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OCCUPATIONAL HEALTH AND SAFETY POLICY

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1. PREAMBLE

- 1.1 It is the Municipality's official policy to protect its members of Council, Officials and Assets at all times enforcing a high standard of Safety, Health and Hygiene.**
- 1.2 The Municipality is fully committed to Safety and Health and therefore, efficiency and effectiveness are not only goals, but also demands for its mutual prosperity and shall be striven for by all members of Council and Officials.**
- 1.3 The Municipality undertakes to regard the Safety and Health of members of Council and Officials, Customers/Clients, and the general public within its various establishments as the highest priority.**
- 1.4 The Municipality takes as its terms of reference the Occupational Health and Safety Act, (OHSA) of 1993 and the Compensation for Occupational Injury and Diseases Act, (COIDA) of 1993.**
- 1.5 All personnel must regard their own Safety and Health as high priority.**

2. PURPOSE OF THE POLICY

- 2.1 It is the Municipality's responsibility to ensure that all Health and Safety, legal and statutory obligations are strictly complied with.**
- 2.2 The Municipality strives to ensure that Health and Safety functions are completely integrated in Management practices and principles and therefore form part of the daily management activities and responsibilities.**
- 2.3 To outline the general duties of employers to their employees in terms of Section 8, and Health and Safety Representatives in terms of Section 17 & 19 of OHS ACT No. 83 of 1993 shall be adhered to.**
- 2.4 The Virginia runs of consolidated COVID-19 directions on health and safety in the workplace issued by the minister in terms of regulation (10) of the national disaster regulations as an aspect of occupational health and safety at the workplace.**

3. APPLICATION OF THE POLICY

- 3.1 This policy is applicable to all Municipal Employees, members of Council, Customers/Clients and Municipal visitors.**

4. REGULATIONS

- 4.1 A summarized copy of this policy shall be displayed in every workplace.**
- 4.2 A copy of the Occupational Health and Safety Act shall be available in every workplace.**
- 4.3 The Municipality shall develop its own Occupational Health and Safety Standards which shall be based on the 5-Star standards as developed by the National Occupational Safety Association (NOSA) These standards shall specifically refer to the following elements: -**
 - 4.3.1 Premises and Housekeeping.**

- 4.3.2 Mechanical, Electrical and Personal Safeguarding.
- 4.3.3 Fire Protection and Prevention.
- 4.3.4 Incident (Accident) Recording and Investigation.
- 4.3.5 Safety Organization.
- 4.4 The Municipality shall in all respects comply with the Occupational Health and Safety Act and the Compensation for Occupational Injuries and Diseases Act and the regulations framed under these acts.

4.5 HEALTH AND SAFETY MEASURES

- 4.5.1 Employer must take measures to screen any employee to ascertain any communicable disease symptoms, medical surveillance and testing where necessary at the consent of the employee.
- 4.5.2 All employees shall be provided with adequate supply of PPE free of charge.
- 4.5.3 The Municipality shall take measures to protect employees from being exposed to any virus, bacteria and pests through their interaction during operations and with public at the workplace.
- 4.5.3 All occupational Health and safety incidents shall be communicated in writing by the user department to the OHS officer through communication platforms for attention and mitigation.
- 4.5.4 All municipal sites shall have enough supply and installation of fire extinguishers that are duly serviced annually according to the size of the building.
- 4.5.5 All Municipal sites shall have First Aid Kits according to the population size of the Department/Unit.
- 4.5.6 The Municipality shall undertake mandatory hygiene, decontamination and pest control measures once every three months.
- 4.5.7 Special measures shall be taken to mitigate the risk of COVID-19 pandemic.
- 4.5.8 All Municipal sites, PPE, operational equipment shall dully be inspected and audited for purposes of occupational health risk mitigation.
- 4.5.9 In the event of high-risk incidents the Municipal Manager or designated manager shall undertake the vacation of the affected site or release of the employees.

5. IMPLEMENTATION

- 5.1 The Municipal Manager and those managers designated under Section 16 of the OHSA shall be responsible for the implementation of this policy.

- 5.2 The reported matters shall be addressed within a period of 7 (seven) days from the date of the report of the occurrence.
- 5.3 According to Section 17 of the OHSA, Health and Safety Representatives are appointed in each work area and they are charged with the responsibility to bring any threat to the Health and Safety of employees to the attention of the employer. They will form part of the Safety Committee structure and these committees will meet once quarterly.
- 5.4 A letter of appointment signed by Municipal manager shall confirm all OHS Committee members.
- 5.5 OHS committee members shall serve for a period of 12 months.
- 5.6 OHS committee members shall be provided with quality reflective protective clothing.
- 5.7 OHS committee representation shall be afforded an opportunity to make submissions orally and in writing for attention and intervention, to relevant engagement platforms inter alia: LLF, MTM, GMT as well as Council structures.
- 5.8 The Safety Officer will act as secretary to all Health and Safety Committees and will inspect all workplaces at regular intervals in order to ensure compliance with the OHSA.
- 5.9 The Safety Officer will report all deviations from Municipal Council Standards and the provisions of the OHSA and the COIDA to Management.
- 5.10 The Municipality's Disciplinary Code shall be applied in cases where this policy is breached.
- 5.11 If there is evidence, an employee contracted COVID-19 arising out of and in the course of employment, lodge a claim for compensation in term of the COIDA, (Act No.130 of 1993) in accordance with Notice 193 published on 3 March 2020.
- 5.12 The municipality shall ensure that there is adequate supply of safe drinking water, sanitation to all its building facilities.
- 5.13 All Municipal Sites Display of geometrical shapes, colors and pictorial symbols, conveying safety messages at a glance

6. PROTECTIVE CLOTHING

- 6.1 The Municipality will at all times comply with General Safety Regulation 2 of the Occupational Health and Safety Act which clearly stipulates when and where Protective Clothing will be issued.
- 6.2 Regular risk evaluations will be carried out by the Safety Officer in order to determine the need for Protective Clothing.
- 6.3 Employees will be instructed in the proper use, maintenance and limitation of the Safety Equipment provided.
- 6.4 The Municipality shall not require or permit an employee to work unless such employee uses the required Safety Equipment and failure to use protective equipment /clothing provided to safeguard an employee shall lead to corrective action.
- 6.5 Every Department will keep a record of issues reflecting the employee number, date of issue, quantities, type of equipment and signature.
- 6.6 The custody and safety of the protective clothing and safety equipment shall be entrusted to the employee concerned as well as the supervisor of the employee concerned.
- 6.7 When an employee reports protective clothing and/or safety equipment losses /damage as a result of theft and/or negligence the Supervisor or the Unit Manager concerned shall conduct an investigation of the incident and have

- 6.8 proper recommendations made for consideration by the Head of the Department as well as the Municipal Manager.
- 6.9 The employer reserves the right to conduct an inspection of the protective clothing and the safety equipment issued to an employee as and when necessary
- 6.10 Each Unit shall be responsible for budgeting for and procurement of protective clothing as well as the safety equipment for staff members falling within that particular Unit.
- 6.11 A detailed record of issued protective clothing and safety equipment signed for by the receiving employee and the respective supervisor of that employee shall be kept at the Unit concerned as well as in the personnel file of the employee concerned.
- 6.12 The intervals for issuing of the protective clothing and safety equipment shall vary from a period of 12 months to 36 months depending on the state of usage of the item in question.
- 6.13 Wearing of protective clothing as well as uniform in the workplace shall be compulsory for all employees issued with it unless a good cause can be shown by the affected employee.
- 6.14 Under certain circumstances, the Municipality shall reserve a right to reclaim issued uniform and protective clothing as and when required since this forms part of the property of the Municipality, e.g. when an employee tenders a 24hr resignation notice after being issued with protective clothing/equipment in plus minus 48hrs.
- 6.15 As much as the employer has the legal obligation to provide protective clothing and equipment to the employees, the employees have the equal legal right to compel the employer to provide the protective clothing to them.

7. INTERPRETATION OF THE POLICY

- 7.1 All words contained in this policy shall have a direct grammatical meaning unless the definition or context indicates otherwise.
- 7.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 7.3 The office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 7.4.1 If the party concerned is not satisfied with the interpretation of the policy, a dispute may then be referred to the South African Local Government Bargaining Municipal Council.

8. PERMANENT / TEMPORARY WAIVER OF THIS POLICY

- 8.1 This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.
- 8.2. Notwithstanding clause 8.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Municipal Council.

9. AMENDMENT AND OR REPEAL OF THIS POLICY

- 9.1 This policy may be partly or wholly amended by the Municipal Council
- 9.2 This policy may be partly or wholly repealed by the Municipal Council.

10 VIOLATION OR NON – COMPLIANCE WITH THIS POLICY

10.1 Violation of or non –compliance of this policy will give a just cause for disciplinary steps to be taken.

10.2 It will be the responsibility of all Managers, Supervisors, General Committee and Municipal Council to enforce compliance with this policy.

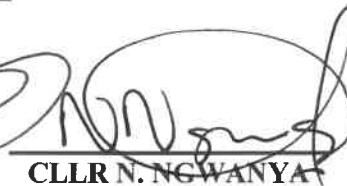
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