



**MUNISIPALITEIT CEDERBERG MUNICIPALITY**

**BEVESTIGING: BELEID**

**VEILIGHEID EN GESONDHEIDSBELEID**

Bovermelde beleid is goedgekeur op:

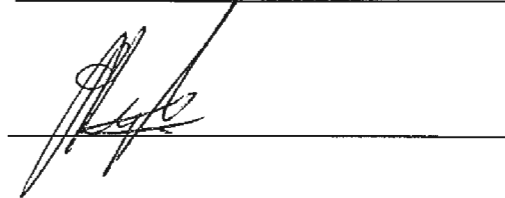
Datum: 17 Augustus 2010

Raadsbesluit no: RB 184 / 17 - 08 - 2010

Handtekening van Munisipale Bestuurder:  
G Matthyse



Handtekening van Speaker:  
J Engelbrecht



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**APPROVAL OF POLICY**

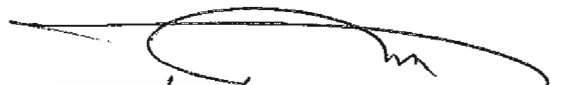
**HEALTH AND SAFETY POLICY AND SAFETY PLAN**

The above mentioned policy has been approved on:

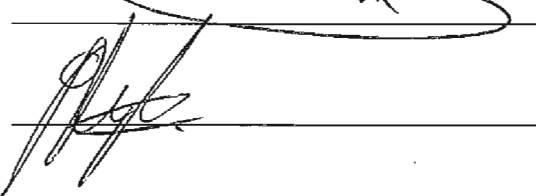
Date: 17 August 2010

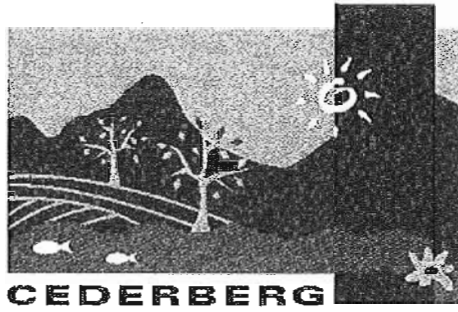
Council decision no: CM 184 / 17 - 08 - 2010

Signature of Municipal Manager:  
G Matthyse



Signature of Speaker:  
J Engelbrecht





# 'HEALTH & SAFETY' POLICY

**PREPARED FOR**

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## **A. PREAMBLE**

Cederberg Municipality considers the health and safety of its employees of paramount importance.

Cederberg Municipality undertakes, as far as is reasonably practicable, to conduct its operations in such a manner as not to adversely affect:

- Employees health and safety and
- The health and safety of persons other than employees.

It will require full co-operation between managers and employees in order to maintain an acceptable level of occupational health and safety standards.

This policy is a reflection of Cederberg Municipality's commitment towards safeguarding the health and safety of employees and people other than employees. This policy will also comply with the requirements of section 7 of the Occupational Health and Safety Act, No 85 of 1993.

## **B. MINIMUM ACCEPTABLE STANDARD FOR HEALTH AND SAFETY**

Cederberg Municipality undertakes to comply with all relevant legislation as the minimum acceptable standard for occupational health and safety.

## **C. LINE MANAGEMENT COMMITMENT**

It will be the responsibility of line managers to:-

- Enforce such measures as may be necessary in the interest of the health and safety of employees;
- Ensure, as far as is practically possible, employees to perform work only once applicable safety measures have been put in place;
- Provide the necessary supervision to ensure that precautionary measures implemented, are maintained;
- Ensure, within budget constraints, that their staffs are adequately trained in health and safety; and
- Ensure that all employees are being informed regarding their scope of authority.

#### **D. EMPLOYEES' RESPONSIBILITY TOWARDS HEALTH AND SAFETY**

The successful implementation of this policy will require the full cooperation of every employee.

In this regard it will be expected of every employee to:

- Take reasonable care for his/her own health and safety as well as the health and safety of other persons who might be affected by his/her acts or omissions;
- Co-operate with Cederberg Municipality to ensure that any duty or requirement imposed on Cederberg Municipality, as the employer, through legislation, is complied with;
- Carry out any lawful order given to him/her and obey the health and safety procedures laid down, or authorised thereto, by Cederberg Municipality, in the interest of health and safety;
- Report any situation, which may cause damage to his/her health and safety, to the Supervisor and/or Health and Safety Representative; and
- Report any incident which may affect his/her health or safety or which has caused an injury to himself/herself before the end of the shift on which the incident occurred.

#### **E. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAMME**

Management (together with the Occupational Health & safety Officer HR) accepts their responsibility in terms of Health and Safety and undertakes to comply as far as is reasonably practicable, with the following key elements of the Occupational Health and Safety Programme:

- *Legal Compliance*
  - provide a workplace which is safe and without risk to the health and safety of employees, and others, in compliance with the requirements of the Occupational Health and Safety Act, No 85 of 1993, and its regulations.
- *Hazard identification and risk assessments (HIRA)*
  - identify health and safety hazards and risks and determine the possible extent of their impact;
  - endeavour to eliminate hazards and alternatively develop control measures to minimize their possible impact.

- the occupational health & safety practitioner will ensure that a pre-placement medical examination is not in contravention with any legislation and will not infringe upon an employees' constitutional right.
- *Medical surveillance*
  - implement and support a programme of periodic medical examinations for those categories of employees who are exposed to identified risks.
- *Management of occupational diseases*
  - maintain effective case management of reported occupational diseases;
  - ensure that all employees or categories of employees are placed on a medical surveillance programme; and
  - assist with the effective re-integration of employees into the workplace.
- *Emergency care*
  - ensure that an effectively managed first aid care programme is in place in the workplace.
- *Health and Safety Representatives*
  - appoint an adequate number of Health and Safety Representatives for each workplace,
  - provide health and safety training to each Health and Safety Representative to an acceptable level of competence,
  - provide and promote a climate in which Health and Safety Representatives are motivated to conduct regular inspections of their workplaces.
  - Cederberg Municipality will consult with the Trade Unions regarding the arrangements and procedures for the nomination, election, period of office and subsequent designation of Health and Safety Representatives.
- *Health and safety committees*
  - maintain an effective Health and Safety Committee System.
  - These committees will provide an effective forum where
  - Health and Safety matters can be addressed in a participatory manner.
- *Audits and inspections*
  - conduct audits of the Health and Safety Management system annually;
  - conduct regular inspections to ensure that standards are maintained.