

LESEDI LOCAL MUNICIPALITY



HEALTH & SAFETY POLICY

This document is the property of Lesedi Local Municipality and shall be issued only to those stakeholders requiring it in the execution of their official duties. Any person finding an abandoned copy of this document is requested to submit it to the Lesedi Local Municipal Office or SAPS Station for return to Lesedi Local Municipality at Department Management Support Services: Human Resources Section, together with the particulars of the circumstances under which it was found. All correspondence should be addressed to the Municipal Manager at P O Box 201, Heidelberg, Gauteng, 1438. Tel: (016) 340 4300 Fax: (016) 340 4394. E-Mail: lesedi@lesedilm.co.za

TABLE OF CONTENTS

DESCRIPTION	PAGE
1. Objective	3
2. Introduction	3
3. Guidelines	4
3.1 Managers and Supervisors	4
3.2 Employees	4
3.3 Occupational Health and Safety Committee	4
3.4 Health and Safety Representative	5
3.5 Management Checklist	5
3.6 First Aid and Emergencies	5
4. Review	5
5. Incident Reporting and Investigating	6
5.1 Policy	6
5.2 Procedure for Reporting Incidents	6 & 7
5.3 Recording and Investigating Incidents	7
6. Policy Adoption	7

1. OBJECTIVE

Lesedi Local Municipality is committed to the provision of a safe and healthy working environment for its staff and clients. As a consequence of this, Lesedi Local Municipality encourages all its employees to regard accident prevention and working safely as a collective and individual responsibility.

2. INTRODUCTION

2.1 In fulfilling its responsibilities, managers have a duty to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risks to health and includes a duty to:

2.1.1 provide and maintain safe equipment and systems of work;

2.1.2 provide, monitor and maintain systems for the safe use, handling, storage and transportation of equipment and substances;

2.1.3 maintain the workplace in a safe and healthy condition;

2.1.4 provide adequate facilities to protect the welfare of all employees;

2.1.5 provide information, training and supervision for all employees, enabling them to work in a safe and healthy manner.

2.2 The Municipal Manager has ultimate responsibility for the implementation and review of Lesedi Local Municipality Occupational Health and Safety policy, and delegation of Occupational Health and Safety management responsibilities. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that health & safety issues are regularly reviewed. SOP to deal with matters pertinent to the policy - details of checklists.

2.3 In this regard, Managers are responsible for the day-to-day Occupational Health & Safety within their areas of responsibility. The Occupational Health & Safety Committee is available to advise regarding specific Occupational Health and Safety matters or to assist with the development and implementation of Occupational Health & Safety system procedures & programmes.

3. GUIDELINES / PROCEDURES

Lesedi Local Municipality will take all reasonably practicable steps to provide and maintain a safe and healthy work environment for all employees and clients.

3.1 Executive Managers/Managers and Supervisors

- 3.1.1 are responsible for the effective implementation and regular review of this Occupational Health and Safety policy;
- 3.1.2 must observe, implement and fulfil their responsibilities under the OHS & Regulations which apply to Occupational Health and Safety within Lesedi Local Municipality;
- 3.1.3 must ensure that the agreed procedures for regular consultation between management and those with designated and elected Occupational Health and Safety responsibilities are followed;
- 3.1.4 are responsible for ensuring that the Occupational Health and Safety management system is implemented, effective and consistent with Lesedi Local Municipality's objectives.

3.2 Employees

- 3.2.1 Are required to take reasonable care of themselves and others in the workplace;
- 3.2.2 Have a responsibility to co-operate with all health and safety provisions agreed to by management and staff with nominated or elected Occupational Health and Safety functions;
- 3.2.3 Have a responsibility to comply with relevant Occupational Health and Safety management system policies, procedures and programs, appropriate;
- 3.2.4 Must not bypass or misuse systems or equipment provided for Occupational Health and Safety purposes;
- 3.2.5 Must report any unsafe conditions which come to their attention.

3.3 Occupational Health and Safety Committee

- 3.3.1 is responsible for monitoring the overall Occupational Health and Safety performance in Lesedi Local Municipality as per legislative requirements;
- 3.3.2 is consulted regarding to Occupational Health and Safety management system, including policy procedure and programme review & implementation;

3.4 Health and Safety Representative

Since Lesedi Local Municipality employs more than 50 employees, it is required to appoint one Health and Safety Representative for every 50 employees. These persons are required to inspect the office each month using the Health and Safety checklist – (attached). These checklists, once completed are signed by the Municipal Manager and kept on file in the Finance office. The Health and Safety Representative is required to inform management in writing of any danger in the workplace. He/she investigates complaints from staff about health and safety at work and submits a written report each month to Human Resources. The Health and Safety Representative is appointed for one year.

3.5 Management Checklists

3.5.1 The office Manager completes these according to the frequency indicated below.

Copies of the completed checklists are kept with Human Resources.

3.5.1.1 Portable Electrical Equipment: six monthly;

3.5.1.2 Electrical Distribution Boards / Earth Leakage: six monthly;

3.5.1.3 Fire Equipment: six monthly

3.6 First Aid and Emergencies

3.6.1 Lesedi Local Municipality is supplied with a regulation first aid box. This is stored with Human Resources.

3.6.2 Since Lesedi Local Municipality employs more than 10 staff it is required to have a qualified First Aider. An additional First Aider will be allocated for every 50 employees. These persons are readily available during normal working hours and are in possession of a valid certificate of competency.

4. REVIEW

This policy will be regularly reviewed in light of legislation and organisational changes.

5. INCIDENT REPORTING, RECORDING AND INVESTIGATING

5.1 POLICY

Upon and of the following categories of incidents occurring, Lesedi Local Municipality, with the assistance of employees who shall notify Employer of such incidents to the Health and Safety Inspectorate of the Department of Labour;

- Incidents which result in death, injury or illness;
- Incidents which have the potential to cause extensive harm or damage due to the use of plant or machinery in the workplace; or
- Incidents which endanger the health and safety of any person, including –
 - The spilling of any dangerous substance;
 - The uncontrolled release of any substance under pressure;
 - The uncontrolled movement of any part of machinery that is damager; or
 - The loss of control over machinery.

5.2 PROCEDURE FOR REPORTING INCIDENTS

- Upon the happening of any incident which results in the death of any person, or injury or illness to any person, to such a degree that death or permanent physical defect may result, Lesedi Local Municipality shall report such incident to the Provincial Director of the Department of labour.
- Lesedi Local Municipality shall report such an incident immediately after it has occurred, Lesedi Local Municipality shall report such incident telephonically.
- Lesedi Local Municipality shall report such incident in the form W.CL 2 as published in the Compensation for Occupational injuries and Diseases Act, 130 of 1993.
- Upon the happening of any incident, other than those mentioned in paragraph 1 above, Lesedi Local Municipality shall give notice of the incident to the Provincial Director of the Department of Labour in the form of W.CL2 within fourteen days of the incident having occurred.

- When an injured person dies as a result of his/her injuries after notice of the incident in which he/she was injured has been given in terms of paragraph 4, Lesedi Local Municipality shall notify the Provincial Director of the Department of Labour of his/her death.

5.3 RECORDING AND INVESTIGATING INCIDENTS

- Lesedi Local Municipality will keep a record in the form of incident, for a period of at least three years, which record shall be open for inspection by an Inspector, of all incidents which Lesedi Local Municipality is required to report in terms of section 24 of the Occupational Health and Safety Act and also of any other incident which resulted in an employee or any other person having had to receive medical treatment other than first-aid.
- Lesedi Local Municipality shall cause every incident which must be recorded in terms of section 24 of the Occupational Health and Safety Act to be investigated by a person designated by Lesedi Local Municipality who may be a member of a health and safety committee, within three months or within the contracted period in the case of contracted workers.
- Lesedi Local Municipality will ensure that the findings in terms of an investigation conducted under paragraph 3 above will be entered into such record.
- Lesedi Local Municipality will ensure that such record will be examined by the health and safety committee for that section of the workplace at its next meeting and shall ensure that the chairperson of the health and safety committee endorses the record to the effect that it has been seen and that the necessary actions have been implemented and followed up. Provided that Lesedi Local Municipality shall also endorse the record.

6. POLICY ADOPTION

This Policy has been considered and approved by the Council of **Lesedi Local Municipality** on this day 28 May 2013.

I _____ Municipal Manager of
Lesedi Local Municipality acknowledges that this policy was adopted by Council on the
_____ 2013.

Mr Ayanda Makhanya
Municipal Manager
Lesedi Local Municipality

Date: