



**ID 9964 LEVEL 2 – 3 CREDITS**

**LEARNER GUIDE  
APPLY HEALTH AND SAFETY TO A WORK AREA**

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**Learner Information:**

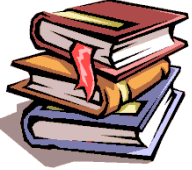


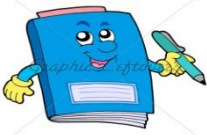

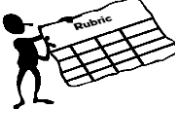

Details	Please Complete this Section
Name & Surname:	
Organisation:	
Unit/Dept:	
Facilitator Name:	
Date Started:	
Date of Completion:	



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## Key to Icons

The following icons may be used in this Learner Guide to indicate specific functions:

 <p><b>Books</b></p>	<p>This icon means that other books are available for further information on a particular topic/subject.</p>
 <p><b>References</b></p>	<p>This icon refers to any examples, handouts, checklists, etc...</p>
 <p><b>Important</b></p>	<p>This icon represents important information related to a specific topic or section of the guide.</p>
 <p><b>Activities</b></p>	<p>This icon helps you to be prepared for the learning to follow or assist you to demonstrate understanding of module content. Shows transference of knowledge and skill.</p>
 <p><b>Exercises</b></p>	<p>This icon represents any exercise to be completed on a specific topic at home by you or in a group.</p>
 <p><b>Tasks/Projects</b></p>	<p>An important aspect of the assessment process is proof of competence. This can be achieved by observation or a portfolio of evidence should be submitted in this regard.</p>
 <p><b>Workplace Activities</b></p>	<p>An important aspect of learning is through workplace experience. Activities with this icon can only be completed once a learner is in the workplace</p>

 <p><b>Tips</b></p>	<p><b>This icon indicates practical tips you can adopt in the future.</b></p>
 <p><b>Notes</b></p>	<p><b>This icon represents important notes you must remember as part of the learning process.</b></p>

## Learner Guide Introduction

<b>About the Learner Guide...</b>	<p>This Learner Guide provides a comprehensive overview of the <b>Apply health and safety to a work area</b>, and forms part of a series of Learner Guides that have been developed for <b>Apply health and safety to a work area programmed at NQF Level 2, worth 3 credits.</b></p> <p>The series of Learner Guides are conceptualized in modular's format and developed <b>Apply health and safety to a work area.</b> They are designed to improve the skills and knowledge of learners, and thus enabling them to effectively and efficiently complete specific tasks.</p> <p>Learners are required to attend training workshops as a group or as specified by their organisation. These workshops are presented in modules, and conducted by a qualified facilitator.</p>
<b>Purpose</b>	<p>The purpose of this Learner Guide is to provide learners with the necessary knowledge related to <b>Apply health and safety to a work area</b></p>
<b>Outcomes</b>	<p>A person credited with this unit standard is able to demonstrate an understanding of health and safety to a work area.</p> <p>In particular, on completion of this unit standard, the learner is able to explain:</p> <ul style="list-style-type: none"><li>• "hazard", "hazardous substance", "risk" and "safe" as described in the Occupational Health &amp; Safety Act (Act no. 85 of 1993), and the relationship between the three concepts.</li><li>• Statutory requirements.</li><li>• Workman`s compensation procedures.</li><li>• Relevant national regulations.</li><li>• Health and safety regulations.</li></ul>

	<ul style="list-style-type: none"> <li>• The implications of not following procedure that apply to illness or injury in the work area.</li> <li>• Health and safety planning.</li> <li>• The use of protective clothing.</li> <li>• The use of fire extinguishers.</li> <li>• Procedures for incident reporting and recording.</li> </ul>
<b>Assessment Criteria</b>	<p>The only way to establish whether a learner is competent and has accomplished the specific outcomes is through an assessment process.</p> <p>Assessment involves collecting and interpreting evidence about the learner's ability to perform a task.</p> <p>This guide may include assessments in the form of activities, assignments, tasks or projects, as well as workplace practical tasks. Learners are required to perform tasks on the job to collect enough and appropriate evidence for their portfolio of evidence, proof signed by their supervisor that the tasks were performed successfully.</p>
<b>To qualify</b>	To qualify and receive credits towards the learning program, a registered assessor will conduct an evaluation and assessment of the learner's portfolio of evidence and competency
<b>Range of Learning</b>	This describes the situation and circumstance in which competence must be demonstrated and the parameters in which learners operate
<b>Responsibility</b>	<p>The responsibility of learning rest with the learner, so:</p> <ul style="list-style-type: none"> <li>• Be proactive and ask questions,</li> <li>• Seek assistance and help from your facilitators, if required.</li> </ul>

## APPLY HEALTH AND SAFETY TO A WORK AREA

<b>UNIT STANDARD NUMBER</b>	:	9964
<b>LEVEL ON THE NQF</b>	:	2
<b>CREDITS</b>	:	3
<b>FIELD</b>	:	Physical Planning and Construction
<b>SUB FIELD</b>	:	Building Construction

<b>PURPOSE:</b>	<p>A person credited with this unit standard is able to demonstrate an understanding of apply health and safety to a work area. In particular, on completion of this unit standard, the learner is able to:</p> <ul style="list-style-type: none"><li>• "hazard", "hazardous substance", "risk" and "safe" as described in the Occupational Health &amp; Safety Act (Act no. 85 of 1993), and the relationship between the three concepts.</li><li>• Statutory requirements.</li><li>• Workman`s compensation procedures.</li><li>• Relevant national regulations.</li><li>• Health and safety regulations.</li><li>• The implications of not following procedure that apply to illness or injury in the work area.</li><li>• Health and safety planning.</li><li>• The use of protective clothing.</li><li>• The use of fire extinguishers.</li><li>• Procedures for incident reporting and recording.</li></ul>
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### LEARNING ASSUMED TO BE IN PLACE:

It is assumed that learners are competent in:

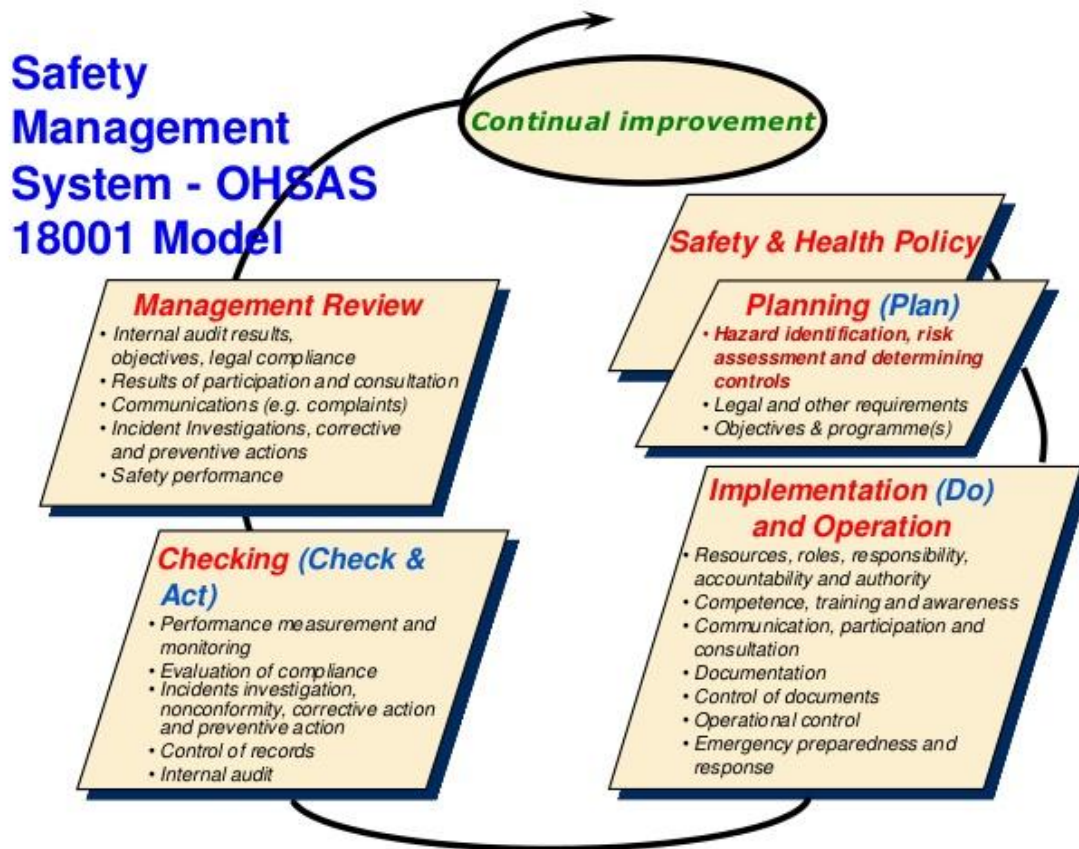
- GETC NQF Level 1 literacy and numeracy competencies

**Learner Signature & Today's Date:** \_\_\_\_\_



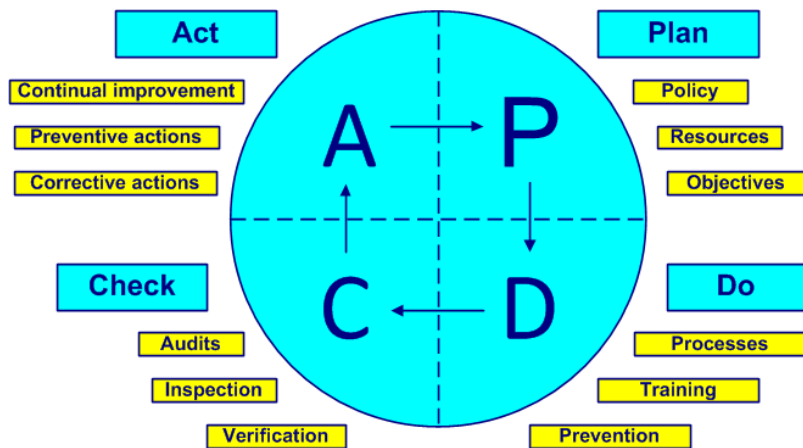
SESSION 1 - IDENTIFY POTENTIAL HAZARDS IN THE WORK AREA
<b>Specific Outcomes</b>
<ul style="list-style-type: none"> <li>• Potential hazards are correctly identified and removed, reduced or reported</li> <li>• A health and safety plan is drawn up</li> <li>• Protective clothing requirements are identified and protective clothing is used</li> <li>• Implications of exposure to hazardous substances and hazards are known</li> <li>• All statutory requirements are being met</li> </ul>

Following the success of **ISO 14001** (Environmental Management Systems) and **ISO 9001** (Quality Management Systems), and in response to a demand for a recognisable OHS Management System 'standard' against which organisations could be assessed and certificated, **OHSAS** (Occupational Health and Safety Assessment Series) 18001:1999 and the accompanying guide OHSAS 18002:2000 were published. **OHSAS 18002** is the guidance, providing generic advice on the application of OHSAS 18001.



## OHSAS 1.0 - SCOPE

**OHSAS is a standard of Occupational, Health and Safety Management System which creates risk free environment in any organisation.** OHSAS is based on the methodology of PLAN, DO, CHECK & ACT (PDCA Cycle). Reviewed and revised in 2007, **OHSAS 18001** is now fully compatible with ISO 9001 and ISO 14001 in order to facilitate the integration of quality, environmental and occupational health and safety management systems by organisations, should they wish to do so.



**OHSAS 18001** is applicable to any organization that wishes to

- Establish OHS Management System to eliminate or minimize risks to personnel
- Implement, maintain and continually improve OHS Management System
- Assure its conformity with OHS policy
- Demonstrate its conformity with OHSAS standard by
  - Making self-declaration
  - Seeking interested party(customer) confirmation on its compliance
  - Seeking confirmation by external party (legal bodies)
  - Seeking certification/registration of OH&S Management System by external Organization

This training will be based on **OHSAS 18001** which is a British Standard and hence at times called BS OHSAS 18001. OHSAS 18001 is being replaced by **ISO 45001** which is an international standard.

## OHSAS 2.0 – REFERENCE

OHSAS 18002:2008 Guidelines for the implementation of OHSAS 18001:2007

International Labour Organization:2001, Guidelines on Occupational Health and Safety Management Systems (OHS MS)

## OHSAS 3.0 – TERMS & DEFINITIONS

**Occupational Health & Safety** refers to conditions and factors that affect, or could affect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors, or any other person in the Workplace.

## OHSAS 4.1 – GENERAL REQUIREMENTS

Organization shall

- Document
- Implement
- Maintain
- Continually Improve

## OHSAS 4.2 – OHS POLICY

Having decided to develop an OHS Management System, the next most critical step is to set out what you wish it to deliver. The OHS policy statement can simply and effectively state these aspirations and communicate such commitments to interested parties.

Occupational Health and Safety (OHS) is a cross-disciplinary area concerned with protecting the safety, health and welfare of people engaged in work or employment. The goals of occupational safety and health programs include to foster a safe and healthy work environment. OHS may also protect co-workers, family members, employers,

Top management shall define and authorize the organizations OHS policy and ensure that within the defined scope of its management system it:

a) is appropriate to the nature and scale of the organization's OHS risks

b) includes a commitment to prevention of injury and ill health and continual improvement in OHS management and OHS performance

c) include a commitment to at least comply with applicable legal requirements and with other requirements to which the organization subscribes that relate to its OHS hazards;

customers, and many others who might be affected by the workplace environment. Occupational safety and health can be important for moral, legal, and financial reasons. Moral obligations would involve the protection of employee's lives and health. Legal reasons for OHS practices relate to the preventative, punitive and compensatory effects of laws that protect worker's safety and health. OHS can also reduce employee injury and illness related costs, including medical care, sick leave and disability benefit costs.

d) provides the framework for setting and reviewing OHS objectives

e) is documented, implemented and maintained

f) is communicated to all persons working under the control of the organization with the intent that they are made aware of their individual OHS obligations

g) is available to interested parties and

h) is reviewed periodically to ensure that it remains relevant and appropriate to the organization.

OHSAS is the vehicle to be used and it will detail who will be responsible for driving and steering it throughout the whole journey of achieving the OHS Policy of the organisation. As all employees will be required to travel along with you, your planned journey will have to be communicated to all employees and a copy of the road map (OHS policy statement) explained to everyone.

## 1.1 – Potential Hazards Identification, Risk Assessment & Controls Hierarchy

### ***OHSAS 4.3.1 – (As above)***

**HAZARD** is the potential for harm, or adverse effect on an employee's health. Anything which may cause injury or ill health to anyone at or near a workplace is a hazard. Physical hazards are a common source of injuries in many industries. Even in the office environment, electrical cables running freely or wet floors are a hazard. They are perhaps unavoidable in many industries such as construction and mining, but over time people have developed safety methods and procedures to manage the risks of physical danger in the workplace. Falls are a common cause of occupational injuries and fatalities, especially in construction, extraction, transportation, healthcare, building, cleaning and maintenance. Machines are commonplace in many industries, including manufacturing, mining, construction and agriculture, and can be dangerous to workers.

Many machines involve moving parts, sharp edges, hot surfaces and other hazards with the potential to crush, burn, cut, shear, stab or otherwise strike or wound workers if used unsafely.

Hazards are classified into five different types. They are:

- **Physical** - includes floors, stairs, work platforms, steps, ladders, fire, falling objects, slippery surfaces, manual handling (lifting, pushing, pulling), excessively loud and prolonged noise, vibration, heat and cold, radiation, poor lighting, ventilation, air quality
- **Mechanical and/or electrical** - includes electricity, machinery, equipment, pressure vessels, dangerous goods, fork lifts, cranes, hoists
- **Chemical** - includes chemical substances such as acids or poisons and those that could lead to fire or explosion, cleaning agents, dusts and fumes from various processes such as welding
- **Biological** - includes bacteria, viruses, mould, mildew, insects, vermin, animals
- **Psychosocial environment** - includes workplace stressors arising from a variety of sources. Examples are seeing others not pulling their weight, Managers changing their minds about what they want to be done, Lack of support from managers, Pressure from managers, etc.
- **Ergonomic** - repetitive movements, improper set up of workstation such as chair without back support, etc.,



**Risk** is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. A hazard such as loose electrical cables in a workplace can be a risk of tripping or even causing an electrical fire.

## RISK ASSESSMENT

A risk assessment is nothing more than a careful examination of what, in your workplace, could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. It is the process where you:

- Identify hazards and risk factors that have the potential to cause harm (hazard identification).
- Analyse and evaluate the risk associated with that hazard (risk analysis, and risk evaluation).
- Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated (risk control).

A **Risk Matrix** may be used to assess (Risk Rating Score), manage or understand the risk as per an example of one below:

RISK ASSESMENT MATRIX						
Product, Service, Process, Activity.....						
Frequency	Improbable 1	Remote 2	Occasional 3	Probable 4	Frequent 5	
Severity						Risk
Negligible 1	1	2	3	4	5	Extreme
Marginal 2	2	4	6	8	10	High
Moderate 3	3	6	9	12	15	Managable
Critical 4	4	8	12	16	20	Minor
Catastrophic 5	5	10	15	20	25	Low

Based on the Risk Matrix above, where the risk is Extreme (**Fatality**) - Immediate Action needs to be taken, where its High (**Extreme Injury**) – Urgent / ASAP Action, where its Manageable (**3 day off-sick injury**) – Planned Action and the last 2 (**First Aid & Incident with no Injury**) may be Action to be Considered.

**HIERARCHY OF CONTROLS** is an order of priority in hazard control. The best way to control a hazard is to eliminate it. The elimination of a hazard is the first choice in a system called the ‘hierarchy of controls’.

1. **Eliminate the hazard** from the workplace entirely. This is the best way to control a hazard. An example of elimination is:

- To remove a noisy machine from a quiet area so as to allow a quiet area to exist
- remove trip hazards in a cluttered corridor
- Dispose of unwanted chemicals
- Eliminate hazardous plant or processes
- Repair damaged equipment promptly
- Increase use of email to reduce excessive photocopying and collation
- Ensure new equipment meets the ergonomic needs of workers

2. **Substitute or modify the hazard** by replacing it with something less dangerous, for example:

- By using a paint which does not contain asthma-encouraging agents.
- Substitute a hazardous chemical with a less dangerous one
- Replace telephone handsets with headsets where there is frequent use of telephone
- Substitute a less hazardous material to control a vapour hazard



- Use ventilation to remove chemical fumes and dusts and using wetting down techniques to minimise dust levels
- Change bench heights to reduce bending
- Ensure ergonomic factors are taken into account.

3. **Isolate the hazard** by physically removing it from the workplace or by cordoning off the area in which a machine is used (**engineering methods**). Isolate the problem from staff. This is often done by using separate, purpose-built rooms, barricades, or

sound barriers. This moves the hazardous process away from the main work area to a site where emissions can be controlled. For example

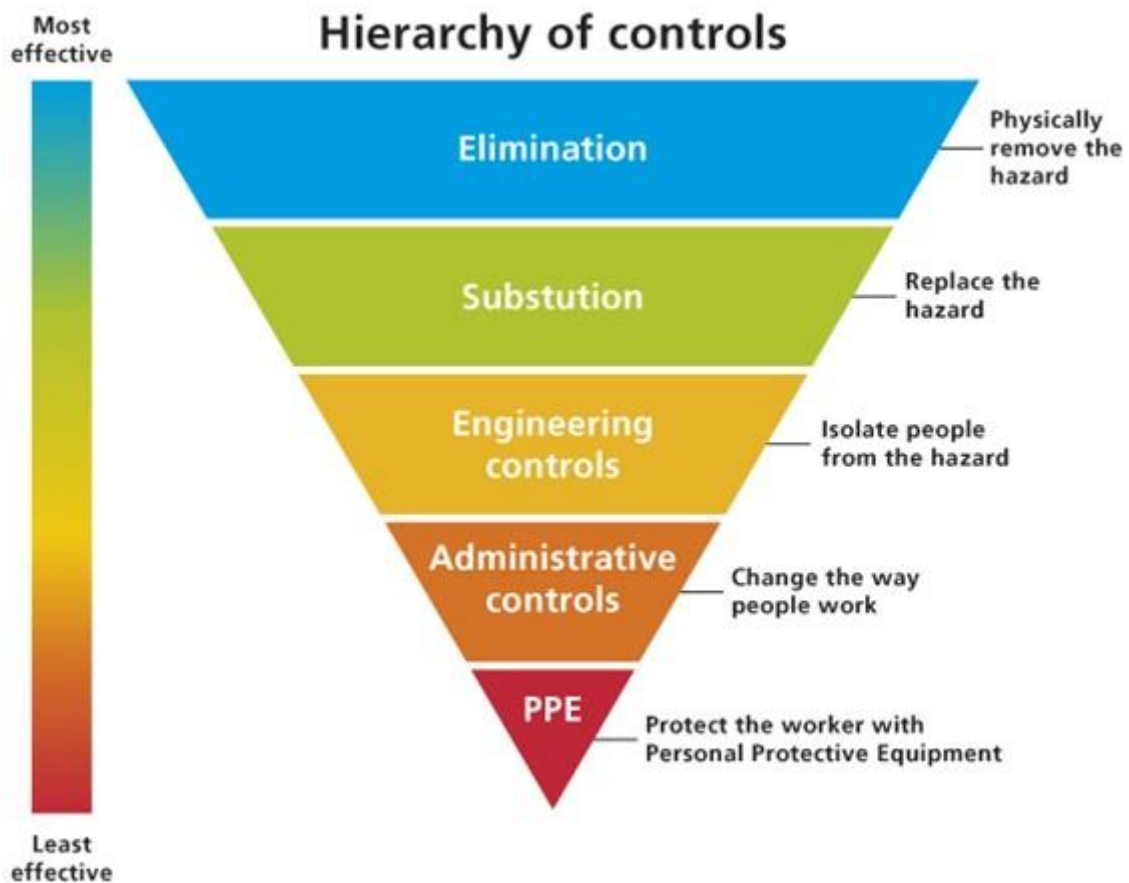
- Isolate and store chemicals properly by using a fume cupboard
- Isolate copying equipment and other machinery in soundproof rooms to reduce fumes and noise
- Use security measures to protect staff.
- Tools and equipment can be redesigned, or enclosures, guards or local exhaust ventilation systems can be used to close off the source of a hazard.
- Ensure proper machine guarding is in place
- Use anti-glare screens on computer VDUs
- Use mechanical aids to minimise manual handling injuries
- Use ventilation to remove chemical fumes and dusts and using wetting down techniques to minimise dust levels

4. **Use administrative controls.** These are management strategies which can be introduced to ensure the health and safety of employees. Administrative procedures can reduce exposure to hazardous equipment and processes by limiting the time of exposure for example by job rotation or varying the time when a particular process is carried out.

5. **Introduce personal protective equipment (PPE)** as an interim measure, to reduce exposure to a hazard. Systematic records will help to identify hazards and review the effectiveness of the application of health and safety. Keep records which show

- Details of workplace inspections / safety audits carried out
- Worksheets/checklists used to identify hazards
- Any action that has been taken to fix particular hazards





## 1.2 - Implications of Exposure to Hazardous Substances & Hazards

These are some of the costs that an employer / organisation may face when they fail to create and maintain a safe and healthy work environment with relation to exposure to hazardous substances or hazards:

- Workers Compensation Cost or loss of working time by injured employees
- Replacement and training cost for new or substitute employee
- Poor product or service quality due to unsafe working conditions
- Penalties for non-compliance from Department of Labour
- Being sued by employees or customers for harm
- Damage to company and/or personal property, etc.

The table below summarises the risks that can occur when employees or even customers are exposed to certain hazards:

Hazard	Risk
Fire	Burn injury or fatality
Electricity	Electrical shock, electrocution or fatality
Exposure to chemicals	Chemical burn or poisoning or fatality
Working at height	Fall from height injury or fatality
Biological hazard or bacteria	Infection or fatality
Ergonomics	Body pain

### 1.3 - A Health & Safety Plan Is Drawn Up

According to definition, a "health and safety plan" means a documented plan which addresses hazards identified and includes safe work procedures to eliminate, reduce or control the hazards identified in order to create a safe working environment. The goal is ideally to get to a point where there is:

- No Incidents
- Absence of injury, disease and illness
- Physical and mental well being

### OHSAS 4.3.3 – OBJECTIVES & PROGRAMMES

The organisation shall establish, implement and maintain documented OHS objectives, at relevant functions and levels within the organisation. The objectives shall be measurable, where practicable, and consistent with the OHS policy, including the commitments to the prevention of injury and ill health, to compliance with applicable legal requirements and with other requirements to which the organisation subscribes, and to continual improvement.

When establishing and reviewing its objectives, an organisation shall take into account the legal requirements and other requirements to which the organisation subscribes, and its OHS risks. It shall also consider its technological options, its financial, operational and business requirements, and the views of relevant interested parties.

The organisation shall establish, implement and maintain a programme(s) for achieving its objectives.

The OHS management programme should identify the individuals who are responsible for delivering the OHS objectives (at each relevant level). It should also identify the various tasks, which need to be implemented in order to meet each OHS objective.

Programme(s) shall include as a minimum:



- a) designation of responsibility and authority for

achieving objectives at relevant functions and levels of the organisation

- b) the means and time-frame by which the objectives are to be achieved.

The programme(s) shall be reviewed at regular and planned intervals, and adjusted as necessary, to ensure that the objectives are achieved.

Following your OHS hazard identification assessment, you will have created a list of several issues, some of which may be classed as significant. In addition, your review of relevant legislation may have highlighted areas of compliance obligations requiring tighter control. These issues will need to be incorporated within your OHS system. To enable this, your company must take the next step of setting objectives and targets.

Using information or data from the 'Typical inputs' such as OHS policy, including the commitment to continual improvement, results of hazard identification, risk assessment and risk control, legal and other requirements, financial, operational and business requirements, views of employees and interested parties, information from employee OHS consultation, reviews and improvement activities in the workplace, analysis of performance against previously established OHS objectives, past records of OHS non-conformance, accidents, incidents, etc. Appropriate levels of management should identify, establish and prioritise OHS objectives from the above. Objectives should be set to ensure that the associated risks are effectively managed and controlled.

Examples of objectives would be:

- Reduction of risk levels
- The elimination or the reduction in frequency of particular undesired incident(s)
- Improve employee awareness of OHS issues, etc.

The content of the plan will contain some of the following:

- Registers of planned training and induction courses records
- Personal protective equipment (PPE) and inspection records and registers
- Plans of inspections for plant and equipment
- Registers and copies of safety audits to be conducted
- Registers and copies of safety reports conducted on site
- Registers and copies of risk assessments to be conducted on site
- Registers and copies of incidents, first aid and reportable injuries to be used
- Registers and copies of approved operators and their certificates of training
- Letters of good standing with the compensation fund
- Register of Warnings to be issued for unsafe working practices (Not complying with Personal Protective Equipment prescriptions, negligence, drunkenness, etc)



These documents should be in place to be used daily to ensure that the health and safety requirements are met and maintained on site in accordance with the risk assessment. The entire workforce will be encouraged to communicate directly to any supervisor regarding any hazard they have seen, or to make suggestions that will enhance safety. Any such contribution will be raised during the safety meetings or earlier if appropriate. The result of these meetings will be documented and communicated back to the work force through their safety representatives. The plan will be reviewed and revised as per the results of safety audits so as to ensure that a target

of zero injuries / fatalities is achieved or is closer to being achieved. This plan needs to be kept on-site and not at Head Office or another site as it needs to be adhered to otherwise it's mere paperwork that will not result in a safer working environment for employees and visitors.

#### 1.4 - Protective Clothing Requirements & Protective Clothing Is Used

Personal protective equipment (PPE) should only be used as a last resort where the hazard cannot be eliminated. The employer or user should effectively manage and control risk by making use of the following safety equipment and facilities:

- Safety equipment or facility of a type that will effectively prevent bodily injury
- Safety equipment of a type that will effectively protect the wearer against harm
- Equipment that will effectively protect persons against falls
- Facilities that will effectively prevent slipping, unsafe entry or unsafe conditions
- Safety equipment or a facility of a type that will effectively protect against harm
- Suitable insulating material underfoot where persons work on a floor made of metal, stone, concrete or other similar material, and
- Generally, such safety equipment or facilities as may be necessary to render the persons concerned safe

PPE protects an employee's body from hazards. PPE must be provided free of charge and maintained by the employer. Employers are also required to ensure that workers are trained in the proper use of PPE. Employees have a responsibility to use PPE in accordance with their training and safe usage requirements. For example:

- Suitable goggles, spectacles, face shields, welding shields, visors, hard hats, protective helmets, caps, gloves, gauntlets, aprons, jackets, capes, sleeves, leggings, spats, gaiters, protective footwear, protective overalls, or any similar safety equipment or facility of a type that will effectively prevent bodily injury;
- Waterproof clothing, high-visibility clothing, chemical-resistant clothing, low temperature clothing, chain mail garments, waders, fire retardant or flame-proof clothing, ice-jackets, or any similar safety equipment of a type that will effectively protect the wearer thereof against harm;
- Belts, harnesses, nets, fall arresters, life lines, safety hooks, or any similar equipment of a type that will effectively protect persons against falls;

- Mats, barriers, locking-out devices, safety signs, or any similar facility that will effectively prevent slipping, unsafe entry or unsafe conditions;
- Protective ointments, ear-muffs, ear-plugs, respirators, breathing apparatus, masks; air lines, hoods, helmets, or any similar safety equipment or facility of a type that will effectively protect against harm;
- Suitable insulating material underfoot where persons work on a floor made of metal stone, concrete or other similar material;

Training around PPEs should cover the following:

- The operation (including demonstration), performance and limitations of the equipment
- Correct use (how to fit and wear PPE, how to adjust it for maximum protection and storage)
- Correct storage
- Any testing or medical surveillance requirements before use
- Any user maintenance that can be carried out (e.g. Hygiene/cleaning procedures)
- Factors that can affect the performance of the equipment (e.g. How to care for it, working conditions, personal factors, defects and damage)
- How to recognise defects in PPE, and arrangements for reporting them
- Where to obtain new PPE if it needs to be replaced



In addition to initial training, refresher training may be required from time to time. Education programs should continue on a regular basis. One of the most common reasons for failure of a PPE program is the inability to overcome objections to wearing it. PPE must be properly maintained, it is important to make sure the equipment continues to provide the degree of protection for which it is designed. Maintenance should include inspection, care, cleaning, repair, and proper storage. Manufacturer's instructions (including recommended replacement periods and shelf life) could prove to be valuable in this regard. An important part of maintenance is the need for continuous

inspection of the PPE. Continuous inspections help to identify damaged or malfunctioning of PPE before it is used. The use of poorly maintained or malfunctioning PPE could sometimes be more dangerous than not wearing any form of protection at all. The workers gain a false sense of security and think they are protected when, in reality, they are not.

PPE may not be removed from a workplace or from premises where machinery is used, except for purposes of cleaning, repair, maintenance, modification, mending or replacement. Adequate storage facilities for PPE should thus be provided for situations when it is not in use. Where PPE may become contaminated during use, storage should be separate from any storage provided for ordinary clothing.

***By law, the employer may not permit any employee to work "unless such an employee uses the required safety equipment or facility provided"***. Signage should be in place instructing employees to make use of PPE. Managers / supervisors may wish to make use of resources to educate employees and ensure compliance.

### 1.5 - All Statutory Requirements Are Being Met

The Occupational Health and Safety Act, 1993, requires the employer to bring about and maintain, as far as reasonably practicable, a work environment that is safe and without risk to the health of the workers. This means that the employer must ensure that the workplace is free of hazardous substances, such as benzene, chlorine and micro-organisms, articles, equipment, processes, etc. that may cause injury, damage or disease. Where this is not possible, the employer must inform workers of these dangers, how they may be prevented, and how to work safely, and provide other protective measures for a safe workplace.

However, it is not expected of the employer to take sole responsibility for health and safety. The Act is based on the principle that dangers in the workplace must be addressed by communication and cooperation between the workers and the employer. The workers and the employer must ***share the responsibility*** for health and safety in the workplace. Both parties must pro-actively identify dangers and develop control measures to make the workplace safe.

In this way, the employer and the workers are involved in a system where health and safety representatives may inspect the workplace regularly and then report to a health and safety committee, who in turn may submit recommendations to the employer. To ensure that this system works, every worker must know his or her rights and duties as contained in the Act.

The Act, known as the Occupational Health and Safety Act of 1993 (Act 85 of 1993) consists of 50 sections promulgated by Parliament. The purpose of the Act is to

provide for the health and safety of persons at work or in connection with the use of plant and machinery. It further provides for the protection of persons other than persons at work from hazards arising out of or in connection with the activities of persons at work.



**What must the employer do to ensure that the work environment is safe and without risk to the health of his or her workers as per OHS Act 85 of 1993?**

The employer must provide and maintain all the equipment that is necessary to do the work, and all the systems according to which work must be done, in a condition that will not affect the health and safety of workers. Before personal protective equipment may be used, the employer must first try to remove or reduce any danger to the health and safety of his workers. Only when this is not practicable, should personal protective equipment be used. The employer must take measures to protect his or her workers' health and safety against hazards that may result from the production, processing, use, handling, storage or transportation of articles or substances, in other words, anything that workers may come into contact with at work.

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

- Identify potential hazards which may be present while work is being done, something is being produced, processed, used, stored or transported, and any equipment is being used



- Establish the precautionary measures that are necessary to protect his or her workers against the identified hazards and provide the means to implement these precautionary measures
- Provide the necessary information, instructions, training and supervision while keeping the extent of workers' competence in mind. In other words, what they may do and may not do
- Not permit anyone to carry on with any task unless the necessary precautionary measures have been taken
- Take steps to ensure that every person under his or her control complies with the requirements of the Act
- Enforce the necessary control measures in the interest of health and safety
- See to it that the work being done and the equipment used, is under the general supervision of a worker who has been trained to understand the hazards associated with the work
- Such a worker must ensure that the precautionary measures are implemented and maintained.

### **All workers have the right to be informed**

The employer must see to it that every worker is informed and clearly understands the health and safety hazards of any work being done, anything being produced, processed, used, stored, handled or transported, and any equipment or machinery being used. The employer must then provide information about precautionary measures against these hazards. The employer must inform health and safety representatives when an inspector notifies him or her of inspections and investigations, to be conducted at the premises. The employer must also inform health and safety representatives of any application for exemption made, or of any exemption granted to him or her in terms of the Act. Exemption means being exempted from certain provisions of the Act, regulations, notices or instructions issued under the Act.



The employer must, as soon as possible, inform the health and safety representatives of the occurrence of an incident in the workplace. An incident is an event that occurs at the workplace where a person is killed, injured or becomes ill. It is also the spillage of a hazardous chemical substance, for example, when a tank leaks formaldehyde (a chemical product used in industry) due to a faulty valve, or where machinery runs out of control, without killing or injuring anyone.

**It is the duty of the worker to:**

- Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act. This includes playing at work. Many people have been injured and even killed owing to horseplay in the workplace, and that is considered a serious contravention
- Where the act imposes a duty or requirements on the worker to cooperate with the employer
- Give information to an inspector from the department of labour if he or she should require it
- Carry out any lawful instruction which the employer or authorised person prescribes with regard to health and safety
- Comply with the rules and procedures that the employer gives him/her
- Wear the prescribed safety clothing or use the prescribed safety equipment where it is required
- Report unsafe or unhealthy conditions to the employer or health and safety representative as soon as possible
- If he or she is involved in an incident that may influence his or her health or cause an injury, report that incident to the employer, and authorised person or the health and safety representative as soon as possible, but no later than by the end of the shift.

**The worker must have access to:**

- The Occupational Health and Safety Act and regulations
- Health and safety rules and procedures of the workplace
- Health and safety standards which the employer must keep at the workplace.

**The worker may request the employer to inform him or her about:**

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- Health and safety hazards in the workplace
- The precautionary measures which must be taken
- The procedures that must be followed if a worker is exposed to substances hazardous to health.

**An employer may not dismiss a worker from his service, reduce a worker's salary or reduce a worker's service conditions because:**

- The worker supplied information, which is required of him or her in terms of the Act, to someone who is charged with the administration of the Occupational Health and Safety Act
- The worker complied with a lawful notice, (e.g. A prohibition, contravention notice, etc.)
- The worker did something which in terms of the Act should have been done
- The worker did not do something which in terms of the Act is prohibited
- The worker has given evidence before the Industrial Court or a court of law on matters regarding health and safety.



No-one may interfere with or misuse any object that has been provided in the interest of health and safety. A person may, for example, not remove a safety guard from a machine and use the machine or allow anybody else to use it without such a guard.

**What are health and safety representatives?**

They are full-time workers nominated or elected and designated in writing by the employer after the employer and workers consulted one another and reached an agreement about who will be health and safety representatives. Further they must at least be familiar with the circumstances and conditions at that part of the workplace for which they are designated. Agreement must also be reached on the period of office and

functions of the health and safety representative and must be settled amongst the employer and the workers.

**Health and safety representatives are entitled to do the following:**

- Representatives may check the effectiveness of health and safety measures by means of health and safety audits.
- Representatives may identify potential dangers in the workplace and report them to the health and safety committee or the employer.
- Representatives may together with the employer investigate incidents, investigate complaints from workers regarding health and safety matters, and report about it in writing.
- Representatives may make representations regarding the safety of the workplace to the employer or the health and safety committee or, where the representations are unsuccessful, to an inspector.

**As far as inspections are concerned, representatives may:**

- Inspect the workplace after notifying the employer of the inspection
- Participate in discussions with inspectors at the workplace and accompany inspectors in inspections
- Inspect documents
- With the consent of his/her employer, be accompanied by a technical advisor during an inspection.

**Health and safety committees**

Members meet in order to initiate, promote, maintain and review measures of ensuring the health and safety of workers. At least one committee must be established when two or more representatives are designated.

### OHSAS 4.3.2 – LEGAL & OTHER REQUIREMENTS

Any organisation needs to be aware of and understand how its activities are, or will be, affected by applicable legislation and other requirements such as Codes of Good Practice, Labour Relations Act, etc. This information needs to be communicated to all relevant personnel and to other interested parties such as contractors. The organisation also needs to keep abreast of the changes to legislation and to the introduction of new legislation. This will help to ensure compliance with the legislation and avoid enforcement action by the regulatory bodies due to possible non-compliance. Self assessment questions that organisations need to ask are:

- Have you identified applicable rules, requirements, legislation and other requirements relevant to your organisation?
- Have you established and documented a procedure for assessing legal and other requirements and keeping them up-to-date?
- Have legislative requirements been factored into the controls of your management system?
- Is there a procedure in place to deal with any areas of non-compliance?



### OHSAS 4.4.1 – RESOURCES, ROLES, RESPONSIBILITY, ACCOUNTABILITY & AUTHORITY

When establishing your OHS Management System it is critical to consider this human dimension. You should **encourage participation at all levels** within the company including top management, middle management and operational staff. For your system to be effective you must also clearly define and communicate each person's role within the system. Whether it is the Managing Director or the staff trained to give First Aid. Management should ensure that **adequate resources are available** for the maintenance of a safe workplace, including equipment, human resources, expertise and

training. Managers should provide ***visible demonstration of their commitment to OHS***. Means of demonstration may include visiting and inspecting sites, participating in accident investigation, and providing resources in the context of corrective action, attendance at OHS meetings, and issuing messages of support. ***OHS responsibilities and authorities need to be effectively communicated to all*** those whom they affect at all levels within the organisation. The OHS management appointee ***should be a member of top management***. OHS responsibilities and authorities should be ***documented*** in a form appropriate to the organisation such as in their job descriptions.

## SESSION 2 - LIMIT DAMAGE TO PERSONS OR PROPERTY IN THE CASE OF AN EMERGENCY

### Specific Outcomes

- The location of fire extinguishers, hoses and alarms is known
- Different fire extinguishers are identified and used correctly
- Procedures for the identification of emergencies are known and followed promptly and correctly
- Injuries involving individuals are reported promptly to the relevant persons

### 2.1 - The Location of Fire Extinguishers, Hoses & Alarms Is Known

The potential for fire is present in any workplace. But, if you're aware of the causes and conditions, if you're prepared, and if you think before you act, the risk of a workplace fire and its damaging effects – on you, your co-workers or your company – can be minimized. Ensure that fire protection equipment such as sprinklers, smoke/heat detectors, alarms, fire hoses, fire extinguishers and fire blankets are maintained,



available for use, and not impaired or concealed. Make sure fire extinguishers correspond to the potential risk. Ensure all employees know where they're located and how to use them.

Besides training in fire prevention and protection, make sure employees understand company emergency communication and evacuation procedures. They must know the location of fire extinguishers, hoses, alarms and the telephone numbers for emergency response personnel. Report a fire, even if it seems minor. Fire fighters would rather arrive and find nothing to do than be called after it's too late to save individuals or property. Keep in mind that all workers are responsible for preventing fires, but not everyone is expected to fight major fires. Fire fighting is best handled by trained professionals.

### 2.2 - Different Fire Extinguishers Are Identified & Used Correctly

The most common types of fires are Class A, B & C but other types such as D, F, etc., exist.

- Class A Fires:** Involve wood, cloth, paper, rubber, plastic and other ordinary combustibles.
- Class B Fires:** Involve flammable liquids, such as gasoline, oil, lacquers, paint and oil-based products.
- Class C Fires:** Involves electrical equipment such as appliances, wiring, circuit breakers and outlets.
- Class D Fires:** Involves combustible metals such as magnesium and sodium. Combustible metal fires are unique industrial hazards which require special dry powder agents.
- Class F Fires:** Involves cooking oils such as in deep-fat fryers that are typically found in restaurants.

**A hand-held fire extinguisher** is a portable appliance which is suited to handling by a normal person of average physical strength. Such a fire extinguisher usually ranges from a total mass of as little as 1kg to about 23kg. A fire extinguisher like this must be considered as 'first-aid' fire-fighting equipment, due to the limited duration of discharge of such equipment. By removing the safety pin and pressing the discharge lever, the fire extinguishing agent, called the 'charge', is released. Hand-held fire extinguishers include the basic types of fire extinguishers. ***Keep in mind that you can put yourself in danger, or even increase the intensity of a fire, if you use the incorrect type of extinguisher on it.***

**Water extinguishers** have better cooling properties than do other fire extinguishers and can readily penetrate to reach a deep-seated fire. A deep-seated fire is a fire which usually burns far below the surface in a duff, mulch, peat or other combustible as contrasted with a surface fire. Water extinguishers are identifiable by their red instruction label, and are considered effective for dealing with Class A fires, as they cool down a fire. ***Do NOT use them on electrical equipment.*** To use a water extinguisher, Remove the safety pin (Pull).

- Direct the jet of water at the base of the flames (Aim).
- Squeeze the trigger of the discharge lever (Squeeze).
- Keep moving the jet across the area in a sweeping motion (Sweep).
- Only try to combat small, minor fires.



The disadvantage in using a water extinguisher is that it can cause some fires, such as a petrol fire, to spread rapidly. ***The water that is used in such extinguishers is also a ready conductor of electricity***, and can be extremely dangerous in the case of Class C fires, where there is a live electric current present.

**Foam extinguishers** are well suited for use on small Class B fires to combat the spreading of burning liquid. Such fire extinguishers can be identified by the cream-coloured label that they bear, and should be used on fires involving flammable liquids, such as grease,



gasoline and oil. The foam serves to cool the fire down, to prevent the release of vapour from the fire, to prevent reigniting of the fire, and to smother the fire. Such extinguishers are not suitable for use on flowing flammable liquid spillages. Care must be taken with their use, as the foam that they use conducts electricity. To use a foam extinguisher, follow the instructions that are given under water extinguishers above. The disadvantage in using a foam extinguisher is that it contains foam, which is a ready conductor of electricity. Its use can, therefore, be hazardous in the case of Class C fires, when there is an electric current present.

**CO2 extinguishers** are well suited for use on small Class B fires, as well as on Class C fires, since CO<sub>2</sub> is a non-conductor of electricity. Such extinguishers can be identified by means of the black instruction label that they bear. They are considered best suited for fighting those fires which involve electrical equipment, but also effectively cope with flammable liquids, so that they are the best type of fire extinguisher to use on Class B & C fires. Such extinguishers deliver a high concentration of CO<sub>2</sub> gas under pressure, producing inert vapour, which excludes oxygen and smothers the fire. To use a CO<sub>2</sub> extinguisher, follow the instructions that are given under water extinguishers above. CO<sub>2</sub> extinguishers have limited cooling properties; hence, they provide no protection

against re-ignition and are, consequently, considered to be ineffective in outdoor applications.

**Dry chemical extinguishers** are very effective for quelling Class B fires, as they can readily halt the spread of burning liquid. Dry chemical powder extinguishers are identifiable by their blue instruction label, and are best suited to combating larger flammable liquid fires (Class A), though they can also be used on electrical fires (Class C). They are often referred to as ABC dry powder extinguishers, due to their capacity to quell Class A, B and C fires. The extinguisher is filled with powder (mono-ammonium phosphate), which is kept under nitrogen pressure. Powder is expelled from the extinguisher by means of the exertion of gas pressure, and is very effective as a knockdown agent for flammable liquid fires. To use, follow the instructions given under water extinguishers above.

Keep in mind that the powder has no cooling properties, so that it does not prevent the reigniting of Class B fires. The dry chemical powder, which is messy, can damage electrical equipment, such as engines.

**Vaporising liquid / Argonite extinguishers** are identifiable by means of their green instruction label. They are best suited for use on flammable liquid (Class A) fires and on electrical (Class C) fires. Such extinguishers contain a blend of argon and nitrogen, which is stored in the fire extinguisher under the pressure of nitrogen. When the blend is expelled, it is vaporised by the heat of the fire, producing a smothering effect, by means of reducing the oxygen content. The vaporised liquid also interacts with the chemical combustion that takes place, which helps to extinguish the fire. To use a vaporising liquid or argonite extinguisher, follow the instructions given under water extinguishers above.

**The fire hose reel** is also, by definition, considered to be a portable fire-fighting appliance, due to its extended hose feature. Such reels are often available in a swing-type design, which offers an all-directional flexibility, or which else comes in a static installation. Since the fire hose reel uses water, it is only effective against Class A fires.

## Fire blankets

Fire blankets are fire-resistant, light and easy to handle. You can use them to extinguish a fire on a person whose clothing has caught on fire, by wrapping the blanket around the body of the person concerned. You can also use a fire blanket to cover a stove in the event of a pan fire, or even use one to cover yourself with in order that you might flee a building through its hot spots, if you have no other way out. Such blankets should be kept nearby any potential fire hazard.

The water or sand in **fire buckets** can effectively be used to quell small Class A fires that are still in their early stages. However, they are considered to be unreliable as a method of fighting fires.

In addition to the conventional fire extinguishers that are often seen in red containers, fire extinguishers also come in various other forms, such as in the form of suppression systems, which can vary from sprinklers, gas suppression, foam, and CO2 systems to argonite and FM 200 (halon replacement) systems. Selecting the most appropriate application of fire-fighting equipment is key to providing your employees with the best chance of containing a fire before it develops into a major incident, as well as of saving lives and property.

Selecting the correct type and size of extinguisher Your choice of extinguishers is likely to be determined by, among others factors, the character and extent of the fires that you anticipate, the construction and occupancy of the individual property, the hazards from which you need to be protected.



### 2.3 - Identification of Emergencies Are Known & Followed Promptly & Correctly

Every workplace should have plans to deal with emergencies. The plans that are needed will depend on the types of emergencies that might happen. Once and

emergency is identified, employees need to be trained on the procedure to be followed, hence drills are always a good thing to have to prepare for such events so as to ensure you are ready when it happens. Always **IMMEDIATELY** notify your supervisor / colleagues / health & safety rep / first aider / relevant authorities when an emergency occurs.

Emergencies can include:

- Injury
- Fire
- Chemical Spill
- Explosion
- Bomb Threat
- Flooding
- Armed Holdup

In some cases these emergencies will mean the workplace has to be evacuated. Most organisations will have some sort of evacuation plan, especially if the public access the building. You are likely to find evacuation plans displayed somewhere highly visible, such as a bulletin board, or as a sign on the wall. These plans should describe:

- How you are alerted of an evacuation, eg, alarm or announcement
- How to evacuate the building eg, not using lifts, how to find your nearest
- Exit
- Where to evacuate to, and who to report to so they know you are out of the
- Building.
- Assist the emergency services; and
- Operate portable fire-fighting equipment in the building/workplace, if it is safe to do so.

Each employee and contractor on the premises should be given instructions as to the location of the emergency equipment, exits and evacuation assembly area/s along with the procedures they should follow in the case of any emergency. This should also include the precautionary measures needed to prevent such an emergency from occurring. The emergency procedures should be reviewed



after each emergency or evacuation drill and updated where necessary. Many organisations will have a list of emergency contact phone numbers, such as the fire service, ambulance and police. These may even be displayed on an instruction card by the telephones, or might be contained in or near the first aid kit. In your own work area there may be special plans to deal with emergencies that require specific action.

These might include:

- What to do if you answer a phone in your work area and it is a bomb threat
- How to deal with a member of the public who might be angry or abusive
- What to do in the case of armed robbery
- How to handle a chemical spill, and who you should notify.

First aid is the initial help given by a qualified first aid attendant to an injured or sick person. First aid treats injury, prevents further injury and promotes recovery from injury. Most workplaces will have at least one first aid kit, and a trained first aider. They should proceed to the scene of the emergency if safe to do so. They should liaise with the ambulance service.

Another example is what to do when a fire starts:

1. Don't Panic
2. Raise alarm
3. Phone the fire brigade

4. Fight fire if safe to do so otherwise evacuate workplace
5. Select the proper fire extinguisher

#### OHSAS 4.4.2 – COMPETENCE, TRAINING & AWARENESS

The organisation shall ensure that any person(s) under its control performing tasks that can impact on OHS is (are) competent on the basis of appropriate education, training or experience, and shall retain associated records. The organisation shall identify training needs associated with its OHS risks and its OHS Management System. It shall provide training or take other action to meet these needs, evaluate the effectiveness of the training or action taken, and retain associated records. The organisation shall establish, implement and maintain a procedure(s) to make persons working under its control aware of:

- a) the OHS consequences, actual or potential, of their work activities, their behaviour, and the OHS benefits of improved personal performance
- b) their roles and responsibilities and importance in achieving conformity to the OHS policy and procedures and to the requirements of the OHS Management System, including emergency preparedness and response requirements
- c) the potential consequences of departure from specified procedures.
- d) Training procedures shall take into account differing levels of: responsibility, ability, language skills and literacy; and
- e) risk.

Organisations should have effective procedures for ensuring the competence of personnel to carry out their designated functions. Self assessment questions to consider are:

- Has an analysis of training needs been undertaken?
- Has a training plan been developed?
- Has appropriate training been delivered at all levels and within all functions?
- Are records kept of training that has been provided?

### OHSAS 4.4.3 – COMMUNICATION, PARTICIPATION & CONSULTATION

With regard to its OHS hazards and OHS Management System, the organisation shall establish, implement and maintain a procedure(s) for:

- a) Internal communication among the various levels and functions of the organisation
- b) Communication with contractors and other visitors to the workplace
- c) Receiving, documenting and responding to relevant communications from external interested parties.



The organisation shall establish, implement and maintain a procedure(s) for the participation of workers by their:

- a) Appropriate involvement in hazard identification, risk assessments and determination of controls
- b) Appropriate involvement in incident investigation
- c) Involvement in the development and review of OHS policies and objectives
- d) Consultation where there are any changes that affect their OHS
- e) Representation on OHS matters.

Workers shall be informed about their participation arrangements, including who is their representative(s) on OHS matters. Consultation with contractors where there are changes that affect their OHS. The organisation shall ensure that, when appropriate, relevant external interested parties are consulted about pertinent OHS matters.

### OHSAS 4.4.4 - DOCUMENTATION

The OHS Management System documentation shall include:

- a) The OHS policy and objectives
- b) A description of the scope of the OHS Management System

- c) Description of the main elements of the OHS management system and their interaction, and reference to related documents
- d) Documents, including records, required by this OHSAS Standard and
- e) Documents, including records, determined by the organisation to be necessary to ensure the effective planning, operation and control of processes that relate to the management of its OHS risks.

## **2.4 - Injuries Involving Individuals Are Reported Promptly To the Relevant Persons**

Reporting an incident is an important part of an effective occupational health and safety program. It helps identify work related health and safety hazards, risks and dangers. The purpose is to identify the causes of incidents.

Section 24 incidents that should be reported and investigated include the following types of incidents:

- When a person dies
- When a person becomes unconscious
- Suffers the loss of a limb or part of a limb
- Is injured or becomes ill, or is likely to die or suffer permanent physical defect
- Unable to work for 14 days or longer because of a work related incident
- When a "major incident" occurs

The above mentioned incidents; Section 24(a); (b) and (c) occurrences; should be reported immediately to the Supervisor / Manager and Provincial Director of the Compensation Fund. It should be done by telephone, fax, or similar means of communication.



### OHSAS 4.4.6 – OPERATIONAL CONTROL

The most important step in developing operational controls is to understand the activity. Concentrate on the critical points of that activity that need to be managed to ensure consistent control or improvement of health and safety performance. Start the process by developing draft procedures with employees who at a later stage have to implement them. This will encourage their participation and the procedure is more likely to succeed. You may find that some of your significant health and safety hazards relate to goods purchased from suppliers. In addition, the activities of your contractors may also affect your health and safety hazards. It is vital therefore, that controls covering issues are effectively communicated to them. Try whenever possible to keep procedures short and simple. Longwinded procedures do not add any greater degree of control.



The procedure above for **COVIDA** should be followed and understood by all employees.

### OHSAS 4.4.7 – EMERGENCY PREPAREDNESS & RESPONSE

The organisation shall establish, implement and maintain a procedure(s):

- a) To identify the potential for emergency situations;
- b) To respond to such emergency situations.

The organisation shall respond to actual emergency situations and prevent or mitigate associated adverse OHS consequences. In planning its emergency response the organisation shall take account of the needs of relevant interested parties, e.g. emergency services. The organisation shall also periodically test its procedure(s) to respond to emergency situations (drills), where practicable, involving relevant interested parties as appropriate.

The emergency plan(s) should outline the actions to be taken when specified emergency situations arise, and should include:

- a) Identification of potential accidents and emergencies

- b) Evacuation procedures
- c) Communication with emergency service providers such as ambulance and fire
- d) Identification of the person who will take charge during the emergency, etc.

Emergency equipment needs should be identified, and equipment should be provided in adequate quantity. This should be tested at specified intervals for continuing operability.

Examples include:

- Alarm systems
- Emergency lighting and power
- Fire-fighting equipment
- First aid equipment (including emergency showers, eye wash stations, etc.)

### SESSION 3 - Follow Procedures That Apply To Illness or Injury in the Work Area

#### Specific Outcomes

- Procedures for reporting and recording are demonstrated
- Procedures to be followed if an injury may lead to a claim against workman's compensation are followed
- A brief incident report is written and delivered to the relevant authority

#### 3.1 - Procedures for Reporting & Recording Are Demonstrated

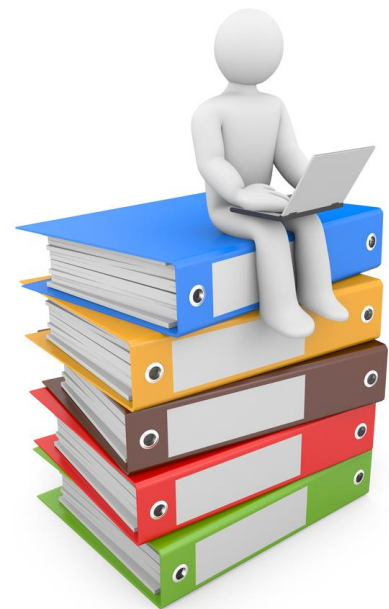
Injuries should also be reported to the Provincial Director of the Compensation Fund **within 14 days** using the **WCL 1 (Occupational Disease)** or **WCL 2 (Injury)** forms **within 7 days**. The copy of the completed Part A Page 1 which is Part B Page 1 of the **WCL 2 (Injury)** form must be handed to the treating doctor. You must send the completed Part A and B of the form to your nearest Labour Centre. All claims can now be registered in the provincial offices of the Department of Labour.

You must take your injured employee on your free transport to the doctor of the employee's choice.

You must compensate your employee/s for the first three months after the accident and the compensation fund will refund the advances you have made to the employee.

You must submit the first medical report as soon as you get it from the doctor. If your employee cannot return to work for a long time, you must get progress medical report from the doctor and you must complete interim Resumption report or the employee must complete the Affidavit by employee and submit them to the Compensation Fund indicating the period off duty and the advances paid to the employee.

When the worker resumes work, you must send the Resumption report and the Final medical report to the Compensation Fund. The fund covers permanent, casual workers,



trainees and apprentices who are injured or contract a disease in the course of their work and lose income/impaired as a result.

If the injured person dies after notice the employer or user shall notify the Provincial Director of the death by fax or similar means of communication. The employer or user should keep record of all section 24 incidents and any other incident where medical treatment or first aid is involved. The incident site may not be disturbed without the consent of an inspector in the case where a person:

- Dies
- Loss of limb or part of limb

You may however:

- Remove injured or dead
- Rescue persons from danger

### Forms to complete

- Employer's report of an accident (WCL2)
- First medical report in respect of an accident (WCL4)
- Final or progress medical report in respect of an accident (WCL5)
- Resumption report (WCL6)
- Certified copy of ID.

### 3.2 - Procedures If an Injury Requires Workman's Compensation

Through the prescriptions of the (COIDA) Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993), a process was implemented by government which provides for the payment of compensation. The aim of the COIDA Act is to provide for compensation in the case of disablement caused by occupational injuries and diseases,

sustained or contracted by employees in the course of their employment, or death resulting from such injuries and diseases; and to provide for matters connected therewith. The COIDA was amended in 1997, Act No 61 of 1997. Unlike the old Workmen's Compensation Act, COIDA covers most employees, not only those who earn less than a certain amount.

Workers who are injured on duty or obtain an occupational disease can claim compensation for temporary or permanent disablement. If workers die as a result of an injury on duty, their dependants will also be entitled to claim compensation. Employers that registered their employees are protected against civil claims in this regard. The COIDA basically prevents employees covered by the act from suing their employers for damages in terms of common law.

In the event of a claim that might require a claim from the Compensation Fund, the employer must:

- Report an ***injury*** to the Compensation Commissioner within 7 days of receiving notice of an accident.
- Report an ***occupational disease*** to the Commissioner within 14 days of receiving notice of an occupational disease.
- Complete form ***WCL 2 (Injury)*** or ***WCL 1 (Occupational Disease)*** and must take it to the doctor.
- Take the employee to the doctor of their choice on the employer's transport free of charge.
- The doctor must complete ***WCL 4 (First Medical Report in Respect of an Accident)*** form and the employee must give it to the employer.
- If the injury takes long to heal, the doctor must send a progress report (***WCL 5 - Final or Progress Medical Report in Respect of an Accident***) to the Commissioner every month until the employee recovers.
- When the employee goes back to work, the employer must send a resumption report (***WCL 6 – Resumption Report***) to the Commissioner stating how much they will compensate the employee. When the doctor's report has been submitted with the accident report, the Compensation Commissioner will make a decision.

- The employer will receive a claim number (reference number) and if you disagree with the doctor's report, you can appeal within 180 days by submitting form WG29 to the Commissioner

To claim from the Compensation Fund for the death of a family member, you must bring certified copies of:

- Marriage certificate, if applicable
- Children's birth certificates, if applicable
- Death certificate
- Declaration by the spouse, if applicable
- The employer's incident report
- The employer's report of the accident or disease.
- Certified copy of your id as a claimant.

### 3.3 - A Brief Incident Report Is Written & Delivered To the Relevant Authority

An incident report or accident report is a form that is filled out in order to record details of an unusual event that occurs, such as an injury to an employee. The purpose of the incident report is to document the exact details of the occurrence while they are fresh in the minds of those who witnessed the event. This information may be useful in the future when dealing with liability issues stemming from the incident. Generally, according to health care guidelines, the report must be filled out as soon as possible following the incident (but after the situation has been stabilized). This way, the details written in the report are as accurate as possible. But most facilities will also document an incident in



which a staff member or visitor is injured. Injuries should be immediately reported to your supervisor.

The Incident report should contain:

- Names and details of the injured person
- Details of the incident, including witnesses names and addresses
- A concise statement of the incident to be written or stated by the victim
- Investigation notes with regards to the reason for the incident / accident (to be completed by the Supervisor / Line Manager)
- Space for sketches of anything relevant
- Recommendations to prevent reoccurrence

The Incident Report is proof that the accident occurred and records the details surrounding it. It also shows that the employer has high health and safety standards regarding the employees and therefore helps the organisation to comply with health and safety legislation. Ensure all employees know where to find this document and that it is completed even if the incident seems relatively small at the time. Please see an example of an Incident Report below:

### **INCIDENT REPORT FORM**

(to be completed within 7 days of incident)

#### **Occupational Health and Safety Act (1993)**

#### **General Administrative Regulations 8: Recording and Investigation of Incidents**

**Please submit to:** Safety, Health & Environmental Officer,

**& copy to:** Supervisor / Manager / Head

*Complete all fields below. If handwritten, expand cells before printing.*

**A. INVESTIGATION OF INCIDENT**

<b>INVESTIGATOR</b> ( <i>H&amp;S rep / designated person Name Surname</i> ):	Report date:
Job title:	Dept/Division/Section/Unit:
<b>INCIDENT</b> Date:	<b>INCIDENT</b> Time:
<b>WHO</b> was affected:  Names of eyewitnesses ( <i>if any</i> ):  Reported to Supervisor / Manager / Head ( <i>name</i> ):	
<b>WHERE</b> incident happened:	
<b>WHAT</b> happened ( <i>short description of incident; include any injures or medical attention required</i> ):	
<b>WHY</b> it happened ( <i>suspected cause of incident; include immediate cause e.g. burning material AND ultimate causes e.g. lack of training</i> ):	
<b>ACTION TAKEN</b> to prevent recurrence ( <i>steps taken by dept/division/section/unit to prevent the recurrence of a similar incident to prevent a recurrence</i> ):	



**INJURIES** reported to HR within 24 hours (*only if a member of staff was injured; HR deals with the Compensation Commissioner*):

**SIGNED** by investigator:

**SIGNED** by Supervisor / Manager / Head:

Date:.....

**B. REMARKS BY HEALTH AND SAFETY COMMITTEE**

**REMARKS** (*including recommended steps to prevent recurrence*):

**SIGNED** by Health & Safety Committee Chairperson:

Date:.....

## OHSAS 4.5.1 - PERFORMANCE MEASUREMENT AND MONITORING

The organisation shall establish, implement and maintain a procedure(s) to monitor and measure OHS performance on a regular basis. This procedure(s) shall provide for:

- a) Both qualitative and quantitative measures, appropriate to the needs of the organisation
- b) Monitoring of the extent to which the organisation's OHS objectives are met
- c) Monitoring the effectiveness of controls (for health as well as for safety)
- d) Proactive measures of performance that monitor conformance with the OHS programme(s), controls and operational criteria
- e) Reactive measures of performance that monitor ill health, incidents (including accidents, near-misses, etc.), and other historical evidence of deficient OHS performance
- f) Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis.



If equipment is required to monitor or measure performance, the organisation shall establish and maintain procedures for the calibration and maintenance of such equipment, as appropriate. Records of calibration and maintenance activities and results shall be retained.

The following are examples of methods that can be used to **measure** OHS performance:

- Results of hazard identification, risk assessment and risk control processes
- Systematic workplace inspections using checklists
- OHS inspections: for example, on a “walk through” basis

- Environmental sampling: measuring exposure to chemical, biological or physical agents (e.g. noise, volatile organic compounds, legionella) and comparing with recognised standards
- Behaviour sampling: assessing workers' behaviour to identify unsafe work practices that might require correction
- Benchmarking against good OHS practices in other organisations
- Surveys to determine employee attitudes on the OHS management system, OHS practices, and employee consultation processes.

An organisation's OHS Management System should incorporate both ***proactive and reactive monitoring*** as follows:

- Proactive monitoring should be used to check compliance with the organisation's OHS activities, for example by monitoring the frequency and effectiveness of OHS inspections.
- Reactive monitoring should be used to investigate, analyse and record OHS Management System failures — including accidents, incidents (including near misses), ill health and property damage cases.

#### OHSAS 4.5.2 - EVALUATION OF COMPLIANCE

To enable OHSAS 18001 requirements to be met you will have to establish, implement and maintain a procedure for periodically evaluating compliance with the legal or other requirements that are applicable to your OHS risks, as part of your commitment to compliance (as documented within your Health and Safety Policy). You should record the results of this evaluation. A variety of inputs can be used to assess compliance, including:

- Audits
- The results of regulatory inspections
- Analysis of legal and other requirements
- Reviews of documents and /or records of incidents and risk assessments
- Facility tours / inspections and / or direct observations

### OHSAS 4.5.3 - INCIDENT INVESTIGATION, NONCONFORMITY, CORRECTIVE ACTION AND PREVENTIVE ACTION

The organisation shall establish, implement and maintain a procedure(s) to record, investigate and analyse incidents in order to:

- a) Determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents
- b) Identify the need for corrective action
- c) Identify opportunities for preventive action
- d) Identify opportunities for continual improvement
- e) Communicate the results of such investigations.

- The **investigations** shall be performed in a timely manner. Any identified need for corrective action or opportunities for preventive action shall be dealt with. The results of incident investigations shall be documented and maintained.



- Immediate action or plans to take action should be taken upon observation of

**non-conformances**, accidents, incidents or hazards.

- **Corrective actions** are actions taken to eliminate the root cause(s) of identified non-conformances, accidents or incidents, in order to prevent recurrence.
- Examples of elements to be considered in establishing and maintaining **preventive action** procedures include use of appropriate sources of information (OHS Management System audit reports, records, etc.), updating of risk analyses, new information on hazardous materials, safety “walk-throughs”, advice from employees with OHS expertise, etc. Corrective or preventive action taken should be as permanent and effective as practicable. Checks should be made on the effectiveness of corrective/preventive action taken. Outstanding /

overdue actions should be reported to top management at the earliest opportunity.

The prime purpose of the procedure(s) is to prevent further occurrence of the situation by identifying and dealing with the root cause(s). Furthermore, the procedures should allow detection, analysis and elimination of potential causes of non-conformities.

#### OHSAS 4.5.4 - RECORDS AND RECORD MANAGEMENT

Records should be kept to demonstrate that the OHS Management System operates effectively, and processes have been carried out under safe conditions. OHS records that document the management system and conformance to the requirements should be prepared, maintained, legible, and adequately identified. OHS records should be complete, legible, and adequately identified. Retention times for OHS records should be defined. Records should be stored in a safe place, readily retrievable and protected from deterioration. Critical OHS records should be protected from possible fire and other damage as appropriate, or as required by law.

Record management is in essence very simple, so try not to over complicate it with complex procedures. Firstly decide what records you will keep, how you will keep them and for how long. You should also consider how to dispose of records once you no longer need them. If your organisation has **ISO 9001 (QMS)**, you should already have a system for managing quality records. You may wish to consider integrating the requirements of both systems.

#### OHSAS 4.5.5 – INTERNAL AUDIT

OHS Management System auditing is a process whereby organisations can review and continuously evaluate the effectiveness of their OHS Management System. In general, OHS Management System audits need to consider OHS policy and procedures, and the conditions and practices in the workplace. OHS Management System audits provide a comprehensive and formal assessment of the organisation's compliance with OHS procedures and practices. OHS Management System audits should be conducted according to planned arrangements. Additional audits may need to be performed as

circumstances require. Only competent, independent, personnel should carry out OHS Management System audits. The internal audit is not only essential for checking your system's performance and compliance, but it's also an excellent tool to ensure continual improvement through identification of gaps and areas where performance could be adjusted for the better.

An annual plan, at the least, should be prepared for carrying out internal OHS Management System audits.

The OHS Management

System audits should cover the entire operation, which is subject to the OHS Management System, and assess compliance with OHSAS 18001. Where the risk is higher, more frequent audits should be done, for example in a nuclear plant or dangerous mining environment. Additional, unplanned, OHS Management System audits may need to be conducted, if situations occur which warrant them, e.g. after an accident.



Relevant documentation, processes or systems should be examined. This may include:

- OHS Management System documentation
- OHS policy statement
- OHS objectives
- OHS and emergency procedures
- Minutes of OHS meetings
- Accident / incident reports and records
- Any reports or communication from the OHS enforcement or other regulatory bodies (verbal, letters, notices, etc.)
- Training / Induction records
- Previous OHS Management System audit reports, etc.

The content of the final OHS Management System audit report should be clear, precise and complete. It should be dated and signed by the auditor. It should, depending on the case, contain some of the following elements:

- The OHS Management System audit objectives and scope
- The particulars of the OHS Management System audit plan, identification of the members of the auditing team and the audited representatives, dates of audit and identification of the areas subject to audit
- The identification of reference documents used to conduct the OHS Management System audit (e.g. OHSAS 18001, OHS Policy)
- Details of identified non-conformances
- The auditor's assessment of the degree of conformity with OHSAS 18001
- The ability of the OHS Management System to achieve the stated OHS management objectives
- The distribution of the final OHS Management System audit report, etc.

Some competencies that an auditor should have are:

- Background and/or qualification in OHS
- Good knowledge of the OHSAS 18001 standard
- An understanding of the company structure and procedures:
- A solid understanding of risk
- A methodical way of thinking
- Good evaluation skills
- Good written skills
- Excellent knowledge of root cause and corrective action processes

#### OHSAS 4.6 - MANAGEMENT REVIEW

Top management should review the operation of the OHS Management System, at least annually, to assess whether it is being fully implemented and remains suitable for achieving the company's stated OHS policy and OHS objectives. The review should also consider whether the OHS policy continues to be appropriate. It should establish new or updated

OHS objectives for continual improvement, appropriate to the coming period, and consider whether changes are needed to any elements of the OHS Management System. The management review should address:

- Suitability of current OHS policy
- Setting or updating of OHS objectives for continual improvement in the forthcoming period
- Adequacy of current hazard identification, risk assessment and risk control processes



- Current levels of risk and the effectiveness of existing control measures
- Adequacy of resources (financial, personnel, material)
- The effectiveness of the OHS inspection process
- Data relating to accidents and incidents that have occurred
- Recorded instances of procedures not being effective
- Results of internal and external OHS Management System audits carried out since the previous review and their effectiveness
- The state of preparedness for emergency, etc.

Once you have documented the action items arising from your management review, be sure that someone follows-up. Progress on these items should be tracked.



### 3.4 - Appendix

#### List of OHSAS 18001 policy and working procedures

Sr. No.	Document no.	Title of the documents
1	POL/OHS/01	Electrical Work policy and standard
2	POL/OHS/02	Working at height policy and standard
3	POL/OHS/03	Safe Driving policy and standard
4	POL/OHS/04	Work permit policy and standard
5	POL/OHS/05	Working in office policy and Office Safety standard
6	POL/OHS/06	Subcontractor selection and OHS Controls policy and standard
7	POL/OHS/07	Incident investigation and reporting policy and standard
8	MEP/01	Major Emergency Response Plan – At Site
9	MEP/02	Major Emergency Response Plan – At Office

The list of OHSAS 18001 procedures are covering all the requirements of occupational health and safety management system.

Procedures as per OHSAS 18001 Requirements	
Sr. No.	List Of Procedures
PRO_OHSAS_01	Procedure For Hazard Identification, Risk Assessment and Determining Controls
PRO_OHSAS_02	Procedure For Identification Of Legal and Other Requirements
PRO_OHSAS_03	Procedure For Objectives and Targets
PRO_OHSAS_04	Procedure For OHS Management Programme (OHSMP)

PRO_OHSAS_05	Procedure For Communication, Participation and communication
PRO_OHSAS_06	Procedure For Operational Control
PRO_OHSAS_07	Procedure For Emergency Preparedness and Response
PRO_OHSAS_08	Procedure For Performance Monitoring and Measurement
PRO_OHSAS_09	Procedure For Incident Investigation, Non–Conformity, Corrective Action and Preventive Action
PRO_SYS_01	Procedure For Management Review
PRO_SYS_02	Procedure For Document and Data Control
PRO_SYS_03	Procedure For Control of Records
PRO_SYS_04	Procedure For Internal Audit
PRO_SYS_05	Procedure For Training

**Occupational Health and Safety Act Link below:**

<http://www.labour.gov.za/DOL/downloads/legislation/acts/occupational-health-and-safety/amendments/Amended%20Act%20-%20Occupational%20Health%20and%20Safety.pdf>