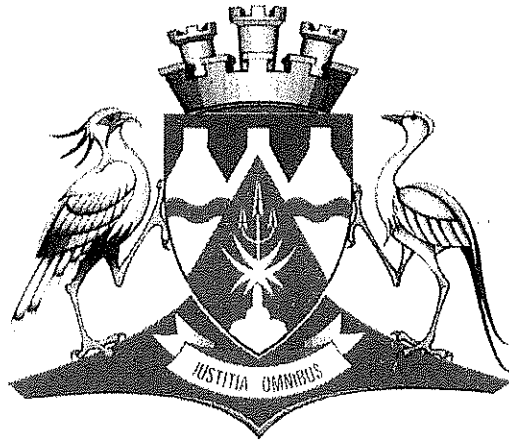


PIXLEY ka SEME DISTRICT MUNICIPALITY



HEALTH AND SAFETY POLICY

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1. PREAMBLE

The PIXLEY KA SEME DISTRICT municipality as an employer considers its employees to be its most valuable assets and undertake 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 PIXLEY KA SEME DISTRICT municipality will work closely together with the employer in minimizing any risk that might jeopardize the health and safety of employees of the municipality.

2. PRINCIPLES

The PIXLEY KA SEME DISTRICT municipality will strive to continuously improve the occupational health and safety and environmental protection by adhering to the following principles:

- 2.1 Developing and improving programs and procedures to ensure compliance with applicable laws and regulations
- 2.2 Ensuring that officials are properly trained and provided with appropriate safety and emergency equipment, where applicable.
- 2.3 Encouraging personal accountability and emphasizing compliance with standards and conformance with the municipal policies and best practices during employee training and in performance reviews.
- 2.4 Taking appropriate action to correct hazards or conditions that endanger health, safety and the environment.
- 2.5 Considering safety and environmental factors in all operating decisions including planning and acquisition.
- 2.6 Engaging in sound re-uses and recycling practices and exploring feasible opportunities to minimize the amount and toxicity of waste generated.
- 2.7 Using energy efficiently throughout all operations.
- 2.8 Communicating our desire to continuously improve our performance and fostering the expectation that every employee will follow this policy and report any environmental, health, or safety concern to management.
- 2.9 Monitoring progress through periodic evaluations.

3. MANDATES

- 3.1 Occupational Health and Safety Act, 1993 and applicable Regulations in terms of the said Act.
- 3.2 Compensation for Occupational Injuries and Diseases Act, 1993
- 3.3 Public Service Regulations, 2001.
- 3.4 PSCBC Resolution No. 3 of 1999.
- 3.5 Leave Policy of the PIXLEY KA SEME DISTRICT municipality
- 3.6 Smoking Policy of the PIXLEY KA SEME DISTRICT municipality

4. DOCUMENTS

- 4.1 Local emergency/evacuation plans.
- 4.2 Annexure A of General Safety Regulations in terms of Occupational Health and Safety Act.

5. OBJECTIVES

To ensure a safe and healthy working environment for employees throughout the PIXLEY KA SEME DISTRICT municipality based on the following objectives:

- 5.1 To provide and maintain offices, systems and equipment that are safe and without risk to the health of staff.
- 5.2 To take steps to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- 5.3 To make arrangements for ensuring the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transport of articles with toxic substance.
- 5.4 To establish what hazards to the health or safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in business, and shall further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons, and shall provide the necessary means to apply such precautionary measures.
- 5.5 To provide such information, instructions, training and supervision as may be necessary to ensure a healthy and safe working environment for all employees.
- 5.6 To not permit any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery,

unless the precautionary measures contemplated in paragraphs 5.2 and 5.4, or any other precautionary measures which may be prescribed, have been taken.

- 5.7 To take all necessary measures to ensure that the requirements in terms of the occupational Health and Safety Act are complied with by every person in his/her employment or on premises under control of the Department where plant or machinery is used.
- 5.8 To enforce such measures as may be necessary in the interest of health and safety.
- 5.9 To ensure that work is performed and that any machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the employer are implemented.

6. DISCUSSION (POLICY MATTERS)

6.1 RESPONSIBILITIES OF EMPLOYER

- 6.1.1 The Director-General shall assign, in terms of subsection 16(2) of the Occupational Health and Safety Act, the duties as contemplated in subsection 16(1) of the said Act to the PIXLEY KA SEME DISTRICT municipal manager.
- 6.1.2 PIXLEY KA SEME DISTRICT Municipal Manager has the statutory responsibility and accountability for health and safety within their components and working environment.

6.2 RESPONSIBILITIES OF EMPLOYEES

The responsibilities of each employee are the following:

- 6.2.1 Take reasonable care for the health and safety of him / herself and of other persons who may be affected by his/her acts or omissions.
- 6.2.2 As regards any duty or requirement imposed on his/her employer or any other person, co-operate with such employer or person to enable that duty or requirement to be performed or complied with.
- 6.2.3 Carry out any lawful order given to him/her, and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorized thereto by his/her employer, in the interest of health and safety.
- 6.2.4 If any situation which is unsafe or unhealthy comes to his/her attention, as soon as practical report such situation in writing to his/her employer or to

the health and safety representative for his/her workplace or section thereof, as the case may be, who shall report it to the employer.

6.2.5 If she/he is involved in any incident which may affect his/her health or which has caused an injury to him/her, report such incident to her/his employer or anyone authorized thereto by the employer, and to his/her health and safety representative, but not later than the end of the particular working day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he/she shall report the incident as soon as practicable thereafter.

7. HEALTH AND SAFETY REPRESENTATIVES/COMMITTEE

7.1.1 Health and Safety representatives must be appointed for each programme/municipal offices/workplace of the municipality as specified in section 17 of the Occupational Health and Safety Act.

7.1.2 The municipal manager shall appoint at least one Health and Safety representative for every 100 employees or part thereof. The names of those designated as Health and Safety representatives shall be made known by placing notices on the notice boards of the various workplaces. Municipal manager shall appoint a new Health and Safety representative within 30 days after notice has been received that an appointed Health and Safety will vacate the position.

7.1.3 Health and Safety Representatives shall incorporate their duties in their performance agreement and shall not suffer any prejudice in their employment as a consequence of carrying out their duties as representatives.

7.1.4 The functions of the Health and Safety Representative/Committees are prescribed in sections 18 and 20 of the Occupational Health and Safety Act.

7.1.5 A Health and Safety committee shall be established at Head Office with the municipal manager as the chairperson. Such committee shall meet at least twice a year.

7.1.6 The Health and Safety Committee shall develop a health and Safety statement to be displayed in all municipal workplace.

8. COMPOSITION OF HEALTH AND SAFETY COMMITTEE

8.1 HEAD OFFICE PIXLEY KA SEME DISTRICT MUNICIPALITY'S OFFICES HEALTH & SAFETY COMMITTEES.

The local Health and Safety Committee will consist of all Health and Safety representatives appointed for the PIXLEY KA SEME DISTRICT municipality. The

chairpersonship may be delegated to other member of the committee in absence of the chairperson.

9. FIRST AID AND INJURY ON DUTY PROCEDURES

- 9.1 The employer shall take reasonable steps that are necessary under the circumstances, to ensure that employees at work receive prompt first aid treatment in case of injury or emergency.
- 9.2 The employer shall provide a first aid box or boxes at the workplace that shall be available and accessible for the treatment of injured employees at the workplace. The first aid box or boxes shall contain suitable first-aid equipment which includes at least the equipment listed in annexure A of the General Safety Regulations in terms of the Occupational Health and Safety Act.
- 9.3 For every group of up to 50 employees the municipal manager shall designate such a person who holds a valid certificate of competency in first aid to assist with first aid treatment at the workplace. If no qualified person(s) is/are available, such person(s) shall be trained at the municipality expense to obtain such a valid certificate of competency in first aid, issued by-
 - (a) The SA Red Cross Society;
 - (b) The St John's Ambulance;
 - (c) The First Aid League; or
 - (d) A person or organization approved by the Chief Inspector: Occupational Health and Safety as contemplated in the Occupational Health and Safety Act.
- 9.4 Such a first-aider shall attend annually a course to update/refresh his/her first aid knowledge/skills. Such training shall include training on HIV/AIDS prevention when dealing with any injury.
- 9.5 A first-aider shall be provided with the first aid box by the municipality.
- 9.6 The name(s) of the first aider as indicated in paragraph 9.3 as well as where the first aid box or boxes are kept shall be communicated through the notice boards.
- 9.7 Each injury on duty shall be reported on the prescribed forms as indicated in the compensation for Occupational Injuries and Diseases Act to the Health and Safety representative as well as the local human resources management component. The relevant official shall forward the forms to the Compensation Commissioner in order to register the injury on duty. Copies of all reported work related injuries shall be submitted to the Sub-directorate: policy, research and monitoring of the Directorate: Human Resources Management for record purposes and investigation as to the cause of the injury.
- 9.8 Should the circumstances determine, any injured person shall be provided treatment to avoid contracting HIV/AIDS.

- 9.9 If any employee is exposed to asbestos, due record shall be kept in line with Regulation 8 of the asbestos Regulations for possible diagnosis of resulting lung diseases at a later stage.

10. WORKING ENVIRONMENT

10.1 BUILDINGS AND OFFICES

- 10.1.1 The employer shall ensure that all working areas are kept in a clean, hygienic, safe, whole and leak free condition and in a good state of repair.
- 10.1.2 When floors are washed / polished proper notice boards shall indicate that such floors are wet / slippery.
- 10.1.3 Structural integrity shall be ensured through applicable maintenance of buildings and structures.
- 10.1.4 Unauthorized access of employees to areas of maintenance/repair/building/excavation/demolition shall be prohibited.

10.2 LIGHTING

- 10.2.1 The employer shall ensure that sufficient lighting levels and visibility is provided and maintained under all operating circumstances by ensuring that-
- (a) Vision requirements for employees that are partly sighted are identified and addressed;
 - (b) Glare in any workplace be reduced to a level that does not impair vision;
 - (c) Lighting on rotating machinery is such that the hazard of stroboscopic effect is eliminated; and
 - (d) Luminaries and lamps are kept clean and, when defected, are replaced or repaired forthwith.
- 10.2.1 With a view to emergency evacuation of indoor workplaces without natural lighting, emergency sources of lighting shall be provided.

10.3 VENTILATION

- 10.3.1 The employer shall ensure that every workplace occupied is ventilated either by natural or mechanical means in such a way that the air breathed by employees does not endanger their safety.
- 10.3.2 Central air conditioning and humidifier systems shall be tested annually for the presence of bacteria and pathogenic organisms.

10.4 SANITATION

- 10.4.1 The employer shall ensure that sufficient sanitary facilities in relation to the number of users (employees and clients) are provided.
- 10.4.2 The employer shall ensure that the hygienic conditions of such facilities comply with the provisions of the Occupational Health and Safety facilities Regulations as well as with SABS 0400.
- 10.4.3 Sanitary bins shall be provided.

10.5 MACHINERY

- 10.5.1 The employer shall safeguard machinery used by ensuring that it is installed, operated and maintained in such a manner as to prevent the exposure of persons to hazardous or potentially hazardous conditions or circumstances.
- 10.5.2 Supervisors of employees that utilize machinery shall ensure that such employees are fully aware of the dangers attached thereto and is conversant with the precautionary measures to be taken or observed to obviate such dangers.
- 10.5.3 Only competent employees shall be permitted to utilize machinery.

10.6 ELECTRICAL EQUIPMENT/INSTALLATION

- 10.6.1 The employer shall ensure that all electrical installations meet all legislated standards. A certificate of compliance from an accredited authority shall be kept on record.
- 10.6.2 All electrical distribution boards shall be duly numbered/labeled and only authorized persons may open such distribution boards.
- 10.6.3 Regular inspections of switches, plugs, jointing, fuse boxes, distribution boards, etc shall be conducted to ensure they are in a safe condition.

10.7 FIRE EMERGENCY EQUIPMENT

- 10.7.1 The employer shall ensure that all fire emergency equipment is visible and accessible at all times
- 10.7.2 All fire extinguishers and other fire-fighting equipment shall be inspected and tested regularly to ensure that it is in good working order.
- 10.7.3 All escape routes shall be clearly identified and shall be unobstructed at all times.

10.8 COMPUTER EQUIPMENT

- 10.8.1 The employer shall provide for computer screen protectors in case of an employee who can demonstrate, by means of a fully motivated submission that she/her inherently works with the computer for a period of no less than six (6) hour a day.

11 WORK IN ELEVATED POSITIONS

- 11.1 No employee such as inspectors, maintenance employees, cleaners, etc shall work in an elevated position, unless such work is performed safely from a ladder or scaffolding, or a position where such person has been made safe as if he/she was working from scaffolding.

12. PROVISION OF PROTECTIVE CLOTHING/EQUIPMENT

- 12.1 The employer shall provide, in terms of part XVII of PSCBC Resolution No. 3 of 1999, protective clothing/equipment for the face, ears, hands, feet, legs, body where necessary –
 - 12.1.1 To comply with legislation or a collective agreement;
 - 12.1.2 To safeguard the employee's health;
 - 12.1.3 To prevent the transmission of an infection; or
 - 12.1.4 To protect the employee's private clothes or uniform from excessive dirt or wear.

13. EMERGENCY/EVACUATION PLAN

- 13.1 The municipal manager with the security services shall develop within two months after the implementation of this policy a comprehensive

emergency/evacuation framework. The local Health and Safety Committee shall thereafter develop an emergency/evacuation plan for each office. Such plan shall conform to the framework regarding action to be taken in case of fire, gas, floods, bomb threats, robbery, etc provided by the municipal manager. In case of sharing accommodation with other municipality/companies such emergency/evacuation plan shall be developed in conjunction with the other occupants of the building.

13.2 Quarterly implementation drills shall be conducted to ensure that each employee knows how to react in events of emergency.

13.3 Emergency telephone numbers of the Health and Safety representatives, the police, the fire department, the Ambulance services, etc shall be made available and be pasted on each telephone.

14. SECURITY AND ACCESS CONTROL

14.1 A security and access control framework shall be developed by the municipal manager with security personnel for each workplace of the municipality to ensure the safety of all employees and shall be implemented by all offices of the municipality.


14.2 The framework shall include measures with regard to the safe handling of money within the workplace and outside the workplace.

15. EXPOSURE TO AN ENVIRONMENT, WHICH IS REGARDED AS A HEALTH RISK.

15.1 If employee is exposed to an environment, which is regarded as a health risk, e.g. unknown hazardous substances at industries inspected, leaking gas or possible risk of asbestos exposure in his/her workplace, the employee's absence may be covered by the granting of special leave.

16 VIOLENCE IN THE WORKPLACE

16.1 The employer shall, as far as reasonably practical, ensure that the workplace is violence free.



EXECUTIVE MAYOR

DATE POLICY APPROVED

22 AUGUST 2007

DATE REVISED :

30 MAY 2017

RESOLUTION :

R 2017 – 05 – 30 (9.11.6)