

**DR JS LOCAL MUNICIPALITY**



**REVIEWED OCCUPATIONAL HEALTH  
AND SAFETY POLICY**

## **POLICY STATEMENT**

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## **POLICY STATEMENT**

It is the policy of Dr JS Moroka Local Municipality to establish and maintain a safe working environment in compliance with the *Occupational Health and Safety Act, 85 of 1993*, using hazard identification, risk management and communication strategies, so as to prevent personal injury, ill health, or property damage, and to safeguard the environment.

The Occupational Health and Safety policy is thus directed towards achieving the following objectives:

- Identify, analyse, mitigate and control or reduce risks in the workplace.
- Taking full account of health, safety and environmental considerations in all planning, decision making and execution of processes.
- Support research and development on Occupational Safety, Health and Environmental issues, encourage worker participation in the management and performance of business and our approach in solving challenges facing our organization.
- Ensure the safe use, handling, storage, disposal and transportation of equipment, substances and waste generated through company activities.
- Provide the necessary information, instruction, training and supervision in order to enable all employees to identify hazards and contribute positively towards occupational health, safety and environmental risk management at work.
- Ensure that appropriate safety instructions, advice and guidance are given to contractors and visitors to the premises.
- We should all strive to maintain a safe and healthy workplace. Every employee is responsible for carrying out his work in a safe and healthy manner for himself and for his fellow workers.

Approved copies of this policy shall be made available to all employees and displayed at all main locations.

It shall be brought to the attention of all employees, contractors, and visitors and be made available to any other interested party.

The authority for the administration and review of the system has been delegated by the Municipal Manager to the company's section 16(2) appointees, health and safety representatives to ensure its continuing suitability and effectiveness in satisfying the specified requirement and general safety management specifications.

The municipality is, therefore committed to the enforcement of the OHS Management System based on the OHS Act, SANS Codes and all other required legislation and

require that all employees work according to the system, procedures, authorities and responsibilities contained in the documented system.

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**Date**

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**Ms M M MATHEBELA  
MUNICIPAL MANAGER**

## 1. PREAMBLE

- 1.1. The MUNICIPALITY and its staff believe that the prevention of injuries and exposure to disease of all the employees is of paramount importance to the organisation in its quest to be a leader in health and safety. Furthermore, management acknowledges its responsibility and moral obligation to provide a safe and healthy workplace. We will strive to be proactive in the recognition of risks with the objective of reducing exposure to injury and disease. Involvement will be at all levels and the responsibility will be shared by everyone, in order to reach the objectives.
- 1.2. The need for the Occupational Health and Safety Policy stems from the Occupational Health and Safety Act (Act 85 of 1993) which requires employers, including municipalities, amongst other things to develop and adopt an occupational health and safety policy. Furthermore, this policy is intended to create a framework for decision making in respect of human resources management in as far as occupational health and safety is concerned in the municipality.
- 1.3. To comply with the conditions relating to the Occupational Health and Safety Act regarding the issuing and controlling of safety equipment and protective clothing as well as to compile a policy on the issue and control of other clothing and uniforms which is not legally compulsory.
- 1.4. The policy is intended to:
  - (a) Promote and maintain the highest degree of physical, mental and social wellbeing of workers.
  - (b) Prevention amongst workers, ill health caused by their working conditions.
  - (c) Ensure employees healthy, safe and conducive working environment that is maintained to adapt to their individual physiological and psychological conditions.
  - (d) Protect workers from factors which are adverse to their health and safety.
  - (e) Promote and maintain working environment that is free from harassment.

## 2. DEFINITIONS

- 2.1. **"hazard"** means a source of or exposure to danger
- 2.2. **"health and safety committee"** means a committee established under section 19 of Occupational Health and Safety Act, No 85 of 1993,
- 2.3. **"healthy"** means free from illness or injury attributable to occupational causes

- 2.4. "incident"** means an incident as contemplated in section 24 of Occupational Health and Safety Act,
- 2.5. "Issue"** – means personal safety equipment/protective clothing as well as other clothing and uniforms not compulsory by law.
- 2.6. "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,
- 2.7. "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"
- 2.8. "occupational health"** means including occupational hygiene, occupational medicine and biological monitoring,
- 2.9. "occupational health practitioner"** means an occupational medicine practitioner or a person who holds a qualification in occupational health recognised 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),
- 2.10. "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,
- 2.11. "risk"** means the probability that injury or damage will occur.
- 2.12. "safe"** means free from any hazard.
- 2.13.** All terminology not defined under clause 2 of this policy shall bear the same meaning as in the applicable legislation

### **3. LEGAL FRAMEWORK**

- 3.1.** Basic Conditions of Employments Act (Act 75 of 1997)
- 3.2.** Labour Relations Act (Act 66 of 1995)
- 3.3.** Municipal Systems Act (Act 32 of 2000)
- 3.4.** Municipal Finance Management Act (Act 56 of 2003)

- 3.5.** Locally negotiated agreements (LLF Resolutions)
- 3.6.** Occupational Health and Safety Act (Act 85 of 1993 + Regulations)
- 3.7.** Compensation for Occupational Injury and Diseases (Act 85 of 1993)
- 3.8.** 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)
- 3.9.** International Labour Organization's (ILO) conventions. 1981. The Occupational Safety and Health Convention (155 of 1981).
- 3.10.** International Labour Organization's (ILO) conventions. 1985. Occupational Health Services Convention, 1985 (No. 161).
- 3.11.** International Labour Organization's (ILO). 1997 and 2016.
- 3.12.** International Labour Organization's (ILO) conventions. 2002. Occupational safety and health instruments. Protocol and Convention 2002.
- 3.13.** International Labour Organization's (ILO) conventions. 2006. Promotional Framework for Occupational Safety and Health Convention, 2006 (No. 187).

#### **4. SCOPE AND APPLICATION**

- 4.1.** This policy applies to all employees, councillors and other stakeholders of the MUNICIPALITY.

#### **5. OBJECTIVES OF THE POLICY**

- 5.1.** To ensure implementation of Occupational Health and Safety Programmes in line with the OHS Act.
- 5.2.** To ensure that risk assessment is conducted.
- 5.3.** To ensure that all affected stakeholders are abreast with legislative requirements as far as is reasonably practicable.
- 5.4.** To raise awareness and capacitate employees and councillors on OHS matters pertaining to their work and the associated risks involved.
- 5.5.** To ensure the knowledge and information available is adequate to achieve these objectives.
- 5.6.** To continually evaluate health and safety programmes, adapting them as and when problems are identified.
- 5.7.** To partake actively in the accident/incident prevention programme.



## **6. POLICY CONTENT**

### **6.1. Medical Surveillance Programme**

- (a) 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 the 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.
- (b) Medical Surveillance will be conducted by the Qualified Occupational Medical Practitioner.

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

- (a) Certain employees will undergo a pre-employment medical examination prior to them being appointed to a position. The position 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.
- (b) The inherent medical requirements will be used to ensure non-discrimination results.
- (c) A declaration will be signed by the prospective employee to accept the conditions of the Medical Surveillance Programme and any result that the test/assessment require. The employer will be notified of the suitability of the prospective employee.

#### **6.1.2 Periodic Screenings (PS)**

- (a) Employees working in specific areas or shifts will undergo screening at various intervals, depending on the health risk profile. The medical assessment shall be conducted twice a year for employees under Division: Waste water and Water Treatment, and other Divisions qualifying will be once a year. Medical certificate will be issued.

#### **6.1.3 Transfer Screenings (TS)**

- (a) Employees are only screened for the job they are initially placed in. This means that they will not necessarily be suitable to work in another area, except if they are required to be multi-skilled and work in all areas., any qualifying employee, due to inherent requirements of the job who apply for transfer would first undergo an medical assessment to ensure suitability.

## **6.2 Legislative Compliance**

- (a) The Municipality will follow all aspects of the Occupational Health and Safety Act and its Regulations, including Compensation for Occupational Injuries and Diseases Act, and any other mentioned documents (i.e. SABS codes).
- (b) Where specific compliance or risk exists, the Municipality's rules and procedures will apply.
- (c) Any training done with respect to the legislation or company health and safety programme, policies and procedures will be noted and kept on file.
- (d) Any person who does not adhere to Occupational Health and Safety legislation and Regulations will be guilty of an offence and thus be disciplined according to the disciplinary code (Schedule 1 and 2, of Local Government: Municipal Structures Act and Municipal Systems Act, respectively).

## **6.3 Injury Reporting**

- (a) In terms of the Occupational Health & Safety Act, all injuries and incidents must be reported immediately or as soon as practically possible (within seven days), for assessment, recording; or possibly investigation.

## **6.4 Wearing of Personal Protective Clothing & Equipment (PPC & E)**

- (a) The Personal Protective Clothing & Equipment will only be allocated as per the inherent requirements of the posts relating to hazard and risk.
- (b) Various occupations will be identified in the job specification as requiring PPC & E to be worn by the employees. Employees will be required to sign for the PPC & E on collection, to follow the procedure and undergo training required for correct usage.
- (c) 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 will be taken.
- (d) The employer will offer two set of overall per year and one pair of safety boot, but should one be torn, another set could be provided, on conditions that the proof is provided.

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

- (a) Material Safety Data Sheets will be available regarding the safe use, storage etc, of all chemical substances in use on site. Each department 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.

## **6.6 Health and Safety Procedures**

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

- (a) The safety of all employees is the constant concern of the MUNICIPALITY. Every precaution must be taken to provide a safe workplace.
- (b) Occupational Health and Safety Official/personnel shall make regular inspections and holds regular safety meetings. He or She also meets with management to plan and implement further improvements in our safety program.
- (c) Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. Safety is taken seriously and any wilful or habitual violation of safety rules will be considered cause for disciplinary actions.
- (d) The cooperation of every employee is necessary to make the MUNICIPALITY a safe place in which to work in. Unsafe conditions or hazards must be reported immediately to supervisor or to a member of the safety personnel and/or Rep.
- (e) Earnest consideration to the rules of safety presented to employees by poster signs, discussions with your supervisor, posted department rules, and regulations published in the safety booklet must be ensured by all employees. Safety must always be thought of as part of every employee's duties.

**6.6.2 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 immediately.

**6.6.3 Specific safety rules and guidelines:** To ensure your safety, and that of your co-workers, please observe and obey the following rules and guidelines:

- (a) Observe and practice the safety procedures established for the job.
- (b) In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his 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 a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.

- (d) Do not wear loose clothing or jewellery around machinery. It may catch on moving equipment and cause a serious injury.
- (e) 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.
- (f) Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- (g) Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- (h) Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc.

## **6.7 Fire Doors and Aisles must be kept clear**

- 6.7.1 Keep your work areas clean.
- 6.7.2 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.
- 6.7.3 Observe smoking regulations.
- 6.7.4 Shut down your machine before cleaning, repairing, or leaving.
- 6.7.5 Tow motors and lift trucks will be operated only by authorized personnel.
- 6.7.6 Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors.
- 6.7.7 Do not exceed a speed that is safe for existing conditions.
- 6.7.8 Running and horseplay are strictly forbidden.
- 6.7.9 Do not block access to fire extinguishers.
- 6.7.10 Do not tamper with electric controls or switches.
- 6.7.11 Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- 6.7.12 Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- 6.7.13 Report any UNSAFE condition or acts to your supervisor.

## **6.8 Help to Prevent Accidents**

- 6.8.1 Use designated passages when moving from one place to another; never take hazardous shortcuts. Lift properly—use your hands, not your back. For heavier loads, ask for assistance.
  - 6.8.2 Do not adjust, clean, or oil moving machinery.
  - 6.8.3 Keep machine guard in their intended place.
  - 6.8.4 Do not throw objects.
  - 6.8.5 Clean up spilled liquid, oil, or grease immediately.
  - 6.8.6 Wear hard sole shoes and appropriate clothing. Shorts or mini dresses are not permitted.
  - 6.8.7 Place trash and paper in proper containers and not in cans provided for cigarette butts.
- 6.9 **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.
- (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. Blocked aisles
  - (m) Blocked fire extinguishers, hose sprinkler heads
  - (n) Blocked fire doors
  - (o) Evidence of any equipment running hot or overheating
  - (p) Oily rags
  - (q) Evidence of smoking in non-smoking areas
  - (r) Roof leaks
  - (s) Directional or warning signs not in place
  - (t) Safety devices not operating properly

- (u) Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed
- 6.10 **Safety equipment:** Supervisor should ensure that employee (s) receive the protective clothing and equipment required for your job.
- 6.11 **Distribution of Safety equipment:** the distribution of Personal Protective clothing and equipment will be handled by Health and Safety Office in collaboration with Supervisors.
- 6.12 **Safety shoes:** MUNICIPALITY will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open toe shoes, where is hazardous.
- 6.13 **Safety glasses:** The wearing of safety glasses by all shop employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.
- 6.14 **Seat belts:** All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on MUNICIPALITY business. The driver is responsible for ensuring that all passengers in front and rear seats are buckled up.
- 6.15 **Good housekeeping.** Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the centre of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles. Stock shelves carefully so merchandise will not fall over upon customer contact.
- 6.16 **Wear and use of items:** Employees are compelled to wear and use the relevant issues. Departmental Heads are responsible as stipulated in Section 16(2) of Act 85 of 1993. Supervisors, Occupational Health Safety Official/personnel and safety representatives will continuously check on employees and report deviations to the relevant Supervisor/Manager and the Municipal Manager. No employee may use or wear issues in his/her private time or for private use.
- 6.17 **Undertaking in writing:** All employees must undertake in writing to wear and use safety equipment's.
- 6.18 **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.

- 6.19 **Disregarding of policy conditions:** Disregarding of the policy conditions will be dealt with in accordance to the existing disciplinary procedures of the Council.

## **7 Working when it Rains**

- 7.1 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.
- 7.2 The supervisor concerned must monitor and 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.
- 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 rainfall, he/she may instruct the employees to abandon work and return to the relevant depot, workshop or plant. 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 will not expose her/him to rain.

## **8 IMPLEMENTATION AND MONITORING**

- 8.1 This policy will be implemented and effective once recommended by the Local Labour Forum and approved by Council. All issues may only be done in terms of this policy in the agreed schedules (Code of conduct), and the approval of the relevant Manager (Section 16(2) delegated in terms of OHS Act (85 of 1993). t

## **9 COMMUNICATION**

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

## **10 POLICY REVIEW**

- 10.1 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 Workplace Committee.

## **11 BUDGET AND RESOURCES**

- 11.1** Purchases of PPE will be centralised in the Department of Administration and Corporate Services, and issuing must be controlled by each Manager or his assignee as well as by the Storekeeper, wherein the requisition form should be completed.

## **12 ROLES AND RESPONSIBILITIES**

### **12.1 Responsibilities of Employer:**

- 12.1.1 Identify potential hazards which may be present while work is being done, and any equipment is being used.
- 12.1.2 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.
- 12.1.3 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.
- 12.1.4 Provide the necessary information, instructions, training and supervision.
- 12.1.5 Not permit anyone to carry on with any task unless the necessary pre-measures have been taken.
- 12.1.6 Take steps to ensure that every person under his control comply with the requirements of the act.
- 12.1.7 Enforce the necessary control measures in the interest of health and safety.
- 12.1.8 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.
- 12.1.9 Delegate responsibilities to employees appointed in terms of the Act.
- 12.1.10 Decide if employees appointed in terms of the Act may sub-delegate responsibilities.
- 12.1.11 Provide employees appointed in terms of the Act with appropriate information, training, facilities and time to execute.



## **12.2 Duties of the Executive Manager: Admin & Corporate Services**

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

## **12.3 Duties of OHS Officer**

- 12.3.1 Investigating workplace incidents
- 12.3.2 Developing, implementing, and improving the health and safety plans programmes and procedures in the workplace.
- 12.3.3 Monitoring of legal compliance.
- 12.3.4 Identifying OHS related training needs in the workplace
- 12.3.5 Support structures for reps and committees.
- 12.3.6 Maintain OHS information, records and database.
- 12.3.7 Supervise COID Act execution and compliance.
- 12.3.8 Report on incidents, trends, risks.
- 12.3.9 Distribution and handling of PPE/PPC matters

## **12.4 Duties of Safety Reps**

## **12.5 Duties of Employees**

- 12.5.1 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.
- 12.5.2 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.

- 12.5.3 Wear the prescribed safety clothing or use the prescribed safety equipment where it is required.
- 12.5.4 Cooperate with an employer or any person who has been authorized by the employer to carry out duties in terms of the act.
- 12.5.5 Inform the employer or their health and safety representative of any unhealthy circumstances or acts that they are aware of.
- 12.5.6 Give information to an inspector from the Department of Labour if he or she should require it.
- 12.5.7 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.
- 12.5.8 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.

### **13 RECORD KEEPING**

- 13.1 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.

### **14 PENALTIES**

- 14.1 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. "If you think compliance is expensive, try non-compliance" Department of Employment and Labour.

### **15 DISPUTE RESOLUTION**

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

### **16 AUTHORITY**

- 16.1. The authority is vested with the Council.

Council Resolution: **R216.03.2023 ND**

Date of Approval: **30th March 2023**

Accounting Officer Signature: \_\_\_\_\_

