

PORTFOLIO COMMITTEE :

CORPORATE SERVICES

Chairperson :

Ald F Africa

Committee Members :

**Cllrs A Komani, C Resandt,
Ald T Nqinata & Cllr S Beyi**

CORPORATE SERVICES PORTFOLIO COMMITTEE

4 June 2025

I N D E X

ITEM

**PAGE
NUMBER**

APPLICATIONS FOR LEAVE OF ABSENCE

STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
CHAIRPERSON

1. REVISED OCCUPATIONAL HEALTH AND SAFETY POLICY

1

**AGENDA of the
Portfolio Committee: Corporate Services
4 June 2025
(Also the agenda for the Mayoral Committee Meeting: 11 June 2025)**

**1.
REVISED OCCUPATIONAL HEALTH AND SAFETY POLICY**

**N Floors
27 May 2025**

Manager : Employee Relations

(028) 313 8120

1. Executive Summary

The purpose of this report is to recommend to Council the Revised Occupational Health and Safety Policy for approval.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Corporate Services
Department: Human Resources

3. Compliance with Strategic Priorities

Provision of democratic, accountable, and ethical governance
Provision and maintenance of municipal services
Creation and maintenance of a safe and healthy environment

4. Delegated Authority

None

5. Legal Requirements

- Occupational Health and Safety Act and Regulations, Act 85 of 1993

6. Background/Discussion/Evaluation/Conclusion

Section 7 of the Occupational Health and Safety Act, 85 of 1993, requires the employer to establish and review a Health and Safety Policy. The purpose of the policy is to provide and maintain as far as reasonable and practical a work environment that is safe and without risk to the health of employees.

7. Financial Implications

None

8. Staff Implications

None

**AGENDA of the
Portfolio Committee: Corporate Services
4 June 2025
(Also the agenda for the Mayoral Committee Meeting: 11 June 2025)**

9. Comments from other Departments, Divisions and Administrations

This item served before the LLF on 13 May 2025 for review.

10. Annexures

Annexure A: Revised Occupational Health and Safety Policy

RECOMMENDATION TO THE COUNCIL:

that the Revised Occupational Health and Safety Policy **be approved.**

RESPONSIBLE OFFICIAL:

N FLOORS

TARGET DATE FOR IMPLEMENTATION:

01 JUNE 2025

**AGENDA of the
Portfolio Committee: Corporate Services
4 June 2025
(Also the agenda for the Mayoral Committee Meeting: 11 June 2025)**

**1.
REVISED OCCUPATIONAL HEALTH AND SAFETY POLICY**

**N Floors
27 May 2025**

Manager : Employee Relations

(028) 313 8120

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
4 JUNE 2025 WHICH COMMITTEE RECOMMENDED A FOLLOWS:**

RECOMMENDATION TO THE COUNCIL:

that the Revised Occupational Health and Safety Policy **be approved.**

RESPONSIBLE OFFICIAL:

N FLOORS

TARGET DATE FOR IMPLEMENTATION:

01 JULY 2025

ANNEXURE A



OVERSTRAND MUNICIPALITY

**REVISED OCCUPATIONAL HEALTH AND
SAFETY POLICY**

GENERAL EXPLANATORY NOTE:

[] Words in bold type in square brackets indicate omissions from existing enactments.

_____ Words underlined with a solid line indicate insertions in existing enactments.

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1. INTRODUCTION

The 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. This means the employer must ensure that the workplace is free of hazards [**hazardous ergonomics and substances, microorganisms etc**], which may cause injury or disease. [**Where this is not possible, the employer has to must**] The employer must further inform the employees of the hazards [risks and dangers], to health and safety and the precautionary measures which should be taken and observed with respect to those hazards. [how these may be prevented.] Overstrand Municipality is legally obliged and committed to create a healthy and safe working environment for all its employees.

2. SCOPE

The provisions of this policy are applicable to all employees and workplaces of Overstrand Municipality, as well as persons other than employees whilst [**within**] on the premises of the Municipality.

3. PURPOSE

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

- 3.1 Identifying hazards and possible risks [**causing**] which may cause incidents and accidents;
- 3.2 Setting standards of practice, procedures, and accountability;
- 3.3 Measuring performance against standards;
- 3.4 Evaluating compliance with standards;
- 3.5 Correcting deficiencies and, deviations, and set standards of Health and Safety procedures to be followed;
- 3.6 Creating and maintaining a healthy and a safe work environment.

4. LEGAL FRAMEWORK

The directives from which this policy is derived are:

- 4.1 Constitution of the Republic of South Africa, 1996 [(**Act No. 108 of 1996**)]
- 4.2 Occupational Health and Safety Act 85 of 1993
- 4.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993,
- 4.4 Basic Conditions for Employment Act 75 of 1997, as amended
- 4.5 Labour Relations Act 66 of 1995, as amended

- 4.6 Employment Equity Act 55 of 1998, as amended
- 4.7 Disaster Management Act 57 of 2000 as amended
- 4.8 Fire brigade Act 99 of 1997 as amended
- 4.9 Local Government Municipal Systems Act, 2000 (Act 32 of 2000)
- 4.10 Local Government Municipal Finance Management Act, 2003 (Act 56 of 2003)
- 4.11 Locally Negotiated Agreements (LLF Resolutions)

5. DEFINITIONS

- 5.1 **“Act”** means the Occupational Health and Safety Act, 85 of 1993.
- 5.2 **“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.
- 5.3 **“Chief fire coordinator”** means contingency officer who is responsible for the coordination of fire team in the designated areas.
- 5.4 **“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.
- 5.5 **“Contingency Officers”** for the purpose of this policy means an Occupational Health and Safety representative.
- 5.6 **“Compensation Commissioner”** means the Compensation Commissioner appointed under Section 2 of the Compensation for Occupational Injuries and Diseases Act 1993
- 5.7 **“[Department] Division”** means a division within the municipality. **[National Department of Health.?)**
- 5.8 **[“Danger” means anything that may cause injury or damage to persons or property.]**
- 5.9 **“Employer”** means **[the Director-General of the Department of Health]** Overstrand Municipality or the official to whom the responsibility for compliance with the Act has been delegated.
- 5.10 **“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.
- 5.11 **“Hazard”** means any source of/ or exposure to danger.
- 5.12 **“Healthy”** means free from illness or injury attributable to occupational causes.
- 5.13 **“Health and safety standard”** 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

[Director-General] Overstrand Municipality promote the attainment of objectives of this policy.

- 5.14 **“Incident”** means an unexpected event or occurrence that can disrupt normal operations and potentially lead to harm, injury, or damage.
- 5.15 **“Inspector”** means an Occupational Health and Safety Inspector of the Department of Labour.
- 5.16 **“Occupational health”** includes occupational hygiene, occupational medicine and biological monitoring.
- 5.17 **“Occupational Health and Safety Officer”** means the person responsible for advising the municipality on how to protect the health, safety, and wellness of employees in the workplace.
- 5.18 **“Occupational Health and Safety Representative” (OHSR)** means authorized person designated to perform health and safety duties in the **[National Department of Health]** Overstrand Municipality.
- 5.19 **“Occupational Health and Safety Committee”** means a committee established within the Overstrand Municipality in terms of ~~under~~ section 19 of the Occupational Health and Safety Act 85 of 1993
- 5.20 **“Occupational Hygiene”** means anticipation, recognition, evaluation, and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons.
- 5.21 **“Occupational medicine”** means the prevention, diagnosis and treatment of illness, injury and adverse health effects associated with a particular type of work.
- 5.22 **“Premises”** include any building or, vehicle **[or aircraft]** or property owned by and/or under the control of Overstrand Municipality.
- 5.23 **“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.
- 5.24 **“Risk”** means the probability that injury or damage will occur.
- 5.25 **“Safe”** means free from any hazard.
- 5.26 **“Workplace”** means any premises or place where an official of the Overstrand Municipality performs work in the course of her/his employment.

6. RESPONSIBILITIES AND OBLIGATIONS

It is the responsibility of both the Employer as well as all Employees to ensure a safe and healthy working environment ~~in~~ on the premises of Overstrand Municipality.

6.1 GENERAL DUTIES OF THE EMPLOYER TO THE EMPLOYEES

- a) Identify potential hazards which may be present while work is being done, and any equipment is being used.
- b) Ensure that plant, tools, equipment, and machinery are safe, maintained in good working order, and those materials and operational processes are without undue risk to health.
- c) Establish the precautionary measures that are necessary to protect **[his or her workers]** its employees against **[the]** identified hazards and provide means to implement these precautionary measures in order to reduce or remove the risks associated with the hazards.
- d) Provide the necessary information, instructions, training and supervision.
- e) Not permit anyone to carry on with any task unless the necessary **[premeasures]** precautionary measures have been taken.
- f) Take steps to ensure that every person under **[his]** its control comply with the requirements of the act.
- g) Enforce the necessary control measures in the interest of health and safety.
- h) See to it that work being done, and equipment being used, is under the general supervision of an **[worker]** Employee who has been trained to understand the hazards associated with the work and such a worker must ensure that the precautionary measures are implemented and maintained.
- i) Delegate responsibilities to Employees appointed in terms of the **[Occupational Health and Safety]** Act.
- j) **[Decide if Employees appointed in terms of Occupational Health and Safety Act may sub-delegate responsibilities.]**
- k) Provide Employees appointed in terms of the **[Occupational Health and Safety]** Act with appropriate information, training, **[and]** facilities, and time to execute.

6.2 RESPONSIBILITIES OF EMPLOYEES

- a) Take care of their own health and safety, as well as that of other Employees who may be affected by their conduct at the workplace.
- b) Give information to inspectors from the Department of Labour when so required.

- c) Wear the prescribed safety clothing or use the prescribed safety equipment where necessary
- d) Report unsafe or unhealthy conditions to the employer or Occupational Health and Safety Representative as soon as possible.
- e) If Employees are involved in an incident that may affect their health or cause an injury, they should report that incident to their immediate supervisor and/or manager, or to the Human Resources **[Department]** Division Employee dealing with injuries on duty as soon as possible, but not later than the end of the shift during which 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.
- f) 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.
- g) Execute good housekeeping in the workplace and ensure that there is no Health and Safety hazard due to bad housekeeping.
- h) Be familiar with all relevant information in the health & safety policy and any additional relevant procedures and to co-operate in the implementation of their contents.
- i) Report any hazards in the workplace to the Occupational Health and Safety Representative.
- j) Co-operate with the investigation of accidents and any subsequent corrective or preventative actions.

6.3 DUTIES OF THE OCCUPATIONAL HEALTH AND SAFETY OFFICER:

- a) Ensure full compliance with the **[Occupational Health and Safety]** Act.
- b) Recommend to the Municipal Manager legal written appointments in terms of the Occupational Health and Safety Act indicating duties, functions, and responsibilities.
- c) Document all agreements relevant to Occupational Health and Safety.
- d) Report all deviations, deficiencies, and concerns to the Municipal Manager for authorization, action, and implementation within reasonable timeframes.

- e) Ensuring that all aspects of the **[programme]** Health and Safety standard are identified, assessed, suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance.
- f) Attend to incident Investigations
- g) Attend to Internal Health and Safety Audits.
- h) Monitoring of legal compliance.
- i) Training, development and facilitation of Employees, representatives, awareness, information, formal and informal training. Committee meetings, remedial actions. **[contractor control.]**
- j) Support structures for representatives and committees.
- k) Maintain Occupational Health and Safety information, records, and database.
- l) Supervise the Compensation for Occupational Injuries and Diseases Act, **[(Act)]** of 1993, execution and compliance.
- m) Report on incidents, trends, risks.

7. HEALTH AND SAFETY COMMITTEES.

The Occupational Health and Safety Committee has been **[set up]** established and shall meet quarterly.

The Committee comprises of Employer Representatives, Employee Representatives, Trade Unions Representatives, and a Human Resources Representative.

The Committee aims to provide Overstrand Municipality with a mechanism for consulting with Employees on matters of health and safety. Escalated issues are to be referred to the Central Health and Safety Committee. The escalated matters include matters such as severe incidents and fatalities that are also part of the reporting to the Top Management Team.

7.1 Departmental Health and Safety Committee

Occupational Health and Safety Representatives who have been duly appointed will automatically become members of the Departmental Health and Safety Committee (s) for the workplace of a combination of designated workplaces or depending on the size of a functional area and the nature of work.

7.1.1 The Departmental Health and Safety Committee shall be used as- consultative platforms on occupational health and safety issues with the following terms of reference-

- (a) Identification of risks in the workplace;

- (b) discuss and resolve and/or make recommendations on the inspection reports;
- (c) identify health and safety training needs;
- (d) discuss incidents and or accident in the workplace; and
- (e) report any other unresolved matters to the Central Health and Safety Committee.

7.1.2 The Departmental Health and Safety Meeting shall hold meetings as often as may be necessary, but at least once every three months.

7.2 Central Health and Safety Committee

7.2.1 This committee is an overhead committee of the Departmental Health and Safety Committee. The committee consist of management representatives from each directorate, a Health and Safety representatives from each directorate, Trade union representatives, Human Resources (Health and Safety), and Human Resources will also fill the role as the secretariat.

7.2.2 The Central Health and Safety Committee shall be used as a consultative platforms on occupational health and safety issues with the following terms of reference:

- a) assist in the development, monitoring and review of health and safety policies and procedures;
- b) consider any proposal for, or changes to, the workplace, policies, work practices of procedures that may affect the health and safety of employees;
- c) promote the importance of health and safety among management and employees.
- d) monitor the rehabilitation of injured Employees; **[and]**
- e) assist in the resolution of health and safety disputes;
- f) The Central Health and Safety Committee Meeting shall hold a meeting every three months; and
- g) Generic health and safety issues and overall health and safety performance shall be reported to the Top Management Team and at the Local Labour Forum on a quarterly basis.

8. ELIGIBILITY FOR NOMINATION AND ELECTION OF AN OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE

- 8.1 All Employees shall have an equal opportunity to be nominated and elected as health and safety representatives.
- 8.2 For Employees to be eligible for nomination and election as Occupational Health and Safety Representatives, they must:
- a) be full-time employees of the Municipality at a specific workplace.
 - b) have been in the workplace for no less than twelve months; and
 - c) be fully acquainted with the working conditions and activities at that workplace or section thereof, as the case may be, in respect of his/her directorate / **[department]** division.
- 8.3 Occupational Health and Safety Representative must be nominated and elected by employees (not by managers of departments) as Health and Safety Representative.
- 8.4 Language, educational qualifications and gender shall not be used as reasons for excluding an Employee from being nominated and elected as an Occupational Health and Safety Representative.
- 8.5 They must be appointed by the employer as Health and Safety Representatives with a letter of appointment.
- 8.6 They must attend the health and safety training provided for by the employer.
- 8.7 The criteria for attending the health and safety training are as follow:
- a) Literacy and numeracy at NQF level 1
 - b) Must be able to read and write and communicate in English.
 - c) Must be able to write reports.
 - d) Must be able to read the checklists and be able to complete the checklists and write comments on inspection checklists.
- 8.8 Supervisors cannot be:
- 8.8.1 Health and Safety Reps
 - 8.8.2 required to do monthly inspections
- 8.9 Supervisors represent management and have to attend training applicable to supervisors

9. PROCEDURE FOR ELECTION OF OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES

- 9.1 The Employer, herein after also referred to as the responsible line manager, shall give notice to initiate the process for the nomination of Occupational Health and Safety Representatives in his/her area of responsibility.

- 9.2 The responsible line manager shall take charge of the election and supervise the process, assisted by the designated Manager: Health and Safety.
- 9.3 The process shall entail:
- a) Setting a date for the nominations and/or election
 - b) Ensuring that the nominations/elections are held with minimum disruption of normal operating activities.
 - c) A decision on whether the election will be done by means of a ballot or show of hands; and
 - d) Record the number of votes for each nominee.
- 9.4 In the event that the number of nominees exceeds the number of vacancies, the employer shall convene an election process using a ballot process.
- 9.5 In instances where the number of nominees equals the number of vacancies, the nominees shall be regarded as **[have]** having been elected Occupational Health and Safety Representatives.
- 9.6 The appointment of nominated/elected Occupational Health and Safety Representatives shall be in writing.
- 9.7 Appointment letters must provide space for the appointees to accept the appointment.
- 9.8 A copy of the appointment letter shall be filed in the appointee's personnel file and in the Manager: Health and Safety's file.

10. TERM OF OFFICE

The term of office of appointed Occupational Health and Safety Representatives in a Health and Safety Committee shall be for a period not exceeding two years.

11. FUNCTIONS OF HEALTH AND SAFETY REPRESENTATIVES

- 11.1 All functions as set out in Section 18 of the **[Occupational Health and Safety]** Act shall be applicable.
- 11.2 In addition to the above-mentioned, terms of reference for Occupational Health and Safety Representatives shall include the following:
- a) represent Employees from their work group on health and safety matters.
 - b) investigate health and safety-related complaints prior to representations to management.

- c) make representations to management and report back to Employees on any matter relating to health and safety matters.
 - d) discuss with the Employees any proposals or matters that may affect their health and safety.
 - e) assist management in the identifications of hazards, the assessment of risks and implementation of risk control measures.
 - f) assist in promoting adherence to health and safety policies and procedures; and
 - g) assist in the monitoring of risk controls and health and safety policies and procedures.
- 11.3 All health and safety issues including safety-related complaints, results of incident and related investigations, risk assessment results and the effectiveness of risk control measures shall be tabled at Health and Safety Committee meetings for noting, consideration and recommendation to management on actions to be taken.

12. TERMINATION AS OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE

- 12.1 The responsible line manager or chairperson of a Health and Safety Committee may, under circumstances set out below, terminate the appointment of a Health and Safety Representative:
- a) Upon recommendation of the Health and Safety Committee, but then only after proper investigation and an appropriate finding on alleged misconduct or complaints on unbecoming behaviour.
 - b) Upon request of the Employees whom the Occupational Health and Safety Representative represent, after consultations with them.
 - c) When the Occupational Health and Safety Representative fails to hand in three consecutive inspection reports.
 - d) When the Occupational Health and Safety Representative is absent from three or more Health and Safety Committee meetings during the year without an apology.
 - e) When the Occupational Health and Safety Representative is transferred to a different workplace/**[department]** Division / another directorate and there is no need for an additional Occupational Health and Safety Representative.
 - f) When the Occupational Health and Safety Representative is promoted to a supervisory position.

- g) When the employment of the Occupational Health and Safety Representative with the Overstrand Municipality is terminated.
 - h) When the Occupational Health and Safety Representative resigns as a Health and Safety Representative; and
 - i) When the Occupational Health and Safety Representative fails to successfully complete training.
- 12.2 When a vacancy of an Occupational Health and Safety Representative needs to be filled, nominations for a replacement Occupational Health and Safety Representative will be called for within 14 working days from the existence of the vacancy.

13. FIRST AIDERS

- 13.1 Sufficient First Aiders shall be appointed for the different **[departments]** divisions. Managers must ensure that appointed First Aiders in their respective teams are duly trained and hold a valid First Aid Certificate. [Operational Resilience representatives embedded in the business units will assist the Safety Manager in appointing sufficient first aiders within business units and to ensure that they hold valid certificates.]
- 13.2 First Aiders [They] will also ensure that first aid boxes are available and correctly stocked. The location of first aid boxes and the names/location of trained First Aiders will be displayed on notice boards and on the intranet.
- 13.3 The principal health and safety duties of the First Aiders are as follows:
- a) Giving help in the form of basic medical assistance to someone who is injured or ill and taking care of them until professional medical help arrives.
 - b) To attend training as necessary to maintain a valid certificate as long as they are appointed as first aiders.
 - c) Familiarize themselves with the exact location of all the first aid equipment under their control.
 - d) To ensure that the first aid box is not obstructed.
 - e) Conduct monthly inspections of the first aid box / boxes under his/her control as to ensure that these boxes are stocked with all items as prescribed by the legislation.
 - f) It is the responsibility of the First Aider to contact the Health and Safety Office for the stocking of the First Aid box.
 - g) Ensure that the serious injuries are reported to the Health and Safety office.
 - h) Complete the Treatment Record when applying first aid to a person.

- i) The Health and Safety Officer may at any given time conduct an inspection on the content and the condition of the First Aid box issued.

14. EVACUATION MARSHALS

Sufficient Evacuation Marshals shall be appointed for offices and premises. They should be trained in safe evacuation procedures so that they can assist the Evacuation Team, Fire Brigade, Managers and Security staff in the event of any emergency situation.

14.1 The responsibilities of an evacuation marshal are:

- a) Be aware of the areas assigned as workplace.
- b) Be familiar with the premises, including the exits of **[the whole building and or] premises**, especially the area for which you have been made responsible.
- c) Make sure that you are familiar with all the emergency equipment in the building and or premises.
- d) Assist the Occupational Health and Safety Representatives in the building in identifying any hazardous situations in your building.
- e) Know where the building's EMERGENCY ASSEMBLY POINT is located.

14.2 When the Emergency Alarm is sounded:

- a) Listen for instructions from the Fire Brigade/Manager/Emergency Controller/Health and Safety Representatives.
- b) If instructed to evacuate, or the fire spreads, instruct people to immediately evacuate the building.
- c) Direct people to the nearest/safest emergency exit route. Advise people to:
- d) Keep to the left when going down the stairs
- e) Not to use the lifts
- f) To close all doors and windows in case of fire (to prevent fire spread)
- g) To open all doors and windows in cases of suspected bomb threat
- h) Assemble at the Assembly Point
- i) Report to fire marshals
- j) Sweep the area assigned to you to ensure all personnel have left the building.
- k) Help or assist disabled persons to evacuate.
- l) On completion of the evacuation, report immediately to the Manager.

15. FIRE MARSHALS

Sufficient Fire Marshals shall be appointed for offices and premises. They should be trained in basic firefighting and safe evacuation procedures so that they can assist the Evacuation Team, Fire Brigade, Managers and Security staff in the event of a fire or other emergency situations (e.g: Security/bomb scare).

15.1 The Fire Marshals are responsible for:

- a) Promoting general fire awareness and fire safety in the workplace;
- b) Familiarising themselves with the operation of fire-fighting equipment used in the workplace;
- c) Checking fire-fighting equipment in their workplace at least once a month to ensure it is in working order;
- d) Identifying items, equipment and areas in their workplace which may be a fire hazard;
- e) Reporting any un-serviced or damaged firefighting equipment or fire hazards to the **[Safety] Manager: Health & Safety/Head of Division [HOD]/manager/team leader** for necessary action, and to your health & safety rep for inclusion in health and safety report;
- f) Checking emergency escape routes on a regular basis to ensure they are not obstructed;
- g) Assisting with the safe and prompt evacuation of Overstrand Offices in the case of an emergency.
- h) Attending training as necessary.

15.2 In an emergency, the fire marshal may also be required to assist with one or more of the following tasks:

- a) Raise the alarm
- b) Call emergency services.
- c) If safe, use the fire extinguisher.
- d) Direct staff to safe available exit routes.
- e) If safe, check areas such as toilets and storerooms to ensure all are evacuating.
- f) Assist disabled people.
- g) Close windows & doors.
- h) Ensure hazardous processes or machinery have been shut down or isolated.

- i) Assist with roll call at the assembly point
- j) Report to the fire service on their arrival.

16. EVACUATION EXERCISES

- 16.1 All Overstrand Municipality premises **[buildings and depos]** must have an up-to-date Emergency Evacuation Plan that is reviewed annually.
- 16.2 All Overstrand Municipality workplaces **[buildings and depos]** will conduct an evacuation exercise to train **[staff]** Employees and occupants, and to elevate their efficiency and effectiveness, in carrying out emergency evacuation procedures at least every second year.
- 16.3 The Health and Safety Officer, the Chairperson of the Departmental Health and Safety Committee, the Health and Safety Representatives, Fire Marshals, and First Aiders will plan, organise, and oversee the drills.
- 16.4 It is advised to include the Fire Department, Safety & Security, and Law Enforcement and where necessary the ambulance services in the planning of the evacuation exercises.
- 16.5 All drills and the outcome of the drill are to be recorded, and a report of outcomes tabled and discussed at the Departmental and Central Health and Safety Committees.
- 16.6 All records to be stored for inspection by the Health and Safety Officer.

17 INCIDENT/ACCIDENT REPORTING PROCEDURE

For purposes of this clause, the procedures to be followed in the event of either an incident or an accident are as follows:

- 17.1 All injuries and incidents must in terms of the **[Occupational Health and Safety]** Act and Compensation for Occupational Injuries and Diseases Act reported immediately or as soon as practically possible for assessment, recording or possible investigation.
- 17.2 Any injury at work – no matter how small – must be reported immediately to the supervisor and receive first aid attention and or medical attention.
- 17.3 Reporting an incident is an essential part of an effective occupational health and safety program. It is helpful to identify workplace health and safety hazards, risks, and hazards. The goal is to identify the causes of incidents. The necessary controls can then be implemented to prevent further instances of such events.

- 17.4 Minor injuries are those that do not present a serious health risk and are typically recognized as sufficiently treated using standard first aid supplies and techniques (e.g., minor cuts, scrapes, etc.), and generally accomplished with self-help. Even minor medical injuries must be reported to the relevant manager and or supervisor/ Health and Safety representative and ANNEXURE 1: RECORDING AND INVESTIGATION OF INCIDENTS form be completed.
- 17.5 Where an Employee is involved in any incident which may affect his or her health or which has caused an injury to himself or herself, report such incident to the Human Resource **[Department]** Division (Health and Safety Office), Supervisor and Occupational Health and Safety representative, as soon as practicable but not later than the end of the particular shift during which 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 reasonably practicable thereafter.
- 17.6 The Employer must report a workplace injury within 7 days or within 14 days of finding out an Employee has an occupational disease to Department of Labour.
- 17.7 The Employer will provide employees with official transport for purposes of medical attention emanating from an injury on duty.
Transportation thus provided is dependent on:
- a) The availability of suitable transport; and
 - b) The operational requirements of the employer
- 17.8 Employees requiring assistance with transport must inform their supervisor / head of department well in advance in order for suitable arrangements to be made, including arrangements as to where the Employee must be picked up and where the Employee has to be transported to.
- 17.9 After hours incidents/accidents
- a) Report all injuries that occurred after hours, weekends and public holidays to the direct supervisor.
 - b) The supervisor to inform the control room.
 - c) Control room to inform the Manager: Employee Relations or Human Resources Officer: Occupational Health and Safety.
 - d) The Manager: Employee Relations or Human Resources Officer: Occupational Health and Safety to make the necessary arrangement with a Private Hospital.

- e) The injured / supervisor to report the Injury on Duty to the nearest Human Resources office the first day following the incident to complete the Injury on Duty forms.
- f) The Occupational Health and Safety office to provide the Injury on Duty documents to the Private Hospital.

17.10 Emergencies – Vehicle Accidents, Bleeding, Animal bites, Snake Bites, Insect bites

- a) Employees report the incident to supervisor
- b) On-scene employees [**people**] / Supervisor to contact ambulance services (vehicle accident)
- c) Injured person to be taken to the private hospital
- d) Supervisor to contact Human Resources Office – Health and Safety As Soon As Possible
- e) Occupational Health and Safety Office personnel to meet the injured person at the private hospital for the completion of the forms.
- f) If an injured person dies during or after an accident, the employer shall notify the Inspector of his or her death.

18. COMMUNICATION

The policy and related information pertaining to occupational health and safety must be communicated to all municipal employees using the full range of communication methods available (e.g the intra web, e-mail etc.) to the municipality.

19. POLICIES THAT ARE INTERCONNECTED WITH THE OHS POLICY

- Personal Protective Equipment Policy
- Overstrand Dress Code Guidelines

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| Policy Section: | Human Resources |
| Current Update: | 27 June 2025 |
| Previous Review: | 27 October 2010 |
| Approval by Council: | |