

BERGRIVIER MUNICIPALITY



OCCUPATIONAL HEALTH AND SAFETY

DATE APPROVED : BKN022/08/2013-30/08/13
COMMITTEE : MAYORAL COMMITTEE

BURGEMEESTERSKOMITEE: BESLUIT GENEEM OP 30 AUGUSTUS 2013

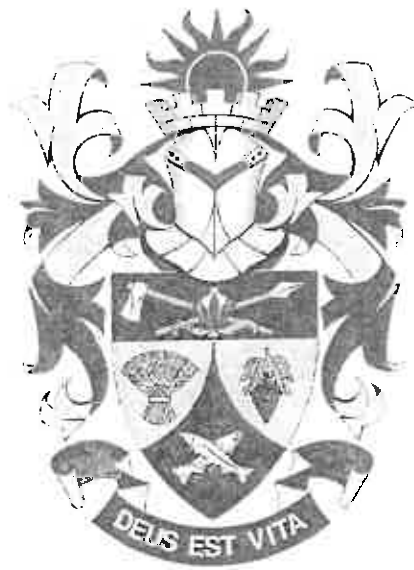
BKN022/08/2013

BELEIDE: BEROEPSGESONDHEID

4/2/B

1. Dat die Raad die ooreenkoms en beleide soos goedgekeur deur die Plaaslike Arbeidsforum op 30 Mei 2013 aanvaar; en
2. Dat die Raad die werkgewervertewoordigers van die Plaaslike Arbeidsforum die nodige mandaat gee om die Beroepsgesondheid en –veiligheidsooreenkoms by die volgende vergadering van die Plaaslike Arbeidsforum te onderteken.

BERGRIVIER MUNICIPALITY



OCCUPATIONAL HEALTH AND SAFETY POLICY

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BERGRIVIER MUNICIPALITY

HEALTH AND SAFETY POLICY

1. PREAMBLE

The need for the policy stems from the Occupational Health and Safety Act, 1993, which requires employers, including municipalities, to develop and adopt an occupational health and safety policy.

Furthermore, this policy is intended to create a framework for decision making in respect of human resource management in as far as occupational health and safety is concerned in the municipality.

To comply with the conditions relating to the Occupational Health and Safety Act, Act 85 of 1993 regarding the issue and control of safety equipment/protective clothing as well as to compile a policy on the issue and control of other clothing and uniforms which is not legally compulsory

The policy is intended to:

- (a) Promote and maintain the highest degree of physical, mental and social wellbeing of employees.
- (b) Prevent ill health amongst employees, caused by their working conditions.
- (c) Place and maintain in a working environment that is adapted to their individual physiological and psychological conditions.
- (d) Protect employees from factors adverse to their health.
- (e) Promote and maintain working environment that is free from harassment.

Mission Statement

The occupational safety mission of the Bergrivier Municipality is to ensure that prevention of an accidents and damage are essential prerequisites of all its activities and that the health and safety of all persons within its jurisdiction is a priority.

2. INTRODUCTION

The need for the policy stems from the Occupational Health and Safety Act, 1993 which requires employers, including Bergrivier Municipality, to develop and adopt an Occupational Health and Safety Policy.

Bergrivier Municipality and its staff believe that the prevention of injuries and exposure to disease of all the employees is of paramount importance to the organization in its quest to a leader in health and safety. Furthermore, management acknowledges its responsibility and moral obligation to provide a safe and healthy workplace.

3. DEFINITIONS

- **“hazard”** means a source of or exposure to danger.
- **“health and safety committee”** means a committee established under section 19 of the Occupational Health and Safety Act, No 85 of 1993, hereinafter referred to as “the Act”.
- **“healthy”** means free from illness or injury attributable to occupational causes.
- **“incidents”** means an incident as contemplated in section 24 of the Act.
- **“Issue”** + means personal safety equipment/protective clothing as well as other clothing and uniforms not compulsory by law.
- **“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,
- **“medical surveillance”** means a planned programmed of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner, or in prescribed cases by an occupational medicine practitioner”
- **“occupational health”** means including occupational hygiene, occupational medicine and biological monitoring.
- **Occupational health practitioner”** means an occupational medicine practitioner or a person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) or South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978).

- “**occupational hygiene**” means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons.
- “**risk**” means the probability that injury or damage will occur.
- “**safe**” means free from any hazard.
- All terminology not defined under clause 2 of this policy shall bear the same meaning as in the applicable legislation.

4. OBJECTIVES OF POLICY

- To implement an Occupational Health and Safety Programme.
- To be aware of all risks and changes in risk factors in areas regarded as high risk.
- To stay abreast of legislative requirements and to meet them as far as is reasonably practicable.
- To train everyone in the municipality on matters pertaining to their work and the associated risks involved.
- To ensure the knowledge and information available is adequate to achieve these objectives.
- To continually evaluate health and safety programmes, adapting them as and when problems are identified.
- To partake actively in the accidents/incident prevention programmes.
- Employees exposed to OHS Act injuries must be issued with protective clothing at all times.

5. LEGAL FRAMEWORK

- Basic conditions of employment Act (Act 75 of 1997)
- Labour Relations Act (Act 66 of 1995)
- Municipal Systems Act (Act 32 of 2000)
- Municipal Finance Management Act (Act 56 of 2003)
- Locally negotiated Agreements (LLF Resolutions)
- Occupation Health and Safety Act (Act 85 of 1993 + Regulations)
- Compensation for Occupational Injury and Diseases (Act 85 of 1993)
- Medical, dental and supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) or South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978)

6. **SCOPE AND APPLICATION**

This policy applies to all employees of the Bergvriër Municipality.

7. **POLICY CONTENT**

7.1 **Medical Surveillance Programme**

A.M.S.P. is used to identify and record the presence of any occupational disease and the degree of exposure. The information is used to ensure that the health of the employee will not be compromised by placement in a particular job.

Employees who have a health condition which will or could be compromised will not be placed in high risk areas. General health information required for the job is used to identify health needs and the health care that the individual would require.

7.1.1 **Pre-Employment Examination (PEM)**

Certain employees will undergo a pre-employment medical examination prior to being appointed to a position. The position being filled will determine whether an examination is needed. The selection criteria will be the risks involved, determined by the job and results is confidential. The inherent medical requirements will be used to ensure nondiscrimination results.

A declaration will be signed by the prospective employee accepting the conditions of the M.S.P and any resulting testing required. The manager will be notified of the suitability of the prospective employee.

7.1.2 **Periodic Screenings (P.S)**

Employees working in specific areas or shifts will undergo screening at various intervals, depending on the health risk profile to risk – e.g. drivers will be annually. A certificate of fitness will be issued.

7.2 **Legislative compliance**

Council will follow all aspects of the Act and its regulations, including any other mentioned documents (i.e. SABS Codes) where specific compliance or risk exists, or rules and procedures will apply. Any training done with respect to the legislation or Council's Health and Safety programme, policies and procedures will be noted and kept on file.

Any person who does not adhere to this legislation will be guilty of an offence and thus be disciplined according to the disciplinary code.

7.3 Injury reporting

In terms of the Act, all injuries and incidents must be reported immediately or as soon as practically possible, for assessment, recording or possibly investigation. **The procedure for reporting incidents is set out in Annexure A.**

7.4 Wearing of personal protective clothing (PPC)

Various occupations will be identified in the job specification as requiring PPC to be worn by the employees. Employees will be required to sign for the PPC, to follow the procedure and undergo training required for correct usage. Where safety clothing or equipment has not been worn at all times, disciplinary action according to the disciplinary code will be taken. **Annexure B sets out in detail the policy of the municipality regarding the wearing of PPC.**

7.5 Hazardous chemical substance in daily use

Material Safety Data sheets will be available regarding the safe use, storage etc., of all chemical substances in use on site. Each department will have the relevant information in an accessible file and ensure that the necessary training according to Section 13 of the Act and Regulations, is given to all.

7.6 HEALTH AND SAFETY PROCEDURES

7.6.1 Workplace Safety and Protective Clothing Rules

Employees' safety is the constant concern of Bergrivier Municipality and every precaution must be taken to provide a safe workplace. The OHS Officer makes regular inspections and holds regular safety meetings. He or she also meets with management to plan and implement further improvements in our safety program. Common sense and personal interest in the Act are still the greatest guarantees of your safety at work, on the road and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered and is a cause for disciplinary action.

The co-operation of every employee is necessary to make Bergrivier Municipality a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the Health and Safety Committee. Give serious consideration to the rules of safety presented to you by poster, signs, and discussions with your supervisor, department, rules and regulations published in the safety booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

- o Accident reporting: any injury at work, no matter how small, must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

b. Specific safety rules and guidelines:

To ensure your safety, and that of your co-employees, please observe and obey the following rules and guidelines:

- o Observe and practise the safety procedures established for the job.
- o In case of sickness or injury, no matter how slight, report at once to your supervisor. In no event should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- o 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 employee is not to be moved until medical attention has been given by authorized personnel.
- o Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- o Never distract the attention of another employee, as you might cause him or her to be injured. If it is necessary to get the attention of another employee, wait until it can be done safely.
- o Where required, wear protective equipment, such as safety glasses, masks, gloves, hair nets, etc.
- o Safety equipment is designed for your protection. Be sure such equipment is adjusted for you.
- o Pile materials and containers or other equipment so as not to block aisles, exits, fire fighting equipment, electric lighting or power panel, valves, etc.
- o **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- o Keep your work area clean.

- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool around with it.
- Observe smoking regulations.
- Shut down your machine before cleaning, repairing or leaving.
- Lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be driven and no one but the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE condition or acts to your supervisor.
- HELP TO PREVENT ACCIDENTS
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly – use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil or grease immediately.
- Wear hard sole shoes and appropriate clothing. Shorts or mini dresses are not permitted.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.

c. **Safety checklist:** It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list-or any other possible hazardous situation – report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting

- Poorly lighted stairs
 - Loose handrails or guard rails
 - Loose or broken windows
 - Dangerously piled supplies or equipment
 - Open or broken windows
 - Unlocked doors and gates
 - Electrical equipment left operating
 - Open doors on electrical panels
 - Leaks of steam, water, oil, etc.
 - Blocked aisles
 - Blocked fire extinguishers, hose sprinkler heads
 - Blocked fire doors
 - Evidence of any equipment running hot or overheating
 - Oily rags
 - Evidence of smoking in non-smoking areas
 - Roof leaks
 - Directional or warning signs not in place.
 - Safety devices not operating properly
 - Machine, power transmission, or drive guards missing, damaged, loose or improperly placed.
- d. **Safety equipment:** Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them. You will be charged for loss or destruction of these articles only when it occurs through negligence.
- e. **Safety shoes:** Bergrivier Municipality will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open-toe shoes. A reliable safety shoe vendor will visit the company periodically. Notices will be posted prior to the visits.
- f. **Safety glasses:** The wearing of safety glasses by all shop employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.
- g. **Seat belts:** All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle of Bergrivier Municipality. The driver is responsible to ensure that all passengers in front and rear seats are buckled up.

- h. **Good Housekeeping.** Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles.
- i. **Wear and use of issues:** Employees are compelled to wear and use the relevant issues. Departmental Heads are responsible as stipulated in Section 16(2) of the Act. Supervisors, Occupational Health Safety Officers and safety representatives will continuously check on employees and report deviations to the relevant Manager and the Municipal Manager. No employee may use or wear issues in his/her private time or for private use.
- j. **Cleaning:** Cleaning, washing and ironing of issues are the responsibility of the employee. Abnormal circumstances can be referred to the Municipal Manager or his assignee for consideration.
- k. **Ownership:** All issues for a specific cycle remain the property of the Council during that cycle and must be marked in such a way that the date of issue can be determined. When an item is replaced, such item, when replaced, will be taken in and subsequently destroyed.
- l. **Undertaking in writing:** All employees must undertake in writing to wear and use all issues, before an issue can take place.
- m. **Termination of service:** When an employee leaves Council's service, Managers must see to the return of retaining of issues issued for a specific cycle as well as recovering of outstanding monies in collaboration with the Head: Human Resources, as determined in the employee's service contract.
- n. **Induction training:** All new employees must be properly informed of this policy and the contents thereof, and must sign to acknowledge receipt of a copy. This policy is therefore a part of each employee's service contract and where necessary specific conditions in this regard must be additionally included in the service contract.
- o. **Frequency/term of issue:** Issues of overalls will be made annually according to schedules. Other issues are based on the principle of as and when needed and will therefore only be replaced when worn out. This schedule serves as determination of which equipment and clothing must be issued; the quantities that must 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.

- p. **Responsibility for issues:** Employees who negligently lose or damage their issues will be held responsible.
- q. **Disregarding of policy conditions:** Disregarding of the policy conditions will be dealt with in accordance with the existing disciplinary procedures of the Council.

8. WORKING WHEN IT RAINS

Every employee who works in the open air must wear suitable protective clothing on every working day during which it rains. Depending on the level, rate or concentration of the rainfall, the Supervisor concerned may require employees who work in the open air to continue working whilst it rains, provided they wear suitable protective clothing.

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

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

Any employee 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 will not expose her/him to rain.

9. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Labour Forum and approved by Council.

All issues may only be done in terms of this policy of the agreed schedules, and the approval of the relevant Manager (Section 16(2) delegated in terms of Act 85 of 1993).

Additions, reductions or changes to the schedules must be motivated by the relevant Manager in writing to the Municipal Manager or his assignee.

Each department must keep proper record of all issues to each employee and these records must be open for audit and inspection by the Internal Auditor and the Occupational Health and Safety Officer.

10. **COMMUNICATION**

This policy, and related information pertaining to occupational health and safety, will be communicated to all Municipal employees and Councillors using the full range of communication methods available to the municipality.

11. **POLICY REVIEW**

This policy will be reviewed annually and revised as necessary in the light of changing conditions and the findings of surveys/studies conducted by the Health and Safety Workplace Committee.

12. **BUDGET AND RESOURCES**

Purchases and issues must be controlled by each Manager or his assignee as well as by the Storekeeper and Managers must budget as necessary.

13. **ROLES AND RESPONSIBILITIES**

13.1 **Responsibilities of Employer**

- Identify potential hazards which may be present while work is being done, and any equipment being used.
- Ensure that plant, tools, equipment and machinery are safe, maintained in good working order and that those materials and operational processes are without risk to health.
- Establish the precautionary measures that are necessary to protect employees against the identified hazards and provide means to implement these precautionary measures in order to reduce or remove the risks associated with the hazards.
- Provide the necessary information, instructions, training and supervision.
- Not permit anyone to carry on with any task unless the necessary pre-measures have been taken.

- Take steps to ensure that every person under his control comply with the requirements of the act.
- Enforce the necessary control measures in the interest of health and safety.
- See to it that work being done and equipment being used is under the general supervision of an employee who has been trained to understand the hazards associated with the work and such employee must ensure that the precautionary measures in order to reduce or remove the risks associated with the hazards have been taken.
- Provide the necessary information, instructions, training and supervision.
- Not permit anyone to carry on with any task unless the necessary pre-measures have been taken.
- Take steps to ensure that every person under this control comply with the requirements of the act.
- Enforce the necessary control measures in the interest of health and safety.
- See to it that work being done and equipment being used is under the general supervision of an employee who has been trained to understand the hazards associated with the work and such employee must ensure that the precautionary measures are implemented and maintained.
- Delegate responsibilities to employees appointed in terms of the Act.
- Decide if employees appointed in terms of the Act may sub-delegate responsibilities.
- Provide employees appointed in terms of the Act with appropriate information, training and facilities.

13.2 Duties of the Health & Safety Officer

- Ensure full compliance with the Act.
- Make written appointments indicating duties, functions and responsibilities.
- Document all agreements relevant to OHS.
- Report all deviations, deficiencies and concerns to the Head: Human Resources for authorization, action and implementation within reasonable time frames.
- Ensure that all aspects of the programme are identified, assessed, suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance.

13.3 Duties of Employees

- Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act.
- Follow all the health and safety rules and procedures that are provided and communicated by the employer or anyone authorized or competent to do so.
- Wear the prescribed safety clothing or use the prescribed safety equipment where it is required.
- Cooperate with an employer or any person who has been authorized by the employer to carry out duties in terms of the act.
- Inform the employer or their health and safety representative of any unhealthy circumstances or acts that they are aware of.
- Give information to an inspector from the Department of Labour if he or she should require it.
- 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.
- Not to interfere with, damage or misuse anything that is provided in the interest of health or safety. This applies to intentional and or careless or irresponsible actions.

13.4 Duties of Health & Safety Representatives

- The health and safety representatives should have a right to inspect the work place to identify actual and potential hazards, to investigate employees' complaints and to report the findings for correction/s.
- With reference to Section 24 of the Act in case of an accident or near misses or hazards arising from unsafe working practice, the H & S rep is entitled to leave their work to inspect the situation. Until this inspection has taken place, nothing will be removed unless it constitutes a hazard or a potential hazard.
- Health and safety representatives shall have free access to his/her designated area, all health and safety equipment, and all processes and materials in order to investigate accidents, near misses or risks to health.
- Health and safety representatives shall have the right to stop work that is in breach of any health and safety regulations [if no agreement is reached, the H&S rep should consult with the Inspector of the Department of Labour for advice on the suitability of a worker continuing to work in the said hazardous environment.

- Health and safety representatives have the right to regular training and retraining programmes of H&S rep choice.
- Management will provide all facilities to health and safety representatives carry out their duties, such as meeting place, lockable storage facilities, access to measuring equipment, telephone, photocopying and notice boards.
- Management will provide the following information to health and safety representatives including the right to inspect and take copies of all relevant documents.
- The activities and written reports of the inspectorate.
- Any exemptions from the requirements of the health and safety law.
- Health and safety regulations.
- The incidents book and all other certificates, orders, reports relating to the occurrence of any incident, or industrial disease and any statistical records relating to such incidents or cases of industrial diseases.
- A complete breakdown of all substances used at work with their scientific names, their nature and their possible effects on employees health and safety.
- Information of technical nature, hazards and precautions necessary to eliminate or reduce them in respect of machinery, plant equipment, processes, systems of work and substances in use at work, including any relevant information provided by the designer, manufacturer, importer or supplier of any article or substance in use at work by employees.
- Results and samples of tests take concerning health and safety.
- Any information specifically related to matters affecting the health and safety or employees at work, including the results of any measurements taken by the employer or person acting on the employer's behalf in the course of checking the effectiveness of the health and safety policy.
- Information about production and development or investment plans and any changes proposed as far as they affect health and safety at work.

13.5 **Health and Safety Committees**

13.5.1 The Local Labour Forum, as provided for in the ORA shall be a Health and Safety Committees as required by Section 19 of the Act.

13.5.2 The Local Labour Forum shall further establish additional Health and Safety Committees to ensure compliance with the provision in Section 19(2)(b) that every

Health and Safety Representative shall be a member of "at least of "at least one" such committee.

13.5.3 The Local Labour Forum may at any normal monthly meeting review and consult on any matters relating to Health and Safety and may also refer any matter to the sub-committee on Basic Conditions as provided for in 4.2 of said agreement.

13.5.4 In addition to such normal meeting the Committee shall hold a special meeting every three months for the sole purposed of dealing with the functions of a Health and Safety Committee.

13.6 Election of Health and Safety Representatives

13.6.1 With reference to Section 17 of the Act, all health and safety representatives (H & S reps) are to be selected by Employees.

13.6.2 Management and employees are to supervise the election of H&S reps as per Section 17 of the Act.

13.6.3 There is no restriction on which employees may elect a H&S Rep, that is there will be no qualifying criteria for candidates such as educational level and ability to speak a language.

13.6.4 The employees who elect the H&S reps as outlined in the Act may recall the health and safety representative/s who fail to carry out their duties. However the elections period of electing health and safety representatives shall be every two years.

14. **RECORD KEEPING**

All documentation and correspondence emanating from or related to this policy will be kept on either personal and/or record files as dictated by the nature of issue.

15. **PENALTIES**

Non-compliance with any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

16. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the LLF must be incorporated into the policy.

17. AUTHORITY

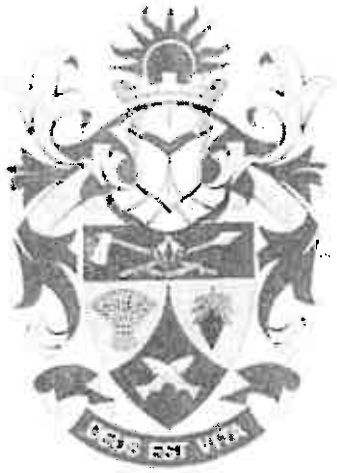
Formulated by: _____ Date: _____

Consulted:LLF: _____ Date: _____

MM Approval: _____ Date: _____

Council Approval: _____ Date: _____

BERGRIVIER MUNICIPALITY



HEALTH AND SAFETY ENVIRONMENT AGREEMENT



BERGRIVIER MUNISIPALITEIT

VERSLAG VAN BESTUURDER MENSLIKE HULPBRONDIENSTE

BEROEPSGESONDHEID BELEIDE (2/B)

1. AGTERGROND

Die Arbeidsforum het op hul vergadering van 23 Maart 2013 besluit dat 'n beleid ten opsigte van Beroepsgesondheid voorgelê word.

Hierdie besluit spruit voort uit die verskillende ad hoc besluite wat in die verlede rakende hierdie kwessie geneem is.

2. BESPREKING

Die volgende beleide en bylae is saamgestel deur die Beroepsgesondheidsbeampte:

- Beroepsgesondheid en -veiligheidsooreenkoms
- Beroepsgesondheid en -veiligheidsbeleid
- Alkohol en -druwelbeleid
- Uniforms en Beskermende Klere/Toerusting beleid
- Prosedure vir aanmelding van voorvalle en beserings aan diens

Die dokumente is tydens 'n werkswinkel gehou op 09 Mei 2013 met veiligheidsverteenwoordigers, werknemerverteenwoordigers en bestuur deeglik bespreek. Tydens die werkswinkel is verskeie insette gelewer en is goedgekeurde insette bygewerk.

3. WETLIKE IMPLIKASIES

Nakoming van wetgewing.

4. FINANSIËLE IMPLIKASIES

Geen

5. AANBEVELING

- 5.1 Dat die aangehegte ooreenkoms en beleide aan die Raad voorgelê word vir goëdkeuring; en
- 5.2 Dat die Raad die werkgewerverteenwoordigers die nodige mandaat gee om die Beroepsgesondheid en -veiligheidsooreenkoms by die volgende vergadering van die plaaslike arbeidsforum te onderteken.

20 Mei 2013

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BERGRIVIER MUNICIPALITY
HEALTH, SAFETY AND ENVIRONMENT AGREEMENT

1. PREAMBLE

The terms used in this agreement shall have the corresponding meaning to those assigned in the OHS Act 1993.

- 1.1 The employer recognises its obligations and agrees to provide an optimal safe and healthy working environment for all its employees. The employer further agrees to comply with all existing legal requirements regulating work healthy and safety environment conditions.
- 1.2 In terms of Section 17 of the OHSA, the employer agrees to recognise the elected health and safety representatives as the representatives of workers.
- 1.3 In dealing with health and safety representatives 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.
- 1.4 All health and safety and environment issues, standards, codes, practice and policies operative within the workplace are negotiable between the elected health and safety representatives, management and unions.
- 1.5 Management has the primary responsibility for providing and maintaining a safe and healthy working environment.
- 1.6 With reference to Section 16 of OHSA, Management undertakes to continually search for ways to improve the working environment by most effective methods, e.c. technical improvements to dangerous machinery, economic improvements in working methods, substitution of dangerous materials and substances.

2. OBJECTIVES

- 2.1 The OHS Act no. 85 of 1993, as amended (herein after "The Act") shall provide the framework of principles, rights and duties between the parties for the implementation and promotion of health and safety in the workplace falling within the scope of Bergrivier Municipality.
- 2.2 The purpose of the agreement is to enhance the application of the terms of the Act.
- 2.3 Unless otherwise stated words in this agreement have the same meaning in the Act.

3. HEALTH AND SAFETY REPRESENTATIVES

- 3.1 Where the employer is required in Section 17(2) of the Act to meet "representatives of employees recognised by him" to consult in good faith regarding the arrangements procedures for the nomination or election, period of office and subsequent designation of health and safety representatives, the following shall apply:
- a. Health and safety representatives are the representatives of employees recognised for such purpose of consultation.
 - b. The provisions of the health and safety Act governing the election of health and safety representatives shall be the basis for nomination and election of health and safety representatives

4. HEALTH AND SAFETY COMMITTEES

- 4.1 There shall be a health and safety representative for every \pm 20 workers.
- 4.2 In every area there shall be a health and safety committee that will meet on a monthly base.
- 4.3 The L.L.F. may at any normal monthly meeting review and consult and may also refer any matter to the council on basic conditions as provided
- 4.4 In addition to such normal monthly meetings, the committee shall hold a central meeting with management every three months for the sole purpose of dealing with functions of the health and safety committee.

5. MUNICIPAL MANAGER, OHS STAFFING

- 5.1 The Municipal Manager is the CEO as referred to in Section 16 of the Act and shall in the event of the assignment of any duty under the Act to any person inform all health and safety representatives in writing of the terms of such delegation of responsibility.
- 5.2 **For every 50 employees in Bergrivier Municipality there shall be at least one health and safety representative including Aurora, Redelinghuys and Eendekuil.**
- 5.3 Health and safety representatives shall be responsible for the monitoring and promotion of health and safety in the municipality and shall be provided with appropriate powers to fulfil inspections similar to those set out in Section 29 of the Act.

6. PROTECTIVE ARRANGEMENT

6.1 Protective equipment and clothing

The employer agrees to provide all workers with personal protective equipment and clothing as required by the work process, equipment and clothing that shall be decided upon and selected with the approval of the elected health and safety committee.

The Central H&Safety Committee and Unions will participate in the drafting of specifications for safety clothing and equipment for tendering purposes.

6.2 New chemicals

The employer undertakes to provide, upon request, lists of generic names of all chemicals used and introduced in the work place.

6.3 Noise

In terms of the general environment regulations, the employer shall reduce noise levels as far as possible by means of engineering controls. Workers shall have regular hearing tests. Sound levels shall be measured as specified under the Act.

6.4 Biological and Environment Monitoring

The employer shall provide regular medical examinations for its workers in terms of Section II of the Act, the hazardous chemical regulations, the lead regulations and the asbestos regulations.

6.5 Victamisation

No worker shall be victimised for consulting a doctor or a health and safety consultant of his/her own choice for any form of medical or technical advice.

7. EDUCATION AND TRAINING

Section 13(a) of the Act states that:

- a. "Every employer shall as far as is reasonably practicable, cause every employee to be made conversant with the hazards of his health and safety attached to any work which he has to perform, any item or substance which he has to produce, process, use, handle, store or transport to any plant or machinery which he is required or permitted to use, as well as with the pre-cautionary which he is required or permitted to use, as well as with respect to those hazards".

The employer shall ensure that regular education and training on OHS 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 (Sec 13, Sect 8(c) - (d)).

8. HEALTH AND SAFETY REPRESENTATIVES

- 8.1 With reference to Section 17 of the Act, all health and safety representatives are to be elected by employees.
- 8.2 Management and employees are to supervise the election of health and safety representatives as per Sec. 17 of the Act.
- 8.3 There is no restriction on which workers may elect an health and safety representative that is there will be no qualifying criteria for candidates such as education level and ability to speak a language.
- 8.4 The employees who effect the health and safety representatives outlined in the Act may recall the health and safety representatives who fail to carry out their duties. However the election period of electing health and safety representatives shall be every (2) two years.

9. HEALTH AND SAFETY REPRESENTATIVE RIGHTS, FUNCTIONS & DUTIES.

- 9.1 The health and safety representatives should have a right to inspect the workplace to identify actual and potential hazards, to investigate workers' complaints and to report the findings for corrections.
- 9.2 With reference to Section 24 of the Act in case of an accident or near misses or hazards arising from unsafe working practice, the health and safety representatives shall be entitled to leave their work to inspect the situation until this inspection has taken place, nothing will be removed unless it constitutes a hazard or a potential hazard.
- 9.3 Health and safety representatives shall have free access to his/her designated area, all health and safety equipment and all processes and materials in order to investigate accidents, near misses or risks to health.
- 9.4 Health and safety representatives shall have the right to stop work that is in breach of any health and safety regulations. [If no agreement is reached health and safety representatives should consult with the inspector of the Department of Labour for advice on the suitability of a worker continuing to work in the said hazardous environment].
- 9.5 Health and safety representatives have the right to regular training and retraining programmes of health and safety representatives' choice.
- 9.6 Management shall provide all facilities to health and safety representatives to carry out their duties, such as meeting place, lockable storage facilities, access to measuring equipment, telephone, photocopying and notice boards.
- 9.7 Management shall provide the following information to health and safety representatives including the right to inspect and take copies of all relevant documents:
- 9.7.1 The activities and written reports of the inspectorate.
- 9.7.2 Any exemptions from the requirements of the Act.
- 9.7.3 Health and safety Regulations.
- 9.7.4 The incidents book and all other certificates, orders, reports relating to the occurrence of any incident or industrial disease any statistical records relating to such incidents or cases of industrial diseases.

- 9.7.5 A breakdown of all substances used at work with their scientific names, their nature and their possible effects on workers' health and safety.
- 9.7.6 Information of technical nature, hazards and precautions necessary to eliminate or reduce them in respect of machinery, plant equipment, processes, systems of work and substances in use at work including any relevant information provided by the designer, manufacturer, and importer or supplier of any item or substance in use at work by workers.
- 9.7.7 Any information specifically related to matters affecting the health and safety of workers at work, including the results of any measurements taken by the employer or person acting on the employer's behalf in the course of checking the effectiveness of the health and safety policy.
- 9.7.8 Results and samples of tests taken concerning health and safety
- 9.7.9 Information about production and development or investment plans and any changes proposed as they affect health and safety at work.

10. HEALTH AND SAFETY GRIEVANCE PROCEDURE

10.1 Regular Health and Safety matters.

- 10.1.1 Matters shall be observed during health and safety representatives regular work place inspections and reported to the supervisor via a checklist. Most of the items should resolve at this level.
- 10.1.2 If agreement cannot be reached at the supervisory level then the health and safety representatives have the right to raise the issue directly with next level of management.
- 10.1.3 If this fails then the matter shall be placed on the Agenda of the next health and safety representatives meeting.

10.2 Critical Health and Safety Situation

- 10.2.1 If a serious threat to the health and safety of workers arises, the health and safety representatives have the right to stop work in the affected area, or the machinery involved (in consultation with management)
- 10.2.2 If the issue is not resolved at this level to the satisfaction of the health and safety representative, it should be discussed at the health and safety committee meeting and where such repair is unsuccessful same shall be referred to the Inspector of Labour.

11. HEALTH AND SAFETY ORGANISATION IN WORKPLACE

- 11.1 The Health and Safety Committees are to be established according to the requirements of the Act, Section 19. The central health and safety committee shall negotiate all health and safety issues and conditions.

12. ACCESS

- 12.1 Health and safety representatives shall have the right in accordance with a health and safety committee decisions/agreed procedures to the assistance of an Independent Advisor.
- 12.2 Health and safety representatives shall immediately be notified as to when the Inspector will be on the premises, and each health and safety representative is entitled to tour his/her constituent with the Inspector and Communicate privately with him/her.

13. CHANGES IN CONDITIONS OF WORK

- 13.1 Health and safety representatives 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 or changes to procedures. They shall be given full facilities for an immediate inspection arising from this change.
- 13.2 If management receives new information as to the dangers arising from substances or processes or equipment, they shall immediately inform the health and safety representatives concerned and consult on what steps should be taken and co-operate in whatever inspections or other action may be necessary.
- 13.3 Should management propose to take any steps to safeguard against further hazards they shall give reasonable prior notice to health and safety representatives in order that they can consult on the steps to be taken. When it is an emergency, they shall notify the health and safety representatives as soon as possible and confirm the steps taken and the reason for such steps in writing.

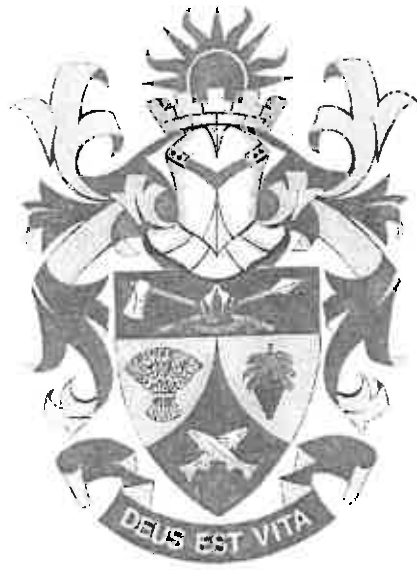
- 13.4 This also applies to changes in work scheduling and work methods that may result from a new shift working structure or a work-study. Health and safety representatives shall be consulted on method study and time study schemes, shall have the right to observe when work study is taking place, and shall have access to data and reports produced by work study officers and engineers to discuss with them the health and safety aspects of jobs being studied.

14. SPECIAL CLAUSES

- 14.1 If there is a special hazard in the plant there should be an additional aspect to the agreement.
- 14.2 An environmental monitoring agreement that covers the frequency, methods and protocol of measuring hazardous substances, and the procedure for making work healthy and safe in case of levels exceeding local and international standards and limits for these substances.
- 14.3 Health screening agreement covering the method, and content of pre-employment and periodic medical examination of workers. Procedures for improving health and safety at work and ensuring effective compensation procedures should be included.
- 14.4 A standard incident report form to ensure that incidents are recorded so that workers are not victimised.
- 14.5 A standard hazard's identification report form to ensure nothing is missed during the inspection.

15 PENALTIES

BERGRIVIER MUNICIPALITY



BLADSY 8 : 7.3 AANHANGSEL A

BERGRIVIER MUNISIPALITEIT

PROSEDURE VIR AANMELDING VAN VOORVALE EN BESERINGS AAN DIENS (2/7/1/1)

WETLIKE VEREISTE: Soos vervat in Art 14(e) van die Wet op Beroepsgesondheid en -veiligheid (Wet 85/1993) en met verwysing na par. 7.3 van OHS beleid word die volgende prosedure vir die aanmelding van voorvalle en beserings aan diens voorgeskryf:

Algemene pligte van WERKNEMERS by werk:

Elke werknemer moet by die werk, indien hy betrokke is by 'n voorval wat sy/haar gesondheid kan beïnvloed, of wat 'n besering aan homself/haarself veroorsaak, daardie voorval so gou as moontlik, **MAAR NIE LATER NIE AS DIE EINDE VAN DIE BEPAALDE SKOF** waartydens die voorval plaasgevind het, by sy werkgewer, of iemand deur die werkgewer daartoe gemagtig, of sy/haar gesondheid- en veiligheidsverteenvoerder aanmeld, TENSY die omstandighede van so 'n aard was dat die aanmelding van die voorval nie moontlik was nie, in welke geval hy/sy die voorval so gou as moontlik daarna moet aanmeld.

1. ONGESKIKTHEIDSVOORVAL

Enige voorval wat voortspruit uit, en in die loop van diens plaasvind en lei tot enige beroepsiekte, -besering en aanleiding gee tot enige verwante tydelike of permanente ongeskiktheid soos bepaal deur 'n mediese praktisyn.

2. NIE-ONGESKIKTHEIDSVOORVAL

Enige besering wat voortspruit of tydens indiensneming plaasvind, wat nie aanleiding gee tot verlore tyd nie.

- 2.1 Meld alle voorvalle mondelings, per radio of telefonies aan;
- 2.2 Die beseerde, enige van sy/haar medewerkers, of toesighouer meld dit aan; en
- 2.3 Alle aanmeldings moet by die **TOESIGHOUER of VEILIGHEIDSVERTEENWOORDIGER**, of enige senior persoon in die betrokke departement asook **BEROEPSVEILIGHEIDBEAMPTE** gedoen word.

3. PROSEDURE ONMIDDELLIK NA VOORVAL

3.1 STAP 1 – NOODHULPWERKER

- 3.1.1 Stel vas hoe ernstig die besering is;
- 3.1.2 Pas noodhulp toe;
- 3.1.3 Noodhelper teken die beseerde se naam, datum, plek van voorval, aard van besering in die noodhulpregister aan;
- 3.1.4 Indien verdere mediese hulp benodig word, neem **TOESIGHOUER** beseerde na die **NAASTE KLINIEK/ DOKTER**
- 3.1.5 Die toesighouer rapporteer onmiddellik aan die **BEROEPSVEILIGHEIDBEAMPTE**; en

- 3.1.6 Die toesighouer/noodhulpwerker voltooi die vorm vir aanmelding van geringe beserings en oorhandig/stuur aan die **BEROEPSVEILIGHEIDBEAMPTE**.

3.2 STAP 2

- 3.2.1 Indien die besering ernstiger is as wat die noodhelper kan hanteer, moet die **TOESIGHOUER** die beseerde direk na die naaste kliniek neem;
- 3.2.2 Na behandeling, kan die beseerde teruggaan na sy/haar werk;
- 3.2.3 Indien die klinieksuster bepaal dat die beseerde mediese hulp nodig het, kan hy vir verdere behandeling na 'n dokter geneem word;
- 3.2.4 Die suster aan diens gee 'n skriftelike verslag in verband met die diagnose en behandeling aan die toesighouer;
- 3.2.5 Die verslag gaan na die dokter, indien nodig, en 'n afskrif na die **BEROEPSVEILIGHEIDBEAMPTE**;
- 3.2.6 Indien die beseerde na 'n dokter verwys word, moet 'n werkgewersverslagvorm deur die **BEROEPSVEILIGHEIDBEAMPTE/VEILIGHEIDSVERTEENWOORDIGERS** by **MENSLIKE HULPBRONDIENSTE** voltooi word;
- 3.2.7 **Geen persone mag na 'n dokter gaan sonder die wete van die BEROEPVEILIGHEIDBEAMPTE, en sonder die Werkgewersverslag vorm nie;**
- 3.2.8 Die vorm moet voor die doktersbesoek voltooi word; en
- 3.2.9 Die **toesighouer moet die beseerde in alle gevalle vergesel**. Die beseerde mag nie alleen na die kliniek of dokter gaan nie.

3.3 STAP 3

- 3.3.1 Indien die voorval **BAIE ERNSTIG** is, moet die beseerde deur sy/haar toesighouer vergesel word na die naaste dokter/hospitaal;
- 3.3.2 Meld die voorval onmiddelik aan by die **BEROEPSVEILIGHEIDBEAMPTE / SENIOR TOESIGHOUER / VEILIGHEIDSVERTEENWOORDIGER; en**
- 3.3.3 Slegs die toesighouer/veiligheidsverteenvoordiger en/of noodhelper vergesel die beseerde. **Geen getuies gaan saam nie.**

3.4 STAP 4

- 3.4.1 In die geval van **ERNSTIGE BESERINGS NA-URE**, moet die beseerde direk geneem word na 'n dokter vir behandeling;
- 3.4.2 Die voorval en die tyd moet die volgende dag by die Beroepsveiligheidsbeampte aangemeld word; en
- 3.4.3 Die ondersoek en die dokumentasie sal die volgende dag geskied.

INDIEN HIERDIE PROSEDURE NIE GEVOLG WORD NIE, WORD USELF/BESEERDE AANSPREEKLIK GEHOU VIR MEDIESE ONKOSTES AANGEGAAN.

Beroepsgesondheid en Veiligheid

6.1 BEROEPSGESONDHEID EN VEILIGHEID

Ons gee om vir jou gesondheid en veiligheid en wil nie hê dat jy moet seerkry of 'n siekte ontwikkel as gevolg van die werk wat jy doen nie. Raak asseblief aktief betrokke by die gesondheids- en veiligheidsprogram. Die meeste insidente vind plaas omdat die slagoffers nie verantwoordelikheid vir hul gesondheid en veiligheid aanvaar het nie. Jy moet begrip hê vir die bedreigings, die korrekte prosedures volg en insidente voorkom.

6.1.1 JY IS BELANGRIK

As jy die reëls volg, kan jy verwag om aftree-ouderdom te bereik sonder om werksverwante siektes of beserings op te doen.

Hierdie opleidingsmodule is slegs 'n begin om jou daarmee te help. Vra gerus om hulp indien jy enigiets nie verstaan nie. **Onthou: insidente gebeur nie net nie - dit word veroorsaak!**

6.1.2 ORGANISASIESTRUKTUUR

Elke organisasie is opgedeel in verskeie afdelings met verskillende stelle bedreigings. As dit van jou verwag word om werk te doen waarby enige daarvan betrokke is, sal jy die nodige voorsorg moet tref.

6.1.3 VAKBONDE – EN WERKERKOMITEE-BETROKKEHEID BY GESONDHEID EN VEILIGHEID

Dit is die reg van die verskillende partye in jou organisasie om betrokke te wees by die vestiging en bedryf van die gesondheids- en veiligheidsbestuursprogram. Gee hulle jou ondersteuning.

6.1.4 AANVAAR VERANTWOORDELIKHEID VIR JOUSELF

Jy is vir jou eie gesondheid en veiligheid verantwoordelik. Maak asseblief seker dat jou houding en optrede te alle tye korrek is. Jy moet jou gesonde verstand gebruik en alles binne jou vermoë doen om veilig te werk en jouself teen alle gevare te beskerm.

6.1.5 JOU VOORSTELLE EN IDEES

Dra asseblief by tot die gesondheid en -veiligheidsprogram. Neem die vrymoedigheid om jou idees met jou gesondheid- en veiligheidsverteenvoordiger / toesighouer of werkgewer te deel.

6.2 DIE REDES WAAROM INSIDENTE PLAASVIND

Twee redes waarom mense werksverwante siektes en beserings opdoen:

- Onveilige gedrag of optrede
- Onveilige toestande of omgewing

Wat is 'n bedreiging?

'n Bedreiging is die teenwoordigheid van toerusting, masjinerie, stowwe of 'n fisiese toestand in die werkplek wat moontlik siektes tot gevolg kan hê.

6.3 WETLIKE VEREISTES

'n Aantal wette fokus op die voorkoming van beroepsbeserings, -siekte en - sterftes.

Dit sluit in:

- Wet op beroepsgesondheid en veiligheid en regulasies
- Myne – Gesondheid en Veiligheid Wet en regulasies
- Handelskeepvaartwet en regulasies

Dit beteken dat elke werkgewer en werknemer die wet wat op hulle van toepassing is, moet navolg. Versuim om dit te doen, sal 'n boete en/of gevangenisstraf tot gevolg hê.

6.3.1 JOU REGTE AS WERKNEMER

Jy het die reg om presies te weet watter masjinerie, toerusting en stowwe jy mee werk, hoe om jou werk te doen en watter voorsorg om te tref. Dit sluit gewoonlik in:

- (a) 'n Werkplek wat gesond en veilig is;
- (b) 'n Gesondheids- en veiligheidsverteenwoordiger wat na jou belange omsien ;
- (c) Opleiding ten opsigte van die bedreigings waaraan jy blootgestel word;
- (d) Beskerming teen viktimisasie deur deur die Organisasie, die bestuur en ander werknemers wanneer jy beroepsverwante siektes, onveilige toestande of insidente aanmeld;
- (e) Gratis persoonlike beskermde toerusting en klere indien nodig; en
- (f) Weiering om sekere werk te doen indien jou werkgewer nie die nodige stappe gedoen het om te verseker dat die werkplek gesond en veilig is nie.

6.3.2 JOU WERKGEWER SE PLIGTE

Jou werkgewer het 'n sekere aantal pligte. Dit sluit in:

- (a) Oorlegpleging met verteenwoordigers van die werknemers wat gesondheid – en veiligheidsake betref;
- (b) Gereelde ontleding van en kommunikasie wat bestaande bedreigings betref;
- (c) Beheer van bedreigings;
- (d) Optrede wanneer onveilige of gesonde toestande, optrede of insidente aangemeld word en stappe wat gedoen word om dit reg te stel;
- (e) Aantekening van die bevindinge van aangemelde insidente, aanbevelings en optrede deur die gesondheids- en veiligheidskomitee; en
- (f) Mediese ondersoeke vir diegene wat aan sekere tipes bedreigings blootgestel word.

6.3.2 DIE WERKNEMER SE PLIGTE

Jou pligte en verantwoordelikhede sluit in:

- (a) Sien om na eie gesondheid en veiligheid;
- (b) Verseker verantwoordelike optrede sodat mense nie deur jou optrede beïnvloed word nie;
- (c) Werk met jou werkgewer en verteenwoordigers saam sodat hulle die wet kan gehoorsaam;
- (d) Gehoorsaam wettige opdragte, reëls en prosedures;
- (e) Meld onveilige of ongesonde toestande onmiddellik aan;

- (f) Meld insidente wat jou gesondheid kan beïnvloed of waartydens jy beseer is voor die einde van die skof aan; en
- (g) Moenie die veiligheidstoerusting of beskermende kleredrag wat vir die beskerming van jou gesondheid en veiligheid verskaf is, beskadig of misbruik nie.

6.4 ORGANISASIE SE REËLS EN PROSEDURES

Elke organisasie moet reëls en prosedures instel wat betrekking het op die bedreigings gekoppel aan die werk wat daar verrig word. Jy moet dit deeglik bestudeer.

6.4.1 PERMITTE

'n Werkspermitstelsel is ingestel om te verseker dat al die gesondheids- en veiligheidsprosedures nagekom word.

Dit mag insluit:

- Warmwerkpermitte, beheer take soos sweis, snybrand, verhitting deur middel van oop vlamme en blaaslampe;
- Toegangspermitte; beheer werk binne beperkte ruimtes, gevaarlike gebiede en toegang tot werkspersone;
- Dagwerkspermitte;
- Uitsluitings- en isoleringspermitstelsel om jou daarteen te beskerm dat iemand per ongeluk skakelaars aanskakel of kleppe oopmaak; en
- Ander permitte, soos vir werk met radio-aktiewe of kernbronne.

6.5 BEROEPSGESONDHEID

Beroepsgesondheid konsentreer op die voorkoming van siektes wat ontstaan as gevolg van die hantering van gevaarlike stowwe of blootstelling aan fisiese bedreigings wat met jou werk verband hou.

Ons kan op die volgende wyses deur gevaarlike stowwe of toestande beïnvloed word:

(a) Inaseming	Ons kan deur ons monde en neus stowwe in die lug soos stof, dampe, gasse, vogsproei, rook en wasem inasem.
(b) Absorpsie	Gevaarlike stowwe kan deur ons vel, beendere of bloed geabsorbeer word.
(c) Insluk	Jy kan vullis, chemikalieë, gifstowwe, ensovoorts insluk.
(d) Fisiese blootstelling	Uiterste temperature, vibrasie, beligting, geraas, bestraling, word geabsorbeer of deur die vel, ore of bloed ingeneem.

6.5.1 BESKERM JOUSELF TEEN GEVAARLIKE STOWWE OF BEDREIGENDE TOESTANDE

Daar is twee basiese maniere om jouself teen gevaarlike stowwe of bedreigende toestande te beskerm:

- (a) Verpligte werkspermitte, prosedures en stelsels
- (b) Beskermdede toerusting en kleredrag

Bedreigings sal verskil van plek tot plek. Identifiseer dié waaraan jy blootgestel sal word en tref die nodige voorsorg.

6.5.2 HOE WEET JY OF JOU GESONDHEID AANGETAS WORD?

Chemikalieë	Vullis	Stof	Dampe
Geraas	Gifstowwe	Bestraling	Rook
Gasse	Spanning/Uitputting	Swak postuur	Uiterste temperature
Verkeerde metode	Wasem	Ventilasie	Vibrasie
Beligting	Vogsproei		

Toetse kan uitgevoer word op jou liggaamsvloeistowwe, weefsel, uitskeiding of uitgeasemde lug. Die wet, of jou werkgewer, mag vereis dat jy vir sulke toetse moet gaan.

6.5.3 VEILIGE HANTERING, BERGING, VERVOER EN VERWYDERING VAN STOWWE

Hanteer alle stowwe en bedreiging waarmee jy in aanraking kom met die grootste versigtigheid. Vind uit wat om te doen, veral wanneer jy in 'n insident betrokke is terwyl jy chemikalieë vervoer.

6.5.4 VOORSTELLE EN WENKE TEN OPSIGTE VAN DIE GEBRUIK VAN CHEMIESE STOWWE

- Lees en volg die aanwysings op die etiket of datablad noukeurig;
- Indien nie beskikbaar nie, dring daarop aan dat dit voorsien word;
- Kies en gebruik altyd beskermende toerusting wanneer blootstelling enigsins moontlik is;
- Was jou hande, gesig, klere en toerusting sodra jy klaar gewerk het;
- Moenie ontvlambare middels gebruik om jou hande of toerusting skoon te maak nie;
- Verseker dat daar altyd goeie ventilasie is wanneer jy met chemikalieë werk;
- Meld vreemde reuke of gebeure onmiddellik aan; en
- Afval –chemikalieë en leë houers moet op die regte manier verwyder word.

6.6 BEROEP SHIGIËNE

Beroepshigiëne konsentreer op die meting van moontlike beroepsgesondheidsprobleme deur 'n beroepshigiënis. Hulle kan verskuilde gesondheidsbedreigings identifiseer en evalueer, byvoorbeeld swak beligting, bestraling of stowwe wat 'n mens nie kan sien of ruik nie. Indien jy nie tevrede is met die bevindinge in die verslag nie, vra jou gesondheids- en veiligheidsvertegenwoordiger om 'n tweede opinie aan te vra.

6.6.1 PERSOONLIKE HIGIËNE

Die gereelde was van jou liggaam, klere (uitsluitend beskermende kleredrag) en eetgerei is 'n intergrale deel van persoonlike higiëne. Die wet is baie spesifiek wat persoonlike higiëne betref, veral rook, eet en drink in die werkplek.

6.6.2 VOORSTELLE EN WENKE TEN OPSIGTE VAN PERSOONLIKE HIGIËNE

- Was jou hande voor en na jy die toilet gebruik;
- Was jou hande nadat jy met kos of gifstowwe gewerk het;
- Hoes of nies teen jou skouer vas om te verhinder dat kieme versprei;
- Verseker dat jou klere op die regte manier skoongemaak word wanneer jy met gevaarlike stowwe gewerk het;

- (e) Jou sluitkas moet skoon, higienies en rommelvry wees; en
- (f) Noem dit aan jou toesighouer of werkgewer indien jy enige siekte opdoen wat aan jou mede-werker oorgedra kan word.

6.7 BEROEPSVEILIGHEID

Beroepsveiligheid konsentreer op die identifisering en instelling van meganismes en prosedures wat beheer uitoefen oor die blootstelling aan bedreiging by die werkplek of wat selfs jou dood kan veroorsaak.

6.7.1 DIE OORSAKE VAN BESERINGS OF STERFTES

Sommige van die hoofoorseke van beserings en sterftes

- (a) Kontak met bewegende of stilstaande voorwerpe, byvoorbeeld masjinerie, voertuie, vallende voorwerpe, skerp punte of harde oppervlakke;
- (b) Kontak met gevaarlike stowwe of uiterste temperature, byvoorbeeld bytende chemikalieë of koelkamers; en
- (c) Fisiese ooreising tydens die uitvoer van pligte, byvoorbeeld die optel en rondra van swaar voorwerpe.

6.7.2 ALGEMENE BEDREIGINGS

Bedreigings verskil van plek tot plek. Identifiseer dit waaraan jy blootgestel sal word.

Dit sluit in:

- (a) Beperkte ruimtes
- (b) Elektrisiteit
- (c) Brand en ontploffings (ontvlambare stowwe, stof, dampe, gasse, wasem)
- (d) Huishouding (opstapel, stoor, uitleg, afvalverwydering)
- (e) Meganiese toerusting (skoonmaak, instel van en werk aan bewegende masjiene)
- (f) Bestraling
- (g) Stowwe wat brand of vries
- (h) Stowwe onderdruk
- (i) Gereedskap en toerusting (hand en elektriese)
- (j) Vervoer (gemotoriseer en nie-gemotoriseer)
- (k) Sweis, sny en slyp
- (l) Werk op hoogtes of in uitgrawings, slote en ondergronds

6.7.3 VOORSTELLE EN WENKE TEN OPSIGTE VAN DIE GEBRUIK VAN ELEKTRISITEIT

- (a) Inspekteer die masjiene vir foute voor jy daarmee werk;
- (b) Gepaste skerms, skutte of bedekkings moet aangebring wees om brand en elektriese skokke te voorkom;
- (c) Skakelaars moet af wees voor muurproppe ingedruk of uitgetrek, gloeilampe vervang of aan toerusting gewerk word;
- (d) Gebruik vlamvaste elektriese toerusting waar gas of dampe teenwoordig kan wees;
- (e) Skakel onmiddellik die toerusting af indien jy vonke sien of rook ruik; en
- (f) Elektrisiteit vloei deur water en die twee moet dus ver van mekaar gehou word. Indien nie, sal diegene wat met die water kontak maak, geskok word.

6.7.4 VOORSTELLE EN WENKE TEN OPSIGTE VAN FISIESE HANTERING

- (a) Voorkom beserings deur hulp te vra of meganiese metodes te gebruik om dinge te verskuif.
- (b) Buig jou knieë en hou jou rug regop wanneer jy 'n voorwerp optel.

6.7.5 VOORSTELLE EN WENKE TEN OPSIGTE VAN DIE GEBRUIK VAN MASJINERIE, TOERUSTING EN GEREEDSKAP

- (a) Slegs gemagtigde persone mag met masjinerie en toerusting werk. Niemand anders nie!
- (b) Ry slegs op toerusting wat daarvoor gemaak is om mense te vervoer.
- (c) Gebruik masjinerie waarvoor jy opleiding ontvang het om te gebruik.
- (d) Maak seker dat die veiligheidskerms in plek is en reg werk.
- (e) Gebruik lere, steierwerk en nie kartondose, stoele of dromme nie.

6.7.6 MANIERE OM JOUSELF TEEN BEDREIGINGS TE BESKERM

- (a) Werksprosedures en –stelsels;
- (b) Meganiese fisiese beskermende apparaat; en
- (c) Persoonlike beskermende toerusting en klere.

6.7.7 PERSOONLIKE BESKERMENDE TOERUSTING

Ons het reeds gesien dat die werkgewer die toerusting en die klere moet verskaf om jou te beskerm teen bedreigings of stowwe waaraan jy blootgestel word. Dit kan beskerming vir jou kop, oë, gesig, hande, voete, rug en die hele liggaam wees. Onthou die werk wat jy doen mag meer as een bedreiging inhou. Beskerming sal verskil van taak tot taak, maar moet altyd gebruik word. Identifiseer en dra die regte persoonlike beskermende toerusting. Pas dit op, hou dit skoon en meld dadelik aan as dit verlore of beskadig raak.

6.7.8 HUISHOUDING

Huishouding beteken dat 'n plek vir elke item geskep word en dat daardie item nadat daarmee gewerk is, op sy plek teruggeplaas word. Dit sluit in netjiese stapeling en om alle deurlope, trappe en ryvlakke skoon en rommelvry te hou.

6.7.9 VOORSTELLE EN WENKE TEN OPSIGTE VAN HUISHOUDING

- (a) Gange en paadjies moet gemerk word;
- (b) Houers vir afval moet voorsien word;
- (c) Olie-, water en chemiese stortings moet onmiddellik en op die regte manier skoongemaak word;
- (d) Sluit al jou persoonlike waardevolle artikels in jou sluitkas toe;
- (e) Meld onmiddellik enige vreemde pakkies of tasse aan; en
- (f) Maak jou werkplek aan die einde van elke skof skoon;

6.7 NOODHULP EN MEDIIESE FASILITEITE

Noodhulp is die verlening van mediese hulp aan werknemers wat by insidente betrokke is. Sien toe dat alle Noodhulpbeamptes aangestel en opgelei is om sulke hulp in die organisasie te verrig. Die wet vereis dat alle werkplekke met Noodhulpkissies toegerus moet wees vir die behandeling van werknemers.

6.8 AANMELDINGSTELSEL

6.8.1 WAT SÊ DIE WET

Indien jy bewus raak van enige onveilige of ongesonde situasie of as jy by 'n insident betrokke is waar jou gesondheid dalk beïnvloed kan word of waartydens jy beserings kan opdoen, moet jy dit onmiddellik by jou werkgewer of gesondheid- en veiligheidsvertegenwoordiger aanmeld. Indien dit nie moontlik is nie, doen dit so gou as moontlik. As jy geen reaksie van jou gesondheid- en veiligheidsvertegenwoordiger, werkgewer of gemagtigde persoon kry nie, kan jy die betrokke staatsdepartement nader.

6.8.2 WAT OM TE DOEN IN GEVAL VAN 'N BESERING

As jy 'n oop wond het of andersins beseer is, moet jy dit onmiddellik by jou Noodhulpbeampte of verpleegster aanmeld. Indien hulle jou nie kan behandel nie sal hulle jou na 'n dokter of hospitaal stuur.

6.8.3 WAT OM TE DOEN IN GEVAL VAN 'N SIEKTETOESTAND

As jy glo dat jy as gevolg van jou werk, siekte simptome toon, meld dit onmiddellik aan.

6.8.4 WAT OM TE DOEN IN GEVAL VAN BESKADIGING VAN EIENDOM

Alle skade aan eiendom moet so gou as moontlik aan jou werkgewer of gesondheid- en veiligheidsvertegenwoordiger aangemeld word. Dit moet gedoen word selfs al is jy nie beseer nie en al is jou gesondheid nie aangetas nie.

6.8.5 ONDERSOEK VAN INSIDENTE

Alle insidente wat deur 'n dokter behandel is, moet aangeteken word en deur 'n ondersoekbeampte van die Gesondheids- en veiligheidskomitee ondersoek word.

6.9 NOODPLANNE

'n Noodgeval is 'n onverwagte insident wat dringende en onmiddellike optrede vereis. Die meeste noodgevallen sal in hierdie kategorieë val:

6.8.6 BRANDE

Jy sal baie van die gevare uitskakel as jy die reëls volg. Indien 'n brand uitbreek, moet jy alarm maak. Sekere mense is opgelei om die brandbestrydingstoerusting te hanteer.

Voorstelle en wenke ten opsigte van brand:

- (a) Meld die gebruik van toerusting so gou moontlik aan by jou gesondheids- en veiligheidsvertegenwoordiger;
- (b) Maak dadelik alarm wanneer jy 'n brand opmerk of rook ruik;
- (c) Moenie ontvlambare middels gebruik om jou hande of klere mee skoon te maak nie;
- (d) Paniek en verwarring is aansteeklik. Bly die heelyd kalm;
- (e) Brandtoerusting is bedoel vir die blus van brande, nie om motors of vloere mee te was of mee te speel nie; en
- (f) Gehoorsaam die brandvoorkomingsteken.

6.8.7 ONTPLOFFINGS

Sekere stowwe, apparaat en toerusting kan ontplof indien dit nie behoorlik onderhou word nie.

6.8.8 CHEMIESE VRYSTELLINGS

Jy werk dalk vir 'n organisasie wat self 'n vervaardiger of gebruiker van gasse is, of jou werkplek is dalk naby so plek geleë. Indien wel, is daar 'n moontlikheid van vrystelling van gevaarlike stowwe in die lug.

6.8.9 FISIESE OF STRUKTURELE INSIDENTE

In enige werksomstandighede is daar die moontlikheid dat strukture inmekaar kan stort of dat masjinerie werknemers kan beseer.

6.8.10 ONTRUIMING

Elke organisasie behoort 'n ontruimingsplan te hê wat ontruimingsroetes en vergaderpunte insluit. Kennisgewings is opgesit om die roetes aan te dui. Dit is baie belangrik dat jy seker maak dat jy hiermee vertrou is.

6.8.11 NOOD TELEFOONNOMMERS

Agterin sal jy 'n plek sien vir noodtelefoonnommers. Raadpleeg die telefoongids en skryf die nommers in sodat jy maklik daarna kan verwys.

6.9.6 AFSLUITING

Jy begin nou maar eers die gevare en bedreigings leer ken wat jy in die werkplek kan teekom. Jy moet aanhou vrae vra. Daar sal geleenthede wees vir verdere opleiding en inligting.

6.8.12 ONTHOU JOU REGTE

Ons het jou regte bespreek wat jou gesondheid en veiligheid betref. Oefen jou regte uit indien nodig.

6.8.13 ONTHOU JOU PLIGTE

Ons het ook jou pligte bespreek en jy sal onthou dat dit jou verantwoordelikheid is om na jouself om te sien. Tree asseblief doelbewus so op.

6.8.14 MAAK GESONDHEID EN VEILIGHEID 'N LEEFWYSE

Verbind jouself tot die voortdurende taak om na jou gesondheid en veiligheid om te sien. Dit is nie slegs tot voordeel van die organisasie indien jy dit ernstig opneem nie. Jy en jou gesin sal op die langeduur die meeste voordeel daaruit trek.

DEPARTEMENTELE INDUKSIE

A		JA	NEE	N.V.T.
1	Was u bekendgestel aan u toesighouer/spanleier?			
2	Was u bekendgestel aan u medewerkers?			
3	Het u toesighouer vir u presies vertel wat u take, tydhouding, gedrag behoort te wees?			
4	Het u toesighouer toegesien dat u u oorpakke/skoene/reënpak ensovoorts, ontvang?			
5	Het u toesighouer toegesien dat u u aanvullende beskermings kry sou u in hoë risiko's werk, byvoorbeeld Gehoorbeskermings, maskers, ensovoorts?			
6	Het u daarvoor geteken?			
7	Het u toesighouer alle veilige werksprosedures met u deurgegaan?			
8	Het u toesighouer toegesien dat u die nodige gereedskap kry?			
9	Het u toesighouer u voorgestel aan u veiligheidsverteenvoerder?			
10	Het u toesighouer u gewys waar die naaste noodhulpkas is en wie u noodhulpwerker is?			
11	Het u toesighouer aan u verduidelik wat die korrekte prosedures is indien u seerkry by die werk?			
B				
1	Indien u aangestel is en oor 'n geldige rybewys beskik, het u toesighouer saam met u 'n behoorlike inspeksie gedoen op die voertuig/masjien waarvoor u verantwoordelik sal wees?			
2	U 'n behoorlike voertuiginspeksie kan uitvoer?			
3	U toesighouer die munisipale voertuigbeleid in die breë met u bespreek?			

Naam

Posbenaming :

Afdeling

Departement :

.....
AMPTENAAR

.....
DATUM