



HARRY GWALA DEVELOPMENT AGENCY (PTY) LTD
[REG. No: 2011/001221/07]

POLICY: OCCUPATIONAL HEALTH AND SAFETY

Administrative Responsibility:	Chief Executive Officer
Implementing Department / Departmental Unit	Corporate Services

OCCUPATIONAL HEALTH AND SAFETY POLICY

POLICY DOCUMENT CONTROL

POLICY NUMBER	HGDA 007
CUSTODIAN	Corporate Services Department
STATUS	DRAFT
VERSION (NO./YEAR)	V1 – 2025
APPROVED BY	
EFFECTIVE DATE	
REVISION DATE	
ROUTING	MANCO – 10 March 2025
	HGDA Policy Retreat -14 May 2025
	Portfolio Committee/s-
	HGDA Board- 22 January 2025
	HGDM Council- 28 January 2025

Summary of Amendments:

Version	Author	Date	Revised Date
V1	Corporate Services Manager	10 March 2025	14 May 2025

TABLE OF COENTENTS

PREAMBLE	4
1. BACKGROUND.....	4
2. LEGAL FRAMEWORK.....	4
3. INTEPRETATION OF THE POLICY	5
4. APPLICATION OF THIS POLICY	6
5. REGULATIONS.....	8
6. PROTECTIVE CLOTHING	9
7. FIRST AID KIT AND FIRE EXSTINGUISHER.....	9
8. COMMENCEMENT OF POLICY	13

PREAMBLE

The purpose of this policy is for the Harry Gwala Development Agency (PTY) LTD to ensure that all legal and statutory obligations are complied with.

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.

1. BACKGROUND

- 1.1. It is the Agency's official policy to always protect its employees and assets by enforcing a high standard of Safety, Health, and Hygiene.
- 1.2. It 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 establishment 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. LEGAL FRAMEWORK

The policy was developed and guided by the following:

- 2.1. This policy is premised from the Occupational Health and Safety Act 85 of 1993, as amended;
- 2.2. Compensation for Occupational Injuries and Diseases Act 130 of 1993, as amended;
- 2.3. Labour Relations Act 66 of 1995, as amended.
- 2.4. This policy is implemented in furtherance of the Disaster Management Act 57 of 2000, as amended.

3. INTERPRETATION OF THE POLICY

- 3.1. All words contained in this policy shall have an ordinary meaning attached unless the definition or context indicates otherwise.
- 3.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 3.3. The CEO shall give a final interpretation of this policy in case of written dispute.
- 3.4. If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council/Arbitration and or Department of Labour and Employment.

“CEO” shall mean the Chief Executive Officer of the Harry Gwala Development Agency (Pty) Ltd – used interchangeably with Accounting Officer

“CFO” shall mean the Chief Financial Officer of the Harry Gwala Development Agency (Pty) Ltd

“Client” means someone who receives services from a professional.

“COIDA” means Compensation for Occupational Injuries and Diseases Act which provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases.

“DEL” means Department of Employment and Labour.

“HGDA” means the Harry Gwala Development Agency (Pty) Ltd, a company duly incorporated in terms of the laws of the Republic of South Africa with registration number: 2011/001221/07, in which the Harry Gwala District Municipality, as Parent Municipality, holds a sole interest.

“HGDM” means the Harry Gwala District Municipality, a Category C Municipality established in terms of Section 155(1)(c) of the Constitution of the Republic of South Africa, 1996 and in terms of Section 12(1) of the Municipal Structures Act, 32 of 2000 (as amended) and its successors in title. Includes duly authorised officials of the Municipality who have been delegated any powers, functions, and duties necessary to give effect to this Policy and decide upon and administer the matters referred to herein.

“NOSA” means the National Occupational Safety Association established to improve workplace safety

“Official” In relation to a municipality or municipal entity, means:

1. An employee of a municipal entity.

2. A person seconded to a municipal entity to work as a member of the staff of the municipal entity; or
3. A person contracted by a municipal entity otherwise than as an employee.

“OHS” means Occupational Health and Safety

“SHE” means Safety, Health, and Environment

4. APPLICATION OF THIS POLICY

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

5. RESPONSIBILITIES AND OBLIGATIONS

- 5.1. Section 8 of the Occupational Health and Safety Act 85 of 1993 stipulates that every employer shall provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of his employees and any other person who may be affected by the actions or omissions of the employer
- 5.2. Section 14 of Occupational Health and Safety Act 85 of 1993 stipulates that every employee shall take reasonable care for the health and safety of himself and of other persons who may be affected by his / her acts or omissions.
- 5.3. In light of the above clauses, it is clear that everybody has a role to play in ensuring that the workplace is kept free of accidents and adverse conditions to health.

6. DUTIES OF THE CEO

- 6.1. The CEO shall as far as reasonably practicable, ensure that the duties of his employer as contemplated in the Act, are properly discharged. This is according to section 16 of Occupational Health and Safety Act 85 of 1993. The CEO as the accounting officer in terms of the Act shall appoint a person according to section 16 (2) of the Act without absolving himself from his responsibilities as the Accounting Officer.
- 6.2. The appointed person should have competence in Occupational Health and Safety Management system. The appointed person shall have a power and authority of ensuring that all necessary activities are executed in line with the requirements of the Act.

7. ROLES AND RESPONSIBILITIES

7.1. MANAGERS

- 7.1.1. Individuals in this position are responsible for helping our organisation to maintain a safety – first corporate culture. Their responsibilities include but are not limited to the following:
- 7.1.2. Consistently setting a positive example of safety – first attitudes and practices
- 7.1.3. Integrating safety considerations into the decision – making process
- 7.1.4. Making safety an important consideration in decisions about employee recognition, rewards, promotions, wage increases, and bonuses.
- 7.1.5. Carrying out and enforcing policies relating to safety
- 7.1.6. Ensuring total compliance with all applicable National, Provincial, Regional and Local safety regulations and
- 7.1.7. Giving employees a freedom to voice their concerns relating to health and safety issues

7.2. SUPERVISORS

Individuals in this position are responsible for ensuring that employees safety – first attitudes and practices as they do their jobs. Supervisors are responsible for:

- 7.2.1. Involving employees in an ongoing hazard identification
- 7.2.2. Involving employees in developing and applying safe job procedures
- 7.2.3. Teaching employees how to properly use personal protective equipment
- 7.2.4. Teaching employee's good housekeeping practices in consultation with health and safety professionals.
- 7.2.5. Working with safety professionals to investigate accidents, incidents and near miss situations
- 7.2.6. Setting a positive example of safety first attitudes and practices

7.3. SAFETY OFFICER

The Safety Officer must assist line managers in ensuring that the necessary items are adequately budgeted for, for example:

- 7.3.1. Statutory audits and inspections
- 7.3.2. First aid training
- 7.3.3. Signage and demarcation
- 7.3.4. Personal Protective Equipment
- 7.3.5. Occupational Health and Safety Training
- 7.3.6. Conducting hazard identification and risk assessment.

7.3.7. Cost of sending employees to Occupational Health Practitioner for Valid medical certificate of fitness especially to those employees who are doing construction work for the Municipality (Construction Regulation 7)

7.3.8. Medical surveillance for workers who are exposed hazardous conditions etcetera.

7.4. EMPLOYEES

7.4.1. Individuals in this position are expected to work safely, follow the organisations safety rules and regulations and assist managers and supervisors in maintaining a safe and healthy work environment.

8. PRINCIPAL CONTRACTORS, CONTRACTORS, CONSULTANTS AND VISITORS

8.1. All visitors, Principal Contractors, Contractors, and Consultants engaged to perform work on the Mhlontlo's premises or locations are required, as part of their contract, to comply with the council's Occupational Health and Safety Policies, procedures and programs and to observe directions on health and safety from designated officers of Harry Gwala Development Agency.

9. REGULATIONS

9.1. A summarized copy of this policy shall be displayed in premises of the Agency.

9.2. A copy of the Occupational Health and Safety Act shall be available in premises of the Agency.

9.3. 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:-

9.3.1. Premises and Housekeeping.

9.3.2. Electrical and Personal Safeguarding.

9.3.3. Fire Protection and Prevention.

9.3.4. Incident (Accident)Recording and Investigation.

9.3.5. Safety Organisation

9.3.6. The agency shall in all respects comply with the OHSA and the COIDA and the regulations framed under these acts.

10. WEARING OF PROTECTIVE CLOTHING

- 10.1. Wearing of Personal Protective Clothing (PPC)
- 10.2. Various occupations will be identified in the job specification as requiring PPC to be worn by the employees.
- 10.3. Employees will be required to sign for the PPC, to follow the procedure and undergo training required for correct usage.
- 10.4. All employees (outside workers) have to wear closed shoes.
- 10.5. 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 noncompliance.

11. FIRST AID KIT AND FIRE EXTINGUISHER

- 11.1. All departments within the Agency shall have First Aid Kits. Tool kits should be supplied to and kept by employees who have received Health and Safety training.
- 11.2. All departments within the Agency shall have fire extinguishers in strategic places.
- 11.3. All employees requiring first aid shall receive such assistance from the designated custodian of the first aid kit.
- 11.4. The Agency has an assembly point and the signage in place should employees be required to assemble due to an existing or deemed danger.
- 11.5. OHS Committee shall meet quarterly to discuss matters of health and safety that may affect the Agency.

12. 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.

13. WORKPLACE SAFETY RULES

- 13.1. Your safety is the constant concern of this municipal entity.
- 13.2. Every precaution has been taken to provide a safe workplace. Occupational Health and Safety Officer makes regular inspections and holds regular safety meetings.
- 13.3. He or she also meets with management to plan and implement further improvements in our safety Programme.

- 13.4 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.
- 13.5 The municipal entity is sincerely concerned for the health and well-being of each member employee.
- 13.6 The cooperation of every employee is necessary to make the municipal entity a safe place in which to work.
- 13.7 Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee.
- 13.8 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.
- 13.9 Begin right by always thinking of safety as you perform your job, or as you learn a new one.

14. ACCIDENT REPORTING

- 14.1 Any injury at work — no matter how small — must be reported immediately to your supervisor and receive first aid attention.
- 14.2 Serious conditions often arise from small injuries if they are not cared for at once.

15. Specific Safety Rules and Guidelines

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

- a) Observe and practice the safety procedures established for the job.
- b) 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.
- c) 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 authorised personnel.
- d) Do not wear loose clothing or jewellery around machinery. It may catch on moving equipment and cause a serious injury.

- e) 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.
- f) Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- g) Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- h) Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panels, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- i) Keep your work area clean.
- j) Use compressed air only for the job for which it is intended.
- k) Do not clean your clothes with it and do not fool around with it.
- l) Observe smoking regulations.
- m) Shut down your machine before cleaning, repairing, or leaving.
- n) Tow motors and lift trucks will be operated only by authorised personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors.
- o) Do not exceed a speed that is safe for existing conditions.
- p) Running and horseplay are strictly forbidden.
- q) Do not block access to fire extinguishers.
- r) Do not tamper with electric controls or switches.
- s) Do not operate machines or equipment until you have been properly instructed and authorised to do so by your supervisor.
- t) Do not engage in such other practices as may be inconsistent with ordinary and reasonable common-sense safety rules.
- u) Report any UNSAFE condition or acts to your supervisor.

16. **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:

- a) Slippery floors and walkways.
- b) Tripping hazards, such as hose links, piping, etc.
- c) Missing (or inoperative) entrance and exit signs and lighting.
- d) Loose handrails or guard rails.
- e) Loose or broken windows.
- f) Dangerously piled supplies or equipment.
- g) Open or broken windows.
- h) Unlocked doors and gates.
- i) Electrical equipment left operating.
- j) Open doors on electrical panels.
- k) Leaks of steam, water, oil, etc.
- l) Blocked aisles.
- m) Blocked fire extinguishers, hose sprinkler heads.
- n) Blocked fire doors.
- o) Evidence of any equipment running hot or overheating.
- p) Oily rags.
- q) Evidence of smoking in non-smoking areas.
- r) Roof leaks.
- s) Directional or warning signs not in place.
- t) Safety devices not operating properly.
- u) Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.


17. SAFETY EQUIPMENT

- a) Your supervisor will see that you receive the protective clothing and equipment required for your job.
- b) Use them as instructed and take care of them.
- c) You will be charged for loss or destruction of these articles only when it occurs through negligence

18. COMMENCEMENT OF POLICY

18.1. This Policy will come into effect on the date of adoption by the Board of Directors of the Harry Gwala Development Agency (Pty) Ltd.

APPROVED BY:

NAME	SIGNATURE	DESIGNATION	DATE
Mrs T.T. Thiyane-Magaqa		ACEO	22 May 2025