



OCCUPATIONAL HEALTH AND SAFETY POLICY

INTRODUCTION

Occupational Health and Safety Act, 1993

The Occupational Health and Safety Policy of Kai! Garib District Municipality (Act 85 of 93) forms an integral part of the policy and must be read continuously together – with specific emphasis and implementation i.r.o. the following Articles:

- Art 8 = “General duties of employers to their employees”
- Art 9 = “Recording and investigating of incidents”
- Art 12 = “Offences and penalties”
- Art 14 = “General duties of employees at work”
- Art 18 = “Functions of Health and Safety Representatives”
- Art 20 = “Functions of Health and Safety Committees”

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POLICY STATEMENT

The Kai! Garib District Municipality, the Councilors, the Municipal Manager and all Top and Middle Managers acknowledge the moral, legal and financial responsibility to protect and safeguard our employees and other persons affected by our activities, against occupational risk to their health or safety arising from any of the operations associated with the business of Kai! Garib District Municipality.

The Kai! Garib District Municipality, the Councilors, the Municipal Manager and all Top and Middle Managers commit the required resources to the development and continuous improvement of an occupational health and safety management programme. All employees must, at all times, comply with the health and safety provisions. It is an inherent part of every employee’s job to eliminate unsafe conditions and acts. The Kai! Garib District Municipality expects management and employees to ensure, at all times, that safe working conditions are maintained and the goal of eliminating all accidents and occupational disease at the workplace.

PRINCIPLES

All Managers and Employees of the Kai! Garib District Municipality, including Contractors and visitors have a shared responsibility for contributing to the health and safety of all persons in the workplace. The promotion and maintenance of occupational health and safety, and the dissemination of occupational health and safety information is primarily the responsibility of management. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and keeping under review the Council’s Occupational Health and Safety programme.

OBJECTIVES

This policy provides the framework for:

- the development of safe methods of work;
- the achievement of a safe working environment;
- the promotion of good health within the workforce;
- reducing the number and severity of injuries in the workplace;
- complying with all relevant Acts, Regulations, Standards and Codes of Practice.

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STRATEGIES

Risk Management:

- The Council will establish and maintain a documented occupational health and safety system with procedures for identifying, assessing and controlling workplace hazards;

Consultation:

- An Occupational Health and Safety Committee comprising of employee and management representatives will be maintained to provide an effective consultative mechanism.

Employees are able to provide input into the occupational health and safety policy and programme. Management representatives who have the necessary power to authorise committee recommendations have been appointed to the Committee.

- Management will consult with contractors when planning the work to determine the most effective means of ensuring both parties fulfill their Occupational Health and Safety responsibilities.
- The Council is committed to consult with all relevant parties regarding the maintenance of occupational health and safety in the Kai! Garib workplace

Occupational Health and Safety Plan:

- In order to implement the general provisions of this policy an annual Occupational Health and Safety Plan will be developed and implemented.

RESPONSIBILITIES

Municipal Manager

- The Municipal Manager is accountable for ensuring that all legal Occupational Health and Safety responsibilities are fulfilled. Therefore, the Municipal Manager must ensure that sufficient Occupational Health and Safety resources are made available in all business operations, financial forecasts and budgets, and performance measurement and management systems. Occupational Health and Safety is an integral part of every operation and activity.

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BUSINESS UNIT MANAGERS:

- The responsibilities of managing the Occupational Health and Safety programme can be delegated to a person/s appointed by the Municipal Manager to co-ordinate the OH&S programme in terms of Section 16(2) of the OHS Act, without absolving the Municipal Manager of his/her responsibilities and accountability for overall OH & S compliance.
- The appointee will ensure total compliance with the OHS Legislation by all parties in his/her control – Employers, Employees, Committees, Contractors, Visitors, the public/community, Suppliers, Installers, and Distributors.
- Implementation of this policy and the associated programme activities will be evaluated as part of the Performance Contract.

Managers:

- Each Manager is required to ensure that this policy and the Occupational Health and Safety program is developed and effectively implemented in areas under their control, and to support Supervisors and hold them accountable for their specific responsibilities.
- Implementation of this policy and the associated programme activities will be evaluated as part of the Performance Management System.
- Implementation of the Council's Occupational Health and Safety Risk Management procedures shall be a primary responsibility for managers in each area.

Supervisors

- Each first line Supervisor is responsible, and will be accountable, for taking all practical measures to ensure that the workplace under their control is safe and without risks to health, and that the behavior of all persons in the workplace is safe and without risk to health.
- The Supervisor will be held accountable for detecting any unsafe or unhealthy conditions or behavior.
- If Supervisors do not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to a Manager with the necessary authority to effect a remedy.

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EMPLOYEES

- All employees are required to comply with the Occupational Health and Safety Policy and program to ensure their own health and safety and the health and safety of others in the workplace.
- All employees will carry out their work according to the safe systems of work, use personal protective equipment (PPE) provided and use all plant, materials, tools and substances in the manner for which they are intended.

Contractors, Sub-Contractors and Visitors:

- All visitors, contractors and sub-contractors engaged to perform work on the Council's premises or locations are required, as part of their contract, to comply with the Council's Occupational Health and Safety Policies, procedures and programs and to observe Directives on health and safety from designated officers of Kai! Garib District Municipality.

Failure to comply or observe a directive will be considered a breach of the contract and sufficient grounds for termination of the contract.

OCCUPATIONAL HEALTH AND SAFETY PROGRAMME

In order to implement the general provisions of this policy, a programme of activities and procedures will be developed, reviewed and updated, and effectively carried out.

The programme will relate to all aspects of Occupational Health and Safety including, but

not limited to:

- OHS training and education for all employees – general and hazard specifically
- changes to work methods and practice

- emergency procedures and drills
- provision of OHS services, equipment and facilities
- workplace inspections and safety plans
- reporting and recording of incidents, accidents, injuries and illnesses
- provision of information to employees, contractors, sub-contractors and visitors
- This plan shall be approved annually by the Council

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RELEVANT LEGISLATION

Occupational Health and Safety Act No. 85 of 1993 and its Regulations.

EVALUATION

The Council is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement aimed at the elimination of work related illness and injury. The effectiveness of this policy will be measured by the:

- development and implementation of safety plans by managers.
- the number of safety actions signed off as completed by managers.
- decrease in lost time due to illness and injury, and a resulting reduction in workers compensation liability.

RESOURCE IMPLICATIONS

- Safety Representatives are appointed for a period of two years
- Appointment of an Occupational Health, Safety Supervisor and Staff Manager
- Budgetary provision for the Occupational Health and Safety Programmes
- Allocation of time for effective safety training of the workforce
- Safety Committees shall meet monthly
- Safety Representatives will have monthly inspections and submit reports to the Safety Committee

POLICY REVIEW

- This policy will be reviewed if required by Legislation or so desired due to circumstances