

**VHEMBE DISTRICT MUNICIPALITY**  
**OCCUPATIONAL HEALTH AND SAFETY**  
**POLICY**



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## 1. Occupational Health and Safety

### 1. Preamble

#### VDM SAFETY HEALTH & ENVIRONMENTAL POLICY STATEMENT

As an employer, the VDM is committed to maintaining a safe and healthy working environment as indicated by safe work practices and compliance with regulatory requirements.

We will strive to eliminate any foreseeable hazards which may result in personal injuries/illnesses, fires, damage to property, loss of production, and loss to the environment. Accidental loss can be controlled through good management in combination with active employee involvement and cooperation with VDM SHE Committees.

In dealing with health and safety hazards, the employer agrees to carry out engineering controls as a priority measure. Adequate personal protective measures shall be taken wherever required until such engineering controls have been carried out.

Management of VDM recognizes and accepts its legislative responsibilities, and furthermore, is committed to establishing and maintaining a consultative environment in which management; and employees work together to continually improve safety and health in the VDM.

Occupational Health and Safety is the direct responsibility of all employees, to the extent of each person's authority and ability to act. It is the duty of all workplace parties to actively comply with VDM SHE Policies and Safe Working Procedures.

Supervisors will be held accountable for the health and safety of workers under their supervision. Responsibility includes ensuring that machinery and equipment are safe and that work practices are in compliance with established legislation, workplace practices and procedures. To protect their health and safety, workers must receive adequate specific work task training.

Every employee must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures.

All others contractors and members of the community that utilize the VDM premises must comply with this policy, and with regulations, standards and procedures relating to health and safety.

At VDM, no job is so important and no service so urgent that we cannot take time to perform our work safely and in an environmentally conscientious manner.

Health and safety is an integral part of VDM every day business. It is in the best interest of all to join together and put into practice health and safety principles in all work activities.

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## 2. Purpose

- The purpose of the SHE policy is to set the commitment of the Council and Management of VDM to a healthy and safe working environment in accordance with Occupational Health and Safety Act No. 85 of 1993.
- The health and Safety Act No. 85 of 1993 and subsequent Regulations include all work situations and involve all employees of the VDM.
- Each Employee has a legal responsibility and duty to take responsible care and maintain a working environment that is, as far as is reasonably practicable, free from hazards and risk of injury to employees of the VDM or to others who may be affected by the activities of the VDM.
- This policy must therefore be regarded as binding to all employees of the VDM.
- VDM will monitor the implementation of the policy in order to ensure that the policy objectives are achieved.
- The policy will be reviewed and revised as necessary in the light of legislative and organizational changes
- The policy defines the organization and arrangements for the Management of health and safety, thus assisting the VDM in creating a safe and healthy working environment.
 

- The Occupational Health and Safety Act No 85 of 1993 shall provide the framework of principles, rights and duties for the implementation and promotion of health and safety in the work places. Unless otherwise stated, words in this policy have the same meaning as in the Act or as defined in the Organisational Rights Agreement (ORA).
- Employees of VDM are urged to take commitment to health and safety beyond merely reading the policy. Every employee has to translate the policy into effective actions.

## 3. Definition of OHS Terminology

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## 1. Contractor/Constructor

A contractor/constructor is anyone who contracts for work on a project under the OHS Act No. 85 of 1993 and regulations. The contractor/constructor has the same responsibilities as the employer.

- A contractor/Constructor must ensure the health and safety of persons at or near a project;
- A Contractor/Constructor must ensure that measures and procedures prescribed under the area carried out on the project;
- A Contractor/Constructor must ensure that every employee, self-employed person and employer performing work in respect to a project complies with the OHS Act No. 85 of 1993 and Regulations.

## 2. Suppliers/Manufactures

A supplier/manufacture is anyone who manufactures, supplies, distributes or installs any tool, equipment, machine or device, or any biological, chemical or physical agent to be used by an employee.

The supplier/manufacture must take every reasonable precaution to:

- Ensure that any device, equipment, machine, material or item supplied is in safe condition and in compliance with the OHS Act No. 85 of 1993 and the Regulations when it is supplied.
- a. Maintain it in a safe condition, if that is their responsibility; where it is felt that the supplier or manufacturer may be in violation of the Occupational Health and Safety Act, the matter must be referred to the OHS Officer of VDM who will investigate and make recommendations to appropriate management representatives

## 4. Scope of the OHS Policy

To achieve this purpose, VDM proposes to use the following Scope of the OHS Policy:

- To integrate health and safety responsibilities into everyday working practices and managerial responsibilities.
- To assess work activities by identifying hazards and evaluating risks.
- To reduce risks through the regular assessment of risks and subsequent provision and maintenance of safe machinery, buildings, facilities, equipment and systems of work.

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- To minimize unavoidable risks through the use of physical control measures including provision of personal protective equipment.

The employer agrees to provide all workers with personal protective equipment and clothing as required by the work processes in each department. Such personal protective equipment and clothing shall be decided upon in terms of General safety regulations 3.

- To provide safe arrangements for the use, handling, storage and transport of articles and substances.
- To provide necessary information, instruction, training and supervision to ensure the health and safety of staff and others.
- To consult with SHE Committees and SHE representatives on health and safety matters.
- To provide a comprehensive and cost effective Occupational Health Service including health surveillance where appropriate.
- To implement a monitoring, inspection and auditing procedure to ensure effective management of health and safety throughout the VDM.
- To make arrangements for coordination and cooperation with and dissemination of information to contractors who may be required to work inside the VDM.

## 5. OHS Legislative Framework

- **RSA Constitution**
- **Environmental Health Act**
- **Water Act**
- It will be the responsibility of each General Managers and Supervisors to ensure that policies and procedures are being implemented in the areas under their jurisdiction.
- Suggestion for changes or additions to policies and procedures should be made to the appropriate SHE Committee and forwarded to the OHS Practitioner.
- Internal unbiased and statistically valid audits will be conducted to evaluate management's and the facility's compliance with the SHE Policy and Procedures Manual.

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## 6. Responsibility

The Municipal Manager is the CEO as referred to in section 16.1 of the Act.

Management undertakes to continually search for ways to improve the working environment by most effective methods, e.g. technical improvements to dangerous machinery, ergonomic improvements in working methods, substitution of dangerous materials and substances.

### 6.1 General Managers & Supervisors

General Managers and Supervisors of sections are responsible for the implementation of the SHE Policy in their departments and units and for setting up effective health and safety management systems. Depending on the size and location of the department or unit, the departmental or unit head may delegate some health and safety authority to the supervisors of the subunits as appropriate. However, it remains the responsibility of the General Managers to ensure that health and safety is effectively managed. Each Manager shall include and specify Health and Safety as part of the managerial job description and appraisal. Departmental and General Managers have specific responsibilities, inter alia:

- To ensure that risks to health and safety arising within their sphere of control are properly assessed and controlled so far as is reasonably practicable;
- To seek, to receive and to act on competent safety advice from the SHE Coordinator, SHE Rep and SHE Committee whenever a need arises;
- To set up an appropriate mechanism, relative to the size of the department/unit to ensure that health and safety matters are addressed within the department/unit.
- To communicate SHE Policy to every employees under their jurisdiction.
- To delegate formally health and safety tasks and the associated record- keeping task to competent members of staff in their departments /unit (e.g. SHE Rep, First Aider);
- To ensure that risk assessments are performed and completed to a consistent standard for work undertaken in the department/ unit, that they are regularly reviewed and that appropriate records are maintained;
- To allocate resources such as time, money and equipment to facilitate health and safety policy implementation;



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- To ensure provision of the necessary information, instruction and training in health and safety to staff in the department/Town;
- To keep employees aware of the problems of health and safety and of their responsibilities for the health and safety to ensure inclusion of health and safety responsibilities in job descriptions;
- To undertake, or assist with, periodic SHE inspections of the VDM departments and sections and to monitor the implementation of the recommendations;
- To ensure that the departmental/unit health and safety tasks such as running fire drills are carried out to a satisfactory standard;

#### **a. Health and Safety Co-ordinator**

The primary task of the Health and Safety Coordinator is to put in place a workable health and safety system at VDM, in line with the stipulation of the OHS Act No. 85 of 1993. He/she thus advises the Managers on Health and Safety matters. He/she assists the Manager of Departments in discharging their statutory responsibilities by undertaking certain health and safety tasks.

Duties include:

- Coordinate and/or provide safety training to employees in an effort to prevent accidents, minimize losses, increase productivity and efficiency, and ensure compliance with safety legislation and policies.
- Conduct safety audits in the workplace to identify safety hazards and recommend control measures.
- Coordinating systematic inspections and accident investigations to identify unsafe or unhealthy working practices
- Attending all SHE committee meetings.
- Conduct Executive SHE Committee meeting.
- Ensuring that employees receive adequate induction on health and safety matters.
- Identifying employees requiring health and safety training or health surveillance in liaison with OH&S specialists.
- Develop and maintain a system of accident investigation, reporting and follow up.
- Coordinates a comprehensive range of occupational health services including environmental and ergonomic assessments and recommendations.

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## 6.2 Supervisors/Managers

- To ensure that all employees in area of responsibility are informed of and follow the OH&S Act and applicable regulations and procedures.
- To designate the use of personal protective equipment in areas not specifically covered by the procedures.
- To investigate all near misses, personal injuries and property damage involving the workers under their control and to report these findings to the SHE Committees and OHS Co-ordinator of VDM.

## 6.3 SHE Reps (OHS Act No.85 of 1993, Section 18)

According to Section 17 and 18 of the Occupational health and Safety 85 of 1993 states on the election of Health and Safety Representatives. The Act further identifies the duties of the Health and Safety Representatives such as:

- Complete SHE Checklists according to the pre-determined frequency and report deviations to the supervisor.
- Attend all meetings stipulated in this SHE Policy and Procedures Manual.
- Review the effectiveness of health and safety measures.
- Identify potential hazards and potential major incidents at the workplace.
- Investigate complaints by employees by any employee relating to that employee's health or safety at work.
- Inspect the workplace, including any article, substance, machinery or health and safety equipment at that workplace with a view to the health and safety of employees, every month.
- Participate in consultations with OHS Officer on inspections of the workplace.
- Participate in any internal health or safety audits.
- Perform such other functions as may be prescribed in terms of Occupational Health and Safety Act No. 85 1993.

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• See also Section 17 and 18 of the OHS Act.

#### 6.4 SHE Committee (OHS Act No.85 of 1993, Section 19 and 20)

According to Section 19 and 20 of Occupational Health and Safety Act 85 of 1995, describe the establishment and duties of the Occupational Health and Safety Committee respectively. Major duties of SHE Committees include:

- Make recommendations to the employer for any matters arising regarding health and safety of persons at workplace. (Each Section to submit monthly health and safety meeting reports to the Health and Safety Officer for submission to the Local Labour Forum to provide feedback)
- Discuss any incident at the workplace in which or in consequence of which any person was injured, became ill or died.
- Keep record of each recommendation made to an employer in terms of OHS Act 85 of 1993 section 20.
- Perform such other functions as may be prescribed in terms of Occupational Health and Safety Act No. 85 of 1993.

- To ensure that responsible steps are taken to promote sound policy and practice and the health and safety of staff, visitors and members of the public entering VDM's premises.
- Development of an overall Scope of the OHS Policy to promote a positive Health and Safety culture service-wide.
- To monitor the effectiveness of health and safety management, occupational and environmental health arrangements and compliance with the VDM's health and safety policy through consideration of reports and statistics relating to health and safety;

#### b. Employees

- Every employee must be informed of and adhere to health and safety rules and procedures at all times.
- Every employee must take reasonable care to protect their health and safety and the health and safety of other workers who may be affected by their acts or omissions.
- The employee must also ensure that they do not endanger the health, safety or physical well being of other persons at or near their workplace.

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- A employee must report to their employer anything or circumstance that is likely to endanger their own safety or health, or that of any other person at or near the workplace.
- A further duty is to consult and cooperate with any SHE Committee, SHE Rep or other person exercising any duty under the OHS Act No. 85 of 1993 and regulations.
- Where a task is not specifically designated as requiring safety (protective) equipment and an instruction is issued by management requiring the use of safety equipment, the use of that equipment becomes effective immediately after the requirement is stated.
- In the event of an injury, the employee is to promptly obtain first aid treatment or other medical assistance and report the incident to their immediate supervisor at the first opportunity.

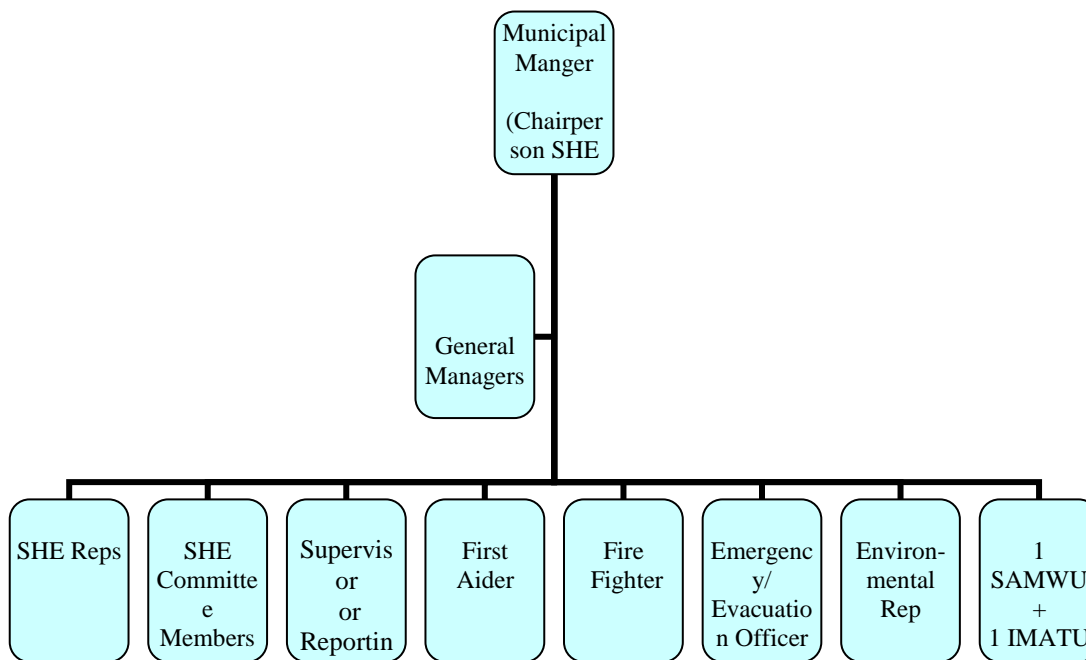
## **7. SHE Committees (OHS Act No. 85 of 1993, Section 19) Structures**

- All VDM Sections shall have a SHE Committees.
- The executive SHE Committee shall be comprised of the VDM Municipal Manager, all General Managers of the Departments, HR Manager, OHS Officer, Environmental Health Manager, Supervisors and Union members.
- The SHE Committee meetings shall comprise of at least the following as its members:
  - The General Manager as the SHE Committee Chairperson
  - SHE Reps of the section
  - First Aiders
  - Fire Fighters
  - Supervisor of the Section
  - OHS Officer
  - Union Representatives (SAMWU & IMATU)
  - Environmental Rep
  - Employees as nominated by the General Manager (the number of nominees may not exceed the number of SHE Reps in the committee)
- OHS Officer shall ensure that all members of the SHE Committee are appointed in writing at least for 3 years (after which all appointments shall be reviewed).
- At least a SHE Committee meeting shall be held every month, issues discussed in these meetings shall be minuted and signed by the SHE Committee Chairperson, the Executive SHE Committee meeting shall be held once every two months.

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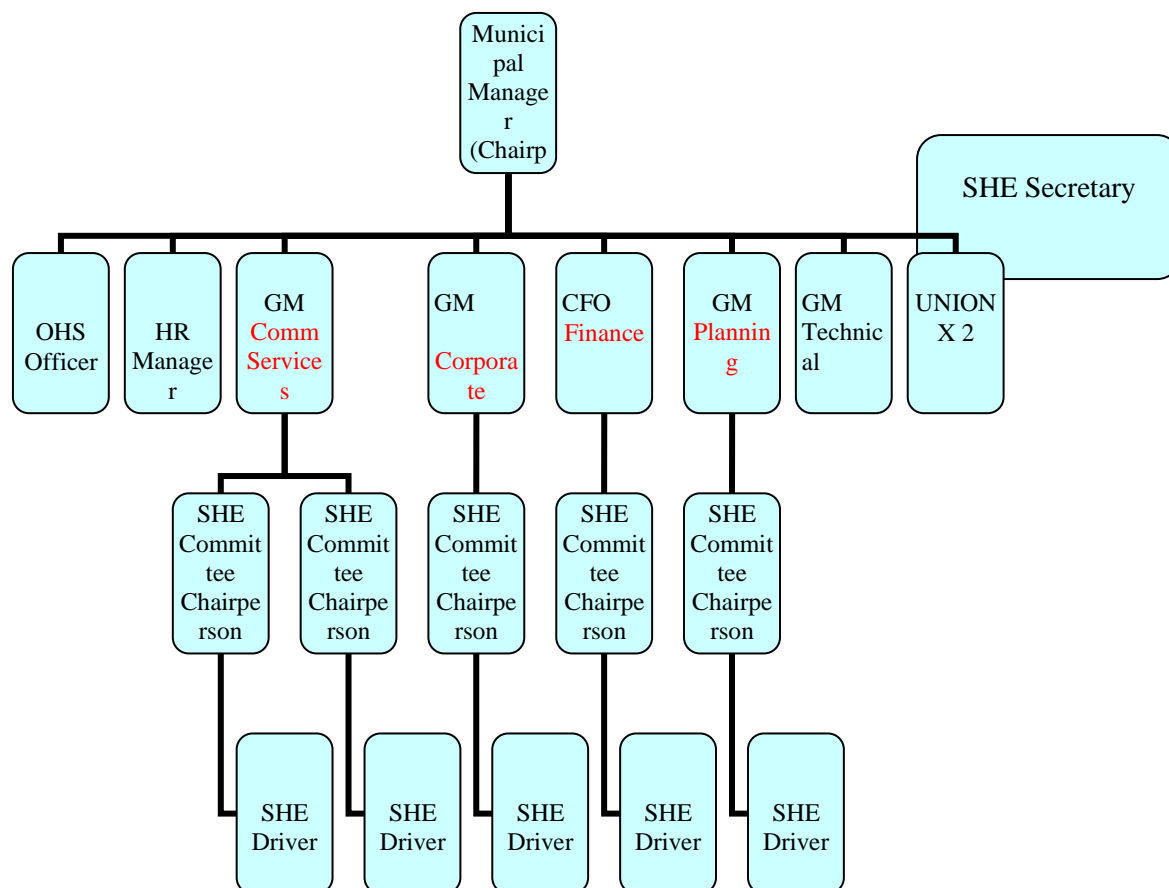
- Minutes shall be filed and retained for a period of at least 3 years.
- All members of the SHE Committees shall be suitably trained in line with the SHE training Matrix.

### **VDM SHE COMMITTEE STRUCTURE**



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## VDM EXECUTIVE SHE COMMITTEE STRUCTURE



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## 8. General Office Safety

- Employees shall not run in the aisles, corridors, or on the stairs.
- No employee shall place obstructions or temporary obstacles such as briefcases, chairs, etc. in aisles, corridors or stairways.
- Water, oil or other liquids spilled on the floors present a dangerous hazard and shall be cleaned up at once.
- Employees going up and down stairways should keep one hand free for use on the handrails.
- No employee shall have cords strung across aisles or walkways where people may trip or fall over them. Those for telephones, adding machines, typewriters, vacuum cleaners, etc., shall be coiled and fastened out of the way, or covered by a protective cover designated for the purpose of safe protection of the cord and to prevent tripping hazards. When using machines for cleaning the area shall be cordoned off or the done when people are not present.
- Employees should always keep to the right when walking, particularly at bind corners and double doorways.
- Open desks or files drawers and desk slides constitute a serious hazard as persons may strike or fall over them. No employee shall leave filing cabinet or desk drawer open and unattended.
- Employees shall not read while walking.
- Employees must not remain or pass under any ceiling fixture that is being repaired or replaced.

## 9. Right to Refuse

- 9.1 The Right to refuse unsafe work is a key component of VDM's prevention system. The Right to refuse unsafe work is considered the "fail safe" measures that ensure no employee will willingly risk injury because they were afraid to "refuse". It is important to ensure:
- All VDM employees and their representatives are aware of their right to refuse as defined in the legislation and of the VDM Safe Working Procedures designed to assist in the timely settlement of such refusals;
  - All supervisory , management and employees are aware of their responsibilities under the OHS Act No. 85 of 1993 and the VDM Safe Working Procedures to ensure that any refusals are dealt with in a consistent and positive way; and not in a confrontational manner;
  - That the SHE Committees are equally knowledgeable and trained in their roles as defined by the legislation and the policies of VDM.
- 9.2 The Occupational Health and Safety Act No.85 of 1993, states that: "any employee may refuse to do any act at the employee's place of employment where the employee has reasonable grounds for believing that the act is likely to endanger the employee's health or safety or the health or safety of any other person until:
- The employer has taken remedial action to the satisfaction of the employee;

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- The committee, if any, has investigated the matter and unanimously advised the employee to return to work; or
- An OHS Officer has investigated the matter and has advised the employee to return to work.

9.3 Where an employee exercises the right to refuse, the employer may reassign the employee to other work and the employee shall accept the reassignment until the matter is successfully resolved by all parties.

9.4 Where an employee exercises the right to refuse unsafe work, no employee shall be assigned to do that work until the matter has been dealt with successfully, unless the employee to be so assigned has been advised of:

- The refusal by another employee
- The reason for the refusal
- The employee's right to refuse under the Act

## 10. Procedure

### First Stage

- If the employee notices a situation that has reasonable grounds for endangering their health or safety;
- The employee shall report the situation to their immediate supervisor, if available, or, to the next available supervisory person, and wait safely or proceed with other safe work. Wherever the situation is questionable, the supervisor should err on the side of health and safety.
- If the employee is not satisfied that the job is, or has been made safe, the employee may refuse to do the assigned job, citing the Occupational Health and Safety Act No. 85 of 1993. The employee shall then notify a member of the SHE committee or SHE Rep.

### Second Stage

- The supervisor shall provide all documentation on the situation to the SHE Committee which will then make recommendations.
- The supervisor may make the necessary changes or pass it on to someone who has the authority to deal with the recommended changes.
- The OHS Officer of VDM should be consulted prior to the third stage.



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### Third Stage

- If the matter is still not resolved to the employee's satisfaction, the employee shall report it to the Occupational Health and Safety Division of the Department of Labour, who will investigate the case and render a decision.
- VDM and the employee comply with any directions or orders and settle the matter.

## **11. Workplace Inspection**

### **11.1 Purpose**

- The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

### **11.2 Policy**

- All VDM Departments will maintain a comprehensive program of safety inspections at all facilities and jobsites.
- Monthly inspection shall be carried out to every VDM Departments by SHE Reps.

### **11.3 Responsibility**

- Managers of VDM Departments are responsible for the overall operation of the SHE Inspection program.
- Managers are responsible for directing formal inspections on jobsites that they control and for involving workers in such inspections.
- Supervisors are responsible for conducting ongoing formal/informal inspections of areas where their crews are working.
- Workers are responsible for participating in and contributing to the SHE inspection program.

### **11.4 SHE Inspection Program**

A risk assessment shall be carried out throughout the VDM Regions to identify unsafe conditions and unsafe acts, to measure levels of compliance, identify safety code violations, to identify existing and potential hazards, to determine underlying causes of hazards, to monitor hazard controls, to determine corrective actions and to promote Safe Work Practices.

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## 12. Training and Education

Section 13 (a) of OHSA the Duty to Inform states that:

“Every employer shall as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work which he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery which he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards”

### 12.1 Purpose

The purpose of training and education is to ensure that all employees, supervisors and management staff are knowledgeable in the identification, evaluation and control of potential hazards in their workplace and able to implement effective prevention initiatives.

### 12.2 Policy

It is the policy of VDM that all employees, supervisors, and management shall be provided with such information, instruction, training, supervision and facilities as are necessary to the health or safety of the employees.

### 12.2 Responsibility

The employer shall ensure that regular education and training on occupational health, safety and environment is provided by experts agreed upon between the elected health and safety representatives and the employer for its workers and also pay for the expenses incurred.

The direct responsibility and accountability for determining the training needs and ensuring that employees have the skill needed to achieve the desired results is with departments. Human Resources (Health and Safety) Section is responsible for working with the departments in cooperation with the SHE Committee, assessing needs and meeting those needs to the required standards and expectations. Health and Safety Officer is responsible to develop a Safety Training Needs Analysis to identify employees who needs to be trained.

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## 13. Procedure

### 13.1 Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All supervisors will instruct their employees that compliance with the safety rules described in the workplace safety manual is required.

### 13.2 Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new or specialized procedures.

### 13.3 Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual. Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviours.

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## 14 Risk Assessment and Control

In terms of General Safety Regulations (2)(1) applicable under the Occupational Health and Safety Act 85, of 1993 states that “Subject to the provisions of paragraphs (f), (g), (h) and (i) of Regulation 5 of the General Administrative Regulations published under Government Notice R2206 of 5 October 1984, every employer shall make an evaluation of the risk attached to any condition or situation which may arise and to which persons at the workplace are exposed and he/she shall take such steps as may under the circumstances be necessary to make such condition or situation safe”.

The term “Risk assessment” is used in various ways to describe some method of identifying, understanding and controlling risks. The National Occupational Safety Authority (NOSA) describes risk assessment as a detailed and systematic examination of any activity, location or operational system to identify risks, understand the likelihood and potential consequences of the risks and to review the current or planned approaches to controlling the risks, resulting in instituting additional controls where required.

Successful risk control includes such outcomes as improved safety, health, productivity, environmental protection, and community acceptance.

### A risk assessment should:

- Identify the significant risks arising out of work, including ergonomic factors;
- Enable the Directors of Departments and General Managers to identify and priorities the measures to be taken in order to control risk and comply with the relevant statutory provisions;
- Be appropriate to the nature of work such that it remains valid for a reasonable period of time.
- It is the responsibility of the Directors of Departments and General Managers to satisfy them that risk assessments are done related to the actual work being undertaken, and, reports are completed to a consistent and reasonable standard, supported by adequate and properly maintained records that have to be reviewed regularly.

## 15 Personal Protective Equipment

Personal Protective Equipment must be provided, taking into account the nature of the hazard to be encountered whenever the risk presented by a work activity cannot be adequately controlled by other means. In terms of General Safety Regulations (3)

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## **16 Substance (Alcohol and Drug) Abuse**

To ensure and promote safe and healthy environment, the VDM does not permit the use of Alcohol or drugs by any member of staff, casual workers, or contactors on the premise during official working. All found contravening this section would be dealt with as per provisions of the VDM's Disciplinary Code.

## **17 Health Surveillance**

Health Surveillance program shall be developed by OHS Officer and must be introduced where the assessment shows that:

- There is an identifiable disease or adverse health condition related to the work concerned;
- Valid techniques are available to detect indications of the disease or condition;
- There is a reasonable likelihood that the disease or condition may occur under the particular conditions of work, and
- Surveillance is likely to further the protection of the health of employees to be covered.

The purpose of health surveillance is:

- To facilitate the early detection of disease;
- To check the effectiveness of control measures;
- To provide feedback on the accuracy of risk assessment, and
- To identify and protect people at increased risk.

Employees should be encouraged to report any adverse condition that they feel it might be caused or made worse by their work.

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## 18. Changes in Working Conditions

- 18.1 All Employees shall be given reasonable notice and be fully informed and consulted on any proposed substantial change in the conditions of work, as a result of the introduction of new machinery, new chemicals, process or changes to procedures. They shall be given full facilities for an immediate inspection arising from this change.
- 18.2 Management receive new information as to the dangers arising from substances or processes /equipment, they shall immediately inform the All Employees & SHE Reps concerned and consult on what steps should be taken and co-operate in whatever inspections or other actions may be necessary.
- 18.3 Should management propose to take any steps to safeguard against further hazards they shall give reasonable prior notice to all Employees & SHE Reps to consult on the steps to be taken. When it is an emergency, they shall notify the SHE Representatives as soon as possible about confirmed steps that were taken.

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## **19 Communications**

### **SHE Meetings/Committees:**

Matters related to Health and Safety should be referred to SHE Committees for discussion and recommendation, where appropriate.

Key Personnel will be used to provide disseminate and collect information on behalf of the VDM such as:

- HR Manager
- OHS Officer
- SHE Committee Chairperson/General Managers
- Reporting Officers/SHE Drivers
- SHE Representatives

SHE Committee Chairperson to ensure that:

- Effective publicity of the committees' decisions, by the posting of the
- SHE Committee meeting minutes and decisions in all work areas where all employees are able to see it (preferably on a SHE notice board).
- Adequate opportunity in the divisions for employees to raise items for the agenda.
- Speedy decisions by management on the committees' recommendations, which are promptly translated into action where necessary.
- Participation by members of the SHE Committee in audits of their work area
- Development of ways of involving more employees.

## **20 Performance Monitoring**

Information on the effectiveness of the SHE performance should be made available by OHS Officer annually to the VDM Management.

Qualitative and quantitative measures to include:

- Numbers of SHE incidents.
- Lost time incidents (employees/staff absence).
- Numbers of disabilities
- WCA reportable incidents.
- Premises inspections.
- Property damages.
- Staff turnover.
- Attitude surveys.

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## 21 Audits/Reviews

The OHS committees will ensure:

- The on-going appraisal and review of the policy arrangements to ensure the continual improvement in SHE performance throughout the VDM.
- The development of an audit programme for the VDM.
- The findings of the audit and the accident data will be reported annually to the VDM Management.

## 22 Conclusion

All persons are affected by this policy and thus have a role to play in maintaining a healthy and safe working environment in the VDM.

**Together in partnership, we will strive to realise the following ideals:** a healthy and safe working environment, the development of best practices in occupational health and safety elimination of incidents and fatalities in the workplace.

**We commit ourselves to:** uphold the occupational health and safety principles as enshrined in the Bill of Rights, integrate occupational health and safety into all business processes and strategies, make occupational health and safety a way of life, promote occupational health and safety awareness, develop enabling occupational health and safety legislation, regulations and directives, improve the tripartite relationship to the benefit of all in our country, abide by the requirements of occupational health and safety legislation, train workers and managers on safe working practices, build an effective and efficient occupational health and safety institutional framework.

**We commit ourselves further to working together constructively, in occupational health and safety**



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**DRAWN UP AND SIGNED AT \_\_\_\_\_ THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_**

WITNESSES (FOR COUNCIL)

ON BEHALF OF THE COUNCIL

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

**MUNICIPAL MANAGER**

WITNESSES (FOR SAMWU)

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

**SAMWU REPRESENTATIVE**

WITNESSES (FOR IMATU )

1 \_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

**IMATU REPRESENTATIVE**