



# **RAMOTSHERE MOILOA LOCAL MUNICIPALITY –**

## **Occupational Health and Safety Policy**

Date of approval: 28<sup>th</sup> May 2015

Date of resolution: 47/05/2015

## **Introduction**

This policy shall remain effective until such time approved otherwise by Council and may be reviewed whenever it is necessary to align it with changes of relevant legislation.

## **Purpose**

The purpose is to comply with the conditions relating to the Occupational Health and Safety Act, Act 85 of 1993.

The main purpose of the policy is to establish and maintain an Occupational Health and Safety Management System and procedures that must be implemented to ensure occupational health and safety in the workplace.

## **Aims and Objectives**

The intention of this policy is to ensure that Ramotshere Moiloa Local Municipality as an employer, recognises and accepts the responsibility and accountability with which it is charged under the Occupational Health and Safety Act, No. 85 of 1993.

## **Policy Custodian**

Corporate Services Department

## **Legislative framework**

- The Constitution of the Republic of South Africa 1996;
- Occupational Health and Safety Act, No. 85 of 1993;
- Local Government, Municipal Systems Act (No 32 of 2000);
- Basic Conditions of Employments Act (Act 75 of 1997);
- Labour Relations Act (Act 66 of 1995);
- Municipal Finance Management Act (Act 56 of 2003);
- Locally negotiated agreements (LLF Resolutions);
- Compensation for Occupational Injury and Diseases (Act 85 of 1993);
- 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).

## **Applicability of the policy**

The policy applies to all employees, Council and other persons other than persons at work who are affected by the Municipality's business.

## **Occupational Health and Safety Policy**

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## 1. PREAMBLE

As an employer, Ramotshere Moiloa Local Municipality recognises and accepts the responsibility and accountability with which it is charged under the Occupational Health and Safety Act, No. 85 of 1993 as amended. The responsibility and accountability entails ensuring:

- (a) The health and safety of persons at work and of persons in connection with the use of plant and machinery;
- (b) The protection of persons other than persons at work against safety and health hazards arising out of or in connection with the activities of persons at work;
- (c) The establishment of occupational health and safety committee;
- (d) The continuous assessment of its activities and its compliance with the act.

## 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 "**Occupational Health**" means including occupational hygiene, occupational medicine and biological monitoring.

2.8 "**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).

2.9 "**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.

2.10 "**Risk**" means the probability that injury or damage will occur.

2.11 "**Safe**" means free from any hazard.

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

### 3. **PURPOSE**

The purpose of this policy is to:

3.1 Provide and maintain a working environment that is safe for employees and other persons affected by the Municipality's business.

3.2 Ensure that the rights of the employee are respected with regard to his/her health, safety, security and injury on duty.

3.3 Provide the facilities in a management system where consultation, inspection of workplaces, investigation of incidents, meetings, etc. can take place in view to provide a healthy and safe working environment which is reasonable, workable and functioning rationally.

### 4. **COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY**

4.1 Council is committed to establish and maintain an Occupational Health and Safety Management System and procedures to:

a) Determine those occupational health and safety hazards related to the Municipality's development and activities which may put the health and safety of Ramotshere Moiloa Local Municipality's employees, contractors, visitors and community at risk.

b) Plan action to mitigate negative occupational health and safety risks within the Municipality's jurisdiction.

c) Provide a framework and the means for setting, monitoring and achieving objectives to improve Occupational Health and Safety performance.

d) Ensure adherence to all occupational health and safety legislation, government policy and other requirements relevant to the development and operation of the Municipality.

e) Achieve high levels of awareness, understanding and participation within employees, contractors and the community with respect to their occupational

health and safety obligations and integrate public and stakeholder involvement throughout all stages of the development of the municipality.

f) Periodically monitor, audit and review progress.

4.2 In so doing, Council shall, wherever reasonably practicable, manage potentially detrimental effects on health and safety of all employees and communities affected by municipal development.

4.3 As a sphere of government, Ramotshere Moiloa Local Municipality shall work with companies operating within it and with all tiers of government to ensure appropriate management of OH&S risks within its scope of authority.

4.4 The Municipality is committed to applying world-class occupational health and safety (OH&S) management practices within its area. The Municipality shall be developed and managed in a manner, which is economically and socially acceptable and sustainable.

4.5 The Municipality recognises that Safety, Health and Environmental Management is an integral part of its overall municipal performance as any failure in this area will have a negative impact on the Municipality, its employees, contractors and public.

## **5. CONTINUED IMPROVEMENT**

The Municipality shall pursue continual improvement through:

5.1 The use of cost effective Occupational Health and Safety performance criteria.

5.2 Reduction of the risk of ill health, accidents and incidents.

5.3 Ensuring the application of international best practice parameters for environmental management.

5.4 Promotion and sustenance of environmental best practices, implementation and maintenance of an environmental management system according to international standards.

5.5 Implementation and maintenance of occupational health and management system according to national and international best practices, legislation and standards.

5.6 Implementation and maintenance of a quality management system according to national and international best practices, legislation and standards.

## **6. RESPONSIBILITY FOR OCCUPATIONAL HEALTH AND SAFETY**

6.1 The Municipal Manager has the ultimate responsibility and accountability to ensure that the duties of the Municipality as an employer, as contemplated in the Occupational Health and Safety Act, No. 85 of 1993 are adhered to.

6.2 The Municipal Manager has a right to assign duties to any person under his control, who shall be subject to his control and direction.

6.3 The head of each department shall have duties assigned, to assist the Municipal Manager to ensure the compliance with the Occupational Health and Safety Act, No. 85 of 1993.

6.4 Every employee shall take reasonable care of his/her occupational health and safety at work, as well as that of other persons who may be affected by his/her acts or omissions and co-operate in the interest of occupational health and safety.

6.5 The Municipal Manager shall ensure that all employees, contractors and service providers within the municipality adhere to this policy;

6.6 Copies of this policy and the Act shall be made available to all employees of the municipality and to any interested party on request.

## **7. OCCUPATIONAL HEALTH & SAFETY PROCESS AND PROCEDURE**

7.1 Ensure access to occupational health and safety system.

7.2 Comply with minimum legal requirements.

7.3 Conform to occupational health and safety system.

7.4 Provide and maintain safe working environment.

7.5 Identify risk areas and people at risk.

7.6 Establish inspections and audit.

7.7 Take preventative action.

## **8. ADOPTION AND APPROVAL OF THE OCCUPATIONAL HEALTH AND SAFETY POLICY**

This policy is adopted and approved by the full Council of the Municipality for implementation.

**Signed on this the 28<sup>th</sup> day MAY 2015 at Ramotshere Moiloa Local Municipality.**



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Speaker of Ramotshere Moiloa Local Municipality