

“ The City of Heritage ”



OCCUPATIONAL, HEALTH AND SAFETY POLICY

1. INTRODUCTION

The ULUNDI LOCAL MUNICIPALITY has a responsibility to protect its employees and any other person within its boundaries, against health and safety hazards that might arise from its service rendering activities and to apply sound risk management principles to promote the health and safety and well-being of all employees. This 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.

This policy intends to:

- promote and maintain the highest degree of physical and mental wellbeing of workers.
- Prevent occupational illness and disease caused by their working conditions.
- Place and maintain workers in a working environment that is conducive to their individual physiological and psychological conditions.
- To protect all the employees of the Ulundi Local Municipality and the public as large against health and safety hazards which might exist or arise from activities performed by the municipality by the effective planning and expedient execution of tasks, whilst complying with all prescribed safety and protective measures.
- To promote and maintain a working environment that is free from hazards.

The Occupational and Safety Act stipulates the responsibilities of the Employer to provide a safe and secure environment for all employees. Further, the Act stipulates the responsibilities of Employees to ensure that they adhere to the rules laid down by the Employer to provide a safe working environment.

2. OBJECTIVE

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

3. MEDICAL PROGRAMME

A Medical Programme 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. And this is also applicable on Shift Workers (Environmental Regulation 2 OHS Act).

Employees who have a condition which will or could be compromised will not be placed in high-risk areas.

3.1 Medical Examination

All employees will undergo a medical examination as regulated by the pension fund.

4. LEGISLATIVE COMPLIANCE

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

Any training done with respect to the legislation or company health and safety programme, policies and procedures will be noted and kept on file. Any person who does not adhere to this legislation will be guilty of an offence and thus be disciplined according to the disciplinary code.

4.1. LEGAL FRAMEWORK

- Basic Conditions of Employments Act (Act 75 OF 1997)
- Labour Relations Act (Act 66 of 1995)
- Municipality Finance Management Act (Act 56 of 2003)
- Occupational Health and Safety Act (Act 85 of 1993 +Regulations)
- Compensation for Occupational Injury and Diseases (Act 85 of 1993)
- Employment Equity Act 55 of 1998
- National Environmental Management Act 107 of 1998 (NEMA)
- National Water Act 36 of 1998 (NWA)
- Locally Negotiated Agreements (LLF Resolutions)
- Local Governments: Municipal Systems Act 2000(32 of 2000)
- Medical, Dental and Supplementary Health Service Professions Act 56 of 1974 or South African Nursing Council as referred to in the Nursing Act 50 of 1987

5. INJURY REPORTING

In terms of the Occupational Health & Safety Act no. 83 of 1993, all injuries and incidents must be reported immediately or as soon as practically possible, for assessment, recording, or possibly investigation.

6. PROTECTIVE CLOTHING

Various occupations will be identified in the job specification as requiring Protective Clothing to be worn by employees.

Employees will be required to sign for Protective Clothing, to follow the procedure and undergo training required for correct usage.

All employees (outside workers) to wear close shoes.

Where Safety clothing or equipment has been issued, it will be an offence if these are not always worn, and thus disciplinary action, according to the disciplinary code, will be taken on non-compliance.

7. HAZARDOUS CHEMICALS IN DAILY USE

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

8. HEALTH AND SAFETY PROCEDURES

8.1 Workplace Safety Rules

Your safety is the constant concern of the MUNICIPALITY and every precaution to be taken to provide a safe workplace. Occupational Health and Safety Officers, as appointed, makes regular inspections, and holds regular safety meetings.

Any wilful or habitual violation of safety rules will be considered cause for disciplinary actions.

The cooperation of every employee is necessary to make the MUNICIPALITY a safe place in which to work in.

Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, posted department rules, and regulations published in a safety booklet.

8.2 Accident reporting

Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once (reported before the end of business/shift).

8.3 Specific safety rules and guidelines

To ensure your safety, and that of your co-workers, please observe and obey the following rules and guidelines:

- 8.3.1 Observe and practice the safety procedures established for the job.
- 8.3.2 In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- 8.3.3 In case of injury resulting in possible fracture to legs, back, 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.
- 8.3.4 Do not wear loose clothing or jewellery around machinery. It may catch on moving equipment and cause a serious injury.
- 8.3.5 Never distract the attention of another employee, as you might cause him or her to be injured. If necessary, to get the attention of another employee, wait until it can be done safely.
- 8.3.6 Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- 8.3.7 Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- 8.3.8 Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire-fighting equipment, electric lighting or power panel, valves, etc. FIRE DOORS AND AISLES MUST BE KEPT CLEAR.
- 8.3.9 Keep your work area clean.
- 8.3.10 Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.

- 8.3.11 Observe smoking regulations.
- 8.3.12 Shut down your machine before cleaning, repairing, or leaving.
- 8.3.13 Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and only the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.
- 8.3.14 Running and horseplay are strictly forbidden.
- 8.3.15 Do not block access to fire extinguishers.
- 8.3.16 Do not tamper with electric controls or switches.
- 8.3.17 Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- 8.3.18 Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- 8.3.19 Report any UNSAFE condition or acts to your supervisor.
- 8.3.20 Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- 8.3.21 Do not throw objects.
- 8.3.22 Clean up spilled liquid, oil, or grease immediately.
- 8.3.23 Wear hard sole shoes and appropriate clothing. Shorts or mini dresses are not permitted.

8.4 Safety Checklist

It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your Supervisor/Safety Officer immediately.

- 8.4.1 Slippery floors and walkways
- 8.4.2 Tripping hazards, such as hose links, piping, etc.
- 8.4.3 Missing (or inoperative) entrance and exit signs and lighting
- 8.4.4 Poorly lighted stairs
- 8.4.5 Loose handrails or guard rails
- 8.4.6 Loose or broken windows
- 8.4.7 Dangerously piled supplies or equipment
- 8.4.8 Open or broken windows
- 8.4.9 Unlocked doors and gates
- 8.4.10 Electrical equipment left operating
- 8.4.11 Open doors on electrical panels
- 8.4.12 Leaks of steam, water, oil, etc.
- 8.4.13 Blocked passageways
- 8.4.14 Blocked fire extinguishers, hose sprinkler heads
- 8.4.15 Blocked fire doors/emergency exits.
- 8.4.16 Evidence of any equipment running hot or overheating.
- 8.4.17 Oily rags
- 8.4.18 Evidence of smoking in non-smoking areas
- 8.4.19 Roof leaks
- 8.4.20 Safety directional or warning signs not in place
- 8.4.21 Safety devices not operating properly
- 8.4.22 Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed
- 8.4.23 Checklist for difference types of vehicles/equipment's

8.5 Safety equipment

Supervisors to oversee that the relevant protective clothing and equipment is distributed as required per job. Employees will be charged for loss or destruction of these articles only when it occurs through negligence.

8.5.1 Safety shoes

Departmental Heads will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open-toe shoes.

8.5.2 Safety glasses

The wearing of safety glasses is mandatory for areas as identified e.g., water staff. Strict adherence to this policy can significantly reduce the risk of eye injuries.

8.5.3 Seat belts

All employees must use seat belts/ shoulder restraints whenever they operate a vehicle on MUNICIPALITY business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

8.5.4 Good housekeeping

Your work location should be kept clean and orderly. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles

8.6. CONDITION OF VEHICLE/EQUIPMENT

- Vehicles to comply with set specifications
- All ULM vehicles must be roadworthy/conditions of equipment's e.g. tyres, windows, brakes, lights/reflectors, mechanical operations etc.
- Good housekeeping in driving cab/load area
- All vehicles part of preventative maintenance
- All drivers /operators trained.
- All drivers /operators issued license for a type of vehicle authorized to operate.
- All license checked within the last 12 months.
- Routing standards set and compliance monitored.
- Checklists correctly and regularly completed by driver /operator.

9. ROLES AND RESPONSIBILITIES

9.1 Responsibilities of the employer

- 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 without risk to health.
- Establish the precautionary measures that are necessary to protect his/her workers against the identified hazards and provide means to implement these precautionary measures to eliminate, reduce the risk associated with the hazards.
- Provide the necessary information, instructions, training, and supervision.
- Not permit anyone to carry on with any task unless the necessary pre-measures 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 is being done and equipment being used is under general supervision of worker who has been trained to understand the hazards associated with the work and such a worker must ensure precautionary measures are implemented and maintained.
- Delegate responsibilities to employees appointed in terms of the Occupational health and safety Act
- Provide employees appointed in terms of Act with the appropriate information and training, and time to execute.

9.2. Duties of Corporate Service Director

- Ensure full compliance with the OHS Act.
- Make written appointments indicating duties, functions, and responsibilities.
- Documents all agreements relevant to OHS
- Reports all deviations, deficiencies, and concerns to the Municipality Manager for authorizations, action, and implementation within reasonable time frames.
- Ensuring that all aspects of programme are identified, assessed, suitable risk control measures are implemented, maintained, evaluated, and reviewed for efficiency and compliance.

9.3. Duties of the Directors Departments

- To provide a safe and healthful workplace
- Ensuring that workers are trained or certified as required.
- Ensuring that all employees that needs to wear personal protective clothing and equipment are issued with such.
- Support the supervisors and managers in their health and safety activities.

9.4. Duties of Occupational Health and Safety Officer

- Incident Investigations
- Monitoring of legal compliance
- Internal Audits
- Maintain OHS information, records, and database.
- Supervise COID Act 9 (Compensation of Occupational Injuries and Diseases) execution and compliance.
- Report on incidents, trends, risks
- Support structure for safety health and environmental representatives and committees

9.5. Duties of employees

- Take care of his or her own health and safety as well as other persons who may be harmed by his or her actions
- Follow all health and safety instructions and procedures that are provided and communicated by the employer or anyone authorized to do so.
- Formally report an incident they were involved in or aware of that could cause health risk or may result into injury.
- Not to interfere with, damage or misuse anything that is provided in the interest of health and safety. This applies to intentional and careless or irresponsible actions.

9.6. Health and Safety Representatives

- Health and safety reps shall be appointed from each department and as described by section 17 of OHS Act 85 of 1993
- Health and Safety Committees shall be established as prescribed in section 19 of the OHS Act 85 of 1993
- Joint health and safety committee shall meet on quarterly basis or when the need arise.

9.7. Composition of the Health & Safety Committee

- The committee shall consist of all appointed SHE representative from each department, the assistant director as well as the superintendents of each section.

9.8. Composition of the Joint Health and Safety Committee (Top Management Review Committee)

The Safety Health & Environmental top management review committee shall be constituted as follow:

- Municipal Manager
- Heads of Departments
- Financial Manager
- HR Manager

- Property Manager
- Project Manager
- Plant Engineers
- OHS Officer
- Unions

Municipal Manager will chair this committee meeting.

9.9. Record Keeping

- All documents and correspondence emanating from or related to this policy will be kept on either personal and or recording files as dictated by the nature of issue.

9.10. Penalties

- Non-compliance to any of this stipulation contained in this policy will be regarded as misconduct, which will be dealt with in terms of disciplinary code.

10. Policy Review

Policy shall be reviewed annually and revised as and when necessary, in the light of changing conditions and findings of surveys or studies conducted by health and safety committee.