SAFETY HEALTH ENVIRONMENT
RISK AND
QUALITY (SHERQ)
MANAGEMENT POLICY
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OCCUPATIONAL HEALTH AND SAFETY POLICY

1. PREAMBLE

Occupational Health and Safety Act 85 of 1993, requires the employer to provide and maintain as far as reasonable and practical a work environment that is safe and without risk to the health of employees. The KZN Department of Education as an employer considers its employees to be its most valuable assets and undertakes to safeguard them through providing and maintaining, as far as reasonably practical, a working environment that is safe and without risk to health of its employees. In ensuring a safe and healthy working environment all employees of the KZN Department of Education have to work closely together with the employer in minimizing any risk that might jeopardize the health and safety of employees of the Department.

2. SCOPE

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

3. PURPOSE

The purpose of this policy is to ensure that the Kwazulu-Natal Department of Education is committed to the provision and promotion of a healthy and safe work environment for employees by:

- Identifying hazards and possible risks causing incidents and accidents,
- Setting standards of practice, procedures and accountability,
- Measuring performance against standards,
- Evaluating compliance with standards,
- Correcting deficiencies, deviations, and set standards of procedures to be followed,
- Creating and maintaining a healthy and a safe environment

4. PRINCIPLES UNDERPINNING THE OCCUPATIONAL HEALTH AND SAFETY POLICY

4.1. Developing and improving programs and procedures to ensure compliance with all applicable laws and regulations.
4.2. Ensuring that personnel are properly trained and provided with appropriate safety and emergency equipment, where applicable.
4.3. Taking appropriate action to correct hazards or conditions that endanger health, safety and the environment.
4.4. Considering safety and environmental factors in all operating decisions including planning and acquisition.
4.5. Responding to the needs of designated groups such as the aged, people with disabilities and people living with HIV and AIDS.
4.6. Equality and non-discrimination upholding the value that discrimination on any grounds should be eliminated.
5. DEFINITIONS

In this policy, unless the context indicates otherwise:

Act means the Occupational Health and Safety Act Number 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

Department means the Kwazulu-Natal Department of Education as defined in Section 7 (2) column 1 of schedule 2 of the Public Service Act.

Danger means anything that may cause injury or damage to persons or property.

Employer means the Head of Department of the Kwazulu-Natal Department of Education or the official to whom the responsibility for compliance with the Act has been delegated

Employee means a person as defined in the Public Service Act, Basic Conditions of Employment Act and Employment of Educators Act

First Aid Practitioners means nominated and trained representatives who are trained in First Aid, to in turn be First Aiders in the workplace

Hazard means any source of/or exposure to danger

Health and Safety Standards means any standard irrespective of whether or not it has the force of law, which if applied for the purpose of this policy, will in the opinion of the Head of Department promote the attainment of objectives of this policy

Inspector means an Occupational Health and Safety Inspector of the Department of Labour.

Occupational Health and Safety Representative means a duly appointed and authorized person; by the Head of Department: Kwazulu-Natal Department of Education; to perform health and safety duties in the Kwazulu-Natal Department of Education.

Occupational Health and Safety Committee means a duly appointed committee established under Section 19 of the Occupational Health and Safety Act Number 85 of 1993

Public Service Act means the Public Service Act, 1994 (Proclamation No. 103 of 1994)
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 the KwaZulu-Natal Department of Education performs work in the course of her/his employment.

6. LEGISLATIVE MANDATES

The regulatory framework which relates to Occupational Health and Safety are, inter alia, as follows:

- Public Service Act of 2007 (Act Number 30 of 2007)
- Public Service Regulations, 2001 as amended
- Occupational Health and Safety Act Number 85 of 1993
- Occupational Health and Safety Regulations
- Compensation for Occupational Injuries and Diseases Act, 1993
- Basic Conditions for Employment Act Number 75 of 1997, as amended
- Labour Relations Act Number 66 of 1995, as amended.
- Employment Equity Act Number 55 of 1998, as amended
- Hazardous Substance Act Number 15 of 1973, as amended
- National Building Regulations Act Number 103 of 1977
- Disaster Management Act Number 57 of 2000, as amended
- South African Schools Act Number 76 of 1998 as amended

7. RESPONSIBILITIES AND OBLIGATIONS

It is the responsibilities of both the employer as well as all employees to ensure a safe and healthy working environment in the premises of the KwaZulu-Natal Department of Education.

7.1. RESPONSIBILITIES OF THE KZN DEPARTMENT OF EDUCATION AS AN EMPLOYER TO THE EMPLOYEES

The department shall provide and maintain all equipment that is necessary to perform work and all systems according to which work must be done, in a condition that will not affect the health and safety of employees. Protective clothing/equipment should be provided where it is required to mitigate risks and hazards.

To ensure that these duties are complied with, the employer must:

7.1.1 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.
7.1.2 Ensure that relevant officers are equipped with the first aid kit that would be accessible to all employees in the case of emergency.
7.1.3 Identify potential hazards which may be present while work is being done, something is being produced, processed, used, stored and transported.

7.1.4 Take necessary steps to ensure that every employee within her/his employment complies with the requirements of this policy.

7.1.5 Enforce the necessary control measures in the interest of health and safety.

7.1.6 Ensure that each employee understands the hazards associated with the work she/he is performing.

7.1.7 Ensure that the occupational health and safety precautionary measures are implemented and maintained.

7.1.8 Develop capacity building programmes for Representatives (Reps) and First Aid Practitioners.

7.1.9 Provide physical resources and facilities for workers in a workplace.

7.1.10 Ensure financial planning and budget is provided for Occupational Health and Safety.

7.1.11 Promote competence development of practitioners.

7.1.12 Ensure commitment to comply with current applicable legislation regulations and other requirements to which the KwaZulu-Natal Department of Education subscribes.

7.1.13 Ensure commitment to continual improvement of Safety, Health, Environment Risk and Quality (SHERQ) systems.

7.1.14 Ensure that total quality management systems are in place.

7.1.15 Designate in writing for a specified period; health and safety representatives for the workplace or for different sections of the Department.

7.1.16 Ensure that there is a written policy concerning the protection of the health and safety of employees at work, and the safety of the general public.

7.1.17 Develop and implement a system for monitoring, evaluation and impact analysis of OHS Practices in the workplace.

7.1.18 Ensure that all Public School employees in the Province are protected in terms of health and safety. There must be a strategy in place that will ensure that all Public school buildings and employees are protected e.g. provision of Security Guards, First Aid kits, Fire extinguishers, sick rooms, medication such as pain killers, trained First Aid Practitioners, cleaners, sanitation, playgrounds, sound nutrition programmes, school gardens, well maintained school buildings, establishment of OHS Reps in all schools, establish as far as reasonably practicable what hazards threaten the health and safety of persons attached to any work which is performed; providing such information, instructions, training and supervision as may be necessary to ensure as far as reasonably practicable the health and safety at work for the employees; ensuring that all employees are informed regarding the scope of their authority; ensure that the conditions of the school buildings are conducive to teaching and learning.

7.2. RESPONSIBILITIES OF THE EMPLOYEES

According to the Occupational Health and Safety Act Number 85 of 1993, it is incumbent on all employees to:

7.2.1 Take care of their own health and safety, as well as that of other employees who may be affected by their actions or negligence at work.

7.2.2 Give information to inspectors from the Department of Labour when so required.
7.2.3. Wear the prescribed safety clothing or use the prescribed safety equipment where necessary.

7.2.4. Report unsafe or unhealthy conditions to the employer or Occupational Health and Safety Representative (OHSR) as soon as possible. If employees are involved in an accident that may affect their health or cause an injury, they should report that incident to the employer and authorized person or the OHSR as soon as possible, but not later than the close of business on the day the incident occurred. Unless the circumstances were such that the reporting of the incident was not possible in which case the employee must report the incident as soon as it is practically possible.

7.2.5. Carry out any lawful order given and obey the health and safety rules and procedures laid down by the employer or by any other authorized person in the interest of health and safety in the workplace.

7.2.6. Execute good housekeeping in the workplace and ensure that there is no health and safety hazard due to bad housekeeping.

7.2.7. Comply with standards as set by legislation and regulations

7.2.8. Obey the health and safety rules and procedures laid down by the employer or any authorized person in the interest of health and safety

7.2.9. 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

7.2.10. Report, as soon as possible, any unsafe or unhealthy situation which comes to his/her attention, to the employer or to the health and safety representative for his/her workplace or section thereof

8. ROLE PLAYERS FOR HEALTH AND SAFETY

8.1. HEALTH AND SAFETY REPRESENTATIVES

In terms of the Occupational Health and Safety Act Number 85 of 1993, a representative must be designated for every workplace consisting of 20 or more workers. In the case of offices there should be at least one health and safety representative for every 100 employees. The Head of Department or his designate shall designate in writing for a specific period Health and Safety representatives for the respective offices after consultation with employees of the department. The names of those designated as Health and Safety Representatives shall be made known by placing notices on the notice boards of the various work places.

The number of health and safety representatives per work place will be as allocated and agreed to from time to time by the Occupational Health and Safety Committee.

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 executing their duties as representatives.

The Health and Safety Reps will be nominated from the permanent employees in each and every department. The nominated Health and Safety representatives will not be remunerated but will work on voluntary basis. Official appointment letters will be issued to all nominated Health and Safety representatives.
If an inspector is of the opinion that the number of health and safety representatives for any workplace or section thereof, including a workplace or section with 20 or fewer employees, is inadequate, he may by notice in writing direct the employer to designate such number of employees as the inspector may determine as health and safety representatives for that workplace or section thereof in accordance with the arrangements and procedures referred to in subsection (2) of the OHS Act Number 85 of 1993.

All activities in connection with the designation, functions and training of health and safety representatives shall be performed during ordinary working hours, and any time reasonable spent by an employee in this regard shall for all purposes be deemed to be time spent by him/her in the carrying out of his/her duties as an employee.

8.2. FUNCTIONS OF THE OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES OF THE KWAZULU-NATAL DEPARTMENT OF EDUCATION

The functions of the Occupational Health and Safety Representatives as prescribed in sections 18 of the Occupational Health and Safety Act are as follows:

8.2.1. Review the effectiveness of health and safety measures in the workplace.
8.2.2. Identify potential hazards and potential major incidents at the workplace.
8.2.3. Examine the causes of incidents in the workplace.
8.2.4. Investigate complaints by any employee relating to health and safety in the workplace.
8.2.5. Make representations to the employer on general matters affecting the health and safety of employees at the workplace.
8.2.6. Participate in consultation with inspectors at the workplace and accompany inspectors on inspection of incidents in the workplace.
8.2.7. Attend health and safety committee meetings on matters affecting workers.
8.2.8. Take initiative to implement awareness activities or communicate health and wellness information at the workplace to all employees.
8.2.9. Obtain and make condoms and femidoms available to all employees at the workplace and provide usage education thereof.
8.2.10. Submit monthly reports of activities to the Safety, Health, Environment, Risk and Quality (SHERQ) coordinator.
8.2.11. Act as a referral agent of employees to relevant internal or external health support matters.
8.2.12. Act as a focal point for distribution of evidence based and generic health and wellness promotion material at the workplace.
8.2.13. Make representations to the employer on general matters affecting the health and safety of the employees at the workplace.

8.3. OCCUPATIONAL HEALTH AND SAFETY COMMITTEES (OHSC)

8.3.1. An employer shall in respect of each workplace where two or more health and safety committees have been designated, establish one or more health and safety committees and, at every meeting of such a committee contemplated in subsection (4) of the Occupational Health and Safety Act Number 85 of 1993, consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of his employees at work.
8.3.2. A health and safety committee shall consist of such number of members as the employer may from time to time determine: Provided that:

8.3.2.1 If one health and safety committee has been established in respect of a workplace, all the health and safety representatives for that workplace shall be members of the committee;

8.3.2.2 If two or more health and safety committees have been established in respect of a workplace, each health and safety representative for that workplace shall be a member of at least one of those committees.

8.3.3. The persons nominated by an employer on a health and safety committee shall be designated in writing by the employer for such period as may be determined by him, while the health and safety representatives shall be members of the committee for the period of their designation in terms of section 17 (1) of the Occupational Health and Safety Act Number 85 of 1993.

8.3.4. A health and safety committee shall hold meetings as often as may be necessary, but at least once every three months, at a time and place determined by the committee.

8.3.5. The procedure at meetings of a health and safety committee shall be determined by the committee.

8.3.6. A health and safety committee may co-opt one or more persons by reason of his or their particular knowledge of health or safety matters as an advisory member or as advisory members of the committee.

8.3.7. An advisory member shall not be entitled to vote on any matter before the committee.

8.3.8. If an inspector is of the opinion that the number of health and safety representatives for any workplace or section thereof, including a workplace or section with 20 or fewer employees, is inadequate, he may by notice in writing direct the employer to designate such number of employees as the inspector may determine.

8.3.9. Given the magnitude of the KwaZulu Natal Department of Education, there will be a provincial Occupational Health and Safety Committee (OHSC) at Head Office and a District Occupational Health and Safety Committee (OHSC) in each of the district offices comprising of the nominated Occupational Health and Safety Representatives.

8.3.10. An employer shall in respect of each workplace establish a Health and Safety Committee from all the Health and Safety representatives for that workplace.

8.3.11. The Provincial Occupational Health and Safety Committee (OHSC) at Head Office will be chaired by the Senior Manager Facilities Management and Auxiliary Services. The committee will consist of all health and safety representatives at Head Office as well as OHS representative from each of the District Offices.

8.3.12. The District Occupational Health and Safety Committee (OHSC) at district level will be chaired by the Deputy Manager: Occupational Health and Safety. The committee will consist of all health and safety representatives from the District Office.

8.3.13. One representative from organized labor represented in the PSCBC/ELRC will be allowed at meetings of the Occupational Health and Safety Committee (OHSC).

8.3.14. The Occupational Health and Safety Committees shall receive no salary for the services rendered; they will be working on voluntary basis.

8.4. FUNCTIONS OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (OHSC)

8.4.1. Make recommendations to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health and safety of employees at the workplace.
8.4.2. Discuss any incident at the workplace the consequence of which any employee was injured, became ill or died, and may in writing report on the incident to an inspector.
8.4.3. Keep records of each recommendation made to an employer.
8.4.4. Ensure adherence to standards as set by legislation, regulations and SABS
8.4.5. Involve Labour Relations movements in meetings
8.4.6. Participate in any internal health or safety audit
8.4.7. Visit the site of an incident at all reasonable times and attend any inspection in loco
8.4.8. Attend any investigation or formal inquiry held in terms of the Occupational Health and Safety Act Number 85 of 1993
8.4.9. Accompany any inspector on any inspection

9. FIRST AID

9.1. 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.

9.2. 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 of the General Safety Regulations in terms of the Occupational Health and Safety Act. (Refer to attached Annexure A)

9.3. According to the Occupational Health and Safety Act Number 85 of 1993, the employer shall provide trained First Aid Practitioners who will provide first aid assistance to workers in the workplace. The first aiders will be permanently employed people who will be nominated and trained to perform first aid duties over and above their normal duties. The employer shall provide training through the accredited service providers e.g. Red Cross, St Johns Ambulance etc.

10. PROVISION OF PROTECTIVE CLOTHING/EQUIPMENT

The employer shall provide personal protective clothing/equipment where necessary:

10.1. To safeguard the employee’s health.
10.2. To prevent the transmission of an infection.
10.3. To protect the employee’s private clothes or uniform from excessive dirt or wear.
10.4. The list of protective clothing shall be as follows:
   (i) Disposable gloves
   (ii) Goggles
   (iii) Helmets
   (iv) Protective Shoes
   (v) Mouth Masks
   (vi) Dust Coats
   (vii) Ear Muffs
11. EMERGENCY/EVACUATION PLAN

11.1. The Senior Manager Security Advisory Services shall develop a comprehensive emergency/evacuation framework. The Provincial and District OHS Committee shall thereafter develop a 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 Senior Manager Security Advisory Services.

11.2. Implementation drills shall be conducted in accordance with the comprehensive/evacuation framework to ensure that each employee knows how to react in events of emergency.

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

12. TITLE

12.1. The name of this policy is “Kwazulu Natal Department of Education Occupational Health and Safety Policy.”

13. REVIEW

This Policy shall be reviewed as and when the need arises.

Approved / Not Approved

[Signature]

Nkosinathi SP Sishi, PhD
Head of Department: Education

Date
ANNEXURE
Annexure

Government Notice R.2245 of 7 August 1992

Minimum contents of a First Aid Box

In the case of shops and offices, the quantities stated under items 1, 8, 9, 10, 14, 15, 17 and 18 may be reduced in half.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>Wound cleaner/ antiseptic 100ml</td>
</tr>
<tr>
<td>Item 2</td>
<td>Swabs for cleaning wounds</td>
</tr>
<tr>
<td>Item 3</td>
<td>Cotton wool for padding (100g)</td>
</tr>
<tr>
<td>Item 4</td>
<td>Sterile gauze (minimum quantity 10)</td>
</tr>
<tr>
<td>Item 5</td>
<td>1 pair of forceps</td>
</tr>
<tr>
<td>Item 6</td>
<td>1 pair of scissors (minimum size 100mm)</td>
</tr>
<tr>
<td>Item 7</td>
<td>1 set of safety pins</td>
</tr>
<tr>
<td>Item 8</td>
<td>4 triangular bandages</td>
</tr>
<tr>
<td>Item 9</td>
<td>4 roller bandages (75mm x 5m)</td>
</tr>
<tr>
<td>Item 10</td>
<td>4 roller bandages (100mm x 5m)</td>
</tr>
<tr>
<td>Item 11</td>
<td>1 roll of elastic adhesive (25mm x 3m)</td>
</tr>
<tr>
<td>Item 12</td>
<td>1 non-allergenic adhesive strip (25mm x 3m)</td>
</tr>
<tr>
<td>Item 13</td>
<td>1 packet of adhesive dressing strips (minimum quantity 10 assorted sizes)</td>
</tr>
<tr>
<td>Item 14</td>
<td>4 First Aid dressings (75mm x 100mm)</td>
</tr>
<tr>
<td>Item 15</td>
<td>4 First Aid dressings (150mm x 200mm)</td>
</tr>
<tr>
<td>Item 16</td>
<td>2 straight splints</td>
</tr>
<tr>
<td>Item 17</td>
<td>2 pairs large and 2 pairs medium disposable latex gloves</td>
</tr>
<tr>
<td>Item 18</td>
<td>2 CPR mouth pieces or similar devices</td>
</tr>
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</table>