



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

LIMPOPO PROVINCIAL TREASURY

OCCUPATIONAL HEALTH AND SAFETY

POLICY

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1. PREAMBLE

Limpopo Provincial Treasury (Department) recognizes the need to protect the Department's employees and other persons other than employees of the Department, against any harm, which may arise from the use of the Department's property and machinery. Therefore, through this policy the Department commits itself to provide a safe environment to the Department employees and other persons other than employees of the Department.

2. OBJECTIVES

- 2.1. To provide for the maintenance of Departmental properties and machinery.
- 2.2. To take steps to eliminate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective clothing or equipment.
- 2.3. To ensure awareness and establishment of Occupational Health and Safety (OHS) Programme Units in the Department.
- 2.4. To provide such information, instructions, training and supervision as may be necessary to ensure the health and safety of employees.
- 2.5. To enforce such measures as may be necessary in the interest of health and safety.
- 3.6 To provide equitable compensation for diseases and injuries on duty.

3. APPLICABLE LEGAL FRAMEWORK

- 3.1. Constitution of Republic of South Africa, 1996 (Act No. 108 of 1996)
- 3.2. Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- 3.3. Compensation for Occupational injuries and diseases Act, 1993 (Act no. 130 of 1993).
- 3.4. Labour Relation Act, 1995 (Act no 66 of 1995).
- 3.5. Basic Condition of Employment Act, (Act no.75 of 1997).

3.6 Provincial Growth and Development Strategy.

4. **SCOPE OF APPLICATION**

4.1. This policy applies to all permanent and temporary employees of the Department.

5. **THE ROLE AND RESPONSIBILITIES**

5.1. **THE EMPLOYER**

5.1.1. To provide and maintain a safe workplace in Departmental buildings work stations.

5.1.2. To evaluate all the work activities, system, plant and machinery to establish the hazards to the health and safety of employees and other persons and compile a risk assessment report.

5.1.3. To Implement the precautionary measures that are necessary to protect the employees against identified hazards.

5.1.4. To provide employees with the necessary information, instructions, training and supervision as may be necessary to ensure the health and safety of employees.

5.1.5. To take all the necessary measures to ensure that the requirement of the Occupational Health and Safety Act, 1993 are complied with by employees and other persons other than employees of the Department.

5.1.6. To ensure that one safety representative is selected per 100 employees in the Department's buildings.

5.1.7 The Department will establish one health and safety committee per setting.

5.2. **FUNCTIONS OF THE DEPARTMENTAL OHS REPRESENTATIVES**

5.2.1. To design the precautionary measures in relation to their work stations in terms of identified hazards.

- 5.2.2. To identify potential hazards and major incidents and report them to the health and safety committee or Head of Department in writing.
- 5.2.3. In collaboration with the Departmental OHS unit, examine the causes of incidents at workplace.
- 5.2.4. To investigate complaints by the employees regarding health and safety In the workplace.
- 5.2.5. To make representations to the Department and Health and Safety committee on Departmental health and safety issues. In the event where the representations are not attended to by the Department, representations must be made to the Inspector in the Department of Labour.
- 5.2.6. To inspect the workplace, including any article, substance, plant, machinery or health and safety equipment at the workplace to promote the health and safety of employees, at such intervals as may be agreed upon with the Department.
- 5.2.7. To carry out their duties in consultation with Labour Inspectors and accompany them (Labour Inspectors) on inspection of the workplace.
- 5.2.8. To ensure that the safety equipment is in good working conditions or order.
- 5.2.9. To ensure that workers receive immediate First Aid treatment in case of injury.

5.3. HEALTH AND SAFETY COMMITTEE

- 5.3.1. The Health and Safety Committee may make recommendations regarding any matter affecting the health and safety of employees to the Department. In the event where the recommendations fail to resolve the matter, the recommendation must be made to the Labour Inspector.

5.4. THE EMPLOYEE

- 5.4.1.** Every employee must take reasonable care of himself and the health and safety of others who may be affected by his act or omissions.
- 5.4.2.** Every employee must comply with the requirement of the Occupational Health and Safety Act, 1993 during the performance of his duties.
- 5.4.3.** Every employee must obey the health and safety rules laid down by the Department.
- 5.4.4.** Every employee must inform the health and safety representative about any situation which is unsafe and unhealthy.
- 5.4.5.** Every employee who is involved in any incident which may affect his health or has injured himself, shall report such an incident to the Department as laid down by the Compensation for Occupational Injuries and Disease Act, 1993.

6. MONITORING AND EVALUATION

- 6.1.** The Employee Wellness Unit is responsible for monitoring and coordinating the implementation of the Occupational Health and Safety Act, 1993 in the Department.

7. POLICY CONTROL

7.1. POLICY AUDIT

Periodic audits will be conducted by the Directorate: Transformation Services, when deemed necessary, to ensure compliance with the policy.

7.2. POLICY REVIEW

This policy is subject to annual review or when deemed necessary by the Department, to ensure that it is aligned to prevailing legislation and market related conditions.

7.3 POLICY AMENDMENTS

7.3.1. No amendment(s) may be made to any section of this policy without such amendment(s) first being:-

- (a) negotiated with recognized Employee Organizations.
- (b) duly approved and signed by the recognized parties to the Provincial Bargaining Council.

8. EFFECTIVE DATE

This policy will be effective from the 22 day of June 2007.

9. RATIFICATION

Signed at POLOWANE on this 22 day of JUNE 2007.

HEAD OF DEPARTMENT : _____

MEMBER OF EXECUTIVE COUNCIL: _____