

OCCUPATIONAL HEALTH AND SAFETY POLICY



APPROVED BY:


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MUNICIPAL MANAGER

DATE: 23/06/2021

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EXECUTIVE MAYOR

DATE: 23/06/2021

TABLE OF CONTENTS

1. Purpose of Policy.....	1
2. Objective of Policy.....	2
3. Scope.....	2
4. Policy Definition.....	2
5. Legislative Framework.....	2
6. Policy or Procedure Target.....	2
7. General policy provisions.....	2
8. Procedure for Implementing policy.....	3
9. Policy governance.....	4

1. PURPOSE OF POLICY

- a) To implement an Occupational Health and Safety programme
- b) To be aware of all risks and changes in risk factors in the areas as high risk
- c) To stay abreast of legislative requirements and to meet them as far as is reasonably practicable
- d) To train everyone in the municipality on matters pertaining to their work and the associated risks involved
- e) To ensure the knowledge and information available is adequate to achieve these objectives
- f) To continually evaluate health and safety programmes, adapting them as and when problems are identified
- g) To partake actively in the accident/incident prevention programme

2. OBJECTIVE OF POLICY

To provide for the Health and Safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work

3. SCOPE

This policy shall apply to all employees of the Mbhashe Local Municipality including Contract employees

4. POLICY DEFINITION

- 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 No85 of 1993
- c) "Healthy" means free of illness or injury attributable to occupational causes
- d) "Incident" means an incident as contemplated in section 24 of OHS Act
- e) PPE" means Personal protective Equipment
- f) "PPC" means Personal Protective Clothing
- g) "Machinery" means any article 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
- h) "Medical Surveillance" means a planned periodic examination which may include clinical examination, biological monitoring or medical tests of employees by an Occupational Medical Practitioner
- i) "Risk" means the probability that injury or damage may occur

Mbhashe Local Municipality Occupational Health and Safety POLICY

5. LEGISLATIVE FRAMEWORK

5.1 Constitution Act 108 of 1996

5.2 Occupational Health and Safety Act

5.3 Labour Relations Act

5.4 Compensation for Occupational Injury and Diseases Act

6. POLICY PROCEDURE

6.1 Medical Surveillance programme

- a) A medical surveillance programme is used to identify and record the presence of any occupational disease and the degree of exposure.
- b) The information is used to ensure that the health of the employee will not be compromised by placement in a particular job.
- c) Employees who have a health condition which will or could be compromised will not be placed in high risk areas.
- d) General health information not required for the job, is used to identify health needs and the health care that the individual would require.

6.2 pre-employment examination

- a) certain employees will undergo a pre-employment medical examination prior being appointed to a position.
- b) The position being filled will determine whether an examination is needed.
- c) The selection criteria will be the risks involved, determined by the job and results kept confidential.
- d) The inherent medical requirements will be used to ensure non-discrimination results.
- e) A declaration will be signed by the prospective employee to accepting the conditions of the Medical Surveillance Programme and any resulting testing required.
- f) The relevant Manager will be notified of the suitability of the prospective employee.

6.3 Periodic Screening

- a) Employees working in specific areas will undergo screening at various intervals, depending on the health risk profile.
- b) A certificate of fitness will be issued by the examining Occupational Doctor or Practitioner.

6.4 Transfer Screening

- a) 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.

- b) Thus any employee requiring or applying for transfer would first undergo An assessment to ensure suitability.

6.5 Injury reporting

- a) Any injury at work no matter how small, shall be reported immediately to the immediate supervisor and receive first aid attention.
- b) All injuries on duty shall be reported without delay using a form "incident form".
- c) This form shall be submitted to the Compensation Commissioner by Human Resource section as prescribed in the COIDA.

6.6 Wearing of Personal Protective Clothing and PPE

- a) Various occupations will be identified within the municipality as required to wear PPC or PPE.
- b) Employees will be required to sign for the PPC/PPE and follow wearing procedure.
- c) Where possible, training will be conducted for correct usage of PPC/PPE
- d) Where Safety Clothing or equipment has been issued, it will be seen as an offense if not worn at all times and thus disciplinary action may be taken on non-compliance.

6.7 Hazardous Chemical Substance in Daily use

- a) Material Safety Data sheets will be available regarding the safe use, storage etc, of all chemical substances in use on site.

6.8 Health and Safety Procedures

- a) Your safety is the constant concern of Mbhashe Local Municipality.
- b) Every precaution must be taken to provide a safe workplace.
- c) Occupational Health and Safety officer will make regular inspections and coordinate seating of OHS committee meetings.

6.9 Health and Safety Procedures

6.9.1 Specific safety rules and guidelines

To ensure your safety, and that of your co-workers, the following rules and guidelines shall be observed:

- a) Observe and practice the safety procedures established for the job.
- b) In case of sickness or injury, no matter how slight, report at once to your supervisor.
- c) In case of injury resulting in possible fracture to legs or neck or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- d) Do not wear loose clothing or jewellery around machinery.
- e) Never distract the attention of another employee.

Mbhashe Local Municipality Occupational Health and Safety POLICY

- f) Where required, wear protective equipment.
- g) Report any unsafe condition or acts to your supervisor

6.10 Safety checklist

It is every employees responsibility to be on the lookout for possible hazards, if you spot one of the following conditions on the following list report to your supervisor or safety representative immediately.

- a) Slippery floors and walkways
- b) Tripping hazards, such as hose links, piping etc.
- c) Missing entrance and exit signs and lighting
- d) Poorly lighted stairs
- e) Loose handrails or guard rails
- f) Loose or broken windows
- g) Dangerously piled supplies or equipment
- h) Open or broken windows
- i) Unlocked doors and gates
- j) Electrical equipment left operating
- k) Open doors and electrical panels etc.

6.11 Personal Protective equipment/Personal Protective Clothing

- a) Protective Equipment and Protective Clothing shall be supplied for the designated employees within the municipality.
- b) Provision of Personal Protective Equipment/Personal Protective Clothing shall be provided on annual basis
- c) Employees will be made to pay for any loss or destruction of these items only when it occurs negligently.
- d) Each department shall maintain annual budget provision for procurement of protective gear.

6.12 Issues

- a) Wear and use of issues: Employees are compelled to wear and use the issued items on daily basis.
- b) Supervisors, Safety representatives and Occupational Health and Safety Officer will continuously check on employees and report deviations to the relevant Manager and the Municipal Manager.
- c) No employee shall sell or use the items in his/her private time or private use.

6.13 Cleaning of issued items

- a) The items issued to employees must be maintained in good and orderly manner.
- b) Reasonable care should at all times be taken care of

6.14 Ownership

- a) All issues items remain the property of the Council during that cycle.
- b) All employees shall be made to sign and confirm recipient of all issued items.

6.14 Working when it rains

- a) Every employee who works in the open air must wear suitable protective clothing on any working day during which it rains.
- b) Depending on the level, rate or concentration of the rainfall, the supervisor concerned may require employees who work in the open air to continue working whilst it rains, provided they wear suitable protective clothing.
- c) 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.
- d) Should the supervisor be of the view that the level, rate or concentration of the rainfall affects the safety, health, effectiveness or qualitative production of the employees, he/she must order work be abandoned forth with and order such employees to move to a suitable place identified by the supervisor where there is shelter.
- e) Should the supervisor upon his/her assessment of the weather conditions be of the view that there is slim and or no prospects of the stoppage of rainfall, he/she may instruct the employees to abandon work and return to the relevant depot, workshop, site or plant.

6.15 Roles and Responsibilities

6.15.1 Employer

- a) Identify potential hazards which may be present while work is being done, and any equipment is being used.
- b) Ensure that plant, tools, equipment and machinery are safe, maintained in good working order.
- c) Establish precautionary measures that are necessary to protect his or her workers against the identified hazards and provide means to implement these precautionary measures.
- d) Provide the necessary information, instructions, training and supervision.
- e) Not permit anyone to carry on with any task unless the necessary pre-measure have been taken.
- f) Take steps to ensure that every person under his control comply with the requirements of the act.
- g) Enforce the necessary control measures in the interest of health and safety.
- h) Provide employees appointed in terms of this act with appropriate information, training, facilities and time to execute responsibilities/

6.15.2 Duties of the Senior Manager: Corporate Services

- a) Ensure full compliance with the OHS Act.
- b) Make written appointments indicating duties, functions and responsibilities of the Health and Safety representatives for authorisation by the Municipal Manager.
- c) Document all agreements/strategies relevant to OHS

Mbhashe Local Municipality Occupational Health and Safety POLICY

d) Report all deviations, deficiencies and concerns to the Municipal Manager for authorization, action and implementation within reasonable timeframes.

e) Ensure that all aspects of the programme are identified assesses, suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance.

6.15.3 Duties of departmental Senior Managers

a) Provide a safe and healthful workplace

b) ensuring that workers are trained or certified as required

c) Ensuring that all employees that need to wear personal protective clothing and equipment are issued with such.

d) Support the supervisors and managers in their health and safety activities

6.15.3 Duties of Occupational Health and Safety Officers

a) Incident investigations

b) Conduct risk assessments

c) Monitoring legal compliance

d) Support structure for reps and committees

e) Maintain OHS information, records and database

f) Supervise COID Act execution and compliance

g) Submit OHS committee recommendations to the Senior manager:
Corporate Services

6.15.4 Duties of Employees

a) 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.

b) 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.

c) Wear the prescribed and issued safety clothing or use the prescribed safety equipment where it is required

d) Cooperate with an employer or an employer or any person who has been authorized by the employer to carry out duties in terms of the act.

e) Inform the employer or their health and safety representative of any unhealthy circumstances or acts that they may result in an injury.

Mbhashe Local Municipality Occupational Health and Safety POLICY

f) Not to interfere with, damage or misuse anything that is provided in the interest of health or safety, this applies to intentional and or careless or irresponsible actions.

6.15.5 Health and Safety Representatives

a) Health and Safety representatives shall be appointed from each department and sections as described by section 17 of the OHS Act No.85 of 1993 as amended.

b) Health and Safety representatives shall be appointed for a duration of 3 years, and new reps shall be nominated and designated.

c) Health and Safety committees shall be established as prescribed in section 19 of the Act No.85 of 1993 as amended.

d) The functions of the health and safety representatives shall be as prescribed in section 18 and 20 of the OHS Act

e) Reasonable recognition of health and safety representatives shall be maintained by the employer.

6.15.6 Occupational Health and Safety Committee

Composition

a) The committee shall be composed of not more than 15 members drawn from the Health and Safety representatives appointed from the departments.

b) OHS Officer shall also serve in the OHS committee

c) The chairperson shall be appointed amongst the committee members and serve for a period of three years

d) The secretary shall be nominated for Corporate Services department for proper records keeping.

6.15.7 Penalties

Non -compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Procedure and Code.

7.

8. GENERAL POLICY PROVISIONS


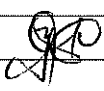
Policy applies to all employees of Mbhashe Local Municipality excluding EPWP employees as regulated by Ministerial Determination of EPWP

9. PROCEDURES FOR IMPLEMENTING POLICY

The Municipality will monitor employee adherence to this policy and apply remedial actions in line with the outlined processes

10. POLICY GOVERNANCE

Policy Governance

Policy Title	Occupational Health and Policy policy	
Policy Version		
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
Senior Manager Corporate Services	Ms N. Mahlathi - Nkuhlu	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
(UNIT) eg. Manager Human Resources	N. Hanise	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		

Mbhashe Local Municipality Occupational Health and Safety POLICY

Policy Review "Triggers"		
Comments		