

CHAPTER 7: HEALTH AND SAFETY POLICY

7.1 PURPOSE

The purpose of this policy is to promote good health and safety standards and procedures in the Department of Economic Development and Tourism (DEDaT) and to provide for matters incidental thereto.

7.2 STATEMENT OF COMMITMENT

7.2.1 Department will

- (i) Promote a participative management style and gain commitment of all employees in Safety Awareness
- (ii) Strive to meet or exceed statutory safety requirement, including compliance with all Codes of Good Practices and directives on Health and Safety issued by the Department of Labour from time to time.
- (iii) Ensure that healthy and safe working conditions are integral to the normal daily activities of the department.
- (iv) Provide necessary health and safety training to employees on an ongoing basis.
- (v) Strive for the highest achievements in design, construction, operation and maintenance of all equipments and processes by adhering to recognized operational, engineering and safety standards.
- (vi) Identify and rectify hazards through the auditing of equipments, machinery, systems and procedures.
- (vii) Strive for zero casualty rates in its operations.

7.3 RESPONSIBILITY AND INSTITUTIONALIZATION

7.3.1 Health, safety and risk management forms an integral part of line-management.

7.3.2 Management and Health and Safety Representatives will be accountable for safety within their area of responsibility.

7.3.3 Each employee has personal responsibility for his own safety and for accident prevention.

7.3.4 The health and safety promotion programme will be located within the Labour Relations component in the Corporate Services Directorate.

7.4 DUTIES AND ROLE-PLAYERS

(a) Duties of the Employer

As the employer department must

- (i) Ensure that the workplace is free of hazardous substances and dangerous unused machines, equipment that can cause injuries, damage or cause diseases to employees and where appropriate provide protective clothing.
- (ii) Provide and maintain all machinery and equipment that is necessary to do work, in condition that will not affect negatively health and safety of employees.
- (iii) Inform employees of the workplace dangers and hazards.
- (iv) Communicate and co-operate with the employees in the promotion of health and safety.

(b) Duties of the Employees

The employee must

- (i) Take care of his / her health and safety at work must not do anything deliberately or negligently to endanger his / her health and safety or that of other colleagues and other persons in the workplace.
- (ii) Comply with all lawful instructions given and must co-operate with the Health and Safety Representatives and the Inspectors of the Labour Department during inspections.
- (iii) Comply with all rules and procedures prescribed with regard to health and safety.
- (iv) Wear prescribed safety clothing and use prescribed safety equipment, where provided.
- (v) Report unsafe and unhealthy conditions to the employer or health and safety representatives.
- (vi) Report incidents that may affect his / her health, cause him / her injury or otherwise affect his / her health and safety negatively to the employer or health and safety representatives.
- (vii) Follow the prescribed evacuation and exit procedures during emergencies.

7.5 THE RIGHTS OF THE EMPLOYEE

- (a) Every employee has a right to -

- (i) Be informed about the possible health and safety hazards that may arise at work.
- (ii) A working environment that is clean, free of hazards and is healthy and safe.
- (iii) Refuse to do work or use machinery and equipment that is dangerous and hazardous.

(b) Pregnancy

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* (Government Gazette, vol. 401, no. 19453, November 1998), which forms part of this policy.

7.6 HEALTH AND SAFETY REPRESENTATIVES

Department will ensure that

- (i) Health and Safety Representatives are elected and appointed in terms of the Health and Safety Act.
- (ii) Health and Safety Representatives are trained as required by the Act.
- (iii) Health and Safety Representatives will be elected and appointed to service each floor and workplace of the department, including in the regions.
- (iv) Health and Safety Committee for the workplace will be established where two or more representatives are elected in one workplace.
- (v) The Health and Safety Representatives have the following duties:
 - (a) Perform Health and Safety audits
 - (b) Identify potential dangers
 - (c) Investigate incidents.
 - (d) Make representations to the management, health and safety committee and the labour inspector.
 - (e) Inspect the workplace for the health and safety hazards and report these to the management for action.
 - (f) Attend meetings of the Health and Safety Committee.
 - (g) Attend training for Health and Safety Representatives.

7.7 HEALTH AND SAFETY COMMITTEE

- (i) One Health and Safety Committee will be established for the department and will consist of all Health and Safety Representatives.
- (ii) The Committee shall elect a chairperson, and a designated Health and Safety Officer shall serve as a secretary to keep records.
- (iii) The Committee shall have the following functions:
 - (a) Discuss and report about any incident that occurs in the workplace that causes injury, illness or death arising out of the workplace.
 - (b) Make recommendations to the employer about any health and safety matter.
 - (c) Discuss and report any finding and compliance order issued by the Labour Inspector.



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**HOD: DEPT OF ECONOMIC DEVELOPMENT
AND TOURISM**

18 March 2013

DATE



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AND TOURISM**

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CHAPTER 8: NO-SMOKING POLICY

8.1 PURPOSE

The purpose of the policy is to promote a healthy working environment and to protect non-smokers from the second-hand effects of smoking and to encourage smokers to quit for their health's sakes.

8.2 STATEMENT OF COMMITMENT

The Department is committed to the creation of a working environment that is healthy, safe and free of hazards related to smoking and for this reason adopts and will implement this policy for the benefit of all employees and clients.

8.3 MEASURES TO CREATE A HAZARD-FREE AND HEALTHY WORKING ENVIRONMENT WITHIN DEDAT

- 8.3.1** Education and information programmes will be provided to smokers and non-smokers alike to educate and inform them about the effects of smoking to their health and their working environment.
- 8.3.2** Smokers will be organized in voluntary quitting clubs, where feasible, to encourage them to stop smoking.
- 8.3.3** The following places of work are designated as smoke-free zones and it is an offence not to respect them as such:
- (a) All boardrooms
 - (b) Offices (even those shared by smokers only)
 - (c) Toilets
 - (d) Photocopier rooms and store rooms
 - (e) Tea rooms / Kitchens
 - (f) Official Vehicles
 - (g) Stairways
 - (h) Entrances and exits
 - (i) Balconies

- (j) Any other area, except those designated as smoking areas

8.3.4 'No-smoking' signage and boards will be placed on notice boards and entrances of each workplace and will indicate that non-compliance is a punishable offence.

8.4 DESIGNATED SMOKING AREAS

Department will designate smoking areas after consultation with all affected employees and they may change from time to time depending on movement and staff density.

8.5 LOCATION AND INSTITUTIONALIZATION

The no-smoking programme is located within Directorate: Corporate Affairs and Communication (Health and Wellness Unit) and is an integral part of the duties of the Health and Safety Committee.



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