

KGATELOPELE LOCAL MUNICIPALITY



OCCUPATIONAL HEALTH AND SAFETY POLICY

2025-2026

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1. INTRODUCTION

It is the policy of Kgatelopele 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.

Kgatelopele Local Municipality 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.

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

- Identify, analyse, mitigate and control hazards or reduce risk causing incidents and accidents.
- 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 the municipality.
- Ensure the safe use, handling, storage, disposal and transportation of equipment, substances and waste generated through municipal 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.

2. DEFINITIONS

- **“Act”** means the Occupational Health and Safety Act 85 of 1993.
- **“Accident”** means any accident arising out of and in the course of an employee’s employment and resulting in a personal injury, illness or death of the employee.
- **“Chief fire coordinator”** means contingency officer who is responsible for the coordination of fire team in the designated areas.
- **“Contingency Plan”** means any action that is to be activated during any emergency situation in order to prevent and/or combat or counteract the effects and results of an emergency situation where life or property is threatened.
- **“Contingency Officers”** for the purpose of this policy means an Occupational Health and Safety representative.
- **“Danger”** means anything that may cause injury or damage to persons or property.
- **“Employer”** means the Municipal Manager of the Local Municipality or the official to whom the responsibility for compliance with the Act has been delegated.
- **“Employee”** means any person who is employed by or works for the employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of the employer.
- **“Hazard”** means a source of or exposure to danger.
- **“Healthy”** means free from illness or injury attributable to occupational causes.
- **“Incident”** means an incident as contemplated in section 24 of Occupational Health and Safety Act,
- **“Issue”** means personal safety equipment/protective clothing as well as other clothing and uniforms not compulsory by law.
- **“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.
- **“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.
- **“Occupational health”** means including occupational hygiene, occupational medicine and biological monitoring.
- **“Occupational Health and Safety Representative”** (OHSR) means authorized person designated to perform health and safety duties in Kgatelopele Local Municipality.
- **“Occupational Health and Safety Committee”** means a committee established under section 19 of the Occupational Health and Safety Act 85 of 1993
- **“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),
- **“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.
- **“Occupational medicine”** means the prevention, diagnosis and treatment of illness, injury and adverse health effects associated with a particular type of work.
- **“Premises”** include any building, vehicle or machinery owned by Kgatelopele Local Municipality.

- **“Proper use”** means use of any item with reasonable care, and with due regard for any information, instruction or advice supplied by the designer, manufacturer, importer seller or supplier.
- **“Risk”** means the probability that injury or damage will occur.
- **“Safe”** means free from any hazard.
- **“Workplace”** means any premises or place where an official of Kgatelopele Local Municipality performs work in the course of her/his employment.

3. LEGAL FRAMEWORK

The directives from which this policy is derived are:

- Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)
- Occupational Health and Safety Act 85 of 1993, as amended and regulated issues in terms of section 43 of the Act
- Compensation for Occupational Injuries and Diseases Act 130 of 1993, as amended
- Basic Conditions for Employment Act 75 of 1997, as amended
- Labour Relations Act 66 of 1995, as amended
- Employment Equity Act 55 of 1998, as amended
- Disaster Management Act 57 of 2000 as amended
- Public Service Act 103 Of 1994 as amended
- Fire brigade Act 99 of 1997 as amended
- Hazardous Substance Act 15 of 1973 as amended
- General Administration Regulations 2003
- PSCBC Resolution 2 of 1999, as amended
- National Water Act 36 of 1998
- National Building Regulation act 103 of 1977
- National Environmental Management Act 107 of 1998
- Environmental Conversation act 73 of 1989
- Road Transportation Act 74 of 1979 as amended
- Tobacco control act 83 of 1993 as amended
- Public Service Regulations, 2001, as amended
- Access to Public Premises and Vehicles Act 53 of 1985
- National Health Act 61 of 2003
- Municipal Systems Act 32 of 2000
- Municipal Finance Management Act 56 of 2003
- Locally negotiated agreements (LLF Resolutions)
- 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)

4. SCOPE AND APPLICATION

The provisions of this policy are applicable to all employees and work places of Kgatelopele Local Municipality, as well as persons other than employees whilst within the premises of the Kgatelopele Local Municipality.

5. OBJECTIVES OF POLICY

The purpose of this policy is to establish minimum standards and requirements of occupational health and safety for the municipality in order to reduce the risk by: -

- Ensuring implementation of Occupational Health and Safety Programmes in line with the OHS Act.
- Ensuring that risk assessment is conducted.
- Ensuring that all affected stakeholders are abreast with legislative requirements as far as is reasonably practicable.
- Raising awareness and capacitate employees and councillors on OHS matters pertaining to their work and the associated risks involved.
- Ensuring the knowledge and information available is adequate to achieve these objectives.
- Continually evaluate health and safety programmes, adapting them as and when problems are identified.
- Actively partaking in the accident/incident prevention programmes

6. ROLES AND RESPONSIBILITIES

It is the responsibility of both the employer as well as all employees to ensure a safe and healthy working environment in the premises of Kgatelopele Local Municipality.

6.1 GENERAL RESPONSIBILITIES OF THE KGATELOPELE LOCAL MUNICIPALITY AS AN EMPLOYER:

- Take measures to protect employee's health and safety against hazards that may result from the production, processing, use, handling, storage or transportation of articles/substances i.e. anything that employees come into contact with at work.
- Ensure that contingency officers are equipped with the first aid kit that would be accessible to all employees in case of emergency.
- Identify potential hazards which may be present while work is being done, something is being produced, processed, used, stored or transported.
- Provide precautionary measures and means to implement the measures that are necessary for any equipment, which is being used to protect employees against hazards. This must be done by providing the necessary information, instructions, training and supervision while keeping the extent of employee's competence in mind. i.e. a list of what employees may and may not do, (e.g. not permit anyone to carry on with any task unless the necessary precautionary measures have been taken).
- Take steps to ensure that every employee within his/her employment complies with the requirements of this policy.
- Enforce the necessary control measures in the interest of health and safety.
- Ensure that each employee is trained and understands the hazards associated with the work he / she is performing.
- Ensure that the Occupational Health and Safety precautionary measures are implemented and maintained.

6.2 DUTIES OF EMPLOYEES

- 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.
- 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.
- Wear the prescribed safety clothing or use the prescribed safety equipment where it is required.

- Cooperate with an employer or any person who has been authorized by the employer to carry out duties in terms of the act.
- Inform the employer or their health and safety representative of any unhealthy circumstances or acts that they are aware of.
- Give information to an inspector from the Department of Labour if he or she should require it.
- 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.
- 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.

6.3 THE ROLE AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER

The Municipal is ultimately accountable for compliance with the requirements of the OHS Act, as contemplated in its section 16(1).

The Municipal Manager as Chief Executive Officer in terms of the Occupational Health and Safety Act, 1993 shall appoint a person in terms of Section 16(2) of the Act, without derogating from his responsibility any person who shall:

- perform duties on behalf of and report to the Municipal Manager;
- bear the authority and powers of ensuring that all necessary activities are executed in terms of the act; and
- be appointed in terms of the Act to represent employees in all matters relating to health and safety issues.

6.4 THE ROLE AND RESPONSIBILITIES OF THE TECHNICAL AND FINANCE MANAGERS

At Kgatelopele Local Municipality, the Managers of Infrastructure, Operations & Finance, or his/her designee, is responsible for:

- Ensuring that health and safety specifications are in place for any construction or maintenance work, and providing these to mandataries who make bids or who are appointed to perform such work for the municipality, as stated in the Construction Regulations 4;
- Liaising with mandataries and ensuring that appointed service providers are aware of and comply with the municipality's health and safety requirements;
- Managing legal appointment letters, as required by the OHS Act, with regard to
- mandataries:
 - Principal Contractor – OHS Act section 37(2) Agreement, Construction Regulation 4 Health & Safety Specifications
 - Contractors – Minor Works Agreement, Health & Safety Specifications
 - Any others – as required and specified in the OHS Act.

6.5 THE ROLE AND RESPONSIBILITIES OF THE SENIOR HUMAN RESOURCE MANAGER

At Kgatelopele Local Municipality, the Senior of Human Resources, or his/her designee, is responsible for:

- Ensuring that employees' appointment letters in terms of the OHS Act are initiated and copies are filed in the Human Resources Division for safekeeping.
These include:
 - MM's 19(3) appointees – Section 19(3) appointees
 - GMR 2 / Machinery supervisor – General Machinery Regulation 2(1) appointee

- Health and Safety Representatives – Section 17 appointees
- First Aiders – General Safety Regulation 3
- Fire Marshals – General Safety Regulations 2, Environmental Regulation for Workplaces 9(1)
- Ensuring that general duties of employees at work as stated in the OHS Act section 14 are integrated into all job profiles.

6.6 THE ROLES AND RESPONSIBILITIES OF MANAGERS AND HEAD OF DEPARTMENTS

Managers and Heads of Departments are responsible for the day-to-day health and safety management within their areas of responsibility. This will include:

- Where appropriate, ensuring that Health and Safety Representatives, First Aiders and Fire Marshals are appointed, as required by the OHS Act section 17(1), General Safety Regulations 3 and 2, and Environmental Regulation for Workplaces 9(1).
- Consulting with the OHS Officer and the Unions as required by the OHS Act General Administrative Regulation 6, in making Health and Safety Representative appointments.
- Providing and maintaining equipment and systems of work that are safe and without risks to health.
- Taking steps to eliminate or minimise any hazard or potential hazard to safety or health, before resorting to personal protective equipment.
- Making arrangements to ensure the safety and absence of risks to health relating to any articles or substances used or stored in each workplace.
- Identifying existing and potential hazards in each workplace, assessing the level of risk and ensuring that the necessary precautionary measures are in place.
- Ensuring employees are informed of any actual or potential hazards and risks.
- Utilising the generic information, instructions and training provided by the OHS Officer.
- Providing the specific information, instructions, training and supervision to ensure the health and safety of all members of the municipality.
- Providing such health and safety equipment and/or personal protective equipment as is required, and ensuring that appropriate protective clothing is worn by all members of the municipality, as required.
- Enforcing any required health and safety control measures in each workplace, including where plant or machinery is used, and not permitting people under their control to carry out work if they do not adhere to the required precautionary measures or any other precautionary measures which may be prescribed by the OHS Act.
- Where plant or machinery is used, ensuring that work is carried out under the supervision of a competent person with authority to enforce precautionary measures.
- Ensuring that all employees and mandataries are informed regarding the scope of their authority as contemplated in the OHS Act section 37(1)(b).

6.7 THE ROLE AND RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER

- Incident Investigations.
- Internal Audits.
- Monitoring of legal compliance.
- Training, development and facilitation of employees, reps, awareness, information.
- Formal and informal training. Committee meetings, remedial actions, Contractor control.
- Support structures for reps and committees.
- Maintain OHS information, records and database.
- Supervise COID Act execution and compliance.
- Report on incidents, trends, risks

6.8 THE ROLE AND RESPONSIBILITIES OF THE HEALTH AND SAFETY REPRESENTATIVES

In terms of the OHS Act section 17, employees who serve as designated Health and Safety Representatives are responsible for:

- Representing fellow employees' interests in terms of occupational health and safety.
- Monitoring and reporting on health and safety concerns within their designated workplace and submitting quarterly health and safety inspection reports to the OHS Officer, after discussing the report with their line manager. This includes:
 - Reviewing effectiveness of health and safety measures;
 - Identifying potential hazards and major incidents;
 - Examining causes of incidents, in collaboration with the employer;
 - Investigating complaints relating to employees' health or safety concerns;
 - Informing the line manager or committee about the above;
 - Inspecting the workplace with a view to employees' health and safety.
- Serving as a member of the Health and Safety Committee and attending health and safety meetings as required

6.9 THE ROLE AND RESPONSIBILITIES OF THE TRADE UNIONS

In terms of the OHS Act General Administrative Regulation 6, representatives of the registered trade unions at the municipality are responsible for assisting Managers and Heads of Departments by:

- Consulting or bargaining in good faith and concluding an agreement concerning:
 - The nomination or election of Health and Safety Representatives;
 - Their terms of office and circumstances and prescribed manner in which they may be removed as Health and Safety Representatives;
 - The manner in which Health and Safety Representatives shall perform their functions.
- Ensuring that agreements comply with the terms of the OHS Act and Labour Relations Act

6.10 THE ROLE AND RESPONSIBILITIES OF THE FIRST AIDERS

At Kgatelopele Local Municipality, employees who serve as designated First Aiders are responsible for:

- Being a custodian of a first aid box, inspecting it on a regular basis and ensuring that the contents are maintained.
- Ensuring that the content complies with requirements of General Safety Regulations.
- Treating all first aid injuries in the workplace.
- Entering all details into the first aid register.
- Ensuring that access to the first aid box is not obstructed.
- Ensuring that available first aiders' names and contact details are prominently displayed.
- Ensuring that serious injuries are reported to the line manager and to the OHS Officer.
- Assisting the Emergency Coordinator in the event of an emergency.
- Adhering to the duties and responsibilities as outlined in the letter of appointment.

6.11 THE ROLE AND RESPONSIBILITIES OF THE FIRE MARSHALS

At Kgatelopele Local Municipality, employees who serve as designated Fire Marshals are responsible for:

- Familiarising themselves with the operation of fire-fighting equipment in their workplace and monitoring it to ensure it is in working order and has been serviced.
- Checking emergency escape routes on a regular basis to ensure they are not obstructed.
- Supporting the building Emergency Coordinator or HOD/manager in the event of a fire emergency.
- Adhering to the duties and responsibilities as outlined in the letter of appointment.

7. POLICY CONTENT

7.1 Medical Surveillance Programme

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.

7.1.1 Pre-employment examination (PEM)

Certain employees will undergo a pre-employment medical examination prior to 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. The inherent medical requirements will be used to ensure non-discrimination results.

A declaration will be signed by the prospective employee to accepting the conditions of the Medical Surveillance Programme and any resulting testing required.

The Manager will be notified of the suitability of the prospective employee.

7.1.2 Periodic Screenings (PS)

Employees working in specific areas or shifts will undergo screening at various intervals, depending on the health risk profile to risk – e.g. drivers will be examined annually. A certificate of fitness will be issued.

7.2 Legislative Compliance

The Council will follow all aspects of the Occupational Health and Safety Act no. 85 of 1993 and its Regulations, including any other mentioned documents (i.e. South African Bureau of Standards (SABS) codes). Where specific compliance or risk exists, company rules and procedures will apply. Any training done with respect to the legislation or company health and safety programme, policies and procedures will be noted and kept on file. Any person who does not adhere to this legislation will be guilty of an offence and thus be disciplined according to the disciplinary code.

7.3 Injury Reporting

In terms of the Occupational Health & Safety Act no. 83 of 1993, all injuries and incidents must be reported immediately or as soon as practically possible, for assessment, recording; or possibly investigation.

7.4 Wearing of Personal Protective Clothing (PPC) and PPE

Various occupations will be identified in the job specification as requiring PPC to be worn by the employees. Employees will be required to sign for the PPC, to follow the procedure and undergo training required for correct usage. 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, according to the disciplinary code, will be taken on non-compliance.

7.5 Hazardous Chemical Substance in Daily Use

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.

7.6 Health and Safety Procedures

7.6.1 Workplace Safety and Protective Clothing Rules

Your safety is the constant concern of Kgatelopele Local Municipality. Every precaution must be taken to provide a safe workplace. Occupational Health and Safety Officer makes regular inspections and holds regular safety meetings. He or She also meets with management to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home.

We take your safety seriously and any wilful or habitual violation of safety rules will be considered cause for disciplinary actions. Kgatelopele Local Municipality is sincerely concerned for the health and wellbeing of each member employee. The cooperation of every employee is necessary to make Kgatelopele Local Municipality a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee.

Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, posted department rules, and regulations published in the safety booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

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 at once.

Specific safety rules and guidelines.

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

- Observe and practice the safety procedures established for the job.
- 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.
- 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.
- 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.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- 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.
- Observe smoking regulations.
- Shut down your machine before cleaning, repairing, or leaving.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Report any UNSAFE condition or acts to your supervisor.

(a) Help to prevent accidents

The following actions will contribute towards the prevention of accidents happening:

- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Wear hard sole shoes and appropriate clothing.

(b) 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.

- Slippery floors and walkways.
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Loose or broken windows
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers.
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

(a) Safety equipment.

Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them.

You will be charged for loss or destruction of these articles only when it occurs through negligence.

(b) Safety shoes: Kgatelopele Local 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

(c) Seat belts: All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on Kgatelopele Local Municipality business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

(d) Vehicles (Pickup Trucks): Use separate trips for transporting tools and employees. Under no circumstances should employees and tools be transported together.

(e) Good housekeeping. Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the center 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.

- (f) **Wear and use of issues:** 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 Officers and safety representatives will continuously check on employees and report deviations to the relevant Manager and the Municipal Manager. No employee may use or wear issues in his/her private time or for private use.
- (g) **Ownership:** All issues issued for a specific cycle remain the property of the Council during that cycle. All issues of equipment remain the property of the Council and must be marked in such a way that the date of issue can be determined. When an item is replaced, such item, when replaced, will be taken in and subsequently destroyed.
- (h) **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.
- (i) **Frequency/terms of issue:** Issues of PPC will be made every 2 years according to schedules. Other issues are based on the principle of as and when needed and will therefore only be replaced when worn out. This schedule serves as determination of which equipment and clothing must be issued; the quantities that must be issued as well as the minimum life expectancy of the items issued. Proof that the items are worn out or the returning of worn-out items, is compulsory before a new issue can/may be made.
- (j) **Responsibility for issues:** Employees who negligently lose or damage their issues will be held responsible.
- (k) **Disregarding of policy conditions:** Disregarding of the policy conditions will be dealt with in accordance to the existing disciplinary procedures of the Council.

7.7 Working when it Rains

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.

The supervisor concerned must 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.

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 workshop or plant, which will not expose her/him to rain.

7.8 Emergency Fire procedures

- **Alert:** Sound the fire alarm immediately to notify everyone in the building.
- **Notify:** Call emergency services (fire department) and provide necessary information about the situation.
- **Evacuate:** Leave the building via the nearest exit calmly and quickly if necessary.
- **Assist:** Help others who may need assistance, but do not delay your own evacuation. Health and safety representatives to attack fire using available equipment.
- **Gather:** Assemble at the designated meeting point outside the building to ensure all personnel are accounted for.
- **Wait:** Do not re-enter the building until authorities declare it safe to do so.

8. IMPLEMENTATION AND MONITORING

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 of the agreed schedules, and the approval of the relevant Manager (Section 16(2) delegated in terms of Act 85 of 1993). Additions, reductions or changes to the schedules must be motivated by the relevant Manager in writing to the Municipal Manager or his assignee.

Each department must keep proper record of all issues to each employee and these records must be open for audit and inspection by the Manager: Internal Audit and the Occupational Health and Safety Officer.

9. POLICY REVIEW

This policy shall be reviewed every year or when need arise to reflect the current stance on occupational health and safety.

10. APPROVAL BY:

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Accounting Officer

.....
Date

.....
Council Resolution no.

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Date