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OCCUPATIONAL HEALTH & SAFETY POLICY

Approved Date:	Effective Date:
Review Date:	Signature:

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1. BACKGROUND

- 1.1 It is the Agency's official policy to protect its Employees and Assets at all times by enforcing a high standard of Safety, Health and Hygiene.
- 1.2 The Agency is fully committed to Safety and Health and therefore, efficiency and effectiveness are not only goals, but also demands for its mutual prosperity and shall be striven for by all Employees.
- 1.3 The Agency undertakes to regard the Safety and Health of Employees, Customers/Clients, and the general public within its various establishments as the highest priority.
- 1.4 The Agency takes the Occupational Health and Safety Act, 1993 (OHASA) and the Compensation for Occupational Injury and Diseases Act, 1993 (COID-Act) as its terms of reference for provision and maintenance of safety of employees.
- 1.5 All personnel must regard their own Safety and Health as high priority.

2. PURPOSE OF THIS POLICY

- 2.1 It is Agency 's responsibility to ensure that all legal and statutory obligations are strictly complied with.
- 2.2 The Agency strives to ensure that Health and Safety functions are completely integrated in Management practices and principles and therefore form part of the daily management activities and responsibilities.

3. APPLICATION OF THIS POLICY

- 3.1 This policy is applicable to all Staff, Customers/Clients and visitors to Agency premises.

4. REGULATIONS

- 4.1 A summarized copy of this policy shall be displayed in every workplace.
- 4.2 A copy of the Occupational Health and Safety Act shall be available in every workplace.
- 4.3 The Agency shall develop its own Occupational Health and Safety Standards which shall be based on the 5-Star standards as developed by the National Occupational Safety Association (NOSA). These standards shall specifically refer to the following elements:-
 - 4.3.1 Premises and Housekeeping.
 - 4.3.2 Mechanical, Electrical and Personal Safeguarding.
 - 4.3.3 Fire Protection and Prevention.
 - 4.3.4 Incident (Accident)Recording and Investigation.
 - 4.3.5 Safety Organisation.
 - 4.3.6 The agency shall in all respects comply with the OHSA and the COIDA and the regulations framed under these acts.

5. IMPLEMENTATION OF THIS POLICY

- 5.1 The CEO and those persons to whom the CEO has assigned duties under Section 16 of the OHAS-Act shall be responsible for the implementation of this policy.

- 5.2 According to Section 17 of the OHAS-Act, Health and Safety Representatives are appointed in each work area, and they are charged with the responsibility to bring any threat to the Health and Safety of employees to the attention of the employer. They will form part of the Safety Committee structure (established by the CEO) and these committees will meet once every two months.
- 5.3 The CEO will appoint a Safety Officer for the agency, who will act as a secretary to all Health and Safety Committees and will inspect all workplaces at regular intervals in order to ensure compliance with the OHAS-Act.
- 5.4 The Safety Officer will report all deviations from the provisions of the OHAS-Act and the COID-Act to CEO and CFO.
- 5.5 The agency 's Disciplinary Code shall be applied in cases where this policy is breached.

6. PROTECTIVE CLOTHING

- 6.1 The agency will at all times comply with General Safety Regulation 2 of the OSHA which clearly stipulates when and where Protective Clothing will be issued.
- 6.2 Regular risk evaluations will be carried out by the Safety Officer in order to determine the need for Protective Clothing.
- 6.3 Employees will be instructed concerning the proper use, maintenance and limitation of the Safety Equipment provided
- 6.4 The agency shall not require or permit an employee to work unless such employee uses the required Safety Equipment. Failure to use protective equipment provided to safeguard an employee could lead to disciplinary action.
- 6.5 Every Department will keep a record of issues reflecting the employee number, date of issue, quantities, type of equipment and signature.
- 6.6 When an employee reports protective clothing losses as a result of theft Clause 7 of the Dress Code, Uniforms and Protective Clothing Policy shall be observed.

7. FIRST AID KIT AND FIRE EXTINGUISHERS

- 7.1 All Agency owned buildings shall have First Aid Kits. Tool kits should be supplied to and kept by employees who have received Health and Safety training.
- 7.2 All agency owned buildings shall have fire extinguishers in strategic places.
- 7.3 All employees requiring first aid shall receive such assistance form the designated custodian of the first aid kit.
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8. COMMENCEMENT OF THIS POLICY

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

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 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 Arbitration