

GREAT KEI LOCAL MUNICIPALITY



OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY 2026/2027

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OCCUPATIONAL HEALTH AND SAFETY POLICY

1. PREAMBLE

The Municipality is committed to providing and maintaining, as far as reasonably practicable, a working environment that is safe and without risk to the health and safety of employees. In this regard the Municipality recognizes the need and its obligation to comply with the minimum standard of legislation which regulates among others the Occupational Health and Safety Act 85 of 1993.

2. PURPOSE

The purpose of this policy is to establish minimum standards and requirements of occupational health and safety for Great Kei Local Municipality in order to reduce the risk by:

- 2.1 Identifying health hazards and possible risks that may cause incidents and accidents.
- 2.2 To prevent or reduce work-related incidents and occupational diseases.
- 2.3 Setting standards of practice, procedures and accountability.
- 2.4 Correcting deficiencies, deviations and set standards of procedures to be followed.
- 2.5 To continually evaluate and adapt health and safety programme to prevailing situations.
- 2.6 Creating and maintaining a healthy and safe work environment.

3. SCOPE

This policy applies to all employees of the Municipality, as well as to Councilors, Visitors and Contractors.

4. LEGISLATIVE AND POLICY FRAMEWORK

- 4.1. Constitution of the Republic of South Africa Act 108 of 1996
- 4.2. Municipal Systems Act 32 of 2000
- 4.3. Municipal Structures Act 117 of 1998
- 4.4. Municipal Finance Management Act 56 of 2003
- 4.5. Labour Relations Act 66 of 1995
- 4.6. Occupational Health and Safety Act 85 of 1993
- 4.7. Compensation for Occupational Injuries and Diseases Act 130 of 1993 as amended
- 4.8. Basic Conditions of Employment Act 75 of 1997 as amended
- 4.9. Skills Development Act 97 of 1998

- 4.10. Any other legislation, regulation, SALGA circular and Collective Agreement that may impact this policy.

5. DEFINITIONS

- 5.1 All terminology used in this policy shall bear the same meaning as in the applicable Legislation.

6. POLICY PROVISIONS INCLUDES AMONG OTHERS THE FOLLOWING:

6.1. Medical Surveillance Programme

- 6.1.1 The Municipality shall develop a Medical Surveillance Programme used to identify and record the presence of any occupational diseases and the degree of exposure
- 6.1.2 The information shall be used to ensure that the health of employees shall not be compromised by placement in a particular job.
- 6.1.3 Management will make endeavors to ensure that employees who have health conditions that could or would be compromised shall not be placed in high-risk areas where possible, unless extenuating circumstances exist which compel the Municipality not to do so.
- 6.1.4 General health information, not required for the job, is used to identify health needs and the health care that the individuals would require.
- 6.1.5 A declaration shall be signed by the prospective employee to accept the conditions of the Medical Surveillance Programme and any results of the testing required.
- 6.1.6 The following may apply under the programme:
- 6.1.1.1. Pre-employment examination (PEM) Some employees shall undergo pre-employment medical examination the selection criteria include the risks involved as determined by the inherent job requirement. The results shall be kept confidential.
- 6.1.1.2. Periodic Screening (PS) Employees working in specific areas or occupations shall undergo screening at various intervals, depending on the health risk profile to risk, e.g. drivers may be examined annually and a certificate of fitness issued, or employees in malaria areas screened and given required vaccinations.
- 6.1.1.3. Transfer Screening (TS) Employees are only screened for the job they are initially placed in. This means that they shall not necessarily be suitable to work in another

area, except if they are required to be multi-skilled and work in all areas. Thus, any employee requiring a transfer would first undergo an assessment to ensure suitability.

6.2. Legislative Compliance

- 6.2.1. The Municipality shall comply with the basic legislation, including any other applicable regulatory framework / policy documents.
- 6.2.2. Where specific compliance or risk exists, internal rules and procedures shall apply
- 6.2.3. Any training done in respect of legislation and the internal health and safety programme shall be noted and kept on file.

6.3. Incident and Injury Reporting

All injuries and incidents shall be reported immediately or as soon as practically possible, for assessment, recording, or possible investigation. The following measures shall be followed in case of injury on duty and in case of death while on duty:

6.3.1. Minor Injury

- 6.3.1 The injured employee shall be taken to the relevant department's first aid station, to be attended to by a departmental First – Aider.
- 6.3.2 The First Aider shall complete the first aid register indicating:
 - a. The name of the injured employee
 - b. The nature of the injury
 - c. Date and time of the injury, as well as the assistance given and the material used.

6.3.2. Injury Requiring Medical Attention

- 6.3.2.1. For an injury that the attending First Aider or Supervisor believes requires the attention of a medical practitioner, it shall be brought by a supervisor to HRM unit.
- 6.3.2.2. The injured employee shall bring along his/her ID (this is a legislative requirement of the Compensation Fund for a Medical Practitioner to treat an injured employee with positive proof of identification).
- 6.3.2.3. HRM unit shall complete the necessary form for reporting the injury to the Compensation Fund, and a copy given to the employee to be taken to the Medical Practitioner of his/her choice.

- 6.3.2.4. Where the injured employee is unable to do so in person, the injured employee or somebody else shall notify the HRM Unit as soon as possible of the injury, furnishing available details. Any incorrect details of the employee should be corrected as soon as the correct information is available.

6.3.3. Serious Injury or Death

- 6.3.3.1. The senior employee of the relevant department at the scene shall:

- a. Immediately get medical assistance
- b. Inform the HRM Unit to arrange the completion of the forms as required
- c. Inform the relevant Head of Department of the Incident to ensure transport is immediately arranged to take the employee to the nearest/ most convenient medical Centre / hospital for medical help
- d. Make sure that nothing is disturbed or removed from the scene except for people or things that may cause further injuries. Make notes, arrange for photos to be taken etc, In order to give the most accurate account possible of what the scene looked like.
- e. Take the names, ID's, addresses etc. witness, take down short accounts from them and have it signed by the witness.
- f. Inform the head of department and furnish details to incorporate in the report to the Inspectorate of the department of the Employment and Labour.

- 6.3.3.2. The relevant Head of Department or his/her assignee, together with the head of Corporate services or his / her assignee, shall arrange to inform the next –of-kin of the injured or deceased employee, ensuring that the message conveyed is factually correct and not based on speculation that may be incorrect with regrettable consequences.

- 6.3.3.3. The relevant Head of Department or his/her assignee shall also liaise with the Council's media liaison personnel to provide them with content for press statements or enquiries.

- 6.3.3.4. The relevant Head of Department or his/her assignee, assisted by HRM Unit, shall also report to the Department of Employment and Labour any incident where a person is at the workplace

- a. Dies, is likely to die, or loses a limb or part of the limb, using a telephone, or an email.
- b. Becomes unconscious, or is likely to suffer a permanent physical defect, using telephone or email.
- c. Is injured, or ill so that is likely that he/she would be unable to recommence work for a period of at least fourteen (14) days, using prescribed form.

6.4. Wearing of Personal Protective Clothing (PPC) and Equipment (PPE)

- 6.4.1. The Municipality shall identify various occupations in the job specification that require PPC/PPE to be worn by the employees.
- 6.4.2. Each department requiring or using PPC/ PPE shall draw up a list, updated annually, containing all categories, description, quantities per employee, frequency issue.
- 6.4.3. The lists shall be recommended for approval by the Health and Safety Practitioner and approved by the Council or delegated authority.
- 6.4.4. Employees shall be required to sign for the PPC/PPE, follow the procedure and undergo training required for correct usage, and to wear the prescribed PPC/PPE issued.

6.5. Hazardous Chemical Substance in Daily Use

- 6.5.1. Material safety Data Sheets shall be available regarding the safe use, storage, etc., of all chemical substances in use on site.
- 6.5.2. Each department shall have the relevant information in an accessible file and ensure the necessary training in terms of legislation.

6.6. Health and Safety Procedures

- 6.6.1. Occupational Health and Safety Practitioner shall make regular inspections and hold regular safety meetings with management to plan and implement further improvements in the safety meetings with management plan and implement further improvements in the safety programme
- 6.6.2. Any willful or habitual violation of safety rules shall be considered cause of disciplinary action
- 6.6.3. Employees are encouraged to report unsafe conditions or hazards immediately to the supervisor or to a member of the safety committee, and to give earnest consideration to the rules

of safety presented on poster signs, during discussions with supervisors, on departmental poster rules, and regulations published in the safety booklets.

6.6.4. The following are important procedures:

6.6.4.1. Accident reporting: any injury at work, no matter how small, shall be reported immediately to the supervisor and receive first aid attention

6.6.4.2. Specific safety rules and guidelines: to ensure one's safety, and of co-workers, the following rules and guidelines shall be observed:

- a. Observe and practice the safety procedures established for the job.
- b. In case of sickness or injury, no matter how slight, report to the supervisor. In no case shall an employee treat his/her own or someone else's injuries or attempt to remove foreign particles from the eye.
- c. In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or severe head injury, the employee shall not be moved until medical attention has been given by authorized personnel.
- d. Where required, always wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets etc.
- e. Safety equipment such as restraints, pull backs, and two hand devices are designed for protection, and employees shall adjust them to fit.
- f. Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lightning or power panel, valves, etc. fire doors and aisles must be kept clear.
- g. Observe smoking regulations
- h. Shut down the machines before cleaning, repairing, or leaving
- i. Do not tamper with electronic controls or switches
- j. Do not operate machines or equipment until properly instructed and authorized to do so by the supervisor
- k. Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules

- l. Use designated passages when moving from one place to another; never take hazardous shortcuts
 - m. Do not adjust, clean, or oil moving machinery
 - n. Keep machine guards in their intended place
 - o. Do not throw objects
 - p. Clean up spilled liquid, oil, or grease immediately
 - q. Place trash and paper in proper containers and not in cans provided for cigarette butts
 - r. Wear hard sole shoes and appropriate clothing. Shorts or mini dresses may not be permitted in most work environments
 - s. Lift properly, use legs, not the back. For heavier loads, ask for assistance
 - t. Report any unsafe condition or acts to the supervisor
 - u. Tow motors and lift trucks shall be operated only by authorized personnel. Walk –type lift trucks shall not be ridden and only the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions
 - v. Running and horseplay are strictly forbidden
 - w. Do not block access to fire extinguishers
 - x. Use compressed air only for the job for which it is intended. Do not clean own clothes with it and do not play with it
 - y. Do not wear loose clothing or jewelry around machines. It may catch on to moving equipment and cause a serious injury
 - z. Never distract the attention of another employee, as this might cause him/her to be injured. If necessary to get the attention of another employee, wait until it can be done safely
 - aa. Keep the work area clean
 - bb. Help to prevent accidents
- 6.6.4.3. **Safety checklist:** it shall be every employee 's responsibility to be on the lookout for possible hazards and report, for instance, the conditions on the following list or any other possible hazardous situation to the supervisor immediately:
- a. Slippery floors and walkways
 - b. Tripping hazards, such as hose links, piping, etc.
 - c. Missing (or inoperative) entrance and exit signs and lighting
 - d. Poorly lighted stairs
 - e. Loose handrails or guard rails

- f. Loose or broken windows
 - g. Dangerously piled supplies or equipment
 - h. Open or broken windows
 - i. Unlocked doors and gates
 - j. Electrical equipment left operating
 - k. Open doors on electrical panels
 - l. Leaks of steam, water, oil, etc.
 - m. Blocked aisles
 - n. Blocked fire extinguishers
 - o. Blocked fire doors
 - p. Evidence of any equipment running hot or overheating
 - q. Oily rags
 - r. Evidence of smoking in non- smoking areas
 - s. Roof leaks
 - t. Directional or warning signs not in place
 - u. Safety devices not operating properly
 - v. Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed
- 6.6.4.4. Safety equipment: the supervisor shall see that employees receive the protective clothing and equipment required for the job, use them as instructed and take care of them, and are charged for loss or destruction of these articles only when it occurs through negligence
- 6.6.4.5. Safety shoes: The Municipality shall designate which jobs and work areas require safety shoes, where under no circumstances shall an employee be permitted to work in sandals or open- toe shoes. These shoes may be supplied by the municipality as tools of the trade
- 6.6.4.6. Safety glasses: wearing safety glasses where designated shall be mandatory
- 6.6.4.7. Seat belts: all employees shall use seat belts and shoulder restraints (if available) whenever they operate a vehicle on the municipality business. The driver is responsible for ensuring that all passengers are buckled up
- 6.6.4.8. Good housekeeping: the work location shall be kept clean and orderly. Keep, machines and other objects out of the Centre of aisles. Place trash in the proper receptacles. Stock shelves carefully so items would not fall over upon contact. The following shall be observed where applicable:
- a. Ownership: all issues of equipment remain the property of the Municipality and shall be marked in a way that

the date of issue can be determined. When an item is replaced, it shall be taken in and subsequently destroyed

- b. Wear and use of issues: employees are compelled to wear and use the relevant issues. The supervisor, Occupational Health and Safety Officers and safety representatives shall continuously check on employees and report deviations to the relevant Head of Department and the Municipal Manager. No employee may use or wear issues in their private time or for private use.
- c. Cleaning: cleaning and washing and ironing of issues are the responsibility of the employee
- d. Undertaking in writing: all employees shall undertake in writing to wear and use all issues, before an issue can take place.
- e. Termination of Service: when an employee leaves the Municipality's services, managers shall see to the return or retaining of issues issued for a specific cycle as well as recovering of outstanding monies in collaboration with the HRM Unit, as determined in the employee's service contract.
- f. Induction training: new employees shall be properly informed of the contents of this policy and shall sign to acknowledge receipt of induction thereon.
- g. Frequency / terms of issue: issues of overalls, etc. shall be based on the principles of as and when needed and shall therefore only be replaced when worn out. These schedules serve as determination of which equipment and clothing shall be issued, the quantities that shall 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.
- h. Responsibility for issues: employees who negligently lose or damage their issues shall be held responsible.

6.7. Working during Raining Days

- 6.7.1. Every employee who works in the open air shall wear suitable protective clothing on any working day. 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

- 6.7.2. The supervisor concerned shall 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 shall order work to be abandoned forthwith and order such employees to move to a suitable place identified by the supervisor where there is shelter
- 6.7.3. 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 the rainfall, he/she may instruct the employees to abandon work and return to the relevant depot, workshop or plant.
- 6.7.4. Any employee removed from a worksite in the open –air due to rain may be expected to perform other duties at the depot, workshop, or plant, which shall not expose him/ her to rain.

6.8. Roles and Responsibilities:

6.8.1. Responsibilities of the Municipal Manager

- 6.8.1.1. to establish precautionary measures that are necessary to protect employees against the identified hazards and provide means to implement these precautionary measures in order to reduce or remove the risks associated with hazards.
- 6.8.1.2. provide necessary information, instructions, training and supervision
- 6.8.1.3. Take steps to ensure every employee complies with the requirements of legislation
- 6.8.1.4. Enforce the necessary control measures in the interest of health and safety
- 6.8.1.5. Delegate responsibilities to employees appointed in terms of legislation
- 6.8.1.6. Provide employees appointed in terms of legislation with appropriate information, training, facilities and time to execute
- 6.8.1.7. Identify potential hazards which may be present while work is being done, and any equipment is being used
- 6.8.1.8. Ensure that plants, tools, equipment and machinery are safe, maintained in good working order and those materials and operational processes are without risk to health

6.8.2. Duties of Safety, Health and Environment (SHE) Officers / Safety Reps

- 6.8.2.1. Incident investigations
- 6.8.2.2. Internal audits
- 6.8.2.3. Monitoring of legal compliance
- 6.8.2.4. Training, development and facilitation of employees, representatives, awareness, information, formal and informal training
- 6.8.2.5. Committee meetings, remedial actions, contractor control, and support structures for representatives and committees
- 6.8.2.6. Maintain occupational health and safety information, records and database
- 6.8.2.7. Supervise execution and compliance with compensation for Occupational Injuries and Diseases legislation
- 6.8.2.8. Report on incidents, trends, risks

6.8.3. Duties of Human Resources Management Section

- 6.8.3.1. Ensure full compliance with legislation
- 6.8.3.2. Make written appointments indicating duties, functions and responsibilities
- 6.8.3.3. Document all agreements relevant to occupational health and safety
- 6.8.3.4. Report all deviations, deficiencies and concerns to the Municipal Manager for authorization, action and implementation within reasonable timeframes
- 6.8.3.5. Ensure that all aspects of the programme are identified, assessed and that suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance
- 6.8.3.6. Ensure that the OHS Meetings are taking place quarterly or when need arises.
- 6.8.3.7. Ensure that Occupational Health & Safety Terms Of Reference for the Safety Reps are adhered to.
- 6.8.3.8. Ensure that the Health and Safety Committee is given an opportunity and to be capacitated if required in order to execute their duties, roles and responsibilities properly with due diligence and effectively.

6.8.4. Duties of Employees

- 6.8.4.1. Take care of our own health and safety, as well as that of other persons who may be affected by his/ her actions or negligence to act

- 6.8.4.2. Follow all health and safety rules and procedures that are provided and communicated by the Municipality or anyone authorized or competent to do so
- 6.8.4.3. Wear or use prescribed safety clothing or equipment where it is required
- 6.8.4.4. Cooperate with the Municipality or any person who has been authorized by the Municipality to carry out duties in terms of legislation
- 6.8.4.5. Inform the supervisor or health and safety representative of any unhealthy circumstances or acts that they are aware of
- 6.8.4.6. Give information to an inspector from the Department of Labour if he /she should require it
- 6.8.4.7. 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
- 6.8.4.8. Not to interfere with, damage or misuse anything that is provided in the interest of health or safety. This applies to intentional, negligence and irresponsible actions

7. POLICY MONITORING AND EVALUATION

- 7.1. This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council
- 7.2. Non-compliance with the stipulations contained in this policy shall be regarded as misconduct, which shall be dealt with in terms of the Code of Conduct.
- 7.3. Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

8. COMMENCEMENT OF THIS POLICY

- 8.1. This policy will come into effect on the date of adoption by Council.

9. INTERPRETATION OF THIS POLICY

- 9.1. All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 9.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 9.3. The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

- 9.4. 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 CCMA.

10. AMENDMENT AND/OR ABOLITION OF THIS POLICY

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

11. COMPLIANCE AND ENFORCEMENT

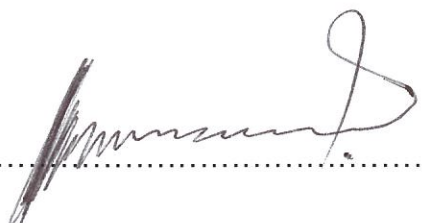
- 11.1. Violation of or non-compliance with this policy will give a just cause for disciplinary proceedings.
- 11.2. It will be the responsibility of all Managers, Supervisors and Council to enforce compliance with this policy.

12. ADOPTION AND SIGN OFF

- 12.1. This policy will come into effect on the date of adoption by the Council and be signed off by the following:

Signature of the Municipal Manager.....

Date.....01/07/26.....

Signature of the Mayor.....

Date.....01/07/26.....