

WINNIE MADIKIZELA MANDELA LOCAL MUNICIPALITY



OCCUPATIONAL HEALTH AND SAFETY POLICY

Approved by the COUNCIL on:

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1. PREAMBLE

Whereas, the Constitution of the Republic of South Africa gives all the citizens the right to an environment that is safe and not harmful to their health or well-being.

Whereas Occupational Health and Safety Act 85 of 1993 [OHASA] requires employers, including municipalities to, amongst other things develop and adopt an occupational health and safety policy with the intention to promote and maintain the highest degree of physical, mental and social wellbeing of employees.

Now, therefore the municipal council enacts the Occupational Health and Safety Policy and Procedure.

2. DEFINITIONS

- 2.1 **Accident:** means an incident arising out of and in the course of an employee's employment and resulting in a personal injury, illness or death of the employee;
- 2.2 **Chief Inspector:** means an officer serving in the Department of Labour, designated under Section 27 of the Act as the Chief Inspector, and includes any officer acting as Chief Inspector;
- 2.3 **Danger:** means anything that may cause injury or damage to persons or property;
- 2.4 **Employee:** As defined in Section 213 of the Labour Relations Act 66 1995;
- 2.5 **Employer:** means any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/ her;
- 2.6 **Hazard:** means any source of or exposure to danger;
- 2.7 **Healthy:** means free from illness or injury attributable to occupational causes;
- 2.8 **Occupational Health:** Includes occupational hygiene, occupational medicine and biological monitoring;
- 2.9 **Office:** means any place at which an employee performs principal duties or any other place which the Municipal Manager may assign to be the office of an employee;
- 2.10 **Proper Use:** means use of any item with reasonable care, and with due regard for any information, instruction or advice supplied by the designer, manufacturer, importer, seller or supplier;
- 2.11 **Risk:** means the probability that injury or damage may occur;
- 2.12 **Safe:** means free from any hazard;
- 2.13 **Smoke:** means to inhale, exhale, hold or otherwise have control over an ignited tobacco product, weed or plant, and "smoke" and "smoking" have corresponding meanings;
- 2.14 **The Act:** refers to the Occupational Health and Safety Act 85 of 1993;
- 2.15 **Workplace:** means any place where an employee performs work in the course employment with WINNIE MADIKIZELA-MANDELA and has a corresponding meaning with the "site" where WMMLM performs its work outside its own workplace

3. LEGAL FRAMEWORK

- 3.1 **Constitution** of the Republic of South Africa, 1996 (Act No. 108 of 1996);
- 3.2 **Basic Conditions for Employment Act 75 of 1997, as amended;**
- 3.3 **Labour Relations Act, 96 1995;**
- 3.4 **Fire Brigade Act 99 of 1997 as amended;**
- 3.5 **Occupational Health and Safety Act 85 of 1993, as amended;**
- 3.6 **Compensation for Occupational Injuries and Diseases Act 130 of 1993, as amended;**
- 3.7 **General Safety Regulation, 1986, as amended; and**
- 3.8 Local Municipality Disciplinary Policy and Procedure.

4. OBJECTIVES OF THE POLICY

- 4.1. To ensure that the health and safety of employees, sub-contractors, persons visiting the municipality premises, customers are taken care of;
- 4.2. That all necessary legal requirements are complied with fully;
- 4.3. Risks inherent in the business of the municipality are identified, minimized or eliminated;
- 4.4. Information relating to health and safety of employees and others with legitimate interest is made available to all; and
- 4.5. The general health and safety standards are strictly adhered to at all times.

5. SCOPE AND APPLICATION

- 5.1. This policy is applicable to all employees of the WMM Local Municipality and to all clients, visitors, contractors or service providers entering the municipality or premises where WMMLM is operating outside its own premises.

6. POLICY PROVISIONS

- 6.1. In terms of the Occupational Health and Safety Act, the municipality has the right to compel employees to obey all reasonable instructions, particularly, those that concern health and safety in the workplace;
- 6.2. Allied to municipality's right as indicated in clause 4.1 above, it is WMMLM duty to:
- 6.3. Provide a safe and risk-free workplace environment;
- 6.4. Ensure employees are given proper training, information, supervision regarding health and safety risks, and that safety regulations are enforced;
- 6.5. Make sure equipment is in good working order and properly maintained all times; and

- 6.6. Take all reasonable steps to eliminate health and safety hazards.
- 6.7. The Municipal Manager shall ensure that the duties in relation to WMM Local Municipality as contemplated in the Act are properly discharged;
- 6.8. The Municipal Manager may assign the duties as contemplated in Subsection 16 (1) of the Act to any competent persons; and
- 6.9. Winnie Madikizela-Mandela Local Municipality shall ensure that each employee is informed of the scope of his/her authority in the event that it becomes necessary to determine whether the act or omission by such an employee, constitutes a hazard in terms of the Act.

7. RISKS ASSESSMENT/ HEALTH AND SAFETY PROCEDURES

- 7.1. Winnie Madikizela-Mandela Local Municipality 's nature of work involves handlings of stocks, some of which may have electric current or emit dangerous chemical (mercury in the event of a break of fluorescent lights);
- 7.2. An approved inspection authority may carry out an initial risk analysis of the workplace in determining the appropriate steps required;
- 7.3. Notwithstanding the provisions of clause 4.2. above, the municipality shall from time to time conduct general risk assessment/ inspections in the workplace to ascertain the adequacy of health and safety status of the workplace;
- 7.4. Such assessment shall be conducted by a person or agency competent to do so; and a safety management plan will be implemented for the workplace;
- 7.5. Health and Safety Legal Appointments;
- 7.6. Winnie Madikizela-Mandela Local Municipality will ensure that all the legal appointments required by the Act are made in terms of the following positions:
 - a) Employee Wellness Officer – Section 16 (2); (ANNEXURE A);
 - b) Health and Safety Representative – Section 17 (1) (ANNEXURE B); and
 - c) First Aider Appointment – General Safety Regulation 3; (ANNEXURE C)
- 7.7. The above appointments are formal, legally binding and a copy of the appointment letters must be placed in the employee personal files for the duration of terms of office; and
- 7.8. Additional appointments will be made based on the specific recommendation by the Municipal Manager or external risk management person or agency.

8. DUTIES OF EMPLOYEES

- 8.1. Co-operate with WMM Local Municipality and comply with all health and safety procedures as prescribed by the Act;
- 8.2. Obey the health and safety rules and procedures as laid down by the municipality or by anyone authorised by the municipality, in the interests of health and safety;
- 8.3. Report all health and safety hazards, injuries and incidents to supervisor or manager no later than the end of the day, or as soon as is reasonably possible; and
- 8.4. Take reasonable care of health and safety of themselves and that of others who may be affected by their acts or omissions whilst on duty.

9. HEALTH AND SAFETY REPRESENTATIVES

- 9.1. Winnie Madikizela-Mandela Local Municipality shall designate in writing, for a specified period, the health and safety representative, in a workplace or section with 20 or more employees;
- 9.2. Winnie Madikizela-Mandela Local Municipality shall ensure that health and safety representative perform the functions assigned to him/her as contemplated in Section 18 of the Act;
- 9.3. Only employees who are appointed on a full-time capacity at a specific workplace will be eligible to be nominated and elected as health and safety representative;
- 9.4. Health and Safety representative shall incorporate his/her duties in the performance agreements and shall not suffer any prejudice in employment as a consequence of carrying out his/her duties as representative;
- 9.5. Health and Safety representative will be nominated from amongst the employees at the workplace and if the nominees accept, they will be appointed accordingly and issued with an appointment letter.
- 9.6. The term of office of a health and safety representative will be two (2) years. A health and safety representative may be removed from office for the following reasons:
 - a) Dereliction of duty; and/or
 - b) Repeated failure to carry out assigned duties or instructions.
- 9.7. The functions of the Health and Safety Representatives are as prescribed in Sections 18 of the Act.

10. FIRST AID, EMERGENCY EQUIPMENT AND PROCEDURES

- 10.1. Winnie Madikizela-Mandela Local Municipality is required to take reasonable steps that are necessary under the circumstances to ensure that employees at work receive prompt First Aid treatment by a competent person in case of injury or emergency, including providing First Aid equipment;
- 10.2. A first aid box, containing suitable first aid equipment, as listed in Annexure A of the General Safety Regulations in terms of the Act, shall be provided in the workplace and an inventory list should be placed inside the box and the contents should be checked regularly to replace used or expired items;
- 10.3. Winnie Madikizela-Mandela Local Municipality shall take steps to ensure that at least one first aid person is readily available during normal working hours. The municipality will ensure that the designated person is in possession of a valid certificate of competency in first aid, issued either by:
- c) The SA Red Cross Society;
 - d) The St. John Ambulance;
 - e) The SA First Aid League; or
 - f) A person or organisation approved by the Chief Inspector for this purpose.
- 10.4. A prominent notice or sign shall be affixed in a conspicuous place at the workplace, indicating where the first aid box for the treatment of injured employees at the workplace, shall be kept, and the name(s) of the first aid person as indicated in paragraph 4.6.4 above;
- 10.5. Each injury on duty shall be recorded on the prescribed forms as indicated in the Compensation for Occupational Injuries and Diseases Act ("COIDA") and reported to the Municipal Manager; and
- 10.6. At the least one employee of the Municipality shall be trained and have at least a basic course in Occupational Health and Safety.

11. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES

- 11.1. The municipality shall ensure that it possesses a valid registration with the Compensation Commission, and shall provide the Commissioner with the prescribed particulars of its business, as required in terms of the Compensation for Occupational

- Injuries and Diseases Act (“COIDA”). The municipality shall within seven days of any change in the particulars so provided, notify the Commissioner of such change;
- 11.2. The municipality shall keep a register or other record of the earnings and other prescribed particulars of all employees, and shall, at all reasonable times, produce such register upon demand to authorised persons. The municipality shall provide the Compensation Commissioner with a return on earnings in the prescribed form, certified by the municipality as correct, no later than 31 March each year;
 - 11.3. An inspector shall have the right to inspect, and where appropriate, bring to the attention of the Compensation Commissioner, any register, record or document which the municipality must maintain, keep or complete in terms of COIDA;
 - 11.4. The municipality shall ensure that all payments, in respect of the annual assessment fee to the Compensation Fund based on the earnings of its employees and the risks associated with the work being done, owing to the Compensation Commissioner are discharged within thirty (30) days after the date of the notice of assessment, or with the approval of the Commissioner;
 - 11.5. If a permanent employee sustains injury as a result of an accident while outside the Republic of South Africa on official duty, he/she shall be entitled to compensation as if the accident had happened in the Republic of South Africa, subject to the provisions of Section 23 (1) of the COIDA; and
 - 11.6. The municipality is required to report occupational injuries within seven (7) days of such injuries being reported to it and occupational diseases within fourteen (14) days of diagnosis.

12. INTOXICATION

- 12.1. The municipality shall not permit any person who is or who appears to be under the influence of any intoxicating substance to enter or remain at a workplace or on site of its client;
- 12.2. No employee of the municipality shall be under the influence of or have in his or her possession of or partake or offer other person intoxicating substance; and
- 12.3. The municipality shall not allow any employee taking medication to perform duties at the workplace or site of its client if the side effects of such medication constitute a threat to the health or safety of the employee concerned or other employees in the workplace or client’s

13. INCIDENT REPORTING AND INVESTIGATION

13.1. All incidents referred to under Section 24 and 25 of the Act, occurring at work or arising as a result of activities of persons at work, or in connection with the use of plant or machinery, shall be reported by WMM to the Department of Labour. Incident report must be written down and approved / signed by supervisor or Senior Manager before submitted to wellness for reporting.

13.1.1 Fire Precautions and Facilities.

- a) 13.2.1 The municipality shall provide adequate supply of suitable fire-fighting equipment (hand-held) at workplace or as may be recommended by the fire Chief of the local authority concerned, and such equipment shall be maintained in good working order; and
- b) The Municipal Manager shall ensure that employees are familiar with the emergency procedures and fire precautions on workplace which include fire alarm signals, gathering area, emergency exits and other precautions.
- c) Selected representatives need to be trained and aware on how to use fire extinguishers during fire to municipality buildings and to municipal vehicles.

13.1.2 Personal Protective Equipment and Facilities

- a) 13.3.1 The municipality shall take such steps as may be reasonably practicable to eliminate or mitigate against any hazard or potential hazard to the safety or health of persons at their workstations. If it is not reasonably practicable to ensure that the exposure of an employee is adequately controlled, the municipality shall provide the employee with personal protective equipment ("PPE");
- b) The Municipal Manager shall ensure that the employees are provided with adequate PPE for work they may perform, and in accordance with the requirements of Section 2 of the General Safety Regulations. The General Manager shall further ensure that employees wear the PPE issued to them at all relevant times when such PPE is required to be worn and undertake to take such steps, as may under the circumstances, be necessary to make such working condition safe;
- c) The PPE requirements for the type of positions in the workplace will be determined by the General Manager;

- d) Employees in positions that require protective clothing will be issued, at no cost to the employee, with two (2) outfits per twelve (12) month period as a condition of employment and in compliance with the BCEA;
- e) Employees may request the purchase additional items within the said twelve (12) month period at hundred percent (100%) of the cost to the municipality;
- f) Replacement items will only be issued at no cost to the employee if the reason for the replacement is not due to negligence by the employee;
- g) Protective Clothing must be worn at all times and this is a legislative requirement. Disciplinary action may be taken against employees who do not comply with this requirement;
- h) Protective Clothing will at all times remain the property of the municipality;
- i) All affected employees will be required to sign a letter confirming acceptance of conditions of the provisions for Protective Clothing;
- j) The municipality may deduct from an employee's remuneration for loss or damage of clothing or equipment provided:
 - i. Fair procedure has been followed;
 - ii. the loss or damage occurred due to negligence of employee;
 - iii. The repayment is made over a reasonable period of time agreed by both parties; and
 - iv. The repayment does not exceed one tenth (1/10th) of the employee's monthly remuneration.
- k) The municipality will also make sure that information, supervision necessary for the usage of equipment and facilities are given to the employees and that equipment and facilities are always kept in good condition and working order.

13.1.3 Equipment and Vehicles

- a) The municipality shall take reasonable steps to ensure that all equipment and/or vehicles it may wish to utilise at workstation are at all times of sound order and fit for the purpose for which they are intended, and that they comply with the requirements of Section 10 of the Act.

13.1.4 Health and Safety and Awareness

- a) The municipality shall constitute its health and safety committee and all employees will be continually educated and guided on eliminating health and safety hazards and on the prevention of accidents.

14. POLICY RESPONSIBILITY FRAMEWORK

- 14.1. The Senior Manager Corporate Services is responsible for the development and or review of this policy by the designated date excepting in extraordinary instances where circumstances may require policy review at an earlier date. The MM shall regularly evaluate and monitor this policy to ensure that in an ever-changing business environment, the policy is kept up to date with the latest developments in human resources management and the municipality's business requirements;
- 14.2. The Municipal Council will provide final approval of the policy. Amendments to any provision of this policy may be made from time to time subject to the approval of the Municipal Council; and
- 14.3. It is the responsibility of every employee to whom a copy of this policy has been issued to ensure that contents of his/her policy are up-to-date. The copy held by the Office of the MM is deemed to be the master copy. Any changes to this policy will be communicated to all employees and where applicable, employees will be consulted.

15. DUTIES OF OCCUPATIONAL HEALTH AND SAFETY OFFICER or EMPLOYEE WELLNESS OFFICER

- 15.1. Ensure full compliance with OHSA.
- 15.2. Recommend to the Municipal Manager written appointments indicating duties, functions and responsibilities.
- 15.3. Document all agreements relevant to OHS.
- 15.4. Report all deviations, deficiencies and concerns to the Municipal Manager for authorization, action and implementation within reasonable timeframe.
- 15.5. Ensuring that all aspects of the programme are identified assessed, suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance.
- 15.6. Incident investigations.
- 15.7. Internal Audits.

- 15.8. Monitoring of legal compliance
- 15.9. Training, development and facilitation of employees, representatives, awareness, information, formal informal training. Committee meetings, remedial actions, contractor control.
- 15.10. Support structures for representatives and committees.
- 15.11. Maintain OHS information, records and database.
- 15.12. Supervise the Compensation for Occupational Injuries and Diseases Act. (Act 130 of 1993) execution and compliance.
- 15.13. Report on incidents, trends, risk.

16. POLICY IMPLEMENTATION AND MONITORING/ ROLES AND RESPONSIBILITIES

- 16.1. The Management and staff have the responsibility of upholding this policy and its effective implementation thereof. The Senior Manager Corporate Service will ensure standardised and uniform compliance with the policy throughout the organisation; and
- 16.2. If any employee is uncertain about any provision in this policy or believes the policy is deficient in any respect, or becomes aware of any failure to conform with any policy provision herein, the employee must take the matter up with his/her supervisor immediately.
- 16.3. Occupational Health and Safety Committee shall be established to be custodian of this policy.
- 16.4. The Municipal Manager must monitor and report on compliance with this policy

17. POLICY INFORMATION-SHARING AND CAPACITATION

- 17.1. A copy of this policy and procedures should be placed on the web site or other information sharing and storage systems. A hard copy of this policy should be kept in the policies' file and placed in an appropriate location in the organisations' records system; and
- 17.2. All staff should be informed as to where the policy file can be accessed. All reasonable efforts should be made to explain the policy to employees and ensure that they have read and understood the policy.
- 17.3. The MM will ensure that once the policy and/or any subsequent amendments thereof have been approved, the managers and supervisors are capacitated on the workings and implementation of this policy.

18. HEALTH AND SAFETY PROCEDURES (WORK ARRANGEMENTS)

18.1. Medical surveillance programme

- 18.1.1 A Medical Surveillance Programme must be used to identify and record the presence of any occupational disease and the degree of exposure. The information must be used to ensure that the health of the employee will not be compromised by placement in a particular job.
- 18.1.2 Employees who have a health condition which will or could be compromised will not be placed in high risk areas. General health information, not required for the job, is used to identify health needs and the health care that the individual would require.

18.2. Periodic screenings (TS)

- 18.2.1 Employees working in specific areas or shifts must undergo screening at various intervals, depending on the health risk profile to risk – e.g. drivers must be examined annually. A certificate of fitness must be issued.

18.3. Transfer Screening (TS)

- 18.3.1 Employees must only be screened for the job they are initially placed in. This means that employees will not necessarily be suitable to work in another area, except if they are required to be multi – skilled to work in all areas. Any employee requiring or applying for transfer must first undergo an assessment to ensure suitability.

19. INJURY REPORTING

- 19.1. All injuries and incidents must in terms of OHSA reported immediately or as soon as practically possible for assessment, recording or possible investigation.

20. WEARING OF PERSONAL PROTECTIVE CLOTHING (PPC)

- 20.1. Occupations must be identified which requires PPC to be worn by the incumbents. Employees will be required to sign for the PPC issued, to follow the procedure and

undergo training required for correct usage.

- 20.2. Where safety clothing or equipment has been issued, it shall be deemed as an offence if it is not worn at all times, and thus disciplinary action according to the disciplinary code must be instituted on non-compliance.

21. HAZARDOUS CHEMICAL SUBSTANCE IN DAILY USE.

- 21.1. Material Safety Data Sheets must be made available regarding the safe use, storage, etc. of all chemical substances in use on site. Each department must have relevant information in an accessible file and ensure the necessary training, according to Section 13 of the OHS Act and Regulations, is presented to all.

22. WORKPLACE SAFETY AND PROTECTIVE CLOTHING RULES.

- 22.1. As safety is the constant concern of this municipality, every precaution must be taken to provide a safe workplace. Occupational Health and Safety Representatives must make regular inspections and conduct safety meetings as prescribed. Occupational Health and Safety Representatives must meet with management to plan and implement improvements in the safety program. WMM Local Municipality regards the safety of employees of utmost importance and any wilful or habitual violation of safety rules shall be considered causes for disciplinary actions.
- 22.2. The cooperation of every employee is necessary to ensure safe places of work. Unsafe conditions or hazards must immediately be reported to the supervisor, or the Occupational Health and Safety Representative. Employees must give earnest consideration to the rules of safety presented to them by poster signs, discussions with their supervisors, posted department rules, etcetera.
- 22.3. Accident reporting: Any injury at work – no matter how small – must be reported immediately to the supervisor and receive first aid attention.
- 22.4. Specific safety rules and guidelines: To ensure the safety, of employees the following rules and guidelines must be observed and obeyed by all employees:
- 22.5. Observe and practice the safety procedures established for the job.
- a) Sickness or injury, no matter how slight, must be reported at once to the supervisor.
 - b) In no case must an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
 - c) 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.

- d) Employees are not to wear loose clothing or jewellery in the vicinity of machinery.
- e) The attention of employees must never be distracted as it might cause him or her to be injured.
- f) Employees must, where required, wear protective equipment, such as, safety glasses, masks, gloves, hair nets, etc.
- g) Safety equipment such as restraints, pull backs, and two-hand devices are designed for the employee's protection and must be adjusted as such.
- h) Materials, skids, bins, boxes or other equipment must be piled so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc. FIRE DOORS AND AISLES MUST BE KEPT clear at all times.
 - i. Work areas must be kept clean at all times.
 - ii. Compressed air must be used only for the job for which it is intended and clothes must not be cleaned with it.
 - iii. Smoking regulations must be observed.
- i) Machines must be shut down before cleaning, repairing, or leaving.
- j) Tow motors and lift trucks must be operated by authorized personnel.
- k) Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride tow motors.
- l) Speed that is safe for existing conditions must not be exceeded.
- m) Running and horseplay are strictly forbidden.
- n) Access to fire extinguishers must not be blocked.
- o) Not tampering with electric controls or switches is allowed.
- p) Machines or equipment must only be operated upon proper instruction and authorization to so by the supervisor.
- q) Employees must lift loads by using their legs and not their backs.
- r) Machines guards must be kept in their intended places.
- s) Objects must not be thrown.
- t) Clean up spilled liquid, oil, or grease must be cleaned immediately.
- u) Hard sole shoes and appropriate clothing must be worn. Short or mini dresses are not permitted.

- v) Trash and paper must be placed in proper containers and not in cans provided for cigarette butts.

22.6. **Safety checklist:** It's every employee's responsibility to be on the lookout for possible hazards. Should one of the conditions on the list hereunder be observed – or any other possible hazardous situation – it must immediately be reported to his/her supervisor:

- a) Slippery floors and walkways.
- b) Tripping hazards, such as hose links, piping, etc.
- c) Missing (or inoperative) entrance and exit signs and lighting.
- d) Poorly lighted stairs.
- e) Loose handrails or guard rails.
- f) Loose or broken windows.
- g) Dangerously piled supplies or equipment.
- h) Open or broken windows.
- i) Unlocked doors and gates.
- j) Electrical equipment left operating.
- k) Open doors on electrical panels.
- l) Leaks of steam, water, oil, etc.
- m) Blocked aisles.
- n) Blocked fire extinguishers, hose sprinkler heads.
- o) Blocked fire doors.
- p) Evidence of any equipment running hot or overheating.
- q) Oily rags.
- r) Evidence of smoking in non-smoking areas.
- s) Roof leaks.
- t) Directional or warning signs not in place.
- u) Safety devices not operating properly.

22.7. Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.

22.8. **Safety equipment:** Supervisors must see that employees receive the protective clothing and equipment required for the job. Employees must use it as instructed and take care of it. Employees will be charged for loss or destruction of these articles only when it occurs through negligence.

- 22.9. Safety shoes: The Municipality must designate which jobs and work areas require safety shoes. Under no circumstances must an employee be permitted to work in sandals or open-toe shoes.
- 22.10. Safety glasses: The wearing of safety glasses by all shop employees is mandatory.
- 22.11. Seat belts: All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on municipal business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.
- 22.12. Good housekeeping: Work locations must be kept clean and orderly. Machines and other objects (merchandise, boxes, shopping carts, etc) must be kept out of the center of aisles. Trash must be placed in the proper receptacles. Shelves must be stocked carefully in order that so merchandise will not fall over upon contact.
- 22.13. Wear and use of issues: Employees are compelled to wear and use the relevant issues. Managers are responsible as provided in Section 16(2) OHSA. Supervisors, the Occupational Health and Safety Officer and safety representatives must continuously check on employees and report deviations to the relevant manager and the Director. No employee may use or wear issues in his/her private time or on private use.
- 22.14. cleaning: Cleaning, washing and ironing of issues are the responsibility of the employee. Abnormal circumstances must be referred to the Director or his assignee for consideration.
- 22.15. Ownership: All issues for a specific cycle remain the property of the Municipality during that cycle. All issues of equipment remain the property of the Municipality and must be marked in such a way that the date of issue can be determined. When an item is replaced, such item, when replaced, must be taken in and subsequently destroyed.
- 22.16. Undertaking in writing: All employees must undertake in writing to wear and use all issues, before an issue takes place.
- 22.17. Termination of service: When an employee leaves the Municipality's service, Managers must see to the return or retaining of issues issued for a specific cycle as well as recovering of outstanding monies in collaboration with the Manager: Human Resources, as determined in the employee's service contract.
- 22.18. Induction training: All newly appointed employees must be properly informed of this policy and its contents thereof, and must acknowledge receipt of a copy in writing. This policy is therefore a part of each employee's service contract and where necessary specific conditions in this regard must be additionally included in the service contract.

- 22.19. Frequency / terms of issue: Issues of overalls must be made annually according to schedules. Other issues are based on the principle of as and when needed and will therefore only be replaced when worn out. This schedule serves as determination of which equipment and clothing must be issued the quantities that must be issued as well as the minimum life expectancy of the items issued. Proof that the items are worn out or the returning of worn out items, is compulsory before a new issue can / may be made.
- 22.20. Responsibility for issues: Employees who negligently lose or damage their issues will be held responsible for the replacement costs.
- 22.21. Disregarding of policy conditions: Disregarding of the policy conditions will be dealt with in accordance with the existing disciplinary procedures of the Municipality.

23. WORKING IN RAINING CONDITIONS

- 23.1. Every employee who works in the open must wear suitable protective clothing when raining. Depending on the level, rate or concentration of the rainfall, the supervisor concerned may require employees who work in the open to continue working whilst raining provided that such employees wear suitable protective clothing.
- 23.2. The supervisor concerned must evaluate the rainfall level, extent, concentration and the effect it has on the safety, health and qualitative production of employees working in the rain. Should the supervisor be of the view that the level, rate or concentration of the rainfall affects the safety, health, effectiveness or qualitative production of the employees, he/she must order work to be abandoned forthwith and order such employees to move to a suitable place identified by the supervisor where there is shelter.
- 23.3. Should the supervisor upon his/her assessment of the weather conditions be of the view that there is slim and/or no prospect of the stoppage of rainfall, he/she may instruct the employees to abandon work and to return to the relevant depot, workshop or plant.
- 23.4. Any employee removed from a worksite in the open due to rain may be expected to perform other duties at the depot, workshop or plant, which will not expose him/her to rain.

24. POLICY REVIEW AND REPORT

24.1. The policy document shall be reviewed annually and/or when deemed necessary especially if there is a change in Collective agreement or legislation and submitted as part of the budget approval process.

Signed on the 20 day of 06 2022



MUNICIPAL MANAGER

ORGANISATION: ROLES AND RESPONSIBILITIES

1. Responsibilities of the Employer and its nominees:

- 1.1 Identify potential hazards which may be present while work is being done, and any equipment is being used.
- 1.2 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.
- 1.3 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 risks associated with the hazards.
- 1.4 Provide the necessary information, instructions, training and supervision.
- 1.5 Not permit anyone to carry on with any task unless the necessary pre-measures have been taken.
- 1.6 Take steps to ensure that every person under his control comply with the requirements of the act.
- 1.7 Enforce the necessary control measures in the interest of health and safety.
- 1.8 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.
- 1.9 Delegate responsibilities to employees appointed in terms of OHSA
- 1.10 Decide if employees appointed in terms of OHSA may sub-delegate responsibilities.
- 1.11 Provide employees appointed in terms of OHSA with appropriate information, training and facilities and time to execute.

2. Duties of the Occupational Health and Safety Officer:

- 2.1 Ensure full compliance with the OHSA.
- 2.2 Recommend to the Municipal Manager written appointments indicating duties, functions and responsibilities.
- 2.3 Document all agreements relevant to OHS.
- 2.4 Report all deviations, deficiencies and concerns to the Municipal Manager for authorization, action and implementation within reasonable timeframes.
- 2.5 Ensuring that all aspects of the programme are identified assessed suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance.
- 2.6 Incident Investigations.
- 2.7 Internal Audits.
- 2.8 Monitoring of legal compliance.
- 2.9 Training, development and facilitation of employees, representatives, awareness, information, formal and informal training. Committee meetings, remedial actions, contractor control.
- 2.10 Support structures for representatives and committees.
- 2.11 Maintain OHS information, records and database.
- 2.12 Supervise the Compensation for Occupational Injuries and Diseases Act, (Act 130 of 1993) execution and compliance.
- 2.13 Report on incidents, trends, risks.

3. Duties of Employees:

- 3.1 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.
- 3.2 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.
- 3.3 Wear the prescribe safety clothing or use the prescribed safety equipment where it is required.
- 3.4 Cooperate with an employer or any person who has been authorized by the employer to carry out duties in terms of the act.

- 3.5 Inform the employer or their health and safety representative of any unhealthy circumstances or acts that they are aware of.
- 3.6 Give information to an inspector from the Department of Labour if he or she should require it.
- 3.7 Formally report any incident that they were involved in or aware of that could cause a health risks or that may result in an injury.
- 3.8 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 actions.

Policy Section	Human Resources
Current update	
Previous review	
Approval by Council	

