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DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION

**SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ)
MANAGEMENT POLICY**

19 JULY 2014

**HUMAN RESOURCE MANAGEMENT: EH&W
VERSION 01**

"A PROSPEROUS AND EQUITABLE SOCIETY LIVING IN HARMONY WITH OUR NATURAL RESOURCES"

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1. CONCEPTUAL BACKGROUND

1.1 INTRODUCTION

SHERQ management deals with the tangible and intangible factors of safety, health, environment, risks and quality management for purposes of optimal occupational health and safety of employees, the safety of citizens and the sustainability of the environment, the management of occupational and general risks and quality of government products and services.

The pillar is in response to national legislation that includes Occupational Health and Safety Act, 1993, which imposes a general duty on employers to provide a reasonably safe and healthy working environment. The Basic Conditions of Employment Act, 1997, speaks into issues of Quality of Work Life, of which Occupational Health and Safety is a component. It ensures that working hours do not exceed certain maximum, employees are granted adequate breaks during a working day, and they are given prescribed annual and sick leave. The Employment Equity Act 1998, which aims to eliminate discrimination in the workplace and to promote justice for previously disadvantaged designated groups. Occupational Health and Safety issues would relate to the physical environments friendly to various employment equity designated groups e.g gender and disability exclusive ablution rooms, wide corridors for people with disability etc.

SHERQ also takes into consideration International Organisation for Standardization (ISO) instruments used to promote health and safety. This includes OHSAS 18001 which is an Occupational Health and Safety Management System Standard, ISO 9001 for Quality Management and ISO 14001 for Environmental Management.

DEFINITIONS

"Occupational Health" includes occupational hygiene, occupational medicine and biological monitoring.

"Occupational Hygiene" is the discipline of anticipating, recognising, evaluating and controlling health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding the community at large.

"Environment" surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

"Hazard" means any source of / or exposure to danger.

"Risk" means the probability that injury or damage will occur.

"HOD" means head of a department

"Senior Manager" means a member of the senior management service who is tasked with championing the SHERQ management programme.



"Employee"	means a person appointed in terms of section 9 the Public Service Act 1994 and the employment of Educators Act 76 of 1998.
"Health and Safety Representative"	means a representative of workers that each and every employer who has more than 20 employees in his employment at the workplace, shall, within four months after the commencement of this Act or after commencing business, or from such time as the number of employees exceeds 20, as the case may be, designate in writing for a specific period health and safety representative for such workplace, or for different sections thereof.
"Health and Safety Committee"	means the committee that initiates, develop, promote, maintain and review measures to ensure the health and safety of employees at work. The employer shall in respect of each workplace where two or more health and safety representatives have been designated, establish one or more health and safety committees and they must be established under section 19 of the Occupational Health and Safety Act 85 of 1993.
"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 to 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
"Plant"	includes fixtures, fittings, implements, equipment, tools and appliances and anything which is used for any purpose in connection with such plan
"Unimpeded"	means unhindered
"Scaffold"	means any temporary elevated platform and supporting structure used for supporting workmen or materials or both
"Waste"	means any substance, whether or not that substance can be reduced, re-used, recycled and recovered— <ul style="list-style-type: none"> (a) that is surplus, unwanted, rejected, discarded, abandoned or disposed of; (b) which the generator has no further use of for the purposes of production; (c) that must be treated or disposed of; or (d) that is identified as a waste by the Minister by notice in the NEMWA Gazette, and includes waste generated by the mining, medical or other sector, but— <ul style="list-style-type: none"> (i) a by-product is not considered waste; and

- (ii) any portion of waste, once re-used, recycled and recovered, ceases to be waste;

1.2 LEGISLATIVE REQUIREMENTS

This policy should be read in conjunction with the following instruments:

- Constitution of the Republic of South Africa, Act 1996
- Disaster Management Act, (Act No. 57 of 2002)
- Basic Conditions of Employment Act I (Act No.75 of 1997)
- Occupational Health and Safety Act, and Regulations (Act No. 85 of 1993)
- Employment Equity Act (Act No55 of 1998)
- Labour Relations Act (Act No 66 of 1995)
- National Disaster Management Framework
- Promotion of Equality and Prevention of Unfair Discrimination Act (Act No 4 of 2000)
- Public Service Act (Proclamation No 103 of 1994)
- Public Service Regulations, 2001
- Compensation for Occupational Diseases and Injuries Act (Act No.130 of 1993)
- Mental Health Care Act (Act No. 17, 2002)
- The Medical Schemes Act (Act No. 131 of 1998)
- National Health (Act No. 61 of 2003)
- Tobacco Products Control Act (Act No. 83, 1993)
- National Environment Management Act (Act No. 107 of 1998)
- National Building Regulations and Building Standards Act (Act No 103 of 1977)
- Hazardous Substances Act (Act No 15 of 1973)
- Mine and Safety Act (Act No 29 of 1996)
- Waste Management Act (Act No 59 of 2008)
- Access Control Act
- Marine Control Act
- Firearms Control Act (Act No 60 of 2000)
- Public Finance Management Act (Act No 1 of 1999)
- Code of Good Practice on the Protection of Employees during Pregnancy and After the Birth of a Child (p.130 No. 19453 Government Gazette, 13 November 1998)
- Employee Health and Wellness Strategic Framework, 2008
- National Strategic Framework on Stigma and Discrimination
- National Occupational Health and Safety Policy of 2005
- OHSAS 18001
- ISO 9001
- ISO 14001



2. POLICY STATEMENT AND APPLICATION SCOPE

2.1 POLICY STATEMENT

At the DENC, the safety and health of all employees of the Departments is a priority. Management is committed to doing everything possible to prevent injuries and to maintain a healthy environment. To this end, 1) all supervisors are responsible for ensuring that their employees are trained in approved work procedures to obtain optimal output without accidents and injuries and to ensure that employees follow safe work methods and all related regulations; 2) all personnel are required to support the SHERQ program and make safety and health a part of their daily routine and to ensure that they are following safe work methods and relevant regulations; 3) all personnel will be held accountable for implementing this program; and 4) all relevant laws and regulations are incorporated in our program as minimum standards.

2.1.1 PRINCIPLES

The SHERQ Management policy is underpinned by the following principles:

- Confidentiality and ethical behaviour
- Focus on all levels of employment
- Cohesiveness with HRD processes
- Responding to the needs of designated groups such as women, older persons, people with disabilities and people living with HIV and AIDS
- Equality and non-discrimination upholding the value that discrimination on any ground should be eliminated
- Collaborative partnerships
- Developing and improving programs and procedures to ensure compliance with all applicable laws and regulations
- Ensuring that personnel are properly trained and provided with appropriate safety and emergency equipment, where applicable
- Taking appropriate action to correct hazards or conditions that endanger health, safety and the environment.
- Considering safety and environmental factors in all operating decisions including planning and acquisition.
- Engaging in sound re-use and recycling practices and exploring feasible opportunities to minimize the amount and toxicity of waste generated.
- Using energy efficiently throughout all operations.
- Encouraging personal accountability and emphasizing compliance with standards and conformance with departmental policies and best practices during employee training and in performance reviews.

2.1.2 OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety is meant to ensure occupational health and safety (occupational hygiene included) based on risks and hazards identified, programmes to mitigate and control of these risks. Its implementation will be through the involvement of health and safety representatives and establishment of health and safety committees and



compliance with occupational health and safety standards set by the Department of Labour and other standard organizations and the South African Bureau of Standards (SABS). The following measures shall be in place:

2.1.2.1 Identified and managed occupational health and safety related risks.

The Employer shall identify hazards in the workplace. S/he shall also take the necessary steps to eliminate such hazards or minimize the employees' exposure "as far as is reasonably practicable" and where complete elimination of a hazard/s is not possible:

- Inform employees of the existence of such hazard/s
- Issue them with the necessary protective equipment
- Train them to work under the hazardous conditions exposed to and
- Supervise/ discipline them to ensure they comply with the relevant requirements

The "5 Simple Steps to Risk Assessment" is offered to assist employers to identify the hazards in the workplace (attached as Annexure A)

2.1.2.2 Environmental hazards identified, assessed and controlled

(a) Training

All employees shall receive a generic health and safety orientation including but not limited to:

- Their rights under the Occupational Health and Safety Act including the right to know hazards associated with their work; the right to participate in creating a safe workplace, participate on an OHS Committee or as an OHS Representative; the right to refuse unsafe work; and the right to complain should they feel discriminated against relative to health and safety
- Departmental SHERQ Policy and Program
- Procedure for reporting an incident or hazard
- Name of committee members or representative
- Emergency procedures and role of First Aid attendant
- General and specific training in hazards associated with their work and how to do the work safely, including any safe work procedures or practices.

(b) Investigation and Reporting of Incidents

- All incidents shall be investigated and recorded as prescribed in section 9 of the General Administrative Regulations of the Occupational Health and Safety Act

(c) Work in Elevated Positions

- No employee such as health and safety representatives, 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 as safe as if s/he was working from scaffolding.

(d) Provisioning of Protective Clothing/Equipment

The employer shall provide personal protective clothing/equipment where necessary for the face, eyes, ears, hands, feet, legs, body where necessary

- to comply with legislation or a collective agreement
- to safeguard the employee's health;
- to prevent the transmission of an infection; or
- to protect the employee's private clothes or uniform from excessive dirt or wear.

(e) Violence in the Workplace

- The Head of the Department shall, as far as reasonably practical, ensure that the workplace is violence free.
- If, however, an employee is attacked in the workplace, s/he shall be entitled to treatment to avoid contracting HIV/AIDS.

2.1.2.3 All OHS Act statutory appointments made

(a) Health and Safety Committees

- (i) The Employer shall establish Health and Safety Committees as prescribed in the Occupational Health and Safety Act
- (ii) The Committee membership shall be represented by one (1) employee per office, including the regional offices and reserves
- (iii) The functions of the Health and Safety Committees are prescribed in the Occupational Health and Safety Act and in this policy.
- (iv) The Committee will be established with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of his employees at work
- (v) The Committee will meet once per quarter at a central venue to accommodate all representatives

(b) Health and Safety Representatives

- (i) Health and Safety representatives shall be appointed for each office including the regional offices and reserves as specified in the Occupational Health and Safety Act.
- (ii) At least one Health and Safety representative shall be appointed 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 offices. Management shall nominate a Health and Safety



representative for appointment within 30 days after notice has been received that a Health and Safety representative will vacate the position.

- (iii) Health and Safety representatives shall incorporate their duties in their performance agreements and shall not suffer any prejudice in their employment as a consequence of carrying out their duties as representatives.
- (iv) The functions of the Health and Safety Representatives are prescribed in the Occupational Health and Safety Act and in this policy.

(c) First Aid, Emergency Equipment and Procedures

- (i) 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.
- (ii) The employer shall provide a first aid box or boxes at the workplace which 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 B of this policy.
- (iii) For every group of up to 100 employees the relevant Manager as the case may be shall designate a First Aider to assist with first aid treatment at the workplace. Such person shall be trained at departmental expense to obtain a valid certificate of competency in first aid, issued either by –
 - the SA Red Cross Society;
 - the St John's Ambulance;
 - the SA First Aid League
- (iv) Such first aid person shall attend a course to update/refresh his/her first aid knowledge/skills.
- (v) The name(s) of the first aid person as indicated above as well as where the first aid box or boxes are kept shall be written on or next to each first aid box.

(d) Pregnant Employees

Pregnant employees and new mothers have a right to be treated in accordance with the Code of Good Practice on the Protection of Employees during Pregnancy and After the Birth of a Child

2.1.3 ENVIRONMENTAL MANAGEMENT

This sub-pillar seeks to ensure optimal architectural, special facility designs and internal working environment designs for optimal health, safety and productivity of employees. In so far as it is possible, natural eco-friendly systems of lighting, ventilation and sanitation



should be used to mitigate against environmental hazards and risks related with the use of machinery. The following measures shall be in place:

- (a) Maintenance of buildings. The buildings and offices shall be well maintained as per the National Building Regulations and Standards
- (b) Waste management. Waste shall be managed and safely disposed as per the Waste Management Act
- (c) The Employer shall:
 - Make available and maintain an unimpeded work space for every employee
 - Keep every indoor workplace clean, orderly and free of materials, tools and similar things which are not necessary for the work done
 - Keep all floors, walkways, stairs, passages in a good state of repair, skid-free and free of obstructions, waste or materials
 - Keep the roof and walls of every indoor workplace sound and leak-free
 - Maintain machinery and electrical equipment where applicable
 - (i) The Employer shall ensure that every workplace is ventilated either by natural or mechanical means
 - (ii) The Employer shall provide the following safety measures in case of a fire:
 - Emergency escape doors which open outwards
 - Emergency doors kept clear and easy to open
 - Staircases and steps provided with substantial hand-rails where applicable
 - Escape stairs, passages and exit of a width and gradient to facilitate quick and safe exit of all persons
 - At least 2 means of exit situated as far as possible apart
- (d) The Employer shall provide suitable, adequate supply of firefighting equipment at strategic locations or as recommended by the local fire chief and such equipment to be maintained in good working order
- (e) Protection of workers refusing to do environmentally hazardous work:
 - (i) No person is civilly or criminally liable or may be dismissed, disciplined, prejudiced or harassed on account of having refused to perform work if the person in good faith and reasonably believed at the time of the refusal that the performance of the work would result in an imminent and serious threat to the environment.
 - (ii) An employee who has refused to perform work must as soon thereafter as is reasonably practicable notify the employer either personally or through a representative that he or she has refused to perform work and give the reason for the refusal.
 - (iii) Subsection (i) applies whether or not the person refusing to work has used or exhausted any other applicable external or internal procedure or otherwise remedied the matter concerned.



- (iv) No person may advantage or promise to advantage any person for not exercising his or her right in terms of subsection (i) No person may threaten to take any action contemplated by subsection (1) against a person because that person has exercised or intends to exercise his or her right in terms of subsection (i).
- (f) Exposure to an environment which is regarded as a health risk
 - If an employee is exposed to an environment, which is regarded as a health risk, e.g. leaking gas, possible risk of asbestos exposure, tuberculosis etc in her or his workplace and found to be affected to the extent where isolation, quarantine or incapacity is required, the employee's absence from work may be covered by the granting of special leave.
 - Employees who are suffering from communicable diseases shall inform their supervisors immediately so that the spreading of the disease to other employees can be prevented, normal sick leave/temporary disability leave can be granted and colleagues that might have been infected may be tested and assisted with treatment.
 - The employer shall provide counselling and support services to employees exposed to psychological harm

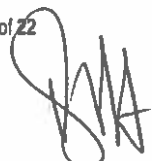
2.1.4 RISK AND QUALITY MANAGEMENT

This sub-pillar provides for assessment of risks and attainment of good quality of products and services and the implementation processes to manage risks, quality through established disciplines that include but not limited to disasters management, implementation of emergency preparedness plans and others guided by relevant standards. The following measures shall be in place:

- (a) Hazard identification and risk assessment. Hazard identification and risk assessment shall be conducted
- (b) OHS audits. OHS audits shall be conducted
- (c) Disaster management plans that will be developed, implemented, maintained, monitored and evaluated
- (d) Emergency evacuation/ preparedness plans that will be developed and implemented
- (e) Risk assessment reports that will be verified by approved IAA's
- (f) Risk assessment controls that will be monitored and evaluated

2.2 APPLICATION SCOPE

This policy will apply to all officials of the Department of Environment and Nature Conservation.



3. POLICY FRAMEWORK

3.1 IDENTIFICATION AND CONSULTATION OF STAKEHOLDERS

This policy document was distributed to staff members within the department and their feedback and inputs are included where changes were suggested and motivated. Information sessions were also held as part of the consultation process. The recognized Labour Unions are not excluded in the process as they do have shop stewards within the department, and them being part of the departmental staff, thus had the opportunity to participate in the process. Furthermore, it needs to be mentioned that the department cannot negotiate with the Unions (Organized Labour) as a separate entity on this policy. Especially, because there are matters of mutual interests that must be dealt with in the formal structures created for this purpose, such as the Provincial Bargaining Council.

3.2 TIMEFRAMES

On July 01, 2014 a draft of this policy was submitted to the departmental Corporate Policy unit for analyses and review. The policy unit reviewed the policy for July 15-19 and submitted its comments to EHW sub-programme on July 21, 2014.

3.3 IMPLEMENTATION STRATEGY

It is the responsibility of each Head of department to ensure that this policy is carefully followed within the department. All managers should make members of their employees aware of the obligation to familiarize themselves with and follow this policy.

The Employee Health and Wellness unit will implement the SHERQ pillar according to the Employee Health and Wellness Strategic Framework by the DPSA. The implementation of this policy will follow the result base model outlining the SHERQ management programme inputs, process, outputs, outcomes and impact indicators as per DPSA criteria. Implementation of this policy needs the department to develop an efficient and effective M&E system to monitor and review progress and results of the implementation.

An implementation plan will be drafted which will outline how and when this policy will be implemented. The plan will be drafted two months after the implementation date of this policy. In order to ensure adequate implementation of this policy the human resource unit will compile an infrastructure investment (in terms of human capital) and policy management plan. The plan will be updated on an annual basis and will contain details on future guidelines for this policy. The financial implications if any will be indicated on the plan in order to ensure that funds are available or availed.

The implementation plan is subjected to the following:

The implementation date for this policy is 01 August 2014

3.4 FINANCIAL IMPLICATIONS

The HOD shall ensure that the departmental SHERQ programme is adequately funded with a dedicated budget to ensure the sustainability of the programme. The policy shall



have financial implications for the Department regarding the implementation, monitoring, evaluation and review. It will be functional that cross-programme assistance and communication happen in terms of financial support, resources and expertise to the SHERQ programme

3.5 COMMUNICATION

- Office of the Premier
- DPSA
- Other EHW programmes in Provincial Departments

3.6 COMPLIANCE, MONITORING AND EVALUATION (M&E)

Regular monitoring of progress on SHERQ management programmes should be conducted quarterly through reports submitted to the DPSA through Office of the Premier. These reports will inform implementation, monitoring and evaluation, and future planning. An effective, efficient and implementable monitoring and evaluation system is required if this SHERQ Management Policy is to be successful in measuring achievements of the policy objectives.

In implementing the SHERQ Management policy, key role players will be the following:

3.6.1 The Head of Department should:

- (a) Provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of employees
- (b) Ensure that there is a written policy concerning the protection of the health and safety of employees at work, and the safety of the general public
- (c) Appoint a designated senior manager in writing to champion SHERQ programmes in the workplace
- (d) Designate in writing for a specified period; health and safety representatives for the workplace, or for different sections thereof
- (e) Establish one or more health and safety committees and consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of employees at work
- (f) Ensure Total Quality Management Systems are in place

3.6.2 The Designated Senior Manager will:

- (a) Develop capacity building programmes i.e.
 - (i) Promote competence development of practitioners
 - (ii) Improve capacity development of auxiliary functions (OD, HR, IR, Skills Development, Change Management etc.) to assist with SHERQ promotion at an organisational level
 - (iii) Establish e-Health and Wellness information systems
- (b) Form organizational support initiatives i.e.
 - (i) Establish an appropriate organisation structure for SHERQ
 - (ii) Ensure Human Resource planning and management



- (iii) Develop integrated SHERQ information management system
 - (iv) Provide physical resources and facilities
 - (v) Ensure financial planning and budgeting
 - (vi) Mobilize management support
- (c) Develop Governance and Institutional Initiatives i.e.
- (i) Establish an SHERQ Steering Committee
 - (ii) Obtain Stakeholder commitment and development
 - (iii) Develop and implement an ethical framework for SHERQ
 - (iv) Develop and implement management standards for SHERQ
 - (v) Develop and maintain an effective communication system
 - (vi) Develop and implement a system for monitoring, evaluation, and impact analysis
- (d) Identify appropriate to the nature and scale of the departments SHERQ risks and impacts
- (e) Ensure alignment with the SHERQ hazard identification and risk assessment outcomes
- (f) Ensure commitment to continual improvement of the SHERQ system
- (g) Ensure commitment to comply a minimum with current applicable legislation regulations and other requirements to which the department subscribes

3.4.3 Managers and Supervisors

Will provide and maintain as far as possible:

- a) a health and safe working environment
- b) Healthy and safe systems of work
- c) plant and substances in safe condition
- d) facilities for the welfare of workers
- e) information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- f) a commitment to consult and co-operate with workers in all matters relating to safety, health, environment, risk and quality in the workplace
- g) a commitment to continually improve performance through effective safety, health, environment risk and quality management.

3.4.4 The SHERQ Coordinator

- (a) Coordinate the implementation of SHERQ, projects and interventions
- (b) Plan, monitor and manage SHERQ according to strategies, policies and budgetary guidelines
- (c) Identify personal development needs for individual employees
- (d) Analyse and evaluate data and communicate information, statistics and results to various stakeholders and management

3.4.5 Health and Safety Representatives

- (a) Review the effectiveness of health and safety measures
- (b) Identify potential hazards and potential major incidents at the workplace
- (c) In collaboration with the employer, examine the causes of incidents at the workplace, investigate complaints by any employee relating to employee's health or safety at work
- (d) Make representations to the employer on general matters affecting the health or safety of the employees at the workplace
- (e) Inspect the workplace, including any article, substance, plant, machinery or health and safety equipment at the workplace with a view to improve the health and safety of employees, at such intervals as may be agreed upon with the employer: Provided that the health and safety representative shall give reasonable notice of his intention to carry out such an inspection to the employer, who may be present during the inspection
- (f) Participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace
- (g) In their capacity as health and safety representatives attend meetings of the health and safety committee of which they are members, in connection with any of the above functions
- (h) Act as a focal point for the distribution of evidence-based and generic health and wellness promotional material at the workplace
- (i) Take initiative to implement awareness activities or to communicate health and wellness information at the workplace
- (j) Act as a referral agent of employees to relevant internal or external health support programmes
- (k) Be involved with the identification of health risks at the workplace
- (l) Obtain and make condoms and femidom available at the workplace and provide usage education thereof
- (m) Initiate and arrange staff training with regard to employee health and wellness
- (n) Ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL
- (o) Submit monthly reports of activities to the SHERQ coordinator

3.4.6. First Aiders

- (a) Provide first aid treatment in case of injury or emergency
- (b) Stabilising the injured and removing him/ her from further danger

3.4.7 The Employee should

- (a) 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
- (b) Obey the health and safety rules and procedures laid down by his/her employer or any authorized person in the interest of health and safety



- (c) Report as soon as practicable any unsafe or unhealthy situation which comes to his/her attention, to the employer or to the health and safety representative for his/her workplace or section thereof
- (d) If involved in any incident which may affect his/her health or which has caused an injury to him/herself, report such incident to his/her employer or to his/her health and safety representative, as soon as practicable
- (e) Comply with standards as set by legislation, regulations, SABS, ISO and DOL

3.4.8. The Health and Safety Committee

- (a) Make recommendations to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health or safety of persons at the workplace or any section thereof for which such committee has been established
- (b) Discuss any incident at the workplace or section thereof in which or in consequence of which any person was injured, became ill or died, and may in writing report on the incident to an inspector
- (c) Keep record of each recommendation made to an employer and of any report made to an Inspector
- (d) Ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL
- (a) Involve Labour relations movements

3.4.9. The Labour Representatives

- (a) Represent employees in the workplace
- (b) Ensure that the employer fulfill mandates of OHS Act legislation and Regulations in order to optimize health and safety in the workplace
- (c) Sit in OHS Committee meetings
- (d) Make representation to the employer on agreed issues affecting the health and safety of employees at the work place.

3.7 POLICY REVIEW

This policy will be reviewed when the need arises or in case of the occurrence of extenuating circumstances (political mitigation, or pronouncement by legislation and/or regulations). The contact person for this policy will be required to submit all relevant information pertaining to this policy in conjunction with a signed memo with all amendments (addition or omission) during the third quarter annually.

The exception, the Policy development unit will be conducting all extenuating reviews throughout the year, therefore it is paramount that any new information received be submitted to this unit, in order to coordinate the review process of this policy.

3.8 POLICY IMPACT

The desired plan is to ensure the DENC to be a healthy and safe work environment

3.9 INTERIM MEASURES

This is an interim document for this Department until such time that a provincial policy has been developed.

A handwritten signature in black ink, appearing to be 'SWA', located at the bottom right of the page.

ANNEXURE A: THE 5 SIMPLE STEPS TO RISK ASSESSMENT

THE 5 SIMPLE STEPS TO RISK ASSESSMENT

STEP 1: LOOK FOR HAZARDS

Look for hazards in the workplace and look afresh at what could reasonably be expected to cause harm, ignore the trivial and concentrate only on significant hazards which could result in serious harm or affect several people. Ask your employees or their representatives what they think. They may have noticed things which are not immediately obvious. Manufacturers' instructions or data sheets can also help you spot hazards and put risks in their true perspective. So can accident reports and records and records/ incidents of ill health.

STEP 2: DECIDE WHO MIGHT BE HARMED AND HOW

Think about people who may not be in the workplace all the time e.g. cleaners, visitors, contractors, maintenance personnel, etc. Include members of the public or people you share the workplace with if there is a chance that they could be hurt or negatively affected by your action/s.

STEP 3: EVALUATE THE RISKS ARISING FROM THE HAZARDS AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR IF MORE SHOULD BE TAKEN

Even after all precautions have been taken, usually some risk remains. What you have to decide for **each significant hazard** is whether this remaining risk is high, medium or low.

First, ask yourself what you have to do: for example, there are legal requirements on prevention of access to dangerous parts of machinery. Then ask yourself whether generally accepted industry standards are in place but don't stop there – think for yourself because the law also says that you must do what is reasonably practicable to keep the workplace safe. Your real aim is to make all risks small by adding to your precautions, where necessary. More information about legal requirements and standards can be found in standards and other publications.

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents or putting some non-slip material on slippery steps are inexpensive precautions considering the risks.

If you find that something needs to be done, ask yourself:

1. Can I get rid of the hazard altogether?
2. If not, how can I control the risks so that harm is unlikely?

ONLY USE PERSONAL PROTECTIVE EQUIPMENT WHEN THERE IS NOTHING ELSE THAT YOU CAN REASONBLY DO.



If the work you do ends to vary a lot or if you or your employees move from one site to another, select those hazards which you can reasonably foresee and assess the risks from them. After that, if you spot any unusual hazard when you get to a site, get information from others on site and take what action seems necessary.

If you share a workplace, tell other employers and self-employed people there about any risks your work could cause them and what precautions you are taking. Also think about the risks to your workforce from those who share your workplace.

STEP4: RECORD YOUR FINDINGS

You must record the significant findings of your assessment. This means

1. Writing down the most significant hazards and
2. Recording your most important conclusions – e.g.
 - “Electrical installations –insulation and earthing checked and found sound” or “fume from welding – local exhaust ventilation provided and regularly checked”
 - You must also inform your employees about your findings

There is no need to show how you did your assessment provided you can show that:

- A proper check was made
- You asked who might be affected
- You dealt with all the significant hazards, taking into account the number of people who could be involved and that
- The precautions are reasonable and the remaining risk low

Assessments need to be suitable and sufficient, not perfect. The real points are:

- Are the precautions reasonable and
- Is there something to prove that a proper check was done?

Keep the written document for future reference or use; it can help you if an inspector questions your precautions or if you became involved in any action for civil liability. It can also remind you to keep an eye on particular matters and it also helps to show that you have done what the law requires.

To make things simpler, you can refer to other documents such as manuals, the arrangements in the health and safety policy statement, workplace rules and health and safety precautions. You don't need to repeat all that and it is up to you whether you combine all the documents or keep them separately.

STEP 5: REVIEW YOUR ASSESSMENT FROM TIME TO TIME AND REVISE IT IF NECESSARY



As well all know, the workplace situation changes rapidly and constantly. It is therefore essential that the assessment be reviewed regularly and steps be taken to deal with any new hazard that may have arisen. Do not amend your assessment for every trivial change or each new job but only when significant new hazards are introduced into the workplace.

Taken from Master Builders South Africa: Construction Industry Occupational Health and Safety Manual. Manual provided by the Department of Labour: Kimberley

A handwritten signature in black ink, appearing to be 'SMA', located in the bottom right corner of the page.

ANNEXURE B: MINIMUM CONTENTS OF A FIRST-AID BOX

MINIMUM CONTENTS OF A FIRST-AID BOX

GENERAL SAFETY REGULATIONS – REGULATION 3

In the case of shops and offices, the quantities stated under items 1, 8, 9, 10, 14, 15, 17 and 18 may be reduced by half.

- Item 1: Wound cleaner/ antiseptic (100ml)
- Item 2: Swabs for cleaning wounds
- Item 3: Cotton wool for padding (100g)
- Item 4: Sterile gauze (minimum quantity 10)
- Item 5: 1 pair of forceps (for splinters)
- Item 6: 1 pair of scissors (minimum size 100mm)
- Item 7: 1 set of safety pins
- Item 8: 4 triangular bandages
- Item 9: 4 roller bandages (75mm x 5m)
- Item 10: 4 roller bandages (100mm x 5m)
- Item 11: 1 roll of elastic adhesive (25mm x 3m)
- Item 12: 1 roll of non-allergenic adhesive strip (25mm x 3m)
- Item 13: 1 packet of adhesive dressing strips (minimum quantity of 10 assorted sizes)
- Item 14: 4 first aid dressings (75mm x 100mm)
- Item 15: 4 first aid dressings (150mm x 200mm)
- Item 16: 2 straight splints
- Item 17: 2 pairs of large and 2 pairs of medium disposable latex gloves
- Item 18: 2 CPR mouthpieces or similar devices
- Item 19: Plastic bag

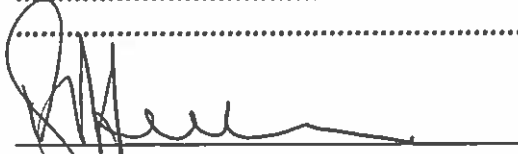


4. ADOPTION OF POLICY

~~Approved / Not Approved~~

Comments:

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D VAN HEERDEN
HEAD OF DEPARTMENT

DATE

