



Occupational Health and Safety Policy (OHS)

TABLE OF CONTENTS

1. Policy Purpose	3
2. Policy Scope	3
3. Legislative Framework	3
4. Definitions	4
5. Composition of Health and Safety Committee	5
6. General Policy Provisions	5
6.4 Medical Surveillance Program	5-6
6.5 Pre-employment Screening	6
6.6 Periodic Screenings	6
6.7 Transfer Screenings	6
6.8 Legislative Compliance	6-7
6.9 Injury Reporting	7
6.10 Wearing of Personal Protective Clothing	7
6.11 Hazardous Chemicals Substance	7
6.12 Workplace Inspections	7
6.13 Safety Checklist	7-8
6.14 Types of Assessment	8-9
6.15 Record Keeping and Reporting	9
6.16 Approval and Implementation	9

1. Policy Purpose

- 1.1. The purpose of this policy is to provide officials with the following relevant guidelines regarding occupational health and safety:
- 1.2. To implement an Occupational Health and Safety Program.
- 1.3. To be aware of all risks and changes in risk factors in areas regarded as high risk.
- 1.4. To stay abreast of legislative requirements and to meet them as far as is reasonably practicable.
- 1.5. To train everyone in the municipality on matters pertaining to their work and the associated risks involved.
- 1.6. To ensure the knowledge and information available is adequate to achieve these objectives.
- 1.7. To continually evaluate health and safety programmes, adapting them as and when problems are identified.
- 1.8. To partake actively in the accident/incident prevention program.

2. Policy Scope

- 2.1. The policy applies to all municipal employees.

3. Legislative Framework

- 3.1. This document is established within the framework of the following legislation and policies:
 - 3.1.1. Occupational Health and Safety Act, 1993 [Act 85 of 1993] as amended.
 - 3.1.2. Regulations promulgated in terms of the Occupational Health and Safety Act, 1993 [Act 85 of 1993] as amended.
 - 3.1.3. Compensation for Occupational Injuries and Diseases Act, 1993 [Act 130 of 1993] as amended.
 - 3.1.4. National Health Act, 2003 [Act 61 of 2003] as amended.
 - 3.1.5. Regulations promulgated in terms of the National Health Act, 2003 [Act 61 of 2003] as amended.

4. Policy definitions

4.1. For the purpose of this policy unless the context otherwise indicates:

No.:	Concept	Description
(a)	hazard	means a source of or exposure to danger
(b)	health and safety committee	means a committee established under section 19 of Occupational Health and Safety Act, No 85 of 1993
(c)	healthy	means free from illness or injury attributable to occupational causes
(d)	incident	means an incident as contemplated in section 24 of Occupational Health and Safety Act
(e)	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 performing 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.
(f)	medical surveillance	means a planned program of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner, or in prescribed cases, by an occupational medicine practitioner
(g)	occupational health	means including occupational hygiene, occupational medicine and biological monitoring
(h)	occupational health practitioner	means an occupational medicine practitioner or a person who holds a qualification in occupational health recognised as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No.56 of 1974) or South African Nursing Council as referred to in the Nursing Act, 1978 (Act No.50 of 1978)
(i)	occupational hygiene	means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons
(j)	risk	means the probability that injury or damage will occur
(k)	safe	means free from any hazard

5. Composition of Health and Safety Committee

- 5.1. The number of employer representatives must not exceed the number of employee representatives and the size of committees must be kept as small as practicable to be efficient without prejudice to the interests of the employees.
- 5.2. In deciding the ideal committee size, the following are considered:
 - 5.2.1. the total number of employees;
 - 5.2.2. the complexity of the operations;
 - 5.2.3. the degree of hazards in the work performed;
 - 5.2.4. whether all segments of work force are represented (management, supervisors, male workers, female workers, office staff);
 - 5.2.5. whether the committee encompasses adequate knowledge of conditions, processes, practices;
 - 5.2.6. representation on the committee shall reflect all functional areas and working groups within the workplace.

6. General Policy Provisions

- 6.1. The municipality and its staff believe that the prevention of injuries and exposure to disease of all the employees is of paramount importance to the organisation in its quest to be a leader in health and safety. Furthermore, management acknowledges its responsibility and moral obligation to provide a safe and healthy workplace.
- 6.2. We will strive to be pro-active in the recognition of risks with the objective of reducing exposure to injury and disease.
- 6.3. Involvement will be at all levels and the responsibility will be shared by everyone, in order to reach the objectives.

6.4. Medical Surveillance Program

- 6.4.1. A Medical Surveillance Program is used to identify and record the presence of any occupational disease and the degree of exposure. The information is used to ensure that the health of the employee will not be compromised by placement in a particular job, also applicable on Health Workers (Environmental Regulation 2 OHS Act) and Shift Workers.

- 6.4.2. Employees who have a condition which will or could be compromised will not be placed in high risk areas. General information not required for the job is used to identify health needs and the health care that the individual would require.

6.5. Pre-employment Examination (PEM)

- 6.5.1. **All** employees will undergo a pre-employment medical examination prior to being appointed to a position. The selection criteria will be the risks involved, determined by the job and results kept confidential. The inherent medical requirements will be used to ensure non-discrimination results.
- 6.5.2. A declaration will be signed by the prospective employee accepting the conditions of the Medical Surveillance Program and any resulting testing required.
- 6.5.3. The Manager will be notified of the suitability of the prospective employee.

6.6. Periodic Screenings (PS)

- 6.6.1. Employees working in specific areas or shifts will undergo screening at various intervals, depending on the health risk profile to risk; e.g. drivers will be examined annually.
- 6.6.2. A certificate of fitness will be issued.
- 6.6.3. Should an employee be found unfit for more than two (2) occasions, such employee will be referred to the Labour Relations section for an incapacity enquiry.

6.7. Transfer Screenings (TS)

- 6.7.1. Employees are only screened for the job they are initially placed in. This means that they will not necessarily be suitable to work in another area, except if they are required to be multi-skilled and work in all areas.
- 6.7.2. Thus, any employee requiring or applying for transfer would first undergo an assessment to ensure suitability.

6.8. Legislative Compliance

- 6.8.1. The Council will follow all aspects of the Occupational Health and Safety Act no. 85 of 1993 and its Regulations, including any other mentioned documents (i.e. SABS codes).

6.8.2. Where specific compliance or risk exists, company rules and procedures will apply.

6.8.3. Any training done with respect to the legislation or company health and safety program, policies and procedures will be noted and kept on file.

6.8.4. Any person who does not adhere to this legislation will be guilty of an offence and thus be disciplined according to the disciplinary code.

6.9. Injury Reporting

6.9.1. All references and incident of injury on duty is governed by the Injury on Duty Policy of the Kouga Local Municipality.

6.10. Wearing of Personal Protective Clothing (PPC)

6.10.1. All references to personal protective clothing are governed by the Personal Protective Clothing Policy of the Kouga Local Municipality.

6.11. Hazardous Chemical Substance in Daily Use

6.11.1. Material Safety Data Sheets will be available regarding the safe use, storage etc., of all chemical substances in use on site. Delivery of hazardous chemicals is normally accompanied by material safety data sheets and delivered to the Stores section. The Stores section as the original port of entry must maintain relevant material safety data sheets.

6.11.2. Each department will have the relevant information in an accessible file and ensure the necessary training, according to Section 13 of the Occupational Health & Safety Act & Regulations, is given to all.

6.11.3. The transportation of Chemical and Tools with Employees in the same vehicle is prohibited.

6.12. Workplace Inspections

6.12.1. Occupational Health and Safety Officer makes regular inspections and holds regular safety meetings.

6.13. Safety Checklist

6.13.1. It's every employee's responsibility to be on the lookout for possible hazards.

6.13.2. If you spot one of the conditions on the following list — or any other possible hazardous situation — report it to your supervisor immediately:

- 6.13.2.1. Slippery floors and walkways.
- 6.13.2.2. Tripping hazards, such as hose links, piping, etc.
- 6.13.2.3. Missing (or inoperative) entrance and exit signs and lighting.
- 6.13.2.4. Poorly lighted stairs.
- 6.13.2.5. Loose handrails or guard rails.
- 6.13.2.6. Loose or broken windows.
- 6.13.2.7. Dangerously piled supplies or equipment.
- 6.13.2.8. Open or broken windows.
- 6.13.2.9. Unlocked doors and gates.
- 6.13.2.10. Electrical equipment left operating.
- 6.13.2.11. Open doors on electrical panels.
- 6.13.2.12. Leaks of steam, water, oil, etc.
- 6.13.2.13. Blocked aisles.
- 6.13.2.14. Blocked fire extinguishers, hose sprinkler heads.
- 6.13.2.15. Blocked fire doors.
- 6.13.2.16. Evidence of any equipment running hot or overheating.
- 6.13.2.17. Oily rags.
- 6.13.2.18. Evidence of smoking in non-smoking areas.
- 6.13.2.19. Roof leaks.
- 6.13.2.20. Directional or warning signs not in place.
- 6.13.2.21. Safety devices not operating properly.
- 6.13.2.22. Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.

6.14. Types of assessment include the following:

6.14.1. Good Housekeeping

- a) Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the centre of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.
- b) Place trash in the proper receptacles.
- c) Stock shelves carefully so merchandise will not fall over upon customer contact.

6.14.2. Risk Assessment

- a) A risk assessment helps identify potential hazards and evaluate their impact to prevent accidents, injuries or losses.

- b) It's crucial for ensuring safety, meeting regulatory requirements and protecting resources.
- c) By systematically evaluating risk we can implement appropriate measures to mitigate them.

6.14.3. Vehicle Inspections for drivers

- a) Inspect for visible damage, lighting and reflectors.
- b) Check for thread depth, condition and pressure of tyres.
- c) Evaluate brake function and fluid levels.
- d) Ensure all lights are operational.
- e) Check for cracks, damage and proper functionality of windshield and mirrors.
- f) Inspect oil, coolant and other fluid levels.
- g) Assess for unusual noises on the suspension and steering.
- h) Verify the operation of seatbelts, dashboard warning lights and controls.
- i) Check vehicle's handling, alignment and overall performance.

6.15. Record Keeping and Reporting

- 6.15.1. In alignment with the assurance and wellness management of Human Capital, the data related to health and safety issues must be recorded, collated and analysed to determine trends within the municipality and to compare with external benchmarks to identify continuous improvements.

6.16. Approval And Implementation

- 6.16.1. The policy will be implemented upon approval by Council.

Approved by Council:

13 December 2024

Council Resolution No:

24/12/BP4


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Mr. C. du Plessis
Municipal Manager


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Date

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