the HR and Corporate Services Manager via Occupational and Safety the regulations promulgated hereunder.
  - (1) It's the responsibility of the Municipal Manager (Section 16(1) or his nominee Section 16(2) of the act) and HR and on occupational health and safety is implemented and enforced in accordance with the requirement of the occupational Health and Safety Act (Act 85 of 1993) and

**15. RESPONSIBILITY**

- (2) Employees must be checked on a quarterly basis by Medical doctor.
- Act.
- (1) That Council approves of medical examinations of employees in accordance with the results of periodic health risk assessments, carried out in terms of the Occupational health and Safety

**14. MEDICAL EXAMINATION**