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EDUCATION LABOUR
RELATIONS COUNCIL

Occupational Health & Safety Policy



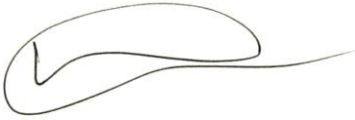

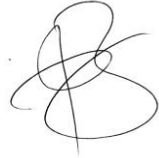
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1. PURPOSE

- 1.1 This Health and Safety Policy outlines and provides for the health and safety standards and behaviour that is required of all employees of the Council, as stipulated in the Occupational Health & Safety Act 85 of 1993.
- 1.2 It is to ensure that the Council is a safe and a healthy environment for all employees.

2. OBJECTIVES

- 2.1 To implement an Occupational Health and Safety Programme.
- 2.2 To be aware of all the risks and risk factors in areas regarded as high risk.
- 2.3 To stay abreast of the legislative requirements and to meet them as far as is reasonably practicable.
- 2.4 To continually evaluate health and safety programmes, adapting them as and when problems are identified.
- 2.5 To partake actively in the accident/incident prevention programme.

3. SCOPE

- 3.1 The Policy is applicable without limitations to all permanent employees, fixed term contractors, interns and the Council's stakeholders.

4. APPLICATION OF THE POLICY

- 4.1 The Council expects all of its employees to comply and to act in accordance with the principles established in terms of this Policy at all times.
- 4.2 Any violation of this Policy by an employee constitutes an offense and is a ground for disciplinary action as per the Disciplinary Policy.

5. LEGISLATIVE COMPLIANCE

- 5.1 The Council will follow all aspects of the Occupational Health and Safety Act 85 of 1993 and its Regulations, including any other mentioned documents. Where specific compliance or risk exists, company rules and procedures will apply.
- 5.2 Any training done with respect to the legislation or the Council's health and safety programme will be documented and kept on the employee file for compliance and record keeping.

6. OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

SPECIFIC SAFETY RULES AND GUIDELINES

To ensure the safe environment, the following rules must be observed and obeyed:

- 6.1 Keep all working stations clean;
- 6.2 Observe smoking regulations;
- 6.3 Do not block access to fire extinguishers;
- 6.4 Do not tamper with electric controls or switches;
- 6.5 Emergency exit must be kept clear at all times;
- 6.6 Report any unsafe condition or act to your immediate manager;
- 6.7 Use designated passages when moving from one place to another, never take hazardous shortcuts;
- 6.8 Lift properly - use your legs not your back. For anything heavy, ask for assistance;
- 6.9 Do not throw objects;
- 6.10 Always hold stair rails when you walk on the steps.

SAFETY CHECKLIST

A safe environment includes, but are not limited to the following conditions, which must be reported immediately:

- Slippery floors and walkways
- Loose or broken windows
- Dangerously piled supplies or equipment
- Blocked emergency exit doors
- Blocked fire extinguishers
- Roof leaks
- Evidence of smoking in non-designated areas
- Directional or warning signs not in place.
- Unlocked doors and gates
- Tripping hazards e.g. pipes

7. ROLES AND RESPONSIBILITIES

RESPONSIBILITIES OF THE EMPLOYER

It is the responsibility of the Employer:

- 7.1 To establish precautionary measures that are necessary to protect employees and to reduce the risk associated with the hazards.
- 7.2 To enforce necessary control measures in the interest of health and safety.
- 7.3 To provide the employees appointed in terms of the Act with necessary information, training, facilities and time to execute all activities related to health and safety.
- 7.4 To conduct safety drills every quarter
- 7.5 To have the Occupational Health and Safety Act 85 of 1993 visible for all employees to see.

RESPONSIBILITIES OF THE EMPLOYEES

It is the responsibility for the Employees:

- 7.6 To take care of their own health and safety and that of other employees that may be affected by their negligence.
- 7.7 To follow all the health and safety rules and procedures outlined in this policy.
- 7.8 To cooperate with an Employer or any person authorised to carry out health and safety duties.
- 7.9 To formally report any incident they are aware of that could cause a health risk or may result in an injury.
- 7.10 To not interfere with, damage or misuse anything that is provided in the interest of health and safety.

RESPONSIBILITIES OF THE HEALTH & SAFETY COMMITTEE

It is the responsibility of the Health and Safety Committee:

- 7.11 To hold meetings every quarter or when the need arises and to document minutes of every meeting held.
- 7.12 To advise the employer of any possible risks and guidance on how to reduce or remove risks.
- 7.13 To ensure that safety drills are conducted every quarter.

7.14 To conduct investigations when there is an incident reported.

7.15 To do round checks around the office and building on a monthly basis.

COMPOSITION OF THE HEALTH AND SAFETY COMMITTEE

7.16 A Health and Safety Committee shall be appointed by an Employer and designated in writing with duration of the appointment.

7.17 Health and Safety Representatives shall be part of the Committee and shall constitute more numbers in the committee.

8. PROCEDURE TO REPORT VIOLATIONS

8.1 It is the responsibility of all employees to ensure that they are aware of, understand and comply with the provisions contained in this policy.

8.2 If you observe or become aware of an actual or potential violation of this policy or of any law or regulation, whether committed by an employee or by others associated with Council, it is your responsibility to report the circumstances of such violation and to cooperate with any investigation by the Council.

8.3 Employees who become aware of any violations of this Policy will promptly report to the General Secretary or Human Resources Manager openly and confidentially. Any violations reported by employees will be kept strictly confidential.

8.4 Following the receipt of any complaints, the Council together with the Health and Safety Committee will investigate the matter reported and take corrective disciplinary action.

9. HEALTH AND SAFETY ADVICE

Occupational Health and Safety advice line: +27 12 663 7446 (HR Manager)
E-mail: HRM@elrc.org.za