



**OCCUPATIONAL HEALTH AND SAFETY
POLICY**

2021/22

Summary

Ngqushwa Municipality as an employer considers its employees and Councillors to be its most valuable assets and undertakes to safeguard them through providing and maintaining, as far as reasonably practical, a working environment that is safe and without risk to the health of its employees. In ensuring a safe and healthy working environment all employees of the municipality have to work closely together with the employer in minimizing any risk that might jeopardize the health and safety of its employees. It is Council's responsibility to ensure that all legal and statutory obligations are strictly complied with.

Publication Date	
Review Date	September 2021
Related Legislation/Applicable Section of Legislation	<ul style="list-style-type: none"> • Occupational Health & Safety Act, 1993 • Compensation for Occupational Injury and Diseases Act, 1993 • SALGBC Collective Agreements • Basic Conditions of Employment Act 75 of 1997; • Hazardous Substances Act 15 of 1973; • Labour Relations Act 66 of 1995; • National Environmental Management Act 107 of 1998; • National Road Traffic Act 93 of 1996; <p>Building Regulations and Standards Act 103 of 1977 and Regulations</p>
Related Policies, Procedures, Guidelines, Standards, Frameworks	
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Name/Position)	MW MXEKEZO
Policy Officer (Phone)	040-6733095
Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services

Unit responsible	Human Resources
Applies to	All Municipal Employees
Key Words	Occupational Health and Safety Policy
Status	Reviewal
Council approval date	
Version	1

REVISION RECORD

Date	Version	Revision Description

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1. TITLE

Occupational Health and Safety Policy

2. PURPOSE/OBJECTIVES

The objectives of this policy is to empower employees in all health and safety related functions to:

- Decrease incidents, injuries, and diseases to zero level;
- Train departmental representatives, as nominated by management, in safety incident investigations;
- Encourage employees to identify unsafe and unhealthy hazards;
- Report these hazards immediately;
- Guide and counsel employees rather than enforce and admonish;
- Open communications links and frequent contact between workers and management;
- Praise and recognise safe performance;
- Furthermore promote off the job health and safety;
- Team commitment and safety attitude

3. SCOPE

This policy is applicable to all Staff, Councillors, Customers/Clients and visitors to Municipal premises.

4. PROCEDURE DETAIL

4.1 REGULATIONS

4.1.1 A summarised copy of this policy shall be displayed in every workplace.

4.1.2 A copy of the Occupational Health and Safety Act shall be available in every workplace.

4.1.3 The Municipality shall develop its own Occupational Health and Safety Standard which shall be based on the 5-Star standard as developed by the National Occupational Safety Association (NOSA). These standard shall specifically refer to the following elements:-

- Premises and Housekeeping Mechanical,
- Electrical and Personal Safeguarding.
- Fire Protection and Prevention Incident (Accident) Recording and Investigation.
- Safety Organisation

4.1.4 The Municipality shall in all respects comply with the OHS Act and the COIDA and the regulations framed under these acts.

4.2 IMPLEMENTATION OF THIS POLICY

4.2.1 The Municipal Manager and those person to whom the Municipal has assigned duties under Section 16 of the OHS-Act shall be responsible for the Implementation of this policy.

4.2.2 According to Section 17 of the OHS-Act, health and Safety Representative are appointed in each work area and they are charged with the responsibility to bring any threat to the Health and Safety of Employees to the attention of the employer. They will form part of the Safety Committee structure (established by the Municipal Manager) and these committees will meet once every two months.

4.2.3 The Municipal Manager will appoint a Safety Officer for the Municipality, who will act as a Secretary to all Health and Safety Committees and will inspect all workplace at regular intervals in order to ensure compliance with the OHS- Act.

4.2.4 The Safety Officer will report all deviations from Council Standards and the provisions of the OHS-Act and the COIDA-Act to Executive Management.

4.2.5 The Municipality's Disciplinary Code shall be applied in cases where this policy is breached.

4.3 PROTECTIVE CLOTHING

4.3.1 The Municipality will at all times comply with General Safety Regulation 2 of the OHSA which clearly stipulates when and where Protective Clothing will be issued.

4.3.2 Regular risk evaluations will be carried out by the Safety Officer in order to determine the need for Protective Clothing.

4.3.3 Employees will be instructed concerning the proper use, maintenance and limitation of the Safety Equipment provided.

4.3.4 The municipality shall not require or permit an employee to work unless such employee uses the required Safety Equipment. Failure to use protective equipment provided to safeguard an employee could lead to disciplinary action.

4.3.5 Failure of the Department/Responsible employee to procure personal protective clothing for employees will lead to disciplinary actions.

4.3.6 Every Department will keep a record of Issues reflecting the employee number, date of issue, quantities, type of equipment and signature.

4.3.7 When an employee reports protective clothing losses as a result of theft **Clause 7** of the Dress Code, Uniforms and Protective Clothing Policy shall be observed.

4.4. FIRST AID FIRE EXTINGUISHERS

All Municipal owned building shall have First Aid Kits:-

- Tool kits should be supplied to and kept by employees who have received Health and Safety training.
- All municipal owned building shall have fire extinguishers in strategic places.
- All employees requiring first aid shall receive such assistance from the designated custodian of the first aid kit.

4.5 COMMUNICATION

Circulars, messages, workshops and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

4.6 REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval

5. ROLES AND RESPONSIBILITIES

Role	Authority
<ul style="list-style-type: none"> • Create, evaluate, review and adopt the Occupational health and safety Policy 	Council
<ul style="list-style-type: none"> • Implement and enforce this policy • Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard. 	Municipal Manager
<ul style="list-style-type: none"> • Ensure that there is compliance with the Health and safety Policy 	Director Corporate Services

6. MONITORING, EVALUATION AND REVIEW

A report detailing the progress with the implementation of Occupational Health and Safety Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Hazard	a source of exposure to danger
Safe	means free from any hazard
Health and Safety Committee	a committee established under Section (19) of the Occupational, Health and Safety Act 85 of 1993
Health and Safety Representative	a person designated in terms of 17(1) O H S Act 85 of 1993
Incident	an event or happening with possible stimulus to serious consequences
Occupational Disease	any disease arising out of and contracted in the course of the employee's employment
Occupational Injury	a personal injury sustained as a result of an accident at work

8. SUPPORTING DOCUMENTS

None

9. REFERENCES

None

10. APPENDIX

None

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is adopted and approved by the full Ngqushwa Local Municipality Council for implementation



MUNICIPAL MANAGER

22/08/2022
DATE



MAYOR

30/08/2022
DATE