

# UMZIMVUBU LOCAL MUNICIPALITY



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

## MUNICIPAL OCCUPATIONAL HEALTH AND SAFETY POLICY

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## **1. BACKGROUND**

- 1.1 It is the Municipality's official policy to protect its Councillors, Employees and Assets at all times by 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 Councillors and Employees.
- 1.3 The Municipality undertakes to regard the Safety and Health of Councillors and Employees, Customers/Clients, and the general public within its various establishments as the highest priority.
- 1.4 The Municipality takes the Occupational Health and Safety Act, 1993 (OHASA) and the Compensation for Occupational Injury and Diseases Act, 1993 (COID-Act) as its terms of reference for provision and maintenance of safety of employees.
- 1.5 All personnel must regard their own Safety and Health as high priority.

## **2. PURPOSE OF THIS POLICY**

- 2.1 It is Council's responsibility to ensure that all 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.

## **3. APPLICATION OF THIS POLICY**

- 3.1 This policy is applicable to all Staff, Councillors, Customers/Clients and visitors to municipal premises.

## **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 Organisation.

4.4 The Municipality shall in all respects comply with the OHSA and the COIDA and the regulations framed under these acts.

## **5. IMPLEMENTATION OF THIS POLICY**

- 5.1 The Municipal Manager and those persons to whom the Municipal Manager has assigned duties under Section 16 of the OHAS-Act shall be responsible for the implementation of this policy.
- 5.2 According to Section 17 of the OHAS-Act, 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 shall form part of the Safety Committee structure (established by the Municipal Manager) and this committee shall meet once every two months.
- 5.3 The Municipal Manager shall appoint or designate a Safety Officer for the Municipality, who shall act as a secretary to all Health and Safety Committees and shall inspect all workplaces at regular intervals in order to ensure compliance with the OHAS-Act.
- 5.4 The Safety Officer shall report all deviations from Council Standards and the provisions of the OHAS-Act and the COID-Act to Management.
- 5.5 The Municipality's Disciplinary Code shall be applied in cases where this policy is breached.

## **6. PROTECTIVE CLOTHING**

- 6.1 The Municipality shall at all times comply with General Safety Regulation 2 of the OHSA which clearly stipulates when and where Protective Clothing shall be issued.
- 6.2 Regular risk evaluations shall be carried out by the Safety Officer in order to determine the need for Protective Clothing.
- 6.3 Employees shall be instructed concerning the proper use, maintenance and limitation of the Safety Equipment provided.

- 6.4 The Municipality where a protective clothing is required/necessary shall provide two sets of such protective clothing for each employee concerned, annually
- 6.5 The Municipality shall not require or permit an employee to work unless such employee uses the required Safety Equipment. Failure to use protective equipment provided to safeguard an employee could lead to disciplinary action.
- 6.6 Every Department shall keep a record of issues reflecting the employee number, date of issue, quantities, type of equipment and signature.
- 6.7 When an employee reports protective clothing losses as a result of theft Clause 7 of the Dress Code, Uniforms and Protective Clothing Policy shall be observed.
- 6.8 Periodic screening for employees working in specific areas will be conducted, depending on health risk profile to risk e.g drivers will be examined annually and be issued with a certificate of fitness.

## **7. FIRST AID KIT AND FIRE EXTINGUISHERS**

All Municipal owned buildings shall have First Aid Kits

- 7.1 Tool kits may be supplied to and kept by employees who have received Health and Safety training.
- 7.2 All municipal owned buildings shall have fire extinguishers in strategic places.
- 7.3 All employees requiring first aid shall receive such assistance from the designated custodian of the first aid kit.
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## **8 ESTABLISHMENT OF OHS COMMITTEE**

Health and Safety Committee shall comprise of Health and Safety officer, member of management, Union Rep, safety representatives and Councilors as delegated.

- 8.1 The persons nominated by an employer on a health and safety committee shall be designated in writing by the employer for such period as may be determined by the Accounting Officer.
- 8.2 Health and safety representatives shall serve on the committee for a maximum period of 2 years, thereafter the Accounting Officer shall appoint new committee members or extend in writing the period of existing members pending the appointment of new committee members.

- 8.3 New Health and Safety Representatives shall be appointed after the expiry period of the existing members and be trained before they could serve on the committee
- 8.4 Health and safety committee shall hold meetings as often as may be necessary, but at least once in every three month, at a time and place determined by the committee.
- 8.5 The employer shall consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of his employees at work.
- 8.6 Committee members/ health and safety representative shall not incur any civil liability by reason of failing to do anything which he may do or is required to do in terms of this policy

**9. ROLES AND RESPONSIBILITIES OF OHS COMMITTEE.**

- Ensure compliance with minimum legal requirements.
- Ensure safe working environment including provision of uniforms and protective clothing.
- Identify risk areas and people at risk and make recommendation to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health and safety of persons at the workplace
- A health and safety committee shall keep records of each recommendation made to an employer and of any report made to an inspector.
- Develop health and safety plan for municipality and review it in an annual basis for the effectiveness of health and safety measures
- Conduct inspections and audits in every division.
- Collaborate with Health and Safety inspectors from Department of Labour and accompany them on inspections of the workplace.
- Communicate health and safety matters to all employees.
- Ensure that all firefighting equipment are regularly serviced or replace as the case maybe.

**10. COMMENCEMENT OF THIS POLICY**

10.1 This policy shall come into effect on the date of adoption by Council.

**11. INTERPRETATION OF THIS POLICY**

11.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.

11.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

11.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

11.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration

**12. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY**

12.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation with Management and Trade Unions.

12.2 Notwithstanding clause No. 10.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

**13. AMENDMENT AND/OR ABOLITION OF THIS POLICY**

13.1 This policy may be amended or repealed by the Council after consultation with Management and Trade Unions.

**14. COMPLIANCE AND ENFORCEMENT**

14.1 Violation of or non-compliance with this policy shall give a just cause for disciplinary steps to be taken.

14.2 It shall be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy

## APPROVAL OF THE POLICY

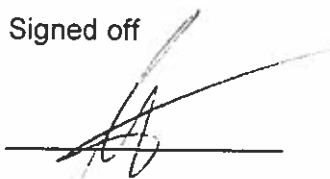
The Municipal Council has approved this policy and amendments thereof.

## AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the  
23 / 01 / 2020

As per Council Resolution number 215 / 19 / 20

Signed off



Mr. G.P.T. Nota

Municipal Manager



Cllr. N.F Ngonyolo

Speaker of the Council