



NQUTHU MUNICIPALITY

UMASIPALA WASE NQUTHU

Private Bag X5521, NQUTHU, 3135

Tel: +27(0) 34 271 6100, Fax: +27(0) 34 271 6111

OCCUPATIONAL HEALTH POLICY

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Authorised Signature:

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1 DEFINITIONS

- **Hazard** - means a source of exposure to danger
- **Medical surveillance** - means a planned programme of periodic examination (which may include clinical examinations, biological monitoring or medical test) of employees by occupational health practitioner or in a prescribed case by an occupational medical practitioner.
- **Occupational health** – refers to a branch of medicine dealing with the prevention and treatment of job-related injuries and illnesses.
- **Occupational health practitioner** - means an occupational medical practitioner or person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council.
- **Occupational hygiene** - means the anticipated, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness and adverse health effects.
- **Risk** - means the probability that the injury nor damage will occur.
- **Safe** - means free from any hazard

2 LEGISLATIVE FRAMEWORK

This policy is established within the framework of the following legislation and regulations:

- Basic Conditions of Employment Act (No 75 of 1997)
- Labour Relations Act (No 66 of 1995)
- Municipal Systems Act (No 32 of 2000)
- Occupational Health for Occupation and Safety Act (Act 85 of 1993 and Regulations)
- Compensation for Occupational Injury and Diseases (Act 85 of 1993)

3 OBJECTIVES

- 3.1 To implement an Occupation and Safety Programme.
- 3.2 To be aware of all risks and changes in risk factors in areas regarded as high risk.
- 3.3 To train every employee in the municipality on matters regarding their work and work-related risk.

3.4 To continually evaluate health and safety programmes, adapting them as and when problems are identified.

3.5 To partake actively in the accident/incident prevention programme.

4 APPLICABILITY

This policy applies to all the municipality employees including municipality managers and managers directly accountable to municipality managers in terms of section 56 of the Local Government: Municipal Systems Act 2000 (Act of 2000 as amended).

5 POLICY PRINCIPLES

- 5.1. The municipal manager is responsible for ensuring that all employees have access to a healthy and safe work environment.
- 5.2. All employees shall be consulted in matters of health and safety.
- 5.3. A Health and Safety Committee shall be established and its recommendations on health and safety matters will be implemented by the municipality.
- 5.4. The council will follow all aspects of the Occupational Health and Safety Act 85 of 1993 and its regulations.

6 POLICY PROVISIONS

6.1 Medical Surveillance

- a) A medical surveillance programme is used to identify and record the presence of any occupational diseases and degree of exposure. This information is utilized to ensure that the health of the employee will not be compromised by placement in that particular job. General health information, not required to the job, is used to identify health needs and the health care that the individual would require.
- b) The officials which include but not limited to fire fighters, cleaners, environmental health, traffic officers, etc will undergo medical surveillance annually.
- c) An Employee who has a health condition which will or could be compromised will not be placed in high risk areas.
- d) An exit health evaluation report shall be kept in the employee's file with all other fitness certificates upon the termination of employment.

- e) Other employees of the municipality shall undergo medical surveillance as indicated in the Occupational Health for Occupation and Safety Act.

6.2 Injury on Duty Reporting

- 6.2.1. In terms of the Occupational Health Safety Act no 83 of 1993, all injuries and incidents must be reported immediately or soon as practically possible for assessment, recording or possible investigation.
- 6.2.2. All incidents must be reported by the supervisor or health and safety representative to the occupational health and safety officer.
- 6.2.3. All injuries must be reported to the compensation fund on the W.CL 2 form.
- 6.2.4. An investigation must be conducted when a serious or fatal incident has taken place and the information must be properly recorded.
- 6.2.5. All the details of employees that deal with first aid and those who are fire marshals must be visibly displayed in all municipality buildings and work areas.

6.3 Wearing of Personal Protective Clothing (PPC) and PPE

- 6.3.1. Different occupations will be identified in the job specification as requiring personal protective clothing (PPC) to be worn by the employees.
- 6.3.2. Employees will be required to sign for the PPC, to follow the procedure and undergo training required for correct usage.
- 6.3.3. It is an offence to not wear safety clothing or equipment after it has been issued for that specific work.

6.4 Health Hazards in the workplace

- 6.4.1. Inspections and audits of health hazards in the workplace must be conducted in all the municipality's divisions.
- 6.4.2. A report of health hazards must be compiled based on the outcomes of the inspections and submitted to the Council.
- 6.4.3. The municipality must provide a material safety data sheet which will guide employees about the safe use and storage of all dangerous chemical substances that are being used by the employees.

6.4.4. The municipality should also ensure that necessary information and training is available to the relevant employees in compliance with Section 13 of the Occupational Health and Safety Act and Regulations.

6.5 Emergency Evacuation

6.5.1. The municipality will display an evacuation plan which has been drawn by an accredited professional, at visible areas for all employees to see.

6.5.2. All the exit and evacuation route signs must be visible.

6.5.3. The emergency exit and evacuation routes should never be obstructed.

6.5.4. Emergency drills will be conducted every six months.

6.6 Health and Safety for Contractors

The occupational health and safety officer must be informed about contractors who are appointed to do work in the municipality buildings. Should the contractors not adhere to safety measure the municipality must stop the work being done until all safety measures are in place.

6.7 Health and Safety Procedures

6.7.1. The municipality will take every precaution necessary to provide a safe workplace. The person responsible for occupational health and safety must make regular inspections and hold regular safety meetings. He or she must also meet with management and the health and safety committee to plan and implement further improvements in the municipality's safety program.

6.7.2. The employees also have duty to report unsafe conditions and hazards immediately to the supervisor or member of the safety committee in order to assist in ensuring safety in the workplace.

6.8 Establishment of the health and safety committee

6.8.1. The health and safety committee shall comprise of the Health and Safety Officer, Health and Safety Representatives, Union Representatives and management representatives.

6.8.2. Each floor or work area in the buildings of the municipality must nominate a health and safety representative.

6.8.3. The Municipal Manager shall appoint the management representative.

7 ROLES AND RESPONSIBILITIES

The Municipal Manager or his /her nominee accepts overall responsibility for implementation and monitoring of the policy.

7.1 Responsibilities of Line Manager and Supervisor

- 7.1.1. Must ensure effective implementation and regular review of the occupational health and safety policy.
- 7.1.2. Must ensure that the agreed procedures for regular consultation between management and those with designated and elected occupational health and safety responsibility are followed.
- 7.1.3. Must ensure that the occupational health and safety management system is implemented effectively and consistently in the municipality.

7.2 Occupational Health and Safety Committee

- 7.2.1. Ensure compliance with minimum legal requirements.
- 7.2.2. Ensure that employers and employees have access to occupational health and safety.
- 7.2.3. Ensure safe working environment including provision of uniform and protective clothing.
- 7.2.4. Identify risk areas and people at risk and make recommendations.
- 7.2.5. Collaborate with health and safety inspectors and Department of Labour.
- 7.2.6. Develop a health and safety plan for the municipality and review it annually.
- 7.2.7. Communicate health and safety matters to all employees.
- 7.2.8. Deal with complaints on health and safety.

7.3 Duties of Occupational Health and Safety Officers

- 7.3.1. Incident Investigations.
- 7.3.2. Report on incidents, trends, risks.
- 7.3.3. Monitoring of legal compliance, Internal Safety Audits.
- 7.3.4. Training, development and facilitation of employees, representatives, awareness, information, formal and informal training.

- 7.3.5. Safety committee meetings, remedial actions and contractor control.
- 7.3.6. Support structures for occupational health and safety representatives and committees.
- 7.3.7. Maintain occupational health and safety information, records and database.
- 7.3.8. Supervise execution and compliance with COIDA legislation.

7.4 Duties of Employees

- 7.4.1. 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.
- 7.4.2. 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.
- 7.4.3. Cooperate with the municipality or any person who has been authorised by the municipality to carry out duties in terms of legislation.
- 7.4.4. Inform the supervisor or health and safety representative of any unhealthy circumstances or acts that they are aware of.
- 7.4.5. Give information to an inspector from the Department of Labour if required.
- 7.4.6. 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.
- 7.4.7. 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 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 Local Labour Forum shall be incorporated in the policy.