

**SECTION HR 14**

**AMAHLATHI**  
**MUNICIPALITY**

**MUNICIPAL**  
**HEALTH**

**AND**

**SAFETY**

**POLICY**

## SECTION HR 14

### MUNICIPAL HEALTH AND SAFETY POLICY

<u>INDEX</u>	<u>PAGE</u>
1. Introduction	4
2. Health & Safety Statement	4
3. <u>Objectives</u>	5
3.1 Primary	5
3.2 Secondary	5
4. Strategy	6
5. General Duties of Employers to their Employees	6
6. General Duties of Employees	6
7. <u>Responsibilities</u>	6
7.1 Municipal Manager	6
7.2 Director	6
7.3 Heads of Department or Supervisors	7
7.4 Safety Advisor	7
7.5 Health and Safety Committee Members	8
7.6 Chairperson	8
7.7 Vice-Chairperson	8
7.8 Secretary	8
7.9 Supervisor	9
7.10 Health and Safety Representatives	9
7.11 Mandatory	9
7.12 Employees	10
8. Seconded Persons	10
9. <u>Health and Safety Meetings</u>	10
9.1 Departmental / Section Meetings	10
9.2 Department Committee Meetings	10
9.2.1 Attendance	10
9.2.2 Quorum	11
9.2.3 Recording of Minutes	11
9.2.4 Chairpersonship	11
9.3 Municipal Executive Safety Committee Meetings	11
10. <u>Election Procedures</u>	12
10.1 Inspection Format	12
10.2 Monthly Inspection Registers	12
10.3 Monthly Inspections	12
10.4 Audits	13

10.4.1	Health & Safety Committee Member's Audit	13
10.4.2	Departmental Audit	13
10.4.3	Inspection Format	13
10.4.4	Comments by Committee	13
11.	Training	13
12.	<u>Competitions</u>	14
12.1	Mayors Shield Award	14
12.2	Driver of the Year	14
13.	<u>Reporting Procedures</u>	15
13.1	Injuries on Duty	15
13.2	Serious Injury or Death of Employee	15
14.	Accidents / Incidents Investigation	16
15.	<u>Record Keeping</u>	16
15.1	The Occupational Health and Safety Act	16
15.2	Safety Policy	16
15.3	Legal Documents	16
15.4	Letters of Appointment	16
15.5	Training Records	16
16.	Updating and/or Review of this Policy	17
17.	Gender Reference	17

## ANNEXURE

Annexure A	: Constitution	18
Annexure B	: Letter of Appointment: Health & Safety Rep.	23
Annexure C	: Committee Member	
Annexure D	: Monthly Progress Report	25
Annexure E	: Sample of Layout of Minutes	26
Annexure F	: Monthly Departmental Inspection Form	28
Annexure G	: Audit Form	35
Annexure H	: Injured on Duty Form	36
Annexure I	: Incident Report and Investigation Form	41
Annexure J	: Appointees in terms of the Act	43
Annexure K	: Amendment Control Sheet	44
Annexure L	: Safety Policy Statement	
Annexure M	: Safety Regulations and Procedures	

## SECTION HR 14

### MUNICIPAL HEALTH AND SAFETY POLICY

#### 1. Introduction

This document is compiled to act as policy document for the guidance to both the employer and employees of the Municipality. It is also to ensure compliance with the following:

- a) The Occupational Health and Safety Act (Act 85 of 1993), hereinafter referred to as the “Act”, and any Regulations attached thereto as may be amended from time to time.
- b) The approved Constitution of the Council’s Health and Safety Committee (Annexure A).
- c) The Council’s Safety Regulations and Procedures.

This document compliments the Health and Safety Act and does not replace the Act, therefore the Act must be referred to whenever the necessity arises.

**Note:** An abridged version of the Act is available but care must be taken to ensure that any employees using same for reference purposes are aware of any amendments thereto.

A Codicil approved by the Municipal Manager may be attached hereto in order to facilitate any matter of procedures that are peculiar to any particular Department.

All appointments prior to January 1994 when the Act replaced the MOSACT are null and void and all persons, including supervisors, must be appointed or re-appointed in terms of the Occupational Health and Safety Act.

#### 2. Health and Safety Statement

The Council undertakes to provide facilities to safeguard its employees from injury, nuisance or risk to health through any operation associated with the Municipal Organisation as far as it is reasonably practical to do so.

The Council’s objectives are to ensure complete compliance with all applicable statutory safety requirements; to achieve the highest level of safety in all its operations, namely a 5-star rating and maintain a good relationship with the National Occupational Safety Association (NOSA) in the interests of accident prevention.

These objectives must be accepted by every employee involved in the affairs of the Municipality, no matter what their capacity or functions may be.

All employees have a duty to ensure that they observe all the provisions embodied in the Municipal Safety Rules and Regulations; and that they take care of their own safety and, to this end, make full use of all safety equipment provided by the Council and nothing that is likely to cause injury to themselves or others.

Managers and Supervisors are key officials in the Safety Programme because of their constant contact with employees. They will be accountable to the Municipal Manager who is the legally responsible person in terms of the Act to ensure that all matters relating to safety are brought to the attention of his subordinates.

The co-operation of management and employees in carrying out this policy together with the standard safety procedures, is required to ensure the safest working conditions at the workplace at all times and thereby minimize possible accidents.

(A copy of this policy statement signed by the Municipal Manager must be displayed at all workplaces. Available from Safety Advisor.)

### **3. Objectives**

#### **3.1 Primary**

- 3.1.1 To ensure the compliance with all relevant requirements including the Municipal Safety Regulations and Procedures.
- 3.1.2 To minimize loss through accident or incident.
- 3.1.3 To continually strive for the achievement of the highest level of safety, namely a 5-star rating on the NOSA rating system, and the maintenance thereof once this has been achieved.
- 3.1.4 To continually strive for the Mayor's Shield award.

#### **3.2 Secondary**

- 3.2.1 To ensure that a set standard is achieved and maintained throughout the Municipality.
- 3.2.2 To ensure continuity whenever the term of office of committee members and safety representatives expires.
- 3.2.3 To compile a responsibility matrix.

#### **4. Strategy**

- a) To implement the NOSA safety system
- b) Continually set goals in order to improve current safety conditions and awareness
- c) Identify areas which require improved safety conditions
- d) Compile a list of the above areas in order of priority and update the list bi-annually.
- e) To keep a record of all improvements required in order to assist with budgeting.

#### **5. General Duties of Employers to their Employees**

This is the Municipal Manager and the most senior Manager of each Department and the general duties shall be those determined by sections 8, 12 and 16 (2) of the Act.

#### **6. General Duties of Employees at Work**

These are detailed in section 14 and 15 of the Act.

#### **7. Responsibilities**

##### **7.1 Municipal Manager**

The Municipal Manager shall, as far as is reasonably practicable, ensure that the duties of this employer as contemplated in the Act, are properly discharged. Any duty may be assigned to any person under his control without derogating from his responsibility or liability.

##### **7.2 Heads of Department**

The following duties have been assigned by the Municipal Manager to the Heads of each Department and they are, therefore, regarded as the employer in terms of Section 16 (2) of the Act:

- 7.2.1 Ensure the written designation of sufficient Health and Safety Representatives and Committee Members in terms of the Municipal Health and Safety Constitution (Annexures B and C).
- 7.2.2 Ensure the continuing functioning of the Health and Safety Committee within each Department.
- 7.2.3 Ensure that all the employees under his control perform their functions after being trained as competent to do so.

- 7.2.4 Ensure the appointment of sufficient first-aiders as per the requirements of the Act.
- 7.2.5 Maintain a tolerable disabling injury frequency rate in each Department of less than 10.
- 7.2.6 Endorse the minutes of Safety Committee Meetings.
- 7.2.7 Act upon any recommendations regarding the health and safety of employees made by the Safety Committee.
- 7.2.8 To submit a written monthly progress report (Annexure D) to the Safety Advisor detailing any deviations or weaknesses with regard to the above responsibilities and duties, together with any recommendations on corrective action.

### **7.3 Heads of Department or Supervisors**

- 7.3.1 To perform any duties that may legally be assigned to them by the Head of the Department concerned with regard to the Act.
- 7.3.2 To monitor and control the entire Health and Safety programme for the Division or Section under his/her control.
- 7.3.3 To monitor and control the safety training programme of all employees within their Division or Section.
- 7.3.4 Strive to ensure that the disabling injury frequency rate is kept below the Municipal target, which is currently 10. When this target is reached, it will be readjusted.

### **7.4 Safety Advisor**

- 7.4.1 To monitor the Health and Safety programme of the entire Municipality and consult with senior management on any necessary corrective action.
- 7.4.2 To submit a written monthly progress report to the Municipal Manager detailing any deviations or weakness with regard to the Health and Safety programme with any recommendations on corrective action. This is, in effect, a compilation of the reports from all the Departments.
- 7.4.3 To train, or have trained, all employees of the Municipality in matters of health and safety in order that they may competently discharge their duties.
- 7.4.4 To attend the Health and Safety committee meetings of the various Departments.

7.4.5 To report section 24 incidents to the Department of Labour and the Compensation Commissioner.

7.4.6 To attend investigation hearings into any accident or incident.

## **7.5 Health and Safety Committee Members**

7.5.1 To discharge the duties (functions) as detailed in Section 20 of the Act, as well as those detailed in the Constitution.

## **7.6 Chairperson**

7.6.1 To discharge the duties as detailed in the Constitution.

7.6.2 To assist with the designation of sufficient Health and Safety Representatives and Committee Members in a Department of the Council. To inform the Head of Department of any vacancy that may occur or where the situation requires any additional person to be appointed.

7.6.3 To ensure the continuing functioning of the Health and Safety Committee within a Department.

7.6.4 Acknowledge the minutes of the Health and Safety Committee meetings of a Department by signing the minutes and bringing any recommendations that might be made by the Committee to the attention to the Head of Department.

7.6.5 To attend Municipal Executive Safety Committee meetings.

7.6.6 To keep the Municipal Executive Safety Committee informed of any important matters that may arise at the Departments Committee meetings.

## **7.7 Vice-Chairperson**

7.7.1 To assume the duties of the Chairperson in his absence.

7.7.2 To assume the Chairpersonship upon the termination of the term of office of the current Chairperson.

## **7.8 Secretary**

7.8.1 In consultation with the Chairperson, compile an agenda for distribution to all Committee members in order that they receive it at least three working days before a Committee meeting.



7.8.2 To record and distribute the minutes of the meeting to all members of the Committee within seven working days of the meeting. The copies for record-keeping purposes shall be endorsed by the Chairperson after confirmation.

## **7.9 Supervisor**

7.9.1 Within the scope of his delegated authority to monitor and control all internal Departmental / Section health and safety matters.

7.9.2 To rectify any hazardous or potentially hazardous equipment or situation which may arise. Should this be beyond his scope of authority, to report this to his immediate supervisor.

7.9.3 To report any incident, accident or injury in the prescribed manner. (Refer to sections 13 and 14 below)

7.9.4 To conduct investigations into the causes of any incidents / accidents in the prescribed manner and complete any necessary documentation and act upon any recommendations that may be made. (Refer to section 14 below)

7.9.5 To delegate persons to inspect the various plant and equipment and fill in the monthly inspection registers. (See section 10.2 below)

7.9.6 To ensure that any person acting in the post during his absence assumes these responsibilities.

## **7.10 Health and Safety Representatives**

7.10.1 To discharge the duties (functions) as determined in section 18 of the Act, as well as those detailed in the Constitution.

7.10.2 To inspect the workplace monthly at a mutually agreed interval as detailed in his letter of Appointment and as detailed in section 18 of the Act. Where the Safety Representative is a shift worker, a mutually acceptable arrangement must be negotiated with the Supervisor in order to accommodate these inspections and the attendance of Safety Committee meetings.

## **7.11 Mandatory**

7.11.1 This includes an agent, a contractor or a sub-contractor for work as defined in the Act.

7.11.2 Such persons shall conduct their business in accordance with any agreement entered into with the Municipality.

## **7.12 Employees**

7.12.1 These are detailed in section 14 of the Act.

## **8. Seconded Persons**

Any persons, not being a Mandatory, which have been seconded to the Municipality, and that are under the full control of the Municipality, will be regarded as Municipal employees for the purposes of this Policy. They will have all the duties and rights of representation afforded any other Municipal employee with regard to Health and Safety matters.

An example of such persons is the Community Health Worker seconded by the Department of National Health.

## **9. Health and Safety Committee Meetings**

### **9.1 Department / Section Meetings**

These are meetings which all staff employed in the Department / Section attend in order that they may be actively involved in the Health and Safety programme.

Should such meetings not be convened it is highly recommended that they be held as this encourages proactive involvement and is a very important source of potentially hazardous situations being brought to the attention of the Health and Safety Representatives and the Employer.

### **9.2 Department Committee Meetings**

The following are to clarify any misinterpretations that may arise:

#### **9.2.1 Attendance**

The Committee members should endeavour to attend all meetings and in an extended period of absence the employer should ensure that an assigned person temporarily assumes the responsibilities of the Committee member.

It is not mandatory that the Health and Safety Representatives shall attend these meetings but it is recommended that they do attend in order to represent their Section / Department even if they have no matter on the agenda. Should the representative work shift, a mutually acceptable arrangement with the Section / Departmental Head can be agreed upon. One possible solution is to appoint several representatives for the same area thereby ensuring that at least one is always on duty and can attend any meetings or conduct any inspections.

### **9.2.2 Quorum**

In terms of the Constitution, the Employer nominated Committee Members may not exceed the number of Health and Safety Representatives elected. This ratio does not apply to the Quorum as both parties are members of the Committee and as long as 50% of the members are present, irrespective of which party they represent, this constitutes a quorum.

### **9.2.3 Recording of Minutes**

This shall be recorded in the format which appears in Annexure E. Copies of the minutes, each signed by the Chairperson and the Director of the Department concerned, shall be made and one of each kept on record by the Director, Head of Department of the section concerned and the Secretary of the Health and Safety Committee.

### **9.2.4 Chairpersonship**

In the instance where the Chairperson is also performing the function of Employer Representative, this latter function may possibly conflict with the duties of the Chairpersonship. Should this be the case, then it would be advisable to appoint a second Employer nominated representative for the term of office of the Chairperson.

## **9.3 Municipal Executive Safety Committee Meetings**

9.3.1 Unless otherwise notified, this Committee will meet every second Thursday of every month at 14h00.

9.3.2 The Chairperson of this Committee will be appointed by the Municipal Manager and will report directly to the Municipal Manager.

9.3.3 The members of this Committee will be the Chairperson and/or the Vice-Chairperson of all the Department's Health and Safety Committees.

9.3.4 Other Committee members will be the Industrial Nursing Sister, the Safety Advisor and any co-opted members.

9.3.5 The Safety Advisor will perform the duty of Secretary.

9.3.6 The purpose of this Committee is to act as a communication channel to keep both management and the various committees, hence all employees, informed of any recommendations, developments or decisions.

9.3.7 The safety performance statistics for all the Department / Sections, as compiled by the safety Advisor, will be presented and discussed.

## **10. Inspection Procedures**

### **10.1 Inspection Format**

This will be conducted in accordance with NOSA standards and the findings of the inspections shall be recorded on the NOSA inspection sheet (Annexure F). An inspection list containing only those items applicable to the specific workplace may be compiled for use at that workplace or section of the workplace, but must retain the format of the original inspection sheet.

### **10.2 Monthly Inspection Registers**

The Supervisor must delegate person(s) to inspect all plant and equipment and complete the inspection registers and submit them to him for rectification of any faults and signing thereof. Some examples of such registers are: portable electric equipment, ladders, lifting gear, and pressure vessels.

### **10.3 Monthly Inspections (Annexure D)**

10.3.1 These will be conducted at agreed intervals in the area for which every Health and Safety Representative is responsible. Should the Safety Representative be unskilled, or semi-skilled, or in any other special circumstances, the safety inspections may be conducted by the Employer Representatives (Committee Member) as specified in his/her Letter of Employment.

10.3.2 Where several Health and Safety Representatives have been appointed to accommodate shift work, the Representative on duty at the agreed inspection time shall conduct the inspection as detailed in his/her Letter of Appointment.

**Note:** The preceding inspection report must be consulted to ensure that all the hazards identified have been satisfactorily attended to.

10.3.3 The completed inspection reports will be presented to the supervisor for attention and possible rectification of any hazardous or potentially hazardous equipment or situation which has been identified and recorded. Should there be any life-threatening situation this must be brought to the immediate attention of the Supervisor of Division / Section and the Head of the Department concerned.

10.3.4 The report must be submitted to the Head of the Department concerned who will sign as the Employer representative and ensure that any hazards are rectified.

10.3.5 The report must be submitted to the Health and Safety Committee at its next meeting for discussion and recommendation. The Chairperson must sign the inspection report.

#### **10.4 Audits (Annexure G)**

The following two audits will alternate every six months:

##### **10.4.1 Health and Safety Committee Member's Audit**

This is by the Committee members that are appointed to represent the Employer at the Health and safety Committee meetings and will thus be regarded as a self-audit in terms of the NOSA grading system.

##### **10.4.2 Departmental Audit**

This audit is where the head of his nominee shall conduct an inspection of the entire workplace of each Department, accompanied by the Head of Department, the Health and Safety Representative and the Supervisor of that specific workplace, as well as the Safety Advisor and Chairperson of the Health and Safety Committee from that Department. This audit is in place of a NOSA grading audit and the results of this audit will determine the position of the Department in the Mayor's Shield competition.

##### **10.4.3 Inspection Format**

The format and the form to be used for both the above audits will be that recommended by NOSA MBO system (Annexure G).

##### **10.4.4 Comments by Committee**

Both these audit reports will be laid before the Health and Safety Committee of that specific Department for comment and possible recommendations.

#### **11. Training**

The Human Resources Department is responsible to train, or have trained, all employees in the employ of the Municipality of the following levels:

- a) Health and Safety Representatives

- i) Unskilled  
Health and Safety Representative Course: Employee Health and Safety 1
  - ii) Semi-Skilled  
Health and Safety Representative Course: Employee Health and Safety 2
  - iii) Skilled  
General Health and Safety Training Course: NOSA MBO System
- b) Health and Safety Committee Members
- Health and Safety Representative Course: General Health and Safety Training Course  
The Advanced Safety Course  
NOSA MBO Course
- c) Heads of Department
- Occupational Health and Safety Workshop  
NOSA MBO Course  
Introduction to SAMTREC (ITSAM)
- d) Supervisors
- Occupational Health and Safety Workshop
- e) All Other Employees
- Basic Induction Course and at least one other related Health and Safety Course.

## 12. Competitions

### 12.1 Mayor's Shield Award

This takes place annually and is the highest award a Department, Division or Section may receive for safety within the Municipality. (Refer to Section 10.4.2 above)

### 12.2 Driver of the Year

This competition is open for all drivers of heavy vehicles in the following categories:

Buses  
Rigid Vehicles  
Articulated Vehicles

## 13. Reporting Procedures

### 13.1 Injuries on Duty (IOD)

As soon as an IOD is reported to a Supervisor, he/she must:

13.1.1 Complete the accident form (in triplicate). Part 'A' and one copy of the accident form are to be handed to the Sister when the injured person reports to the clinic (Annexure H).

13.1.2 The two remaining copies must be handed to the Departmental / Section Head who will then appoint the Safety Representative to investigate the injury together with the supervisor in charge of the injured person. Annexure I will be of great assistance in the investigation. (Refer to section 14 below)

13.1.3 After completion, the two forms are handed back to the Departmental / Section Head for signature and comments.

13.1.4 The Departmental Head then forwards one of the completed copies to the Sister who will allocate a case number and send it to the Safety Department.

13.1.5 The remaining form remains with the branch for their own records and discussion at Departmental Safety Committee level. The Chairperson signs the form and checks that the IOD is recorded in the Accident register (Annexure 2, green book), if applicable.

**Note:** *If an injured employee needs to be transported immediately to a doctor or hospital or when it is after normal working hours the reporting must be done as soon as possible thereafter and in the same sequence.  
It must also be noted that the responsibility of reporting accidents lies with the person in charge of the injured employee and not with the safety representative of the area.*

### 13.2 Serious Injury or Death of Employee

In this instance, the Inspector of the Department of Labour must be immediately contacted. During working hours, this can be done by phoning the Department of Labour. During working hours, the Safety Advisor must also be contacted as soon as possible.

After hours, this can be done by contacting the Fire and Rescue Brigade giving details of the incident and they, in turn, will contact the Inspector and inform him accordingly.

## **14. Accidents / Incidents Investigation**

An investigation into any reportable incident in terms of section 24 of the Act shall be conducted as detailed in Regulations 10 and 11 of the General Administrative Regulations. (Refer to section 13.1.2 above)

## **15. Record Keeping**

### **15.1 Occupational Health and Safety Act**

A copy of the Act, as may be amended from time to time, must be kept at each Department and is to be made available for perusal by all employees at their request.

### **15.2 Safety Policy**

A copy of this document, as may be amended from time to time, must be kept at each Department and by each Head of Department, and each Health and Safety Committee Chairperson to be made available for perusal by all employees at their request.

### **15.3 Legal Documents**

The following documents are legal documents and, in terms of the Act, must be retained for a period of at least three years:

- a) Inspection Registers, as detailed in the Act and Regulations attached thereto.
- b) Minutes of Health and Safety Committee meetings
- c) Accident investigation report (Annexure 2, green book)

### **15.4 Letters of Appointment**

15.4.1 Letters of Appointment of Representatives and Committee Members must be completed in triplicate with one copy each being retained by the Head of Department, the Safety Advisor and the appointee. A Photostat copy must also be retained by the Chairperson of the Department of Health and Safety Committee.

15.4.2 Copies of the Letters of Appointment of the persons appointed in terms of the Act (Annexure J) must be retained by the Municipal Manager, the Safety Advisor and the Appointee.

### **15.5 Training Records**

The Head of Department shall maintain training records of courses attended by all employees.



## **16. Updating and/or Review of this Policy**

This policy will be updated and/or reviewed:

- 16.1 When any amendments to the act will necessitate this policy document to be amended accordingly.
- 16.2 When any errors and omissions have occurred in the compilation of this policy document.
- 16.3 When any changes in policy or procedures in any Department or Section thereof occur.
- 16.4 Annually by the Health and Safety Committee or before the termination of their period of office.
- 16.5 Any changes, additions or recommendations must be made in consultation with the Safety Advisor and must be circulated to each Department for comment by the Head of Department, who, in turn, must consult with the Health and Safety Committee.

Final written approval rests with the Municipal Manager whereafter it then becomes mandatory in terms of this Policy.

- 16.6 A master record sheet shall be kept with each copy of the Policy as depicted in Annexure K.
- 16.7 A footnote at the bottom of every amended page of this document will indicate the serial number and date of the amendment.

## **17. Gender Reference**

In this policy, any reference to the masculine gender includes the female gender.

**SECTION HR 14**

**MUNICIPAL HEALTH AND SAFETY POLICY**

**ANNEXURE A**

**CONSTITUTION OF HEALTH AND SAFETY COMMITTEES**

**ESTABLISHED IN TERMS OF**

**OCCUPATIONAL HEALTH AND SAFETY ACT 85/93 (Section 17 (2))**

**A. Definitions**

1. The **Act** shall mean the Occupational Health and Safety Act 85/93.
2. **CEO** (Chief Executive Officer) shall mean the Municipal Manager.
3. **Constituency** shall mean a constituency as demarcated on Annexure A.
4. **Employer** shall mean a person(s) contemplated in Section 16 (2) of the Act.
5. **Employee** shall mean a person employed by the Municipality but shall exclude the most senior manager in each constituency.
6. **Health and Safety Representative** shall mean a Health and Safety representative referred to in Clause D of this Constitution.
7. **Inspector** shall mean an officer designated under Section 28 of the Act.
8. **Municipality** shall mean the Municipality of \_\_\_\_\_.
9. **Premises** shall include any building, vehicle or vessel.
10. **Recommendations** shall mean the record contemplated in Section 20 (2) of the Act.
11. **Regulations** shall mean regulations made under Section 43 of the act.
12. **Safe** means free from any hazard.

**B. Objectives (Section 20 of the Act)**

The objectives of the Health and Safety Committee shall be:

- a) To provide a forum for consultation in good faith, over standard practices and procedures which are conducive to sound occupational health and safety at the premises.
- b) To make recommendations on health and safety matters to the Employer or to an Inspector; and
- c) To perform all other functions as may be prescribed under the Act and regulations.

**C. Composition of the Health and Safety Committee (Section 19 of the Act)**

- a) The Committee shall consist of those Health and Safety Representatives, that is representative of each constituency of the Premises: (See Annexure A)

The Safety Advisor or his nominee

Any other employees or Employers Representative appointed by the Employer.

- b) The Chairperson of the Committee shall be \_\_\_\_\_ or his nominee. The Secretary of the Committee shall be an elected representative chosen by a majority at the first committee meeting.
- c) The number of Employer Representatives nominated by the Employer on the Committee shall not exceed the number of Health and Safety Representatives on the Committee.
- d) The Committee shall be called the \_\_\_\_\_.

**Note:** The Safety Advisor or his nominee shall not represent the Employer or the Employees and will not have any voting rights.

**D. Eligibility of Elected Health and Safety Representatives**

An elected member of the Health and Safety Committee shall:

- a) Have been employed in the Constituency he/she represents for at least 12 months.
- b) Be a permanent employee of the Municipality and be committed to the health and safety of himself and fellow employees.
- c) Be willing to be trained.
- d) Be acquainted with the conditions at the workplace in the Constituency he/she represents, and be able to identify the hazards that may affect the Health and Safety of Employees.

- e) Be willing to communicate and consult with his/her Employer.

**E. Election of Health and Safety Representatives**

Elected Health and Safety Representatives shall be elected per Constituency by all employees in that Constituency during normal working hours by secret ballot for a period of one year, subject to the following:

- a) Elections shall be supervised by a Municipal representative designated by the Employer.
- b) Candidates may only be elected for the Constituency in which they work.
- c) Candidates may only be nominated by workers who are employed in the Constituency in which those candidates work.
- d) The candidates shall be nominated in terms of a nomination form.
- e) The election date and procedural detail shall be determined by the Employer.
- f) In the event of there being a tie in the highest number of votes cast by employees in any Constituency, a further ballot will be held in respect of that Constituency.

An elected Health and Safety Representative shall cease to hold office in the event of:

- a) Being transferred to a Constituency other than the one he/she was selected to represent.
- b) Resignation as Health and Safety Representative.
- c) Receiving a written request for his/her resignation supported by the majority of employees in his/her Constituency.

In the event of a vacancy occurring in any Constituency, the employee who obtained the second highest number of votes in the previous election shall be elected Health and Safety Representative for that Constituency, or in the absence of such an employee, a by-election may be held.

**F. Election of Chairperson**

The Chairperson of the Health and Safety Committee shall be appointed by the Employer. This appointment shall be in writing and for a period of one year.

Meetings shall be held at a place determined by the Committee, or as directed by an Inspector.

At each meeting, the Chairperson (or his nominee) shall submit to each member of the Health and Safety Committee the current minutes, and he/she shall endorse the record to the effect that these have been seen.

Members of the Health and Safety Committee shall be released from their normal duties for the purpose of attending meetings of the Committee.

Members of the Health and Safety Committee may submit recommendations on matters relating to Health and Safety to the Chairperson at least three days prior to such meeting. Each such recommendation shall be placed on the agenda and discussions shall be limited to such recommendations.

A member who has submitted a recommendation shall motivate his/her recommendation at the meeting. Other members may propose amendments to recommendations or propose alternative recommendations.

All recommendations shall be discussed and submitted to the employer or an Inspector as the case may be.

A quorum of the Health and Safety Committee shall be 50% of all members of that Committee.

The Health and Safety Committee may co-opt one or more persons by reason of their particular knowledge of health and safety matters as advisory members of the Committee.

Minutes of meetings shall be kept by the Secretary and shall be typed and distributed to members of the Health and Safety Committee. Such minutes shall be open to inspection by an Inspector.

Minutes of the meetings shall be submitted to the Employer, who shall endorse such minutes or cause them to be endorsed by a person assigned by it. Such person shall write or cause to be written in the minutes whether any, and if so which, steps have been taken to implement those recommendations which may have been made regarding any matter affecting the Health and Safety of employees at the premises.

Minutes shall be retained in safe keeping for a period of at least three years.

**G. Rights of Health and Safety Representatives (Section 18 of the Act)**

Health and Safety Representatives may discharge the duties of their office, subject to the provisions of this Constitution and the Act, with the absolute assurance that their personal standing with the Municipality shall in no way be prejudiced by any action taken in good faith in their capacity as Committee members.

Health and Safety Representatives shall be afforded reasonable access to each other upon prior arrangement with their immediate superiors to discuss health and safety matters.

Health and Safety Representatives shall as far as it is reasonably practicable be provided with information relating to Occupational Health and Safety matters which is necessary for them to perform their duties effectively.

Health and Safety Representatives may, after consultation with their immediate Supervisors, require the assistance at the premises of an independent advisor, which shall be allowed by prior arrangement with the Employer.

Health and Safety Representatives shall be entitled to perform any or all of the functions as prescribed in Section 18 of the Act.

**H. Amendments to this Constitution**

This Constitution may be amended from time to time by a majority of the members of the Health and Safety Committee sitting together.

**AGREED TO AT A UNION MEETING.**

**DATE:** \_\_\_\_\_

**SECTION HR 14**

**MUNICIPAL HEALTH AND SAFETY POLICY**

**ANNEXURE B**

**APPOINTMENT OF HEALTH AND SAFETY REPRESENTATIVE**

**(NOSA Form 5.12.01.02 (E) – Revised January 1994)**

I, \_\_\_\_\_ for and on behalf of \_\_\_\_\_  
of \_\_\_\_\_ (Organisation/Division/Branch/Department)

hereby confirm the appointment of \_\_\_\_\_ as Health and Safety Representative, as duly elected/nominated by employees and in accordance with Section 17 of the Occupational Health and Safety Amendment Act, No. 181 of 1993.

This appointment is effective as from \_\_\_\_\_ to \_\_\_\_\_

and relates, and is confined to \_\_\_\_\_ (designated area / workplace).

In addition, as Health and Safety Representative, acceptance of this appointment also serves to confirm acceptance of legislated appointment as a Health and Safety Committee Member who will serve on the \_\_\_\_\_ Health and Safety Committee for as long as this appointment as Health and Safety Representative is effective.

**Duties of a Health and Safety Representative**

As mutually agreed upon, you are required to carry out inspections in your designated area, as specified above during your normal working hours and at the following intervals:

On \_\_\_\_\_ day of every month, between the hours of \_\_\_\_\_ and \_\_\_\_\_.

Other duties as agreed upon: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Health and Safety Committee**

Meetings of the \_\_\_\_\_ Health and Safety Committee will be held at \_\_\_\_\_ on the \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Employer/Assigned Person**

\_\_\_\_\_  
**Date**

**Acceptance of Appointment**

I, \_\_\_\_\_, hereby accept this appointment and acknowledge that I am fully aware of, and understand the duties, functions and responsibilities relevant to this appointment.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**





**SECTION HR 14**

**MUNICIPAL HEALTH AND SAFETY POLICY**

**ANNEXURE E**

**HEALTH AND SAFETY COMMITTEE MEETING MINUTES**

**Meeting No.:** \_\_\_\_\_

Minutes of the \_\_\_\_\_ Health and Safety Committee, held  
on \_\_\_\_\_ at \_\_\_\_\_.

**Present**

Chairperson: \_\_\_\_\_ Secretary: \_\_\_\_\_

Health and Safety Representatives: \_\_\_\_\_

\_\_\_\_\_

Nominated Members: \_\_\_\_\_

\_\_\_\_\_

Co-opted Committee Members: \_\_\_\_\_

\_\_\_\_\_

**Apologies**

\_\_\_\_\_

**Absent**

\_\_\_\_\_

\_\_\_\_\_  
**Signature: Chairperson**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature: Employer/Assigned Person**

\_\_\_\_\_  
**Date**

## Details of Items Discussed

Confirm Minutes of Meeting No. \_\_\_\_\_ dated \_\_\_\_\_.

### 1. Matters Arising from Previous Minutes

All items completed except:

Action Agreed upon / Recommended	Action By	Completion Date

### 2. Health and Safety Inspection Report

Action Agreed upon / Recommended	Action By	Completion Date

### 3. Accident Reports and Investigations

Action Agreed upon / Recommended	Action By	Completion Date

### 4. Other Matters (e.g. training, PPE, hazardous substances)

Action Agreed upon / Recommended	Action By	Completion Date

Minutes verified as correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date



















**SECTION HR 14**

**MUNICIPAL HEALTH AND SAFETY POLICY**

**ANNEXURE H**

**IOD EMPLOYER'S REPORT**

This is to certify that \_\_\_\_\_, Staff No. \_\_\_\_\_,  
is employed in the \_\_\_\_\_ Department of the Amahlathi  
Municipality and was injured on duty on \_\_\_\_\_ 20\_\_\_\_\_.

A WCL2 Form to be submitted on the first working day after the accident, should  
this accident occur after normal working hours.

**DUTY OFFICER/EMPLOYER**

\* **This form to be completed in duplicate when injury occurs during:**

**Working Hours:** 1 copy to Industrial Nursing Sister  
1 copy for record purposes

**After Hours:** 1 copy to be retained by Medical Practitioner  
1 copy to be sent to Industrial Nursing Sister

The following are to be attached to the Employer's Report:

Fire Department: IOD Questionnaire  
Fire & Rescue Brigade: Injured Person  
Fire & Rescue Brigade: Duty Officer  
Fire & Rescue Brigade: Witness Report

**FIRE DEPARTMENT**

**IOD QUESTIONNAIRE**

**This form must be completed in full, by the person injured before submission to the Brigade Officer**

**Surname of Injured Person** \_\_\_\_\_

**Full Christian Names** \_\_\_\_\_

**Identity No.** \_\_\_\_\_

**Name of Witness to Accident** \_\_\_\_\_

**Where did the accident happen?** \_\_\_\_\_

\_\_\_\_\_

**FULL details of how the accident actually occurred** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nature of injury sustained** \_\_\_\_\_

**Are you consulting a Doctor?** \_\_\_\_\_

**If so, name of Doctor** \_\_\_\_\_

**Did you receive first aid?** \_\_\_\_\_

**If so, what treatment?** \_\_\_\_\_

\_\_\_\_\_

**Date of Accident** \_\_\_\_\_ **Time of Accident** \_\_\_\_\_

**Entered in the Occurrence Book: Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Number of page entered** \_\_\_\_\_

**Did you cease work?** \_\_\_\_\_

**If so, time** \_\_\_\_\_ **and date** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Injured**

\_\_\_\_\_  
**Date**

**FOR OFFICIAL USE ONLY**

IOD Forms submitted to Personnel \_\_\_\_\_

Entered in IOD Register \_\_\_\_\_

**FIRE AND RESCUE BRIGADE**

**INJURED PERSON**

**REPORT ON:** \_\_\_\_\_

**APPLICATION FOR:** \_\_\_\_\_

**To: Chief Fire Officer  
Fire Brigade H/Q**

**From: Name** \_\_\_\_\_

**Rank** \_\_\_\_\_

**Station** \_\_\_\_\_

**Date** \_\_\_\_\_

**Sir,**

**I hereby** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**FIRE AND RESCUE BRIGADE**

**DUTY OFFICER**

**REPORT ON:** \_\_\_\_\_

**APPLICATION FOR:** \_\_\_\_\_

**To: Chief Fire Officer  
Fire Brigade H/Q**

**From: Name** \_\_\_\_\_

**Rank** \_\_\_\_\_

**Station** \_\_\_\_\_

**Date** \_\_\_\_\_

**Sir,**

**I hereby** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FIRE AND RESCUE BRIGADE**

**WITNESS REPORT**

REPORT ON: \_\_\_\_\_

APPLICATION FOR: \_\_\_\_\_

To: Chief Fire Officer  
Fire Brigade H/Q

From: Name \_\_\_\_\_

Rank \_\_\_\_\_

Station \_\_\_\_\_

Date \_\_\_\_\_

Sir,

I hereby \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_