

OCCUPATIONAL HEALTH AND SAFETY **GUIDELINES**

(Guidelines in support of the OHS Policy as required by Section 7.2 of the OHSA 85 of 1993)

1. PREAMBLE

Mossel Bay Municipality (hereafter MBM) is sincerely concerned for the health, safety, and wellbeing of each employee. It is therefore the commitment of MBM to provide a safe and healthy working environment for the wellbeing of our employees, councillors, community, contractors, and service providers by ensuring participation, and ownership of all health and safety responsibilities, on all levels.

To meet compliance standards, the Municipality will implement various procedures, rules, and guidelines in accordance with relevant legislation, recognized standards, sound operating procedures, and accepted safe practice. The purpose of these procedures, rules & guidelines set out in this document are to provide support and direction to the Municipality and its stakeholders to achieve the objectives set as per the Occupational Health & Safety Policy.

2. DEFINITIONS

- **“accident”** means an accident arising out of and during an employee’s employment and resulting in a personal injury, illness or the death of the employee.
- **“hazard”** means a source of or exposure to danger.
- **“health and safety committee”** means a committee established under section 19 of OHS Act
- **“healthy”** means free from illness or injury attributable to occupational causes.
- **“incident”** means an incident as contemplated in section 24 of OHS Act
- **“issue”** means personal safety equipment / protective clothing as well as other clothing and uniforms not compulsory by law.
- **“machinery”** means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy.
- **“medical surveillance”** means a planned programme of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner, or in prescribed cases, by an occupational medicine practitioner”.
- **“occupational health”** means including occupational hygiene, occupational medicine and biological monitoring,
- **“occupational health practitioner”** means an occupational medicine practitioner or a person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No 56 of 1974) or South African Nursing Council as referred to in the Nursing Act, 1978 (Act no 50 of 1978).
- **“occupational hygiene”** means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace which may cause illness or adverse health effects to persons,
- **“risk”** means the probability that injury or damage will occur.
- **“safe”** means free from any hazard.

- All terminology not defined under clause 2 of this document shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

- Basic Conditions of Employment Act, 1997 (Act 75 of 1997)
- Labour Relations Act, 1995 (Act 66 of 1995)
- Local Government Municipal Systems Act, 2000 (Act 32 of 2000) • Local Government Municipal Finance Management Act, 2003 (Act 56 of 2003)
- Locally Negotiated Agreements (LLF Resolutions)
- Occupational Health and Safety Act, 1993 (Act 85 of 1993 and Regulations)
- Compensation for Occupational Injury and Diseases, 1993 (Act 130 of 1993)
- Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974) or South African Nursing Council as referred to in the Nursing Act, 1978 (Act 50 of 1978)
- Employment Equity Act, 1998 (Act 55 of 1998)

4. SCOPE AND APPLICATION

This document (OHS Guidelines) applies to all MBM employees, councillors, contractors, and service providers.

5. OBJECTIVES

- Adequately control occupational risks: i.e., all risks to the health and safety of persons will be controlled to a standard which will, in the least, be legally compliant.
- Direct the Municipality in maintaining and continuously improving its risk based and sustainable occupational health and safety management system as the guiding policy for management and stakeholders.
- Ensure that OHS forms part of every employees' normal duties and rights at work.
- Document health and safety management efforts.
- Identify clear lines of responsibility and authority with respect to OHS.
- Intent to have a zero-harm status for all at the Municipality.
- Actively partake in incident investigations and remedial action planning.
- Maintain legal compliance by the Municipality with the provisions and requirements of the OHS Act and other relevant legislation.
- Ensure that OHS standards at the Municipality are an example of excellence for the community served by the Municipality and that the community served by the Municipality may witness and draw from our excellence.

6. IMPLEMENTATION AND MONITORING

These OHS guidelines and workplace rules will be amended as required throughout the Risk Assessment process and as identified during Audits/Inspections by the OHS Officers/HR Department.

Additions, or changes to the OHS Policy must be motivated by the relevant HOD/Director in writing to the Municipal Manager or his assignee.

Each department must keep proper record of any OHS non-conformances/contraventions and these records must be open for audit and inspection by the Internal Auditor and the Occupational Health and Safety Officer.

7. COMMUNICATION

These guidelines, rules and procedures pertaining to occupational health and safety must be communicated to all municipal employees using the full range of communication methods available to the municipality. (e.g. new employee inductions, committee meetings, toolbox talks, Microsoft Teams, Collab etc.)

8. OHS POLICY AND GUIDLINES REVIEW

The OHS Policy will be reviewed annually and revised if necessary, whereas the OHS guidelines as set out in this document will be revised and amended as and when found necessary by the HR department (OHS Officers) and Executive Management, in the light of changing conditions and the findings of risk assessments, audits and surveys conducted.

9. OHS GUIDELINES AND PROCEDURES

9.1 Induction training:

All newly appointed employees must be properly informed of the OHS Policy and Guidelines and must acknowledge receipt of a copy in writing. The OHS Policy and Guidelines is therefore a part of each employee's service contract and where necessary specific conditions in this regard must be additionally included in the service contract.

9.2 Occupational Medical Testing/Examination by an Occupational Health Practitioner (OHP):

- a) Pre-employment/Fit to work medical testing and Risk-based medical surveillance may be required to ensure correct job placement and to prevent injuries/accidents on duty. (e.g. Annexure 3 - Certificate of Fitness as per Construction Regulations of 2014)

Inherent requirements of the position will determine whether medical examination is needed. The selection criteria will be the risks involved determined by the job and results must be kept confidential. The inherent medical requirement must be used to ensure non-discriminatory results.

- b) Medical surveillance of employees performing hazardous or high-risk activities may be carried out according to a documented procedure as may be established by the HR department (OHS Officers) with the input of an OHP.
- c) Entry and Exit medical testing may be done on all employees who are possibly exposed to a health hazards during their employment at the Municipality.

9.3 Legislative Compliance

The Municipality must follow all aspects of the OHS Act and its Regulations, including any other mentioned codes and standards (e.g. SANS and SABS). Any training done regarding legislation or health and safety programmes, policies and procedures must be recorded and kept on file. Any person who does not adhere to legislative requirements will be guilty of an offence and must be disciplined according to the disciplinary code.

9.4 Personal Protective Equipment (PPE)

Supervisors must ensure employees are issued with the PPE required for the job (e.g. Overalls, gloves, safety glasses/goggles, safety boots etc.). Employees must use it as instructed by their supervisor and take care of it. Employees will be required to sign for the PPE issued, to follow the procedure and undergo training required for correct usage, if necessary. Employees will be charged for loss or destruction of these articles only when it occurs through negligence. Where PPE has been issued for a specific job or task, it shall be deemed as an offence if not utilised, and thus disciplinary action according to the disciplinary code must be instituted against non-conformances.

Overalls will be issued annually according to schedules, should an employee need a new overall before that time, proof must be provided that the old overall is worn out. Should old worn out overalls be kept and not discarded the MBM branding must be removed. The logo of the Municipality will be placed on the pocket of the overall jacket. The pocket with the logo must be handed in when an overall need to be replaced, whilst the employee may keep the old overall. If an overall is no longer used for official purposes, the pocket only be handed in.

Other PPE are issued based on the principle of as and when needed and will therefore only be replaced when worn out. This schedule serves as determination of which equipment and clothing must be issued, the quantities that must be issued as well as the minimum life expectancy of the items issued. Proof that the items are worn out, is compulsory before a new issue may be made.

9.5 Hazardous Chemical Agents in Daily Use

Safety Data Sheets (SDS's) must be made available regarding the safe use, storage and first aid measures of all hazardous chemical agents being used in the workplace. Each department must have relevant information in an accessible file and ensure the necessary training, according to Section 13 of the OHS Act and Regulations, is presented to all.

9.6 Health & Safety Representatives and Workplace Safety

As safety is the constant concern of MBM, every precaution must be taken to provide a safe workplace. H&S Representatives must conduct monthly inspections of the workplace to identify unsafe acts & conditions and report back to the H&S Committee Meeting as prescribed by Section 17, 18 and 19 of the OHS Act. The OHS Officers will meet with management to plan and implement improvements in the safety program. MBM regards the safety of employees of utmost importance and any wilful or habitual violation of safety rules shall be considered causes for disciplinary actions.

The cooperation of every employee is necessary to ensure a safe working environment. Unsafe acts & conditions or hazards must immediately be reported to the Supervisor, line Manager or the H&S Rep. Employees must give earnest consideration to the safety rules and guidelines presented to them by poster signs, safety talks with their supervisors, posted department rules, etc.

9.7 Incident/Accident reporting:

All injuries and incidents/accidents must in terms of OHS be reported immediately or as soon as practically possible for assessment, recording and possible investigation.

Any injury at work, no matter how small **MUST** be reported immediately to the Supervisor, Line Manager and the appointed First Aider for assessment and treatment.

9.8 Working in inclement weather/rain:

Every employee who works in the open must wear suitable protective clothing when raining. Depending on the level, rate or concentration of the rainfall, the supervisor concerned may require employees who work in the open to continue working whilst raining provided that such employees wear suitable protective clothing.

The supervisor concerned must evaluate the rainfall level, extent, concentration, and the effect it has on the health & safety of employees working in the rain. Should the supervisor be of the view that the level, rate or concentration of the rainfall affects the safety, health, effectiveness or qualitative production of the employees, he/she must order work to be abandoned forthwith and order such employees to move to a suitable place identified by the supervisor where there is shelter.

Should the supervisor upon his/her assessment of the weather conditions be of the view that there is slim and/or no prospect of the stoppage of rainfall, he/she may instruct the employees to abandon work and to return to the relevant depot, workshop or plant.

Any employee removed from a worksite in the open due to rain may be expected to perform other duties at the depot, workshop, or plant, which will not expose him/her to rain

9.9 Disregarding of OHS Guidelines and procedures:

Disregarding of-/or non-conformance with the OHS Guidelines & procedures will be dealt with in accordance with the existing disciplinary procedures of the Municipality.

9.10 Specific OHS Rules & Guidelines:

To ensure the safety of employees the following rules and guidelines must be observed and obeyed by all employees:

- Familiarise yourself with safety procedures established for the job. If unsure, ALWAYS ask your direct Supervisor.
- All incidents must be reported immediately to the Supervisor.



- Only authorised personnel may provide medical treatment to injured persons e.g. Medical Practitioner or Emergency Medical Responder (EMR).
- Employees are not to wear loose clothing or jewellery in the vicinity of machinery.
- Employees must always utilise provided PPE e.g. safety glasses, masks, gloves etc.
- Always ensure materials, tools and equipment are stacked and stored safely. Consider obstructions and unstable stacking.
- FIRE DOORS AND AISLES MUST always BE KEPT clear.
- Work areas must always be kept clean, neat & tidy. A TIDY WORK ENVIRONMENT IS A SAFE WORK ENVIRONMENT!
- In the office environment electrical cables and connections must be well managed and kept neat & tidy by means of cable ties or cable tubing. Walkways must be kept unobstructed from cables, boxes, files, and other possible tripping hazards.
- Always apply good ergonomic techniques when working from a desk or when doing physical labour (e.g. ensure adequate body posture, adequate lighting & ventilation, take enough breaks etc.)
- Smoking only permitted in designated smoking areas.
- Trash and paper must be placed in proper containers and not in cans provided for cigarette butts.
- Always use the correct tools or equipment for the job.
- Machines must be shut down before cleaning, repairing, or leaving.
- Only trained and authorised personnel may operate plant and machinery.
- Machine guards must be kept in their intended places.
- No unauthorised tampering with electric controls, switches or safety devices is allowed.
- Running and horseplay are strictly forbidden.
- Do not manually lift more than 25kgs per person. If it feels too heavy, ask for assistance.
- No tools, material or other objects may be thrown.
- Spills, oil, or grease on the floor must be cleaned up immediately.

9.11 Safety checklist:

It's every employee's responsibility to be on the lookout for possible hazards. Should one of the conditions on the list hereunder be observed, or any other possible hazardous situation, it must be reported immediately to your direct supervisor:

- ✓ Slippery floors and walkways.
- ✓ Tripping hazards, such as material or equipment obstructing walkways.
- ✓ Blocked aisles & fire doors.
- ✓ Blocked fire extinguishers, hose sprinkler heads.
- ✓ Inadequate emergency exit signs and lighting.
- ✓ Directional or warning signs not in place.
- ✓ Poorly lighted stairs.
- ✓ Loose handrails or guard rails.
- ✓ Loose or broken windows.
- ✓ Dangerously piled supplies or equipment.
- ✓ Unlocked doors and gates.
- ✓ Electrical equipment left switched on.
- ✓ Machine power transmission or drive guards missing, damaged or loose.
- ✓ Open doors on electrical panels or distribution boards.
- ✓ Leaks of steam, water, oil, etc.

- ✓ Evidence of any equipment running hot or overheating.
- ✓ Oily rags left in work area or lying around in store.
- ✓ Evidence of smoking in non-smoking areas.
- ✓ Roof leaks and any structural damage.
- ✓ Safety devices not operating properly.
- ✓ Inadequate lighting and ventilation in the work environment or break areas.

10. ORGANISATION: ROLES AND RESPONSIBILITIES

Responsibilities of the Employer and its nominees:

- Identify potential hazards which may be present while work is being done, and any equipment is being used.
- Ensure that plant, tools, equipment, and machinery are safe, maintained in good working order and those materials and operational processes are without risk to health.
- Establish the precautionary measures that are necessary to protect his or her workers against the identified hazards and provide means to implement these precautionary measures in order to reduce or remove the risks associated with the hazards.
- Provide the necessary information, instructions, training, and supervision.
- Not permit anyone to carry on with any task unless the necessary precautionary measures have been taken.
- Take steps to ensure that every person under his control comply with the requirements of the act.
- Enforce the necessary control measures in the interest of health and safety.
- See to it that work being done and equipment being used is under the general supervision of a worker who has been trained to understand the hazards associated with the work and such a worker must ensure that the precautionary measures are implemented and maintained.
 - o Delegate responsibilities to employees appointed in terms of OHSA.
- Decide if employees appointed in terms of OHSA may sub-delegate responsibilities.
- Provide employees appointed in terms of OHSA with appropriate information, training and facilities and time to execute.

Duties of Employees:

- Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act.
- Follow all the health and safety rules and procedures that are provided and communicated by the employer or anyone authorized or competent to do so.
- Wear the prescribe safety clothing or use the prescribed safety equipment where it is required.
- Cooperate with an employer or any person who has been authorized by the employer to carry out duties in terms of the act.
- Inform the employer or their health and safety representative of any unhealthy circumstances or acts that they are aware of.
- Give information to an inspector from the Department of Labour if he or she should require it.

- Formally report any incident that they were involved in or aware of that could cause a health risks or that may result in an injury.
- Not to interfere with, damage or misuse anything that is provided in the interest of health or safety. This applies to intentional and or careless or irresponsible actions.