

Blouberg Municipality



CHAPTER 27: OCCUPATIONAL HEALTH AND SAFETY POLICY

1. PREAMBLE

The Blouberg Local Municipality is committed to providing the health and safety of staff members and persons other than staff members at work against hazards to health and safety arising out of or in connection with the activities of persons at work.

2. PURPOSE

- 2.1 To implement an Occupational Health and Safety Programme.
- 2.2 To be aware of all risks and changes in risk factors in areas regarded as high risk.
- 2.3 To train everyone in the Municipality on matters pertaining to risks associated with work.
- 2.4 To ensure the knowledge and information available is adequate to achieve these objectives;
- 2.5 To continually evaluate and adapt health and safety programmes to prevailing situations.
- 2.6 To partake actively in the accident / incident prevention programme.
- 2.7 To ensure that staff members exposed to occupational injuries are issued with protective clothing at all times.

3. SCOPE OF APPLICATION

This policy applies to all staff members of the Municipality, as well as to Councillors, visitors, and contractors.

4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Employment Equity, 1998 (Act No. 55 of 1998)
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- Skills Development Act, (Act No. 97 of 1998)
- South African Local Government Bargaining Council: Collective Agreements
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- Health Professions Act, 1974 (Act No. 56 of 1974)
- Nursing Act, 2005 (Act No. 33 of 2005)

5. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the Regulations or applicable legislation, or as defined and / or explained in the Glossary of Terminology in the Human Resources Policies Manual.

6. PROBLEM STATEMENT

Creating a conducive safe and healthy working environment is of paramount importance in enhancing the productivity of employees.

7. POLICY PROVISIONS

7.1 Medical Surveillance Programme

- 7.1.1** The Municipality shall develop a Medical Surveillance Programme used to identify and record the presence of any occupational diseases and the degree of exposure.
- 7.1.2** The information shall be used to ensure that the health of staff members shall not be compromised by placement in a particular job.
- 7.1.3** Staff members who have health conditions that could or would be compromised shall not be placed in high-risk areas.
- 7.1.4** General health information, not required for the job, is used to identify health needs and the health care that the individual would require.
- 7.1.5** A declaration shall be signed by the prospective staff member to accept the conditions of the Medical Surveillance Programme and any results of the testing required.

7.1.6 The following may apply under the programme:

(a) Pre-employment examination (PEM)

Some staff members shall undergo pre-employment medical examination where the selection criteria include the risks involved as determined by the inherent job requirement. The results shall be kept confidential.

(b) Periodic Screenings (PS)

Staff members working in specific areas or occupations shall undergo screening at various intervals, depending on the health risk profile to risk, e.g. drivers may be examined annually and a certificate of fitness issued, or staff members in malaria areas screened and given required vaccinations.

(c) Transfer Screenings (TS)

Staff members are only screened for the job they are initially placed in. This means that they shall not necessarily be suitable to work in another area, except if they are required to be multi-skilled and work in all areas. Thus, any staff member requiring a transfer would first undergo an assessment to ensure suitability.

7.2 Legislative Compliance

7.2.1 The Municipality shall comply with the basic legislation, including any other regulatory documents such as SANS or SABS codes.

7.2.2 Where specific compliance or risk exists, internal rules and procedures shall apply.

7.2.3 Any training done in respect of legislation and internal health and safety programme shall be noted and kept on file.

7.3 Incident and injury reporting

All injuries and incidents shall be reported immediately or as soon as practically possible, for assessment, recording, or possibly investigation. The following measures shall be followed in case of injury on duty and in case of death while on duty:

7.3.1 Minor injury

- (a) The injured staff member shall be taken to the relevant department's first aid station, to be attended to by a departmental First-Aider.
- (b) The First Aider shall complete the first aid register indicating:
 - (i) The name of the injured staff member;
 - (ii) The nature of the injury; and
 - (iii) Date and time of the injury, as well as the assistance given and material used.

7.3.2 Injury requiring medical attention

- (a) For an injury that the attending First Aider or Supervisor believes requires the attention of a medical practitioner, it shall be brought by a supervisor to HRM Unit.
- (b) The injured staff member shall bring along his / her ID (this is a legislative requirement of the Compensation Fund for a medical practitioner to treat an injured staff member with positive proof of identification).
- (c) HRM Unit shall complete the necessary form for reporting the injury to the Compensation Fund, and a copy given to the staff member to be taken to the medical practitioner of her/his choice.
- (d) Where the injured staff member unable to do so in person, the injured staff member or somebody else shall notify the HRM Unit as soon as possible of the injury, furnishing available details. Any incorrect details of the staff member should be corrected as soon as the correct information are available.

7.3.3 Serious injury or death

- (a) The senior staff member of the relevant department at the scene shall:
 - (i) Immediately get medical assistance;
 - (ii) Inform the HRM Unit to arrange the completion of the forms as required;
 - (iii) Inform relevant Head of Department of the incident, to ensure transport is immediately arranged to take the staff member to the nearest / most convenient medical centre / hospital for medical help;

- (iv) Make sure that nothing is disturbed or removed from the scene except for persons or things that may cause further injuries. Make notes, arrange for photos to be taken etc. as to give the most accurate account possible of what the scene looked like;
 - (v) Take the names, ID's, addresses etc. witnesses, take down short accounts from them and have it signed by the witness; and
 - (vi) Inform the head of department and furnish details to incorporate in the report to the Inspectorate of the Department of Employment and Labour.
- (b) The relevant Head of Department or his/her assignee, together with the Head of Corporate Services or his / her assignee, shall arrange to inform the next-of-kin of the injured or deceased staff member, ensuring that the message conveyed is factually correct and not based on speculation that may be incorrect with regrettable consequences.
 - (c) The relevant Head of Department or his/her assignee shall also liaise with the Council's media liaison personnel to provide them content for press statements or enquiries.
 - (d) The relevant Head of Department or his/her assignee, assisted by HRM Unit, shall also report to the Department of Employment and Labour any incident where a person at the workplace:
 - (i) Dies, is likely to die, or loses a limb or part of a limb, using telephone, or fax;
 - (ii) Becomes unconscious, or is likely to suffer a permanent physical defect, using telephone, or fax; and
 - (iii) Is injured, or ill so that is likely that he/she would be unable to recommence work for a period of at least fourteen (14) days, using prescribed form.
 - (e) Where any serious injury or death occur, the site where the accident occurred may not be disturbed without the consent of the SAPS or the Medical Practitioner, except for the removal of the persons involved, or to prevent further accidents.
 - (f) The relevant head of department shall also be responsible for the followup / subsequent investigations and further reports required by the Department of Employment and Labour. The Health and Safety Officer shall render assistance in this regard.

7.4 Wearing of Personal Protective Clothing (PPC) and Equipment (PPE)

- 7.4.1 The Municipality shall identify various occupations in the job specification that require PPC /PPE to be worn by the staff members.
- 7.4.2 Each department requiring or using PPC / PPE shall draw up a list, updated annually, containing all categories, description, quantities per staff member, frequency of issue.
- 7.4.3 The lists shall be recommended for approval by the Health and Safety Officer and approved by Council or delegated authority.
- 7.4.4 Staff members shall be required to sign for the PPC / PPE, follow the procedure and undergo training required for correct usage, and to wear the prescribed PPC / PPE issued.

7.5 Hazardous Chemical Substance In Daily Use

- 7.5.1 Material Safety Data Sheets shall be available regarding the safe use, storage, etc., of all chemical substances in use on site.
- 7.5.2 Each department shall have the relevant information in an accessible file and ensure the necessary training in terms of legislation.

7.6 Health and Safety Procedures

- 7.6.1 Occupational Health and Safety Officer shall make regular inspections and hold regular safety meetings with management to plan and implement further improvements in the safety programme.
- 7.6.2 Any wilful or habitual violation of safety rules shall be considered cause for disciplinary action.
- 7.6.3 Staff members are encouraged to report unsafe conditions or hazards immediately to supervisors or to a member of the safety committee, and to give earnest consideration to the rules of safety presented on poster signs, during discussions with supervisors, on departmental poster rules, and regulations published in the safety booklets.
- 7.6.4 The following are important procedures:
 - (a) Accident reporting: Any injury at work, no matter how small, shall be reported immediately to the supervisor and receive first aid attention.
 - (b) Specific safety rules and guidelines: To ensure one's safety, and that of co-workers, the following rules and guidelines shall be observed:

- (i) Observe and practice the safety procedures established for the job.
- (ii) In case of sickness or injury, no matter how slight, report to the supervisor. In no case shall a staff member treat his / her own or someone else's injuries or attempt to remove foreign particles from the eye.
- (iii) In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the staff member shall not be moved until medical attention has been given by authorised personnel.
- (iv) Where required, always wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- (v) Safety equipment such as restraints, pull backs, and two-hand devices are designed for protection, and staff members shall adjust them to fit.
- (vi) Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire-fighting equipment, electric lighting or power panel, valves, etc. Fire doors and aisles must be kept clear.
- (vii) Observe smoking regulations.
- (viii) Shut down the machine before cleaning, repairing, or leaving.
- (ix) Do not tamper with electric controls or switches.
- (x) Do not operate machines or equipment until properly instructed and authorised to do so by the supervisor.
- (xi) Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- (xii) Use designated passages when moving from one place to another; never take hazardous shortcuts.
- (xiii) Do not adjust, clean, or oil moving machinery.
- (xiv) Keep machine guards in their intended place.
- (xv) Do not throw objects.
- (xvi) Clean up spilled liquid, oil, or grease immediately.

(xvii) Place trash and paper in proper containers and not in cans provided for cigarette butts.

(xviii) Wear hard sole shoes and appropriate clothing. Shorts or mini dresses may not be permitted in most work environments.

(xix) Lift properly, use legs, not the back. For heavier loads, ask for assistance.

(xx) Report any unsafe condition or acts to the supervisor.

(xxi) Tow motors and lift trucks shall be operated only by authorised personnel. Walk-type lift trucks shall not be ridden and only the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.

(xxii) Running and horseplay are strictly forbidden.

(xxiii) Do not block access to fire extinguishers.

(xxiv) Use compressed air only for the job for which it is intended. Do not clean own clothes with it and do not play with it.

(xxv) Do not wear loose clothing or jewellery around machinery. It may catch on moving equipment and cause a serious injury.

(xxvi) Never distract the attention of another staff member, as this might cause him / her to be injured. If necessary to get the attention of another staff member, wait until it can be done safely.. (xxvii) Keep the work area clean

(xxviii) Help to prevent accidents.

(c) Safety checklist: It shall be every staff member's responsibility to be on the lookout for possible hazards and report, for instance, the conditions on the following list or any other possible hazardous situation to the supervisor immediately:

(i) Slippery floors and walkways.

(ii) Tripping hazards, such as hose links, piping, etc.

(iii) Missing (or inoperative) entrance and exit signs and lighting.

(iv) Poorly lighted stairs.

- (v) Loose handrails or guard rails.
 - (vi) Loose or broken windows.
 - (vii) Dangerously piled supplies or equipment.
 - (viii) Open or broken windows.
 - (ix) Unlocked doors and gates.
 - (x) Electrical equipment left operating.
 - (xi) Open doors on electrical panels.
 - (xii) Leaks of steam, water, oil, etc.
 - (xiii) Blocked aisles.
 - (xiv) Blocked fire extinguishers.
 - (xv) Blocked fire doors.
 - (xvi) Evidence of any equipment running hot or overheating.
 - (xvii) Oily rags.
 - (xviii) Evidence of smoking in non-smoking areas.
 - (xix) Roof leaks.
 - (xx) Directional or warning signs not in place.
 - (xxi) Safety devices not operating properly.
 - (xxii) Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.
- (d) Safety equipment: The supervisor shall see that staff members receive the protective clothing and equipment required for the job, use them as instructed and take care of them, and are charged for loss or destruction of these articles only when it occurs through negligence.
 - (e) Safety shoes: The Municipality shall designate which jobs and work areas require safety shoes, where under no circumstances shall a staff member

be permitted to work in sandals or open-toe shoes. These shoes may be supplied by the Municipality as tools of the trade.

- (f) Safety glasses: Wearing safety glasses where designated shall be mandatory.
- (g) Seat belts: All staff members shall use seat belts and shoulder restraints (if available) whenever they operate a vehicle on the Municipality business. The driver is responsible for ensuring that all passengers are buckled up.
- (h) Good housekeeping. The work location shall be kept clean and orderly. Keep machines and other objects out of the centre of aisles. Place trash in the proper receptacles. Stock shelves carefully so items would not fall over upon contact. The following shall be observed, where applicable:
- (i) Ownership: All issues of equipment remain the property of the Municipality and shall be marked in a way that the date of issue can be determined. When an item is replaced, it shall be taken in and subsequently destroyed.
 - (ii) Wear and use of issues: Staff members are compelled to wear and use the relevant issues. Supervisors, Occupational Health Safety Officers and safety representatives shall continuously check on staff members and report deviations to the relevant Head of Department and the Municipal Manager. No staff member may use or wear issues in their private time or for private use.
 - (iii) Cleaning: Cleaning, washing and ironing of issues are the responsibility of the staff member.
 - (iv) Undertaking in writing: All staff members shall undertake in writing to wear and use all issues, before an issue can take place.
 - (v) Termination of service: When a staff member leaves the Municipality's service, managers shall see to the return or retaining of issues issued for a specific cycle as well as recovering of outstanding monies in collaboration with the HRM Unit, as determined in the staff member's service contract.
 - (vi) Induction training: new staff members shall be properly informed of the contents of this policy and shall sign to acknowledge receipt of induction thereon.
 - (vii) Frequency / terms of issue: Issues of overalls, etc. shall be based on the principle of as and when needed and shall therefore only be replaced when worn out. These schedules serve as determination

of which equipment and clothing shall be issued, the quantities that shall be issued as well as the minimum life expectancy of the items issued. Proof that the items are worn out or the returning of worn out items is compulsory before a new issue can / may be made.

- (viii) Responsibility for issues: Staff members who negligently lose or damage their issues shall be held responsible.

7.7 Working when it rains

7.7.1 Every staff member who works in the open-air shall wear suitable protective clothing on any working day during which it rains. Depending on the level, rate or concentration of the rainfall, the supervisor concerned may require staff members who work in the open air to continue working whilst it rains, provided they wear suitable protective clothing.

7.7.2 The supervisor concerned shall evaluate the rainfall level, extent, concentration and the effect it has on the safety, health and qualitative production of staff members working in the rain. Should the supervisor be of the view that the level, rate or concentration of the rainfall affects the safety, health, effectiveness or qualitative production of the staff members, he / she shall order work be abandoned forthwith and order such staff members to move to a suitable place identified by the supervisor where there is shelter.

7.7.3 Should the supervisor upon his / her assessment of the weather conditions be of the view that there is slim and / or no prospects of the stoppage of rainfall, he / she may instruct the staff members to abandon work and return to the relevant depot, workshop or plant.

7.7.4 Any staff member removed from a worksite in the open-air due to rain may be expected to perform other duties at the depot, workshop or plant, which shall not expose him / her to rain.

7.8 Roles and responsibilities

7.8.1 Responsibilities of the Municipal Manager

- (a) Establish the precautionary measures that are necessary to protect staff members against the identified hazards and provide means to implement these precautionary measures in order to reduce or remove the risks associated with the hazards.
- (b) Provide the necessary information, instructions, training and supervision.
- (c) Take steps to ensure every staff member complies with requirements of legislation.

- (d) Enforce the necessary control measures in the interest of health and safety.
- (e) Delegate responsibilities to staff members appointed in terms of legislation.
- (f) Provide staff members appointed in terms of legislation with appropriate information, training, facilities and time to execute.
- (g) Identify potential hazards which may be present while work is being done, and any equipment is being used.
- (h) Ensure that plant, tools, equipment and machinery are safe, maintained in good working order and those materials and operational processes are without risk to health.

7.8.2 Duties of Safety, Health and Environmental (SHE) Officers

- (a) Incident Investigations;
- (b) Internal audits;
- (c) Monitoring of legal compliance;
- (d) Training, development and facilitation of staff members, representatives, awareness, information, formal and informal training;
- (e) Committee meetings, remedial actions, contractor control, and support structures for representatives and committees;
- (f) Maintain occupational health and safety information, records and database;
- (g) Supervise execution and compliance with Compensation for Occupational Injuries and Diseases legislation; and
- (h) Report on incidents, trends, risks.

7.8.3 Duties of Human Resource Management Unit

- (a) Ensure full compliance with the legislation;
- (b) Make written appointments indicating duties, functions and responsibilities;

- (c) Document all agreements relevant to occupational health and safety;
- (d) Report all deviations, deficiencies and concerns to the Municipal Manager for authorisation, action and implementation within reasonable timeframes; and
- (e) Ensure that all aspects of the programme are identified, assessed, and that suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance.

7.8.4 Duties of Staff members

- (a) Take care of own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act.
- (b) Follow all the health and safety rules and procedures that are provided and communicated by the Municipality or anyone authorised or competent to do so.
- (c) Wear or use prescribed safety clothing or equipment where it is required.
- (d) Cooperate with the Municipality or any person who has been authorised by the Municipality to carry out duties in terms of legislation.
- (e) Inform the supervisor or health and safety representative of any unhealthy circumstances or acts that they are aware of.
- (f) Give information to an inspector from the Department of Labour if he / she should require it.
- (g) Formally report any incident that they were involved in or aware of that could cause a health risk or that may result in an injury.
- (h) Not to interfere with, damage or misuse anything that is provided in the interest of health or safety. This applies to intentional, negligent and irresponsible actions.

8. POLICY MONITORING AND EVALUATION

- 8.1** This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.
- 8.2** Non-compliance to the stipulations contained in this policy shall be regarded as breach of Code of Conduct, which shall be dealt with in terms of the Code of Conduct.

- 8.3 Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

9. POLICY APPROVAL

This policy was formulated by HR Management in consultation with the Local Labour Forum.

Authorised by Municipal Manager:

Signature:

 Date: 30/07/2024

Recommended by Portfolio Committee

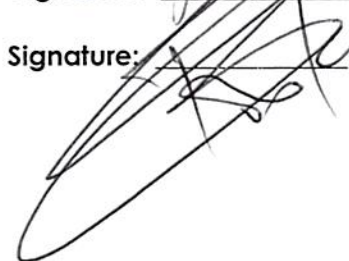
on Corporate Services:

Signature:

 Date: 30/07/2024

Approved by Municipal Council:

Signature:

 Date: 30/07/2024