

UMSOBOMVU

MUNICIPALITY



HEALTH AND SAFETY POLICY

Summary of policy

	Health and Safety
	Human Resources
	To address the importance of health and safety
	The role of management
	The role of employees
	Health
	Safety
	Responsibilities
	Legislative framework
	Orientation
Training	
Prevention of injuries	
Compliance	

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DEFINING KEY CONCEPTS

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APPROVAL

DEFINING KEY CONCEPTS

Safety

Prevention of any injuries

Staff

Referring to all employees in the municipality

Target group

All people involved in the municipality, including contractors or sub-contractors or visitors

Contractors and sub-contractors

People doing work on a part time or once-off basis for Council

Visitors

People on the premises of Council

Maintenance area


Any area of work in public

Training

A deliberate intervention to enhance or improve knowledge, attitudes and skills

Municipal Manager


The person appointed by Council taking ultimately accountability for all administrative and technical functions



The Umsobomvu Municipality acknowledge the moral, legal and financial responsibility to protect and safeguard our employees as well as other persons of the public affected by our activities, against occupational risk to their health or safety arising from any operations of the municipality. It is therefore important to continuously improve the safety of the work environment. All employees must comply with health and safety regulations. It is also an inherent part of every employee's job to eliminate unsafe conditions and acts.




Occupational Health and Safety Act no 85 of 1993 and its Regulations.



The objectives of the Health and Safety policy of Umsobomvu Municipality are the following:

- 3.1 The education, orientation and training of the work force to work safely.
- 3.2 The development of safe methods to work.
- 3.3 The achievement of a safe working environment.
- 3.4 The promotion of good health within the workforce.
- 3.5 Avoid and reducing the number and severity of injuries in the workplace.
- 3.6 Comply with all relevant Acts, Regulations, Standards and Codes of Practice.

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- 4.1 The Municipal Manager is accountable for ensuring that all legal Occupational Health and Safety responsibilities are fulfilled. This includes the provision and maintenance of systems of work, plant and machinery that, as far as it is reasonably practicable, are safe and without risks to health.
- 4.2 The Municipal Manager must ensure sufficient Occupational Health and Safety Resources are made available in all operations, budgets and management systems.
- 4.3 The Municipal Manager must ensure that safety is an integral part of operation and activity. This includes taking steps to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment. Furthermore, establishing as far as reasonably practicable, 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 the work environment and set precautionary measures.
- 4.4 The Municipal Manager may delegate the safety programme to a person appointed to co-ordinate the Occupational Health and Safety programme in terms of section 16(2) of the OHS Act, without absolving the Municipal Manager of his/her responsibilities for overall Occupational Health and Safety compliance.
- 4.5 Implementation of this policy and the associated program activities may be evaluated as part of the Performance Contract.





5.1 **Managers**

- 5.1.1 Each manager is required to ensure that the policy and the Occupational Health and Safety program are effectively implemented in areas under their control, and to support supervisors and hold them accountable for their specific actions.
- 5.1.2 Implementation of this policy and the associated program activities may be evaluated as part of their performance appraisals.

5.2 **Supervisors**

- 5.2.1 Each supervisor is responsible, and will be accountable, for taking all practical measures to ensure that the workplace under their control is safe without risks to health, and that the behaviour of all persons in the workplace is safe and without risk to health.
- 5.2.2 The supervisor will be held accountable for detecting any unsafe or unhealthy conditions or behaviour.
- 5.2.3 The supervisor must immediately report any detected unsafe condition promptly and take the necessary steps to protect employees and the public until the situation is rectified.
- 5.2.4 The supervisor must immediately obtain the necessary authority and resources to rectify the dangerous or potentially dangerous situation.
- 5.2.5 The supervisor must urge his/her subordinates to wear safety protection at all times when necessary.

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- 6.1 All employees are required to comply with the Occupational Health and Safety Policy and program to ensure their own health and safety and those of others in the workplace.
 - 6.2 All employees should perform their duties according to the prescribed safe systems at work, using personal protective equipment (PPE) provided and use all plant, materials, tools and substances in the manner for which they are intended.
 - 6.3 Employees not complying with the law or refusing or neglecting the use of safety clothing or material are subjected for disciplinary action.
 - 6.4 Employees should carry out any lawful order given to them, and obey the health and safety rules and procedures laid down by their employer, in the interest of health and safety.
 - 6.5 Employees involved in any incident or accident should inform his/her supervisor immediately.



All contractors and sub-contractors engaged to perform work on the Council's premises or locations are required, as part of the contract, must comply with the Council's Occupational Health and safety policies. Visitors and/or the public are also subjected to safety procedures as soon as they are on the premises and/or any building and/or maintenance area of Council.



Training to enhance safety is a critical success factor in the total Occupational and Safety Programme. Training of the following aspects is imperative for success:

- 8.1 OHS training and education for all employees – general and hazard specific.
- 8.2 Changes to work methods and procedures.
- 8.3 Emergency procedures and drills.
- 8.4 Orientation of any new equipment to be used.
- 8.5 Methods of how to deal with dangerous situations.
- 8.6 The wear of protective clothing.



	For approval
	For execution
	Administration
	Input, notification and discussion with members
	Notification and clarification



The policy should be reviewed on a regular basis. It is suggested at least every two years.

Recommended: Municipal Manager:

Date:

Supported: Union:

Date:

Union:

Date:

Approved: Council

Signature Mayor:

Date:

UMSOBOMVU LOCAL MUNICIPALITY

HEALTH AND SAFETY POLICY

1. STATEMENT

The Local Municipality is committed to the safety of all its customers and employees and considers that in all circumstances safety is critical to the well-being of its customers and employees. It is the policy of the Local Municipality to prevent as far as is possible, any accident or injury to customers and employees. The Local Municipality will, in addition, consult with its staff (through safety, representative) on safety in the workplace. The Local Municipality believes that it is the personal duty of every employee to do everything possible to avoid injury to customers, to themselves and to others, and to bring to the attention of their manager, any potential hazard that may exist.

The Local Municipality will strive at all times to improve safety conditions and handling methods in consultation with its customers and its employees. In order to achieve this objective, adherence to this policy is expected at all levels of the ~~District~~ Municipality.

2. SAFETY POLICY

2.1 The appointment of Safety Representatives

In order to ensure that the safety of customers and employees is maintained at the highest possible standard at all times the Department Heads will appoint at least four safety representatives as follows:

- Main Seat / Head Office (1 representative)
- Regravelling Teams (2 representatives)
- Workshop (1 representative)
- Employees in Outlaying-areas (1 representative for every 50 employees or outlaying area)
- Human Resources Representative (1 representative)

These representatives shall form a safety committee, which shall meet at least quarterly under chairmanship of any elected member from amongst safety representative to consider all safety requirements in respect of customers and staff.

Those appointed as safety representatives, shall fulfill the following requirements:

- Have at least six months service;
- Have an acceptable employment record;
- Be fully acquainted with conditions of the workplace;

Safety representatives shall hold office for a period of one year, after which time the Departmental Head shall, at his/her discretion, implement changes as he deems them necessary.

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Safety representatives shall have specific areas of responsibility allocated by the Department Head.

Scribe shall also be elected from amongst members of the safety committee.

3. **TRAINING**

The contents of the training programmes and the method of training safety representatives shall be the subject of consultation between the Departmental Head, Human Resources representative and the safety representatives. Such training shall cover inter alia the following:

- The Local Municipality philosophy of safety;
- The safety policy;
- Relevant parts of the Occupational Health and Safety Act;
- The keeping of safety records;
- First aid;
- Accident prevention;
- Care and maintenance of equipment;
- Use of firearm (if applicable);

4. **THE FUNCTIONS OF THE SAFETY REPRESENTATIVE**

To bring to the attention of the Departmental head any potential hazards, dangerous word practices or dangerous conditions within the area of work.

With the Departmental Head to investigate the causes of accidents and complaints by customers or employees relating to safety within the are of work.

To attend meetings of the safety committee in the prescribed manner.

To ensure greater awareness of customers and employees regarding safety conditions.

To represent the staff in his/her department in the application of appropriate safety standards in the Local Municipality.

To adhere to the provisions of the Occupational Health and Safety Act as they apply to the Local Municipality. These are summarized below:

- To conduct inspections of the workplace;
- To bring any threat or potential threat to the safety of any employee or customers within the Local Municipality to the attention of the Departmental Head;
- To report in writing to the safety committee in the case of any accident

It should be noted that no civil liability will be incurred by a safety representative if he/she fails to perform the duties prescribed by the Occupational Health and Safety representative performs his/her duties.

5. **EXAMINATIONS OF MACHINERY AND EQUIPMENT**

A thorough examination of all machinery and equipment, including firearms, shall be carried out by the Departmental Head or by his/her appointed representative on monthly basis.

Records of these examinations shall be kept by the Departmental Head and kept up to date at all times. Details of inspections, measurements and tests will be recorded with any recommendations of work to be carried out. Records will be available to the safety committee and the management of the Local Municipality on request.

6. **PROCEDURE FOR REPORTING ACCIDENTS**

In the case of an accident defined in section 24 of the Occupational Health and Safety Act, the safety representative for that area will be required to submit a written report for internal use. This report shall be submitted to the Departmental head and Human Resources Department.

In addition, accidents will be reported to the inspector from the Department of labour within the prescribed period, in the prescribed manner, in terms of the Occupational Health and Safety Act.

7. **SAFETY COMMITTEES**

The Safety committee shall comprise a minimum of at least one member and representatives as outlined in 2.1.

The safety committee shall meet at least quarterly from which a written set of minutes shall be produced. Such minutes shall be submitted to the Human Resources office and also copies be kept in a safe place by different Departmental Heads and Unions.

Safety representatives may call special meetings with the Departmental Head more frequently if they believe this to be necessary.

8. THE FUNCTIONS OF THE SAFETY COMMITTEE

- To make recommendations to the Departmental Head on any matter affecting the safety of customers or staff within the Local Municipality;
- Report in writing any accidents that occur;
- Re review complaints and to consider matters raised by customers and staff regarding safety;
- Keep minutes of the matters discussed at meeting;
- Comply with the regulation that are set out regarding the maintenance of the safety within the Local Municipality;
- To adhere to the Occupational Health and Safety Act. A summary of which is as follows:
 - To make recommendations to the Departmental Head or Inspector regarding any matter affecting safety;
 - Report in writing to the Inspector on any incident referred to in section 24 of the Act;
 - Perform any other functions that may be prescribed;
 - Keep records of recommendations made to the employer;
 - Not incur civil liability by reason of the fact that the committee failed to do what the Act prescribes;
 - The Departmental Heads must be sure that the committee performs its duties as prescribed in terms of the Act.

9. CHANGES AND CONDITIONS OF WORK

In the event of the introduction on new machinery, equipment or practices the Departmental Head shall inform the safety committee of the nature of these changes.

10. FACILITIES AND INFORMATION

The Departmental Head will provide the following safety facilities for the safety representatives and the safety committee:

- Meeting facilities;
- Notice board;
- Full copy of the regulations;
- a copy of this policy

11. DISCIPLINE

In the event of any member of staff the Local Municipality found prejudicing the safety and/or health of either himself or a customer or other employees in terms of the safety

policy, disciplinary action will be taken in accordance with the applicable Disciplinary Code and Procedure.

In the event of any member of staff having unsuccessfully raised a reasonable complaint the safety and or health conditions within the Local Municipality with the Departmental Head, he/she will be entitled to raise this matter immediately with the Human Resources representative for assistance to resolve the matter.