



## OCCUPATIONAL HEALTH AND SAFETY POLICY

**Policy No.:** HRM: 06

**Effective Date:** 29 MARCH 2021

**Revised Date:** 29 MARCH 2021

**Electronic File:**



## **1. PURPOSE OF THE POLICY**

- 1.1 To eliminate incidents, minimize risks, responsibly manage health and safety impacts and enable excellence in operations and business performance while providing a workplace that takes into account the safety and wellbeing of our people and service providers.
- 1.2 To promote and maintain the highest degree of physical, mental and social wellbeing of workers;
- 1.3 To prevent amongst workers, ill health caused by their working conditions;

## **2. OBJECTIVES OF THE POLICY**

- 2.1 To implement an Occupational Health and Safety Programme
- 2.2 To be aware of all risks and changes in risk factors in areas regarded as high risk
- 2.3 To stay abreast of legislative requirements and to meet them as far as is reasonably practicable
- 2.4 To train everyone in the entity on matters pertaining to their work and the associated risks involved
- 2.5 To ensure the knowledge and information available is adequate to achieve these objectives
- 2.6 To continually evaluate health and safety programmes, adapting them as and when problems are identified.
- 2.7 To partake actively in the accident/incident prevention programme.

Employees exposed to OHS Act injuries must be issued with protective equipment /clothing at all times.

## **3. SCOPE OF THE POLICY**



The scope of this policy will cover all employees of MRTT and will ensure that safety standards and code of good practice at workplace is adhered to by:

- 3.1 Conducting our business with respect and care for people and the environment.
- 3.2 Providing and maintaining a safe work environment by implementing structures and programs to ensure that hazards to health and safety are identified in a systematic manner and timeously actioned.
- 3.3 Provide adequate resources to meet our safety obligations.
- 3.4 Consult with workers about health and safety matters to identify ways of reducing safety risks and improving the safety system.
- 3.5 Perform our work activities in the premises and outside the premises in a responsible manner.
- 3.6 Constantly demonstrate visible and active leadership with students, employees and service providers.
- 3.7 Promoting dialogue with stakeholders about health and safety matters and performance.
- 3.8 Complying with agreed corporate requirements that embrace the duty of care, including compliance with applicable laws.
- 3.9 Taking decisions that add sustainable value in the short, medium and long term.
- 3.10 Reward positive safety behaviour and take disciplinary action when people disregard health and safety and safety procedures and practices.
- 3.11 Regularly audit safety practices and management systems.
- 3.12 Provide an effective system of rehabilitation management for injured workers.



3.13 Regularly monitor, review and report on health and safety performance against agreed targets.

#### 4. APPLICABLE LEGISLATIVE

This Policy shall be read in conjunction with the following legislation, where applicable:-

- 4.1 Occupational Health and Safety Act No. 85 of 1993 and its Regulations
- 4.2 General Safety Regulations in terms of Occupational Health and Safety Act
- 4.3 Compensation for Occupational Injuries and Diseases Act, 1993
- 4.4 Disaster Management Act, Regulations Relating to COVID-19

#### 5. DEFINITIONS

5.1 Unless the context of this Policy indicates otherwise, words denoting the masculine gender also include the feminine gender and any reference to the singular shall include the plural and vice versa. The following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings: -

**"OHS"** shall refer to the Occupational Health and Safety

**"accident"** means an accident arising out of and in the course of 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;

**"incident"** means a distinct event, minor or casual or subordinate insignificance or nature or occurring as a chance concomitant or consequence

**"risk"** means the probability that injury or damage will occur;



**“COVID-19”** means the Corona Virus Disease of 2019

**"safe"** means free from any hazard;

**“LLF”** means Local Labour Forum

**"injury"** means damage or harm done to or suffered by a person or thing;

**"illness"** means the condition of being ill, or in poor health; sickness; disease;

**"visitor"** means any person making a visit to any of MRTT sites

**"weapon"** means any instrument that can be used to attack or defence in combat, as a gun, missile, or sword, knife etc. This definition will stand except in the case of knives that are being used as tools at Hotel and Tourism Academy (HTA)

**"learner"** means any person undertaking training and education on any programme offered by MRTT and may become subject to the hazards of the premises in the course of undergoing such training;

**"audit"** means a comprehensive review of the organization to verify compliance and adherence to OHS regulatory framework

**“contractor”** means a person or business which provides goods or services to another entity under terms specified in a contract.

**“subcontractor”** means an individual or company hired by a general or prime contractor to perform a specific task as part of the main contract;

**"employee"** means any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person;



"**workplace**" means any place or premises where work and/or training takes place

"**workforce**" means the total number of workers employed by Mpumalanga Regional Training Trust in various jobs either on permanent or temporary basis to achieve its objectives.

"**CEO**" means the Chief Executive Officer

"**HTA**" means Hospitality and Tourism Academy

"**TTO**" means Technical Trainings Operations

"**MRTT**" means Mpumalanga Regional Training Trust

"**PPE**" means Personal Protective Equipment



## **6. POLICY CONTENT**

- 6.1 Identifying hazards, assessing risks and implementing effective controls to prevent causes and mitigate possible consequences.
- 6.2 Identify, eliminate or control all unsafe acts and conditions.
- 6.3 Ensuring that all staff and adhere to all safe working standards and procedures operate and use equipment and vehicles in such a way that their safety and that of others is ensured.
- 6.4 Maintain and use safety equipment where prescribed or where necessary; adhere to all legal requirements and all other regulations relating to safety.
- 6.5 Setting and periodically reviewing our health and safety objectives and students targets, and communicating progress.
- 6.6 Using nationally recognized management systems, ensuring they are audited and identifying improvements opportunities to drive better health and safety performance.
- 6.7 Developing and implementing inherently safer and cleaner technologies in our workshops.
- 6.8 Holistically managing health and wellness of our students and staff.
- 6.9 Responding effectively to emergencies involving our people, operations and products.
- 6.10 Benchmarking best health and safety practices nationally.



- 6.11 Learning from incidents to prevent reoccurrence.
- 6.12 Informing and training all employees and students on health and safety best practices

## **7. CODE OF CONDUCT AND RESPONSIBILITIES**

- 7.1 Health and safety officer must ensure that all MRTT health and safety policy and any programme or sub-programme safety requirements are communicated regularly.
- 7.2 Staff members and learners adhere to mrtt safe work practices, objectives and instructions.
- 7.3 Reasonable care is taken to ensure that all procedures used are safely carried and seek expert advice in any case of doubt.
- 7.4 Encouraged to take personal responsibility to maintain their own health and safety.
- 7.5 Warned of any special or newly identified hazard in existing procedures or risks in new procedures about to be introduced.
- 7.6 Do not act in a manner that places oneself or others at risk of injury or illness.
- 7.7 Report accidents or incidents promptly.
- 7.8 Familiarize themselves with fire and emergency drills; and escape routes.





## **8. EMPLOYEES, LEARNERS, CONTRACTORS, SUB CONTRACTORS & VISITORS**

8.1 All MRTT's employees must be informed, trained and motivated in respect to their individual OH&S obligations.

8.2 All employees and learners are required to comply with the occupational health and safety policy and program to ensure their own health and safety of others in the workplace is pursued.

8.3 Employees and learners must carry out their work according to the safe systems of works, use personal protective equipment (PPE) provided and use all plant materials, tools and substances in the manner for which they are intended and this also applies to contractors, sub-contractors and visitors.

8.3 All visitors, contractors and sub-contractors engaged to perform work on the premises or locations are required, as part of their contract, to comply with the Mpumalanga Regional Training Trust occupational health and safety policies, procedures and programs and to observe directions on health and safety from designated officers of the organization.

8.5 Programme managers sub programme managers are responsible for the health, safety and welfare of all persons who are lawfully in the buildings under their charge and are required to bring to the notice of all employees written statements



describing the organization and arrangements for safety within their programmes and sub-programmes.

8.6 Programme manager must appoint suitable members of their staff as programme and sub-programme safety officers to advise them and to liaise with MRTT officers.

## **9. MEDICAL SURVEILLANCE PROGRAMME**

A Medical Surveillance Programme is used to identify and record the presence of any occupational disease and the degree of exposure. The information is used to ensure that health of the employee will not be compromised by placement in a particular job.

Employees who have a health condition which will or could be compromised will not be placed in high risk areas. General health information, not required for the job, is used to identify health needs and the health care that the individual would require.

### **9.1 Pre-employment examination (PEM)**

Certain employees will undergo a pre-employment medical examination prior to being appointed to a position. The position like, welding where there are fumes, spray-painting where there are chemicals etc. being filled will determine whether an examination is needed. The selection criteria will be the risks involved, determined by the job and results kept confidential. The inherent medical requirements will be used to ensure non-discrimination results.

A declaration will be signed by the prospective employee to accepting the conditions of the Medical Surveillance Programme and any resulting testing required. The Manager will be notified of the suitability of the prospective employee.

### **9.2 Periodic Screenings (PS)**

With the help of the Department of Health, employees working in specific areas (welding, spray painting, painting) will undergo screening at various intervals, depending on the health risk profile to risk. A certificate of fitness will be issued.

### **9.3 Injury Reporting**

In terms of the Occupational Health & Safety Act no. 83 of 1993, all injuries and incidents must be reported immediately or as soon as practically possible, for assessment, recording; or possibly investigation.



#### **9.4 Wearing of Personal Protective Equipment (PPE)**

Various occupations will be identified in the job specification as requiring PPE to be worn by the employees. Employees will be required to sign for the PPE, to follow the procedure and undergo training required for correct usage.

Where Safety clothing or equipment has been issued, it will be seen as an offence if these are not worn at all times, and thus disciplinary action, according to the disciplinary code, will be taken on non-compliance.

#### **9.5 Hazardous Chemical Substance In Daily Use**

Material Safety Data Sheets will be available regarding the safe use, storage etc. of all chemical substances in use on site. Each sub-programme will have the relevant information in an accessible file and ensure the necessary training, according to Section 13 of the Occupational Health & Safety Act & Regulations, is given to all.

### **10. HEALTH AND SAFETY PROCEDURES**

#### **10.1 Workplace Safety and Protective Clothing Rules**

Safety is the constant concern of MRTT. Every precaution must be taken to provide a safe workplace. Occupational Health and Safety Officer makes regular inspections and holds regular safety meetings. He or She also meets with management to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of safety at work, on the road, and at home. Safety is a priority and any willful or habitual violation of safety rules will be considered cause for disciplinary actions.

MRTT is sincerely concerned for the health and wellbeing of each member employee. The cooperation of every employee is necessary to make MRTT a safe place in which to work.

**(a) Accident reporting:** Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

**(b) Specific safety rules and guidelines:** To ensure your safety, and that of your coworkers, employees must observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat an injured person unless he/she has successfully completed the necessary first aid training.



- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewellery around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Stack materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire fighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- Work areas should be kept clean at all times.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- Smoking regulations should be observed.
- Working machines should be shut off before cleaning, repairing, or leaving.
- Access to fire extinguishers should always be cleared.
- Tampering with electric controls or switches is a serious offence.
- Operating machines or equipment is done under authorisation by supervisor.
- Report any unsafe conditions or acts to your supervisor.
- **HELP TO PREVENT ACCIDENTS.**
- Designated passages when moving from one place to another should be used; never take hazardous shortcuts.
- Proper lifting procedure should be followed i.e. use of legs, not the back. For heavier loads, ask for assistance.
- Machine guards should be kept in their intended place.
- Littering is unacceptable.



- Clean up spilled liquid, oil, or grease immediately.
- Wear hard sole shoes and appropriate clothing.
- Place waste and paper in proper refuse bins and not in containers provided for cigarette butts.

**(c) Safety checklist:** It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing or inoperative entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guard rails
- Loose or broken windows
- Dangerously stacked supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating unattended
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked walkways
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas e.g. toilets
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly



- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed
- (d) Safety equipment:** Supervisors should see that employees receive the protective clothing and equipment required for the job. Employees are expected to use PPE as instructed and should take care of them. Employees can be charged for loss or destruction of these articles only when it occurs through negligence.
- (e) Safety shoes:** MRTT will designate which jobs and work areas require safety shoes. Under no circumstances will Technical staff be permitted to work in sandals or open-toe shoes.
- (f) Safety glasses:** The wearing of safety glasses by all technical staff performing grinding, cutting, welding and other related tasks with flying particles is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.
- (g) Seat belts:** All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on MRTT business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.
- (h) Good housekeeping.** Work location should be kept clean and orderly. Machines and other objects (merchandise, boxes, shopping carts, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.
- (i) Wear and use of issue of PPE:** Employees are compelled to wear and use the relevant PPE. Sub-Programme Managers are responsible as stipulated in Section 16(2) of Act 85 of 1993. Supervisors, Occupational Health Safety Officers and safety representatives will continuously check on employees and report deviations to the relevant Programme Managers and the CEO. No employee may use or wear PPE issued by the entity in his/her private time or for private use.
- (j) Cleaning:** Cleaning, washing and ironing of PPE are the responsibility of the employee. Abnormal circumstances can be referred to the CEO or his assignee for consideration.
- (k) Ownership:** All PPE issued for a specific cycle remain the property of MRTT during that cycle. PPE must be marked in such a way that the date of issue can be determined. When an item is replaced before the end of cycle, such item, when replaced, should be brought before a new one is provided.
- (l) Undertaking in writing:** All employees shall be expected to undertake in writing to wear and use all PPE issue.



- (m) Termination of service:** When an employee leaves the Entity's service, Managers must see to the return or retaining of PPE issued for a specific cycle as well as recovering of outstanding monies in collaboration with the Manager: Human Resources, as determined in the employee's service contract.
- (n) Induction training:** All new employees must be properly informed of this policy and the contents thereof, and must sign to acknowledge receipt of a copy. This policy 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.
- (o) Frequency/terms of issue:** Issues of overalls will be made annually according to schedules. Other issues are based on the principle of as and when needed and will therefore only be replaced when worn out. This schedules 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 or the returning of worn out items, is compulsory before a new issue can/may be made.
- (p) Responsibility for issues:** Employees who negligently loose or damage their issues will be held responsible.
- (q) Disregarding of policy conditions:** Disregarding of the policy conditions will be dealt with in accordance to the existing disciplinary procedures of the Entity.

## 6.7 WORKING WHEN IT RAINS

Every employee who works in the open air must wear suitable protective clothing on any working day during which it rains. Depending on the level, rate or concentration of the rainfall, the Supervisor concerned may require employees who work in the open air to continue working whilst it rains, provided they wear suitable protective clothing.

The Supervisor concerned must evaluate the rainfall level, extent, concentration and the effect it has on the safety, health and qualitative production 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 be abandoned forth with 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 prospects of the stoppage of rainfall, he/she may instruct the employees to abandon work and return to the relevant training centre.



Any employee removed from a worksite in the open air due to rain may be expected to perform other duties at the training centre, which will not expose her/him to rain.

## **9. APPOINTMENT OF HEALTH & SAFETY OFFICERS AND THE COMPOSITION OF THE SAFETY COMMITTEE**

9.1 MRTT will appoint a safety officer to take care of all safety matters in the entity and to ensure that safety policy is implemented. The Safety Officer will work closely with the entire staff particularly the workshop practitioners where there are high possibilities of accidents.

9.2 Safety committee will be constituted consisting of the safety officer and all representatives appointed by the CEO.

## **10. INSURANCE AND LIABILITY.**

10.1 Employees working remotely in response to COVID-19 will still receive full Entity benefits, including health insurance and worker's compensation.

10.2 IN RESPONSE TO COVID-19, employees are advised to choose a safe and secure location to work from, and to maintain high levels of safety. The Entity through COIDA is liable for injuries suffered in the pre-defined workspace during work hours only in case an employee suffers injury on duty or disease emanating from COVID-19.

## **11. REVIEW ETHICS**

11.1 No amendment shall be made to or any deviation undertaken from the MRTT health and safety policy without approval of the board.

11.2 In the event of a need or intent to deviate from the approved policy, a formal disposition document must be prepared stating the nature and the reasons for the proposed





departure and be submitted to the CEO for recommendation and submission to the board for approval.

## **12.IMPLEMENTATION AND MONITORING**

This policy will be implemented and effective once consulted with the Local Labour Forum and approved by the Board.

All issues may only be done in terms of this policy of the agreed schedules, and the approval of the relevant Manager (Section 16(2) delegated in terms of Act 85 of 1993).

Additions, reductions or changes to the schedules must be motivated by the relevant Manager in writing to the CEO or his assignee.

Each department must keep proper record of all PPE issued to each employee and these records must be open for audit and inspection by the Manager: Internal Audit and the Occupational Health and Safety Officer.

## **13.COMMUNICATION**

This policy, and related information pertaining to occupational health and safety, will be communicated to all entity employees using the full range of communication methods available to the entity.

## **14.POLICY REVIEW**

This policy will be reviewed annually and revised as necessary in the light of changing conditions and the findings of surveys/studies conducted, by the Health and Safety Committee.

## **15.BUDGET AND RESOURCES**

Purchases and issues must be controlled by each Programme Manager or his assignee.

## **16.RESPONSIBILITIES OF EMPLOYERS:**

- 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 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 pre-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.
- Delegate responsibilities to employees appointed in terms of the Act
- Decide if employees appointed in terms of the Act may sub delegate responsibilities.
- Provide employees appointed in terms of the Act with appropriate information, training, time and facilities to execute their functions as OHS Reps.

### **17. Duties of the General Manager Corporate Services**

- Ensure full compliance with the OHS Act.
- Make written appointments indicating duties, functions and responsibilities
- Document all agreements relevant to OHS
- Report all deviations, deficiencies and concerns to the CEO for authorisation, action and implementation within reasonable timeframes.
- Ensuring that all aspects of the programme are identified assessed, suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance.

### **18. Duties of OHS Officer**

- Incident Investigations
- Internal Audits
- Monitoring of legal compliance
- Control of PPE



- Training, development and facilitation of employees, reps, awareness, information, formal and informal training. Committee meetings, remedial actions, Contractor control
- Support structures for representatives and committees
- Maintain OHS information, records and database
- Supervise COID Act execution and compliance
- Report on incidents, trends, risks

### **19. Duties of Employees**

- Take care of their 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 prescribed 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 risk 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

### **20. RECORD KEEPING**

All documentation and correspondence emanating from or related to this policy will be kept on either personal and/or record files as dictated by the nature of issue.

### **21. PENALTIES**

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

### **22. DISPUTE RESOLUTION**



Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the LLF must be incorporated into the policy.

### 23. POLICY REVIEW

OCCUPATIONAL HEALTH SAFETY POLICY	
DATE REVIEWED	29 MARCH 2021
NEXT DATE OF REVIEW	30 MARCH 2023

### 24. POLICY APPROVAL

POLICY APPROVED BY:		SIGNATURE
ACTING CHAIRPERSON OF THE BOARD: <b>MS TE MAWELELE</b>	DATE: 29 -03-2021	