

EMAKHAZENI LOCAL MUNICIPALITY



OCCUPATIONAL HEALTH AND SAFETY POLICY

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3. DEFINITIONS

- “**hazard**” means a source of or exposure to danger
- “**health and safety committee**” means a committee established under section 19 of Occupational Health and Safety Act, No 85 of 1993,
- “**healthy**” means an incident as contemplated in section 24 of Occupational Health and Safety Act,
- “**issue**” means personal safety equipment /protective clothing as well as other clothing and uniforms not compulsory by law,
- “**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 for 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,
- “**occupational health**” means including occupational hygiene, occupational medicine and biological monitoring,
- “**occupational hygiene**” means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons’
- “**risk**” means the probability that injury or damage will occur,
- “**safe**” means free from any hazard,
- All terminology not defined under clause 2 of this policy shall bear the same meaning as in the applicable legislation.

1. INTRODUCTION

The Municipality and its staff believe that the prevention of injuries and exposure to disease of all the employees is of paramount importance to the organization in its quest to be a leader in health and safety. Furthermore, management acknowledges its responsibility and moral obligation to provide a safe and healthy workplace.

We will strive to be proactive in the recognition of risks with the objective of reducing exposure to injury and disease.

Involvement will be at all levels and everyone will share the responsibility, in order to reach the objectives.

2. OBJECTIVE OF THE POLICY

The objective of the policy is to:

- (a) Promote and maintain the highest degree of physical, mental and social wellbeing of workers.
- (b) Prevent amongst workers, ill health caused by their working conditions.
- (c) Place and maintain workers in a working environment that is adapted to their individual physiological and psychological conditions.
- (d) Promote and maintain working environment that is free from danger and injuries.

4. LEGAL FRAMEWORK

- Basic Conditions of Employment Act (Act 75 of 1997)
- Occupational Health and Safety Act (Act 85 of 1993 and Regulations)
- Compensation for Occupational Injury and Diseases (Act 85 of 1993)

5. SCOPE AND APPLICATION

The policy shall apply to all municipal employees including service providers contracted to Emakhazeni Local Municipality.

6. OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

A decentralised OHS Committee system consisting of Health and Safety and Employer Representatives shall be put in place and be assigned with the following functions:

- To facilitate cooperation between the employer and the employees in initiating, developing, carrying out and monitoring measures designed to ensure the health, safety and welfare at work of the employees
- To assist in the resolution of issues relating to occupational health, safety or welfare that arise at any relevant workplace
- To assist in the development, review and distribution of occupational health, safety and welfare practices, procedures or policies

- To perform other functions as prescribed by the employer and health and safety committee

7. Responsibilities of Employers:

- Identify potential hazard 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 are without risk to health.
- Establish the precautionary measures that are necessary to protect his or her workers against the identified hazards and provide means to implement these precautionary measures in order to reduce or remove the risk associated with the hazards.
- Provide the necessary information, instruction, training and supervision.
- Not permit anyone to carry on with any task unless the necessary pre-measures have been taken.
- See to it that work being done and equipment being used is under the general supervision of a worker who has been trained to understand the hazards associated with the work and such a worker must ensure that the precautionary measures are implemented and maintained.
- Delegate responsibilities to employees appointed in terms of the Act

8. Duties of employees

- 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.
- 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.
- Wear the prescribed safety clothing or use the prescribed safety equipment where it is required.
- Cooperate with an employer or any person who has been authorized by the employer to carry out duties in terms of the Act.
- Inform the employer or their health and safety representative of any unhealthy circumstances or acts that they are aware of.
- Give information to an inspector from the Department of Labour if he or she should require it.
- Formally report any incident that they were involved in or aware of that could cause a health risk or that may result in an injury.
- 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 action

9. Health and Safety Procedures

9.1 Workplace Safety and Protective Clothing Rules

Employees should help themselves and others by reporting unsafe conditions or hazards immediately and adhering to the following safety rules;

- (a) **Accident reporting:** any injury at work-no matter how small-must be reported immediately to the supervisors and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.
- (b) **Specific safety rules and guidelines:** To ensure their safety, and that of the co-workers, employees should observe and obey the following rules and guidelines:
- Observe and practice the safety procedures established for the job.
 - In case of sickness or injury, no matter how slight, report at once to their supervisors, in no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
 - In case of injury resulting in possible fracture to legs, back, 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.
 - Do not wear loose clothing or jeweler around machinery. It may catch on moving equipment and cause a serious injury.
 - 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.
 - Pile materials, skids, bins boxes, or other equipment so as not to block aisles, exists, firefighting equipment, electric lighting or power panel, valves, etc. fire doors and aisles must be kept clear.
 - Keep your work area clean.
 - Use compressed air only for the job which it is intended. Do not clean your clothes with it and do not fool with it.
 - Observe smoking regulations
 - Do not block access to fire extinguishers.
 - Do not tamper with electric controls or switches.
 - Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
 - Report an unsafe conditions or acts to their supervisors.
 - Use designated passages when moving from one place to another, never take hazardous shortcuts.
 - Lift properly-use your legs, not your back. For heavier loads, ask for assistance.
 - Do not adjust, clean or oil moving machinery
 - Keep machine guards in their intended place
 - Do not throw objects
 - Clean up spilled liquid, oil, or grease immediately.
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- Wear hard sole shoes and appropriate clothing, shorts or mini dress are not permitted.
 - Place trash and paper in proper containers and not in cans provided for cigarette butts.

9. COMMUNICATION

This policy, and related information pertaining to occupational health and safety, will be communicated to all Municipal employees and Councilors using the full range of communication methods available to the municipality

10. POLICY REVIEW

This policy will be reviewed annually and revised as necessary in the light of the changing conditions and the findings of studies conducted, by the Health and Safety Workplace Committee.

Annexure A - Safety Checklist

ANNEXURE A - SAFETY CHECKLIST

It is 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 immediately.

- Slippery floors and walkways
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose or broken windows
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.