

**DEPARTMENT OF PUBLIC SERVICE
AND ADMINISTRATION**



**POLICY AND PROCEDURE ON
OCCUPATIONAL HEALTH SAFETY
(PILLAR 3 SHERQ)
2011**

TABLE OF CONTENTS

NO	TABLE OF CONTENT	PAGE
1.	ABBREVIATIONS	3
2.	INTRODUCTION	4
3.	PURPOSE	4
4.	SCOPE	4
5.	OBJECTIVES	4
6.	PRINCIPLES	4
7.	SOURCE OF AUTHORITY	5
8.	DISCUSSION(POLICY MATTERS) 1. Responsibility of employer 2. Responsibility of employees	6
9.	HEALTH AND SAFETY REPRESENTATIVES/COMMITTEE	7
10.	COMPOSITION OF HEALTH AND SAFETY COMMITTEES	7
11.	FIRST AID, EMERGENCY EQUIPMENT AND PROCEDURES	7
12.	WORK IN ELEVATED POSITIONS	8
13.	PROVISIONING OF PROTECTIVE CLOTHING/EQUIPMENT	8
14.	EMERGENCY/EVACUATION PLAN	8
15.	SECURITY AND ACCESS CONTROL	9
16.	EXPOSURE TO ENVIRONMENT WHICH IS A RISK	9
17.	VIOLENCE IN THE WORK PLACE	9
18.	MONITORING AND EVALUATION	9
19.	REVIEW	9

ABBREVIATIONS

COIDA	Compensation for Occupational Injuries and Diseases Act
DPSA	Department of Public service and Administration
EH&W	Employee Health and Wellness
EH&WMSF	Employee Health & Wellness Management Strategic Framework
GEMS	Government Employee Medical Scheme
HRMD	Human Resource Management Development
HR	Human Resource
IEC	Information Education and Communication
ILO	International Labour Organization
ISO	International Standards Organizations
IR	Industrial Relations
KPA	Key Performance Area
MDGs	Millennium Development Goals
M& E	Monitoring & Evaluation
NEPAD	New Partnership for Africa's Development
NWHA	National Employees Health Agenda
OHS	Occupational Health and Safety
OHSAS	Occupational Hygiene and Safety
PDP	Personal Development Plan
PILIR	Policy and Procedure on Incapacity Leave & Ill-Health Retirement
PSR	Public Service Regulations
SADC	South African Development Community
SHERQ	Safety, Health, Environment, Risk and Quality
SITA	State Information Technology Agency
SMS	Senior Management Service
SOPs	Standard Operating Procedures
UNAIDS	Joint United Nations Programmes on HIV/AIDS
WHO	World Health Organization

1. INTRODUCTION

The safety of employees must be ensured in the workplace and their well being while establishing the expectation that it is the responsibility of all personnel to create and maintain a safe working environment.

This policy addresses a healthy environment, risks and quality management for purposes of optimal occupational health and safety of employees, the safety of citizens.

2. PURPOSE

The purpose of the policy is to ensure that DPSA is a safe and healthy working environment.

3. SCOPE

This policy shall apply to all the employees of the Department of Public Service and Administration, visitors and the departmental clients.

4 OBJECTIVES

The objectives of this policy are:

- 4.1 To provide and maintain, as far as is practicable and reasonable safe office, a systems and equipment without risk to the health of staff.
- 4.2 To take steps to eliminate or mitigate, as far as is practicable, any hazard or potential hazard to the safety or health of employees.

5. PRINCIPLES:

The OHS policy is informed by the following principles:

- 5.1 Promoting ethical conduct and confidentiality
- 5.2 Full access and capacity at all levels
- 5.3 Maximizing collective capacity by limiting fragmentation (promoting integration, (mainstreaming etc)
- 5.4 Promoting customized solutions that are departmental and sector specific
- 5.5 Develop thrust that is responsive to organizational circumstances.
- 5.6 Provide training that result in enhanced performance and service delivery
- 5.7 Expansion of access to knowledge and promotion of individual responsibility for learning.
- 5.8 Promotion of access to provide opportunities to designated groups e.g. disabled

persons

6. SOURCES OF AUTHORITY

The Legislative framework that informs the development and implementation of the OHS Policy are:

Legal frameworks	International organization of standards
<p>Constitution of the RSA, Act 108 of 1996</p> <p>Public Service Act, 1994 as Amended & Regulations</p> <p>Occupational Health and Safety Act 85 of 1993</p> <p>Employee Health and Wellness Strategic Framework for the Public Service</p> <p>Disaster Management Act, No. 57 of 2002 and</p> <p>Basic Conditions of Employment Act 75 of 1997</p> <p>Employment Equity Act 55 of 1998</p> <p>Labour Relations Act, 66 of 1995</p> <p>Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000</p> <p>Compensation for Occupational Diseases and Injuries Act, No.130 of 1993</p> <p>Mental Health Care Act No 17, 2002</p> <p>The Medical Schemes Act, No. 131 of 1998</p> <p>Tobacco Products Control Amendment Act No. 12, 1999</p>	<ul style="list-style-type: none">• WHO Global Strategy on Occupational Health for All• WHO Global Worker's Plan 2008-2017• ILO Décent Work Agenda 2007-2015• ILO Promotional Framework for Occupational Safety Convention 2006• United Nations Convention on the Rights of People with Disabilities• United Nations Millennium Declaration and its Development Goals (MDGs)• The International Convention on Population Development 1994 (+10)• World Summit on Sustainable Development, Johannesburg 2002• WHO Commission on social determinants of health

VISION FOR EH&W

*A Healthy, Dedicated, Responsive
and Productive Public Service*



8. ROLES AND RESPONSIBILITIES

8.1 Responsibilities of Employer (Director-General)

- 8.1.1 The Director-General shall assign, in terms of subsection 16(2) of the Occupational Health and Safety Act, the duties as contemplated in subsection 16(1) of the said Act to the Director: IHRM & D to carry out

8.2 ALL MANAGERS

- 8.2.1 All Managers have the statutory responsibility and accountability for health and safety within their components and working environment.

8.3 Employees

The responsibilities of each employee are the following:

- 8.3.1 To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions.
- 8.3.2 To ensure that any duty or requirement imposed on his/her employer or any other person, co-operate with such employer or person to enable that duty or requirement to be performed or complied with.
- 8.3.3 To carry out any lawful order given to him/her, and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorised thereto by his/her employer, in the interest of health and safety.
- 8.3.4 To report any situation which is unsafe or unhealthy that comes to his/her attention, to his/her employer or to the health and safety representative for his/her section thereof, as the case may be, who shall report it to the employer.
- 8.3.5 To report if he/she is involved in any incident which may affect his/her health or which has caused an injury to him/herself, or to his/her health and safety representative, as soon as practicable but not later than the end of the particular working day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he/she shall report the incident as soon as practicable thereafter.

8.4 OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES

- 8.4.1 To regular inspect the workplace, instruments and tools and reporting on the completed inspection form at the next meeting.
- 8.4.2 To attend meetings of the Occupational Health and Safety Representative committee.
- 8.4.3 To investigate when someone is injured, or any other relevant incident takes place, or to be present to assist with the investigation, and to report the incident as required by law.
- 8.4.4 To report when something is not safe or may negatively influence someone's health, to the OHS coordinator, who may report to the HOD and if necessary thereafter to the Department of Labour.
- 8.4.5 To carry out inspections with the Labour Inspectors when required.
- 8.4.6 To attend training on Occupational Health and Safety.
- 8.4.7 To carry out any other responsibility that is indicated in the Act or has relevance to

Health and Safety in the Workplace.

8.5 OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

- 8.5.1 To make recommendations to the employer regarding health and safety in the workplace
- 8.5.2 To investigate and discuss incidents in the workplace
- 8.5.3 To report in writing to the department of Labour, if necessary, on any incident that occurred at the workplace.
- 8.5.4 To perform any other function agreed upon by all committee members
- 8.5.6 To keep minutes of all committee meetings as well as all records of reports made to either employer or any inspector.

8.6 MONITORING AND EVALUATION

- 8.6.1 Monitoring and evaluation is to be enforced by:

HEALTH AND SAFETY COMMITTEE MEMBERS

- 1.1.1. Reporting to the Head of the Department of any member transgressing the policy.
- 1.1.2. Advising all staff members about the necessity of adhering to the policy.
- 1.1.3. Ensuring that any risky and hazardous situations are quickly addressed.

OHS REPRESENTATIVES:

- 1.1.1. Encourage colleagues to respect and adhere to the policies in order to protect themselves and their colleagues against injuries.
- 1.1.2. Report any wrong doing from the part of colleagues.
- 1.1.3. Assess and identify risky and hazardous situations to protect individuals

9. HEALTH AND SAFETY REPRESENTATIVES/COMMITTEES

- 9.1 Health and Safety representatives must be appointed for each Floor within the Department as specified in section 17 of the Occupational Health and Safety Act.
- 9.2 At least one Health and Safety representative shall be appointed for every 100 employees or part thereof.
- 9.3 The names of those designated as Health and Safety representatives shall be made known by placing notices on the notice boards of the various floors.
- 9.4 Managers shall nominate a Health and Safety representative for appointment within 30 days after notice has been received that a Health and Safety representative will vacate the position.
- 9.5 Health and Safety representatives shall incorporate their duties in their performance agreements/ duty sheets and shall not suffer any prejudice in their employment as a consequence of carrying out their duties as representatives.
- 9.6 Health and Safety Committees as prescribed in section 19 of the Health and Safety Act shall be established for each floor in the workplace.
- 9.7 The functions of the Health and Safety Representatives/Committees are prescribed

in sections 18 and 20 of the Health and Safety Act.

9.8 A Health and Safety Committee shall be established in the department with the Deputy Manager : Occupational Health and Safety as the Chairperson. Such Committee shall meet at least twice a year.

9.9 The Health and Safety Committee shall develop a Health and Safety Statement to be displayed in all offices of the Department.

10. COMPOSITION OF HEALTH AND SAFETY COMMITTEES

10.1 The Health and Safety Committee will consist of all Health and Safety Representatives appointed for the Programme with one person appointed from the health and safety representatives as a Chairperson.

11 FIRST AID, EMERGENCY EQUIPMENT AND PROCEDURES

11.1 The employer shall take reasonable steps that are necessary under the circumstances, to ensure that employees at work receive prompt first aid treatment in case of injury or emergency.

11.2 The employer shall provide a first aid box or boxes at the workplace which shall be available and accessible for the treatment of injured employees at the workplace. the first aid box or boxes shall contain suitable first aid equipment which includes at least the equipment listed in Annexure A of the General Safety Regulations in terms of the Occupational Health and Safety Act.

11.3 For every group of up to 100 employees the relevant Manager as the case may be shall designate a First Aider to assist with first aid treatment at the workplace. Such person shall be trained at departmental expense to obtain a valid certificate of competency in first aid, issued either by –

(a) the SA Red Cross Society;

(b) the St John's Ambulance;

(c) the SA First Aid League; or

(d) a person or organisation approved by the Health and Welfare Sector for Education and Training Authority (HWSETA) and / or Chief Inspector : Occupational Health and Safety as contemplated in the Occupational Health and Safety Act.

11.4 Such first aid person shall attend a course to update/refresh his/her first aid knowledge/skills.

11.5 The name(s) of the first aid person as indicated in paragraph 8.3 as well as where the first aid box or boxes are kept shall be written on or next to each first aid Box.

11.6 Each injury on duty shall be written on the prescribed forms as indicated in the Compensation for Occupational Injuries and Diseases Act and shall be reported to the Health and Safety representative as well as the local Human Resources Management component. The relevant Human Resources Management component shall forward the forms to the Compensation Commissioner in order to register the injury on duty. Copies of all reported work related injuries shall be submitted to the Programme : Occupational Health and Safety

11.7 Should the circumstances determine, any injured person shall be provided treatment to avoid contracting HIV/AIDS ,HEPATITIS B and or any other similar disease.

12. WORK IN ELEVATED POSITIONS

12.1 No employee such as health and safety representatives, Maintenance employees, Cleaners, etc shall work in an elevated position, unless such work is performed safely from a ladder or scaffolding, or a position where such person has been made as safe as if he/she was working from scaffolding.

13. PROVISIONING OF PROTECTIVE CLOTHING/EQUIPMENT

The employer shall provide personal protective clothing/equipment where necessary for the face, eyes, ears, hands, feet, legs, body where necessary

13.1 To comply with legislation or a collective agreement

13.2 To safeguard the employee's health;

13.3 To prevent the transmission of an infection; or

13.4 To protect the employee's private clothes or uniform from excessive dirt or wear.

14. EMERGENCY/EVACUATION PLAN

14.1 The Manager : Security Services/ Disaster Management shall develop a comprehensive emergency/evacuation framework. The Health and Safety Committee shall thereafter develop an Health and Safety Plan for each office. Such plan shall conform to the framework regarding action to be taken in case of fire, gas, floods, bomb threats, robbery, etc. provided by the Manager : Security Services./Disaster Management

14.2 Implementation drills shall be conducted in accordance with the comprehensive emergency/evacuation framework developed by the Manager :Security Services / disaster Management to ensure that each employee knows how to react in events of emergency.

14.3 Emergency telephone numbers of the health and safety representatives, the police, the fire department, the ambulance services, etc shall be made available to all members of staff.

15. SECURITY AND ACCESS CONTROL

15.1 A security and access control framework shall be developed by the Manager : Security Services for each work place of the Department to ensure the safety of all employees and shall be implemented by all offices of the Department.

15.2 The plan shall include measures with regard to the safe handling of money within the workplace and outside the workplace.

16. EXPOSURE TO AN ENVIRONMENT WHICH IS REGARDED AS A HEALTH RISK

16.1 If an employee is exposed to an environment, which is regarded as a health risk, e.g. leaking gas , possible risk of asbestos exposure, tuberculosis etc in her or his workplace, the employee's absence may be covered by the granting of special leave.

16.2 Employees who are suffering from communicable diseases or any illness for which

they are put in quarantine shall inform their supervisors immediately so that the spreading of the disease to other employees can be prevented, normal sick leave/temporary disability leave can be granted and colleagues that might have been infected may be tested and assisted with treatment.

17. VIOLENCE IN THE WORKPLACE

17.1 The employer shall, as far as reasonably practical, ensure that the workplace is violence free.

17.2 If, however, an employee is attacked in the workplace, he/she shall be entitled to treatment to avoid contracting HIV/AIDS.

18. MONITORING AND EVALUATION:

The department is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement aimed at the elimination of work related illness and injury. The effectiveness of this policy will be measured by the:

1. development and implementation of safety plans by Business Unit Managers.
2. the number of safety actions signed off as completed by Managers.
3. decrease in lost time due to illness and injury, and a resulting reduction in workers compensation liability.

19. REVIEW

This policy will be reviewed every two years. The review will take account of the amendments in the legislature or otherwise as directed by high authority and any changes in workplace risks, which may have occurred since the policy was adopted.

ANNEXURE A

FUNCTIONS OF OCCUPATIONAL HEALTH AND SAFETY

REPRESENTATIVES (OHSRs)

OHSR shall:

- i. conduct health and safety audits in order to check the effectiveness of health and safety measures;
- ii. together with the employer investigate incidents, complaints from workers regarding health and safety matters and report them in writing to the Occupational Health and Safety Committee;
- iii. make representation regarding the safety of the workplace to the employer, or health and safety committee or where the representations are unsuccessful to a health and safety Inspector;
- iv. conduct an inspection to the workplace after notifying the employer of the inspection;
- v. participate in discussions with the Inspectors at the workplace and accompany Inspectors on inspections;
- vi. inspect documents with the consent of the employer and be accompanied by a technical advisor during an inspection;
- vii. work in collaboration with the Department in promoting a safe and health hazard free environment;
- viii. serve as members of the Occupational Health Safety committee, without derogating from his/her responsibility as an OHSR; and
- ix. attend health and safety committee meetings.

ANNEXURE B

ACCIDENT INVESTIGATION FORM—1

Vehicular

Name of Injured Employee _____

Date of Accident _____

Job Title _____

Time of Accident _____

Department _____

Location of Accident _____

Name of Witness(s) _____

Description of Accident _____

Task Being Performed _____

Equipment, Tools, Personal Protective Equipment, Procedures Being Used

Description of Injury/Illness (include accident type, injury type and body part injured)

Describe All Contributing Factors _____

Description of Work Area _____

Injured Employee's Account of Accident _____

Witness's Account of Accident: (Name, title, address, phone number) _____

What Were the Basic Causes of the Accident (usually multiple causes)?

Corrective Measures to be implemented to Prevent Similar Reoccurrence

Investigator's Name _____

Date of Investigation _____

ACCIDENT INVESTIGATION FORM—2

To be sent to _____

[Insert title or person, e.g., Safety Director, Safety Manager, Safety Officer, Chair Safety Committee, Chief Elected Official's title] within 14 days of the date of the accident

This side to be completed by the appropriate supervisor

Date of Accident/Occurrence: _____ Time: _____

Place of Accident/Occurrence: _____

Name of injured person(s) (if any): _____

1. Was/were any other person(s) involved in, or witness to, the accident? If so give employee(s) name(s), titles, departments, phone numbers; if not an employee, record name, company, phone number:

2. Was/were the person(s) involved appropriately trained and authorized? Give brief details of relevant training and authorization:

3. Are there any written rules or other instructions applicable to the work? If so give brief details:

4. Was there any apparent breach of rules or instructions, or any apparent malpractice? If so, give details:

5. Supervisor's additional comments:

Supervisor's signature

Date

Page 2

APPROPRIATE MANAGER TO COMPLETE PARTS 6-10

6. Do you endorse the supervisor's replies to Parts 1 to 5? If not, what would you alter, delete or add?

7. Is there any need to modify or add to existing rules or instructions? If so, what modification or addition needs to be made?

8. Has the investigation identified any training need? If so, give details:

9. What action have you taken in respect of this accident?

10. Do you see any need for preventative action outside your department? If so, give details of the action and other departments concerned:

Manager's signature

Date

When complete, this form should be sent immediately to [Insert title or person, e.g., Safety Director, Safety Manager, Safety Officer, Chair Safety Committee, Chief Elected Official's title]