



Education Labour
Relations Council

Safety, Health & Environment (SHE)

QUARTERLY REPORT 2016-17
01 July – 30 September

Overview of the SHE activities and performance for the second quarter of the 2016-17 financial year

1. INTRODUCTION

- 1.1. This report provides a summary of the SHE activities across the Council for the 2nd quarter viz; 01 July to 30 September 2016.
- 1.2. SHE activities are managed and monitored by a committee that comprises of members / representatives from all departments within the Council.

2. REGULATORY FRAMEWORK

- 2.1. Occupational Health and Safety Act, 1993, determines that the employer must, as far as is reasonably practicable, bring about and maintain a work environment that is safe and without risk to the health and safety of employees. This means that the employer must ensure that the workplace is free of anything that may cause injury, damage, or disease, and where is not possible, the employer must inform employees of the hazards or potential hazards and how they may protect themselves from injury.
- 2.2. Other legislative requirements would also indirectly impact activities such as the –
 - 2.2.1. Basic Conditions of Employment Act;
 - 2.2.2. Labour Relations Act;
 - 2.2.3. Occupational Health and Safety Regulations;
 - 2.2.4. Compensation for Occupational Injuries and Diseases Act; and
 - 2.2.5. National Building Regulations and Building Standards Act.
- 2.3. The King Code of Governance identified risk management as a governance element and defined governance principles and practices for organisations.

3. ACTIVITIES OF THE SHE COMMITTEE DURING THE QUARTER

- 3.1. The Committee met at least three times during the quarter, and attendance at those meetings is shown in **Annexure 1** of the Report.
- 3.2. The work of the Committee in 2nd quarter is summarised below:
 - 3.2.1. Safety
 - The committee conducted its first site/workplace inspection on the 29th September 2016, the aim of this exercise was to identify potential hazards, evaluate these potential hazards, recommend corrective action and to follow up on implemented recommendations. These inspections will be conducted every quarter to assist in alleviating hazards at a workplace.
 - The Council had one (1) near-miss for the quarter under review. An employee was carrying hot water walking down the stairs without holding the stair rails. The employee nearly fell and was assisted by one of the SHE representatives.
 - An emergency drill took place on 30 September 2016, the drill was a success.
 - The certificate for occupation is not obtained and this may result in possible litigation should there be an injury or fatality.

- 3.2.2. Health
 - The Council is experiencing a problem with plumbing and as such this affects the sanitary system.
- 3.2.3. Environment
 - The Council is experiencing a problem with plumbing and as such this affects the sanitary system.
- 3.2.4. Governance, regulatory and reporting
 - The SHE business processes culminated into reporting to Executive Management, Risk Management Committee and the Audit Committee:
 - Quarterly risk register, and
 - Emergency drill evacuation process.

4. RISK MANAGEMENT

- 4.1. The SHE Risk Management meeting took place on the 27th September 2016. Two (2) risks were identified, namely:
 - 4.1.1. Occupational Certificate not received from the contractor
 - 4.1.2. Contact details in case of emergency not communicated to staff

5. CHALLENGES

Issue

- 5.1. The building project manager is not providing support with providing the completion certificate.

Implemented action

- 5.2. In mitigation, the Council has retained some of the project fees.

6. AREAS OF IMPROVEMENT

- 6.1. The Committee should consider having an annual work plan in place developed from its terms of reference, with standing items that the Committee considers at each meeting in addition to matters of topical relevance or on which the Committee has otherwise chosen to focus.
- 6.2. Carrying out or practice of fire evacuations should be quarterly exercise.
- 6.3. The committee should consider keeping a quarterly inspection checklist

Annexure 1

	Date of Meeting	
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Name of member	Designation	Date of Meetings		
		27 September	29 September	30 September
Ms N Shadung	Chairperson (Member)	✓	✓	✓
Ms O Makofane	Member	-	✓	✓
Mr D Ramokgopana	Member		✓	-
Mr W Monaise	Member	✓	✓	✓
Mr P Maphutha	Member	✓	✓	✓
Ms N Mamba	Member	✓	✓	✓
Ms K Mangena	Member	-	-	-
Mr S Maduna	Member	✓	✓	✓
Mr A Phokojoe	Member	✓	✓	✓
Mr N Mhlungu	Member	-	✓	✓
Mr P Lebogo	Member	✓	-	-
Mr D Nemavhoini	Member	-	✓	-
Ms N Bongco	Observer	-	✓	-