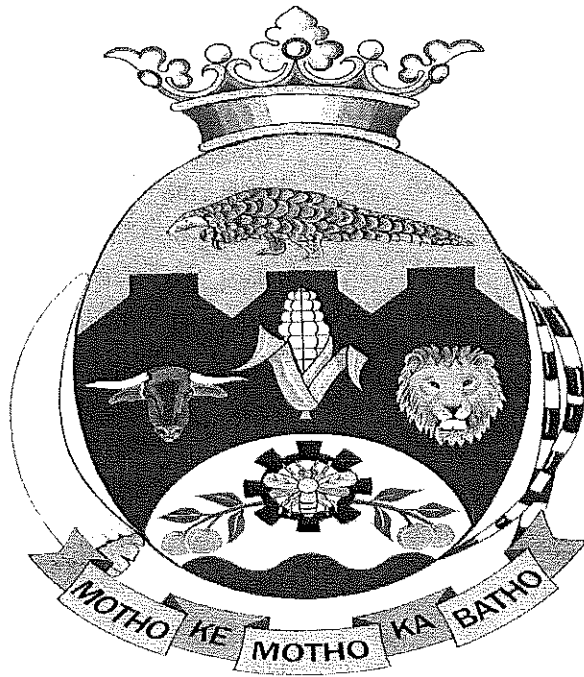


LEPELLE-NKUMPI MUNICIPALITY



OCCUPATIONAL HEALTH AND SAFETY POLICY

TABLE OF CONTENTS

ITEM NO	ITEM DESCRIPTION	PAGE NO
1.	PREAMBLE	4
2.	PURPOSE	4
3.	POLICY STATEMENT	4
4.	DEFINITIONS	5
5.	RESPONSIBILITIES TOWARDS OCCUPATIONAL HEALTH AND SAFETY IN LEPELLE-NKUMPI MUNICIPALITY	5
5.1	DUTIES OF EMPLOYER	5
5.2	DUTIES OF EMPLOYEE	6
6	OCCUPATIONAL HEALTH AND SAFETY STRUCTURES	6
6.1	HEALTH AND SAFETY COMMITTEE	7
6.2	DUTIES AND RESPONSIBILITIES	8
6.3	HEALTH AND SAFETY REPRESENTATIVES	8
6.3.1	ELECTION	8
6.3.2	DUTIES AND RESPONSIBILITIES	8
6.3.3	RIGHTS	9
7	PROCESS AND PROCEDURES	9
7.1	REPORTING OF INCIDENTS AND ACCIDENTS	9
7.2	ACCIDENTS/INCIDENTS INVESTIGATION	9
7.3	RISK ASSESSMENT	10
7.3.1	BASELINE RISK ASSESSMENT	10
7.3.2	ISSUE BASED RISK ASSESSMENT	10
7.3.3	CONTINUOUS RISK ASSESSMENT	10
7.4	OCCUPATIONAL HEALTH AND SAFETY AUDITS	10
7.5	REFUSAL TO WORK PROCEDURE	11
7.6	MEDICAL ASSESSMENT	11
7.7	INTOXICATION	12
7.8	CONTRACTORS	12
7.9	OCCUPATIONAL HEALTH AND SAFETY TRAINING	12
7.10	EMERGENCY DRILLS	12
7.10.1	CIVIC CENTRE	12
7.10.2	OTHER MUNICIPAL PREMISES	12
7.11	FIRE EXTINGUISHERS	12
8.	NON-COMPLIANCE TO THIS POLICY	13
9.	POLICY REVIEW	13

OCCUPATIONAL HEALTH AND SAFETY POLICY

1. PREAMBLE

- 1.1 The need for the policy stems from the Occupational health and safety Act, 85 of 1993, which requires employers, including municipalities amongst other things to develop and adopt an occupational health and safety policy.
- 1.2 Furthermore, this policy is intended to create a framework for decision making in respect of human resources management in as far as occupational health and safety is concerned in the municipality.
- 1.3 To comply with the conditions relating to the Occupational Health and Safety Act, Act 85 of 1993 regarding the issue and control of safety equipment/protective clothing as well as to compile a policy on the issue and control of other clothing and uniform which is not legally compulsory

2. DEFINITIONS

"Act" refers to occupational health and safety Act 85 of 1993

"Municipality" refers to Lepelle-Nkumpi Municipality

"OHS" means Occupational Health and Safety

"Approved inspection authority" means an inspection authority approved by the chief inspector

"Danger" means anything, which may cause injury or damage to persons or property

"Employee" means any person who is employed by or work for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other persons.

"Employer" means any person who employs or provides work for any person and remunerates that person or expressly undertaking to remunerate him.

"Hazards" means a source of or exposure to danger

"Healthy" means free from illness or injury attributable to occupational causes

"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, confirming transforming ,transmitting, or controlling any form of energy

“Medical surveillance “means a planned programme or periodic examination of employees by an occupational health practitioner or in prescribed cases, by an occupational medicine practitioner.

“Plant” includes fixtures, fittings, implements, equipments, tools and appliances and anything, which is used for any purpose in connection with such plant

“Risk” means the probability that injury or damage will occur

“Safe” means free from any hazards.

“risk assessment” means a process to identify potential hazard and analyze what could happen if a hazard occurs

3. PURPOSE

- 3.1 To provide and maintain a working environment that is safe and without risks to health of employees and other persons affected by operations of the municipality
- 3.2 Furthermore the purpose of the policy is to ensure that the right of the employee is respected with regard to his/ her protection of health and safety and security and injury on duty.
- 3.3 Lastly to provide the facilities and standards in a management system where consultation inspection of workplace, investigation incidents, meetings etc. can take place in view to provide a healthy and safe working environment which is reasonable and workable and functioning rationally.

4. POLICY STATEMENT

- 4.1 Lepelle-Nkumpi Municipality as employer recognizes and accepts its responsibility and accountability charged with under the occupational health and Safety Act, act 85 of 1993.
- 4.2 The Municipality will therefore continually assess its activities to ensure compliance with the Act
- 4.3 Subject to the above principle, the Lepelle-Nkumpi Municipality undertakes the following:

- a) To implement and maintain all relevant health and safety legislation.
- b) To implement and maintain relevant municipalities health and safety standards and instruction

- c) To apply first aid treatment of occupational illness or injuries occurring at workplace and to attend to the compensation claims
- d) To provide the necessary and relevant health and safety training
- e) To ensure the safety and welfare of the public as far as possible
- f) To provide protective clothing and equipments as prescribed by the Occupational Health and Safety Act

4.4 Every employee shall take the following reasonable care at the workplace to ensure the achievement of the above objective

- a) Co-operate in the interest of Occupational health and Safety
- b) Care for, in terms of the Occupational Health and Safety act, Act 85 of 1993, their own and fellow employee health and safety
- c) Ensure that all prescribed protective clothing and safety equipment as provided are used to prevent illnesses or injuries
- d) Report all unhealthy and unsafe conditions or acts to their supervisor and health and safety representatives.

5. RESPONSIBILITIES TOWARDS OCCUPATIONAL HEALTH AND SAFETY IN LEPELLE- NKUMPI MUNICIPALITY

5.1 Duties of the Employer:

- a) Provide and maintain as far as reasonably practicable, a safe and healthy working environment
- b) Assess the hazards within the workplace
- c) Assess all precautionary measures to effectively/mitigate any hazards or potential hazards
- d) Take such steps that would eliminate/mitigate the hazards
- e) Provide information, instruction and training as may be necessary to ensure the health and safety of employees
- f) Not permit an employee to perform any task without implementation of the precautionary measures, in respect of work, article, substance plant or machinery
- g) Take necessary measures to ensure that all employees comply with the requirements of the Act
- h) Enforcing measures in the interest of health and safety
- i) Cause all employees to be informed regarding the scope of their authority
- j) Ensure that all work is performed under the general supervision of a person trained to understand the hazards associated with such task and who has the authority to enforce the utilization of all precautionary measures
- k) Ensure that persons other than those in the employment of the municipality who may directly affected by his /her activities are therefore not exposed to hazards
- l) The Municipal Manager and Departmental Managers has the responsibility and accountability to ensure that the duties of the employer as contemplated in the Act are adhered to.

- m) The Municipal Manager also has the right to assign duties to any person under his control, which person shall act subject to his control and directions.
- n) The head of each Department shall have duties assigned to assist the Municipal Manager to ensure compliance with the act.

5.2 Duties of the employee

5.2.1 Within the structure of duties, created by the Act, employees are burdened with duties, as the legislative body realized that by placing sole responsibility on management for compliance would not effectively implement the objectives of the legislation.

5.2.2 It should however be borne in mind that the duties of employees are entirely subject to the duties of management and that the prosecution will only take cognizance of an employee's shortcomings, in the event where management has complied with all duties concerned and are able to prove such compliance

5.2.3 The duties of employees are as follows:

- a) Take reasonable care for his /her own health and safety of other persons, including co-employees, visitors and contractors.
- b) To co-operate with the employer in complying with management duties
- c) To carry out any lawful order made in relation to health and safety
- d) To report all unsafe conditions to the employer
- e) To report incidents, including near misses to the employer
- f) Not to intentionally interfere with, damage or misuse any item provided in the interest of health and safety in the workplace

6. OCCUPATIONAL HEALTH AND SAFETY STRUCTURES

6.1 Health and Safety committee

6.1.2 A health and safety committee shall be established. The committee shall comprise out of the following members.

6.1.3 Members from different Departments (elected health and safety reps)
OHS officer Employer representative

6.2 Duties and responsibilities

6.2.1 Discuss and make recommendation on common health and safety issues to all Departments;

6.2.2 Set and review Occupational health and Safety Standards;

6.2.3 Review the Occupational health and Safety Policy

6.2.4 Shall meet quarterly

6.2.5 Shall keep record of minutes and recommendations made to employee

- 6.2.6 Discuss incidents/accidents that occurred at the workplace and recommend
- 6.2.7 Make recommendations to the employer on matters affecting the health and safety of employees
- 6.2.8 Note corrective actions taken by employer arising from reports received from health and safety representatives

7. HEALTH AND SAFETY REPRESENTATIVES

7.1 Election

- 7.1.1 Every Department must elect their own health and safety representatives to represent the employees;
- 7.1.2 The Municipal Manager can appoint health and safety representative to represent the employer
- 7.1.3 Election shall be held every three years

7.2 Duties and Responsibilities:

- a) Make representation to the employer on general matters, affecting the health and safety of employees
- b) Identify potential hazards and risks to the health and safety of employees in the workplace
- c) Investigate complaints by an employee relating to his/her health and safety at work
- d) Make representation or recommendations to the employer or health and safety committee on any matter affecting health and safety of employees
- e) Carry out the monthly inspections in the working place within their scope of authority
- f) Participate in consultation over health and Safety with inspectors at the workplace and accompany an inspector on any inspection of the workplace
- g) Attend at least one health and safety committee meetings, which he/she is a member of

7.3 Rights

- a) Visit the site of an incident at all reasonable times and attend to any inspection
- b) Attend any investigation or formal inquiry held in terms of this Act
- c) In so far as it is reasonably necessary for performing his/her functions must inspect any document which the employees is required to keep in terms of the OHS Act
- d) Accompany an inspector on any inspection with the approval of the employer be accompanied by a technical advisor on any inspection
- e) Participate in any internal health and safety audit

8. PROCESS AND PROCEDURES

8.1 Reporting of incidents and accidents

8.1.1 All Occupational Health and Safety injuries shall be reported to Occupational Health and Safety Officer before the end of that working shift

8.1.2 The OHS Officer must complete the following.

- Employers Report of an accident (WCL2)
- First medical report(WCL4)
- Record and investigation of incident (General Administrative Regulation) Annexure1

8.2 Accident /Incident Investigation

8.2.1 All Occupational Health and Safety accidents and incidents must be investigated. Municipal Manager must appoint investigator to investigate accidents/ incidents.

8.2.2 This investigator must receive relevant training. Investigators report must be discussed at the relevant Health and Safety Committee

8.3 Risk Assessment (a process to identify potential hazard and analyze what could happen if a hazard occurs)

8.3.1 There are essentially three forms of risk assessment that could be used depending on the risks and these are:

a) Baseline Risk assessments(means an assessment conducted before cleanup activities begin at a site to identify and evaluate the threat to human health and the environment)

- Identify major risks
- leads to issue based and continuous risk assessment

b) Issue Based Risk assessment (it is an assessment that is conducted after baseline risk assessment has been done.) Will be conducted when:

- New machine is introduced
- A system of work is changed or operations are altered
- After an accident or incident has occurred

c) Continuous risk Assessment

These will include the following:

- Inspection by Health and Safety Representative
- Annual audits

- Occupational Hygiene assessment

8.3.2 The results and feedback on these risk assessment will be discussed on the monthly Health and Safety Committee meeting.

8.4 Occupational Health and Safety Audits

8.4.1 In all Departments annual audits will be conducted and the following person should form part of the audit team

- a) Departmental Manager
- b) Health and Safety Committee
- c) Supervisors

8.4.2 All audit results will be discussed at the management meeting

8.5 Refusal to work Procedure

8.5.1 Every employee has the right to refuse to work if he/she feels that his or her health and safety is at risk;

8.5.2 When this situation arises the following steps must be followed:

8.5.3 The employee must contact the supervisor to investigate and advise, and if he/she believes that the environment is still unsafe he or she must contact the health and safety representative of that particular unit to investigate and advise accordingly.

8.5.4 Should the employee after investigation feel that the environment is still unsafe he/she must contact the Departmental Manager to investigate and if he/she disagrees with the decision of the Manager then he/she must contact the Occupational Health and Safety Officer to investigate and assess the risk and his /her assessment will be final.

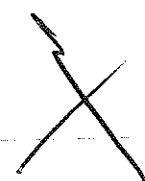
8.5.5 Great care should be taken by employees not to misuse the procedure as it can lead to disciplinary actions

8.6 MEDICAL ASSESSMENT

8.6.1 Lepelle- Nkumpi Municipality must take responsibility for his employees that works in areas where their health could be affected.

8.6.2 Employees that are exposed to the following shall be tested annually

- Noise (Ears)
- Lead(blood)
- Dust



- chemicals

8.6.3 All medical reports shall be kept by the Occupational Health and Safety Officer and shall be treated confidential.

8.7 INTOXICATION

8.7.1 No person shall be permitted to enter any workplace who is or who appears to be under the influence of intoxicating liquor or drugs.

8.7.2 In cases where there is any doubt, a health practitioner can be called to test the person.

8.7.3 In cases where employees are under the influence of intoxicating liquor or drugs, disciplinary action will be taken.

8.7.4 Employees taking medicines shall be permitted to perform duties at the workplace if the side effects of such medicine do not constitute a threat to the health and Safety of the person concerned or others at such workplace.



8.8 CONTRACTORS

- 8.8.1 Any contractor that will be performing work on the Municipal jurisdiction of Lepelle -Nkumpi Municipality must complete a written agreement in terms of occupational Health and Safety Act
- 8.8.2 Before any work can commence the contractor must hand in a letter of good standing from compensation commissioner
- 8.8.3 Contractors that will perform any construction work as defined by the construction Regulations shall hand in their Health and Safety Plan before commencing with their work

8.9 Occupational Health and Safety Training

- 8.9.1 Every employee has the right to receive Occupational Health and Safety Training and this training will be conducted in accordance with Lepelle-Nkumpi Municipality's training and development policy

8.10 EMERGENCY DRILLS

8.10.1 Civic Centre

Every floor in the main building will have a floor marshal, who will be in charge of all emergency evacuations. The emergency marshal will be trained in all emergency scenarios and evacuation drills

8.10.2 Other Municipal Premises

All other Municipal premises will have an appointed emergency marshal. The emergency marshal will be trained in all emergency scenario and evacuation drills.

OHS Officer should arrange with the Municipal Manager that an emergency drill should take place annually. Only the Municipal Manager and OHS Officer will know when these emergency drills will take place

7.11 FIRE EXTINGUISHERS

- 7.11.1 All fire extinguishers at Municipal premises should be numbered and recorded in a register. These fire extinguishers will be checked monthly by the Health and Safety representative of the area
- 7.11.2 These fire extinguishers should be serviced annually. Every year these fire extinguishers should be pressure tested by a service provider. The service provider should comply with the following legal requirements:
 - a) **Valid SABS certification**
 - b) **Valid registration at S.A.Q.C.C Fire**

8. NON COMPLIANCE TO THIS POLICY

- 8.1 Any contravention in terms of this policy and the relevant legislation will result in disciplinary action being instituted against the perpetrators in terms of the Standard Condition of Employment, the Labour Relation Act and any other relevant legislation.

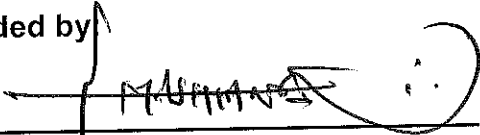
9. POLICY REVIEW

- 9.1 This policy will be reviewed and amended on an annual basis or each time any Act or condition of service or other agreements deem it necessary.

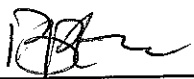
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