



Province of the  
**EASTERN CAPE**  
COOPERATIVE GOVERNANCE  
& TRADITIONAL AFFAIRS

**SAFETY, HEALTH,  
ENVIRONMENT, RISK &  
QUALITY (SHERQ)  
MANAGEMENT POLICY**

**2024**

SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY (SHERQ) MANAGEMENT POLICY  
2024

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Document Number	2
Document Name	Safety, Health, Environment, Risk and Quality (SHERQ) Management Policy
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**SIGN OFF**

**(i) Head of Department**

The Policy on Safety, Health, Environment, Risk and Quality Management has been recommended by Mr V. Mlokothe in my capacity as Acting Head of Department of Department Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the contents of this Policy.

The development of this SHERQ Management will ensure the department is able exercise its powers in compliance with the law and guide decision- making in the department.

Signed	
Designation	Head of Department
Date	20/05/2024

**(ii) Executive Authority**

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the live hoods of the people by effectively rendering the many services that it is expected to provide. We have envisaged a department that has the required capacity to respond adequately to challenges of its people.

I therefore trust that guidance from this Policy will contribute to the effective SHERQ management in the department.

Signed	
Designation	MEC: Honourable Z. Williams of Cooperative Governance and Traditional Affairs.
Date	

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## 1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs commits itself in bringing about and maintaining a reasonably practicable work environment that is safe and without risk to the health of its workers as well as ensuring that the workplace is free of hazards that may cause disease, injury, or damage. In the event where hazards cannot be eliminated, the employer shall inform workers about these hazards, the associated precautionary measures and required safety standards necessary for a safe and healthy workplace.

## 2. PURPOSE OF THE POLICY

The purpose of this policy is to ensure a healthy and safe working environment for the COGTA employees and client by developing the capacity of the department to implement, monitor and evaluate the Safety, Health, Environment, Risk and Quality Programme.

## 3. OBJECTIVES OF THE POLICY

The objectives of the policy:

- 3.1 Reduce number of accidents and injuries in the workplace.
- 3.2 Provide a safe and healthy workplace for employees.
- 3.3 Ensure compliance with Occupational Health and Safety laws and regulations.

## 4. DEFINITIONS

<b>Word/Term</b>	<b>Definition (with examples if required)</b>
Occupational Health and Safety	Occupational Health and Safety is a workplace-based programme whereby both the employer and employees proactively identify and manage and /or eliminate hazards that may cause injuries or diseases to the employees and visitors in the workplace.
Employer	For the purpose of this Policy, employer refers to the Head of Department (Superintendent General) and those who are appointed in terms of section 16(2).
Employee	Any person who is employed by the Department and receives remuneration.

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Customer	Any person who receives service from or renders a service for the Department and is not employed by the Department, and as well as visitors to the Department.
Accident	The Undesired event giving rise to either death, ill health, injury, damage, or other loss.
Audit	A systematic and, wherever possible, an independent examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and, are suitable to achieve the Department's policy objectives.
Continual improvement	The Process of enhancing the SHERQ management system to achieve improvements in the overall business performance, in line with the Department's SHERQ policy.
Document Control	Procedure(s) for ensuring effective management of procedures and other system documents.
Environment	Surroundings in which an organization operates; this includes the natural environment (air, land, water, natural resources, fauna, and flora) and the community (humans, their interactions and social, cultural, economic, and bodily well-being).
Hazard	Source or situation with a potential for harm in terms of injury or ill-health at the workplace and/or in the environment.
Hazard Identification	Process of recognizing that a hazard exists and defining its characteristics.
Incident	Undesired event that has the potential to lead to accident or harm to people or the environment.
Non-conformance	Any deviation from work standards, practices, procedures, regulations, management system performance etc. that could either directly or indirectly lead to injury or illness, property damage, damage to the workplace environment, or a combination of these.
Risk	A combination of the likelihood and consequence(s) of a specified hazardous event occurring.
Risk Assessment	The overall process of estimating the magnitude of risk and deciding whether the risk is tolerable.
Safety	Freedom from unacceptable risk of/or harm.
<b>ACRONYMS</b>	
AIDS	Acquired Immune Deficiency Syndrome
ARV	Antiretroviral
COGTA	Department of Cooperative Governance and Traditional Affairs
COIDA	Compensation for Occupational Injuries and Disease Act
DOT	Directly Observed Treatment
DOTS	Directly Observed Treatment Strategy
DPSA	Department of Public Service and Administration
EWP	Employee Wellness Programme
HIV	Human Immunodeficiency Virus
IOD	Injury on Duty
MVA	Motor Vehicle Accident
PILIR	Policy on Incapacity Leave and Ill health Retirement
TB	Tuberculosis

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## 5. SCOPE OF APPLICABILITY

This Policy is applicable to all employees and clients of the Department of Cooperative Governance and Traditional Affairs.

## 6. LEGISLATIVE FRAMEWORK

- 6.1 Constitution of South Africa Act, No. 108 of 1996,
- 6.2 Employment Equity Act, No. 55 of 1998,
- 6.3 Labour Relation Act, No. 66 of 1995,
- 6.4 Basic Conditions of Employment Act, No.75 of 1997,
- 6.5 Medical Aid Schemes Act, No. 131 of 1998
- 6.6 Occupational Health and Safety Act, No. 29 of 1996
- 6.7 Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- 6.8 Promotion of Equality and Prevention of Unfair Discrimination Act, Act no.4 of 2000.
- 6.9 Code of Good Practice on Key Aspects of HIV and AIDS and Employment as gazette by the Minister on the 1st of December 2000
- 6.10 DPSA Policy Framework on Employee Health and Wellness of 2008.
- 6.11 The Public Service Regulations, 2016 as amended.
- 6.12 International Labour Organization Guidelines
- 6.13 Tobacco Products Control Act, Act 83 of 1993(as amended by the Tobacco Products Control Amendment Act, 2008)
- 6.14 PSCBC Resolution No. 7 of 2004
- 6.15 Regulation 8 of the Asbestos Regulations

## 7. CONSULTATION WITH EMPLOYEES

Several affected stakeholders including employees at all levels have been consulted throughout the review process and their inputs and comments have been obtained and incorporated into this Policy. The management of the Department have been consulted for inputs, buy-in and adoption. Legal Advisory Services was also consulted for legal opinion and soundness of this policy.

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## 8. POLICY CONTENT

### 8.1 ELEMENTS OF THE SHERQ SYSTEM

The Department shall establish and maintain procedures for the ongoing identification of health hazards, the assessment of the risks and implementation of the necessary control measures. It shall further consider all activities, products and services that may have an impact on the SHERQ system performance that it could control and, over which it (the department) is expected to have influence.

### 8.2 FIRST AID AND INJURY ON DUTY PROCEDURES

8.2.1 In the case of injury or emergency, the employer shall, under the circumstances, take reasonable steps that are necessary, to ensure that the employees at work receive prompt first aid treatment.

8.2.2 In terms of the Occupational Health and Safety Act the employer shall provide a first aid box or boxes, at the workplace which shall be available and accessible for the treatment of injured employees at the workplace. The First Aid box or boxes shall contain suitable first-aid equipment, which includes, at least, the equipment listed in Annexure A of the General Safety Regulations.

8.2.3 The Department shall designate a person who holds a valid certificate of competency in First Aid for every group of up to 50 (Fifty) employees, to assist with First Aid treatment at the workplace. If no qualified person(s) is/are available, such person(s) shall be trained at departmental expense to obtain such valid certificate of competency in First Aid, issued by:

8.2.3.1 The SA Red Cross Society.

8.2.3.2 The St John's Ambulance.

8.2.3.3 The SA First Aid League or.

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8.2.3.4 A person or organization approved by the Chief Inspector: Occupational Health and Safety as contemplated in the Occupational Health and Safety Act.

8.2.4 Such a First Aider shall attend, every three years, a course to update/refresh his/her First Aid knowledge/skills. Such training shall include training on HIV/AIDS prevention when dealing with any injury.

8.2.4.1 Each injury on duty shall be reported on the prescribed forms as indicated in the Compensation for Occupational Injuries and Diseases Act to the Health and Safety representative and the local Employee Health and Wellness sub-component. The relevant sub-component shall forward the forms to the Compensation Commissioner to register the injury on duty. Copies of all reported work-related injuries shall be submitted to the Directorate: Labour Relations and Wellness for record purposes and investigate as to the cause of the injury.

8.2.4.2 Should circumstances determine, any injured person exposed to HIV, PEP (Post-Exposure Prophylaxis) shall be provided as treatment to avoid contracting HIV/AIDS.

8.2.4.3 In line with sec.4 Regulation 8 of the Asbestos Regulations a due record shall be kept for possible diagnosis of lung diseases if any employee is exposed to asbestos.

## 9. WORKING ENVIRONMENT

### 9.1 Buildings and offices

9.1.1 The employer shall ensure that all working areas are kept in a clean, hygienic, safe whole and leak-free condition and in a good state of repair.

9.1.2 When floors are washed/ polished, proper notice boards shall indicate that such floors are wet/ slippery.

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#### 9.4 Sanitation

- 9.4.1 The employer shall ensure that sufficient sanitary facilities, in relation to the number of users (employers and clients) are provided.
- 9.4.2 The employer shall ensure that the hygienic conditions of such facilities comply with the provisions of the Occupational Health and Safety Facilities Regulations, as well as with SABS 10400.
- 9.4.3 Sanitary bins shall be provided.

#### 9.5 Lifts

- 9.5.1 The employer shall designate a competent firm(s) to examine and maintain all lifts in buildings occupied by the Department at least once a month or at such intervals as prescribed by its manufacturer.

#### 9.6 Machinery

- 9.6.1 The employer shall safeguard machinery used by ensuring that it is installed, operated, and maintained in such a manner as to prevent the exposure of persons to hazardous or potentially hazardous conditions or circumstances.
- 9.6.2 Supervisors of employees that utilize machinery shall ensure that such employees are fully aware of the dangers attached thereto and understand the precautionary measures to be taken or observed to obviate such dangers.
- 9.6.3 Only competent employees shall be permitted to utilize machinery.

#### 9.7 Electrical equipment/installation

- 9.7.1 The employer shall ensure that all electrical installations meet all legislated standards. A certificate of compliance from an accredited authority shall be kept on record.
- 9.7.2 All electrical distribution boards shall be duly numbered/labeled, and only authorized persons may open such distribution boards.

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9.7.3 Regular inspections of switches, plugs, jointing, fuse boxes, distribution boards, etc. shall be conducted to ensure they are in a safe condition.

## 9.8 Fire emergency equipment

9.8.1 The employer shall ensure that all fire emergency equipment is always visible and accessible.

9.8.2 All fire extinguishers and other fire-fighting equipment shall be inspected and tested regularly to ensure that it is/they are in good working order.

9.8.3 All escape routes shall be clearly identified and shall, always, be unobstructed.

## 9.9 Computer equipment

9.9.1 The employer shall provide computer screen protectors in case of an employee who can demonstrate, by means of a fully motivated submission, that she/he inherently works with the computer for a period of no less than six (6) hours a day.

## 10. WORK IN ELEVATED POSITIONS

10.1 No employee, such as Maintenance employees, Cleaners, etc. shall work in an elevated position unless such work is performed safely from a ladder or scaffolding or a position where such person has been made safe as if he/she was working from a scaffolding.

## 11. PROVISION OF PROTECTIVE CLOTHING/EQUIPMENT

11.1 The employer shall provide protective clothing/equipment for the face, eyes, ears, hands, feet, legs, and body, where necessary (refer to Annexure E Definition and description of personal protective equipment):

11.1.1 To comply with legislation or a collective agreement to:

11.1.2 Safeguard the employees' health; and

11.1.3 Prevent the transmission of an infection; or

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11.1.4 To protect the employee's private clothes or uniform from excessive dirt or wear.

11.2 In order to minimize the impact of the identified risks to the health and safety of the employees each Directorate shall make an evaluation of the risk attached to its working environment and allocate funds for the procurement of personal protective equipment. An attachment dealing with the procedure on issuing out of Personal Protective Equipment and the Enforcement of Compliance is attached as Annexure D.

## 12. EMERGENCY/EVACUATION PLAN

12.1 The Employee Wellness Programme Unit shall, within two months after the implementation of this policy, develop a comprehensive Emergency/Evacuation Framework.

12.2 Quarterly implementation drills to be changed to at least twice a year.

12.3 Emergency telephone numbers of the Health and Safety Representatives, the police, the fire department, the ambulance services, etc. shall be made available and be pasted on the Notice Boards containing the details of the Health and Safety Representatives.

## 13. INJURY ON DUTY

13.1 The Department shall facilitate with Compensation Commissioner regarding compensation for disablement caused by employees in the course of their employment, or of death, resulting from such injuries or diseases; and to provide for matters related herewith. See annexure A for the processes and procedures to be followed regarding an Injury on Duty (IOD).

13.2 In terms of PSCBC Resolution 7 of 2000:

13.2.1 Employees who, because of their work, suffer occupational injuries or contract occupational diseases shall be granted occupational injury and disease special leave for the duration of the period they cannot work.

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- 13.2.2 An injury to an employee shall be reported to the employer (The Department) within 1 (One) day of occurrence and the employer will report such incident to the Compensation Commissioner within 7 (Seven) days. The same procedure applies in cases where diseases are contracted on duty.
- 13.2.3 If an employee suffers a work-related injury because of an accident involving a Third Party, the employer may grant her or him occupational injury and disease special leave, provided that the employee:
- 13.2.3.1 Brings a claim for compensation against the Third Party.
  - 13.2.3.2 Undertakes to use compensation (in terms of the Compensation for Occupational Injuries and Diseases Act of 1993) received to recompense, as far as possible, for the costs arising from the accident; and
  - 13.2.3.3 The employer shall be obliged to take reasonable steps to assist an employee in claiming compensation.
- 13.3 Supervisors who fail to report accidents or diseases to Head Office within 1(one) working day after occurrence of an accident will be held responsible for not conforming to the rules of the Compensation for Occupational Injuries and Disease Act of 1993 and ensuring that preventive measures are put in place.
- 13.4 Head Office shall ensure that working conditions are conducive to a/the working environment, e.g.by displaying warning signs.
- 13.5 Supervisors shall advise officers about the provisions of the Compensation for Occupational Injuries and Disease Act of 1993 and procedures.
- 13.6 Investigations will be conducted by a competent certified incident investigator and the health and safety committee. Employees who receive medical treatment for the same accident or disease for a period longer than 2 (Two) years shall be referred to the Compensation Commissioner for assessment and to take a decision for the continued payment of benefits. The procedure to refer the case is as follows: All medical reports and statements of accounts shall be forwarded to the Commissioner for review and for possible referral to another Medical Practitioner to confirm the validity of further treatment.

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- 13.8 Payment of doctors' accounts is stipulated by the Compensation for Occupational Injuries and Diseases Act, and therefore, a claim shall be reduced if it exceeds the prescribed amount.

#### 14. REPORTING FORMS

14.1 For non-fatal accidents the following forms are completed:

- 14.1.1 W.CL 2 (Employers Report of an Accident).
- 14.1.2 W.CL 4 (First Medical Report).
- 14.1.3 Copy of ID.
- 14.1.4 W.CL 5 (Progress/Final Medical Report) - when obtainable.
- 14.1.5 W.CL 6 (Resumption Report) - on resumption of duty.

14.2 For fatal accidents the following forms are used:

- 14.2.1 W.CL 2 (Employers Report of an Accident)
- 14.2.2 W.CL.3 (Notice of claim for compensation).
- 14.2.3 W.CL.32 (Claim by a Widow/widower.
- 14.2.4 W.CL.46 (Burial expense a/c./account).

14.3 For occupational diseases the following forms are used:

- 14.3.1 CL.22 (First Medical Report in respect of an Occupational Disease)
- 14.3.1 W.CL.14 (Notice of an Occupational Disease and Claim for Compensation).
- 14.3.2 CL.110 (Exposure History)
- 14.3.3 W.CL.1 (Employer's Report of an Occupational Disease)

**15. SECURITY AND ACCESS CONTROL**

15.1 A security and access control framework shall be developed by the Director: Anti-Corruption and Corporate Security Services for each workplace of the Department to ensure the safety of all employees and shall be implemented by all offices of the Department.

15.2 The framework shall include measures about the safe handling of money within the workplace and outside the workplace.

**16. EXPOSURE TO AN ENVIRONMENT WHICH IS REGARDED AS A HEALTH RISK**

If an employee is exposed to an environment, which is regarded as a health risk, e.g., unknown hazardous substances at industries inspected, leaking gas or possible risk of asbestos exposure in his or her workplace, and he/she develops an occupational injury/disease, the employee's absence may be covered by the granting of Leave for Occupational Injuries and Diseases.

**17. TOBACCO SMOKING IN THE WORKPLACE**

Medical evidence clearly shows that smoking is harmful to the health of smokers and research has also established that secondhand smoke is a significant health hazard to non-smokers, which, if not controlled, has short-term effects such as irritation to the eyes, throat, and respiratory tract, as well as long-term effect including impaired lung function and lung cancer. Exposure to side stream smoke is regarded as an Occupational Health & Safety Risk.

The Department is obliged to implement the provisions of the OHS and Tobacco controls Act in respect of tobacco smoking in the workplace by implementing the following:

**17.1 No smoking notices and signs**

Notices and signs where smoking is not permitted should be permanently displayed and any person who fails to comply with this notice shall be prosecuted and may be

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liable to a fine not exceeding R500.00. They may further be charged with misconduct in accordance with the Disciplinary Code and Procedures.

### **17.2 Designated non-smoking areas and/or workplaces.**

17.2.1 All offices, workshops, and other indoor workstations.

17.2.2 All lobbies, foyers, toilets, and corridors.

17.2.3 All departmental owned/rented vehicles.

17.2.4 No smoking is allowed near air intakes, external doors in regular use and windows regularly opened.

### **17.3 Enforcing no-smoking in the workplace**

17.3.1 Heads of Sections and members of the Occupational Health & Safety Committee will be responsible for ensuring that smoking is prohibited within the Department buildings and vehicles.

17.3.2 Smoking is permissible during tea-breaks and lunchtime only.

17.3.3 The Employee Wellness Programme Unit and the members of the Occupational Health & Safety Committee will be responsible for periodically auditing the implementation of **no smoking in the workplace**.

17.3.4 Employees who fail to comply with this Policy are liable to be convicted and fined an amount not exceeding R500.00 and may also be charged with misconduct.

### **17.4 Counseling**

Staff members who wish to quit smoking or have difficulty with adjusting their smoking habits to meet the policy requirements can make use of the Employee Wellness Programme Unit for assistance.

## 18. VIOLENCE IN THE WORKPLACE

- 18.1 The employer shall, as far as is reasonably practical, ensure that the workplace is violence-free/ free of violence.
- 18.2 If an employee commits an act of violence in the workplace, the matter will be dealt with, as outlined in the Disciplinary Procedure.

## 19. ROLE-PLAYERS

### 19.1 Employer (Department EC COGTA)

In an endeavor to comply with the duties imposed upon by the OHS Act and Chapter 1 Part IV E of the Public Service Regulations, 2001 as amended, the Head of Department of Cooperative Governance and Traditional Affairs, in as far as is reasonably practicable shall:

- 19.1.1 Provide a working environment that is safe and without risks to the health and safety of employees.
- 19.1.2 Provide and maintain working facilities (machinery, furniture, implements, tools etc.) that are safe and without risks to the health and safety of employees.
- 19.1.3 Take steps to eliminate any hazards to the safety or health of employees.
- 19.1.4 Provide such information, training, instructions, and supervision as may be necessary to ensure the safety of employees at work.
- 19.1.5 Not permit any employee to do any work, handle any substance or operate any machinery, unless all precautionary measures have been taken.
- 19.1.6 Ensure that all employees are made conversant with the hazards to their health and safety attached to any work that they must perform.
- 19.1.7 Employees must be informed of the precautionary measures to be followed and observed.

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- 19.1.8 Ensure the establishment of structures provided for in the OHS Act for employees to participate in the identification of safety and health hazards and practical measures to eliminate such hazards.
- 19.1.9 Ensure that employees are informed of their scope of authority, through their job description, as contemplated in section 37(1) (b) of the OHS Act.
- 19.1.10 Provide facilities and equipment necessary to ensure the safety of employees.
- 19.1.11 Provide and maintain personal protective clothing/ equipment to employees free of charge.

## **19.2 Director Employee Relations and Wellness**

- 19.2.1 Facilitate the establishment of Committees at Traditional councils, District and Provincial levels.
- 19.2.2 Ensure that First Aiders are appointed and trained in all workplaces.

## **19.3 Employer To Customers**

As an institution responsible to serve all communities of the Eastern Cape Province, the Department of Cooperative Governance and Traditional Affairs shall, in as far as is reasonably practicable:

- 19.3.1 Conduct its activities in such a manner as not to put the safety and health of members of the public at risk, and
- 19.3.2 To consider inputs from members of the public to eliminate real or potential health hazards from where it is conducting activities related to its mandate as a department.

## **19.4 Supervisors / Managers**

All Managers and Supervisors shall:

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*[Handwritten Signature]*

- 19.4.1 Ensure that employees understand the hazards associated with the work they are performing.
- 19.4.2 Ensure that precautionary measures are developed, implemented, and maintained.
- 19.4.3 Provide information, training, instructions, and supervision necessary to ensure the safety of employees at work.
- 19.4.4 Ensure that all cases of occupational disease and injuries are reported within 14 (Fourteen) days and 7 (Seven) days, respectively to the Compensation Commissioner in the Department of Labour; and ensure the keeping of accurate records of such occupational diseases and injuries.
- 19.4.5 Ensure that employees wear prescribed safety clothing and use safe equipment.
- 19.4.6 Keep record of personal protective equipment and clothing supplied to employees.

## 19.5 Employees

### All employees shall:

- 19.5.1 Take care of their health and safety and that of other persons who may be affected by their acts or omissions.
- 19.5.2 Co-operate with the employer to ensure that the Department carries out duties imposed upon it by the OHS Act.
- 19.5.3 Carry out lawful instructions given to them and obey the health and safety rules and procedures laid down in the interest of health and safety at the workplace.
- 19.5.4 Report any unsafe or unhealthy conditions to their immediate supervisors and health and safety representatives.
- 19.5.5 If involved in any incident/accident, which may affect their health or cause an injury to themselves or others, they must report such incidents to the direct supervisor or to a health and safety representative, as soon as is practicably

possible, but not later than the end of the working day in which such incident/accident occurred and,

- 19.5.6 Not intentionally or recklessly interfere with measures or items that are provided to protect the health and safety of persons where the activities of the Department are conducted.

## 19.6 Customers

Customers shall:

- 19.6.1 Observe all health and safety prescripts or precautions provided by the Department.
- 19.6.2 Report any unsafe conditions observed.
- 19.6.3 Where possible, give input that will assist in maintaining a safe and healthy working environment.

## 19.7 Health and Safety Representatives

Health and safety representatives are to perform the functions listed under section 18 of OHS Act, of 1993, which are:

- 19.7.1 To review the effectiveness of health and safety measures by means of health and safety audits.
- 19.7.2 To identify potential dangers in the workplace and report them to the health and safety committee or the employer.
- 19.7.3 To investigate incidents, including complaints, from workers regarding health and safety matters, and report about it/those, in writing.
- 19.7.4 To 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.

- 19.7.5 To inspect the workplace and any relevant documentation after notifying the employer of the inspection and participate in discussions with inspectors at the workplace and accompany inspectors on inspections.
- 19.7.6 Health and safety representatives shall be appointed in writing by the HOD of the Department and attend health and safety committee meetings.

## 19.8 Health and Safety Committees

The duties of health and safety committees are prescribed in section 20 of the OHS Act. The committee only deals with health and safety matters at the workplace or sections thereof, for which such committees have been established. Health and safety committees have the following functions:

- 19.8.1 To make recommendations to the employer about the health and safety of workers
- 19.8.2 To discuss any incident that leads to the injury, illness, or death of any worker and should report about it in writing to the local Department of Labour.
- 19.8.3 To keep record of every recommendation to the employer and every report to an inspector.

## 20. PERIOD OF OFFICE

In terms of this policy the period of office of health and safety representatives shall be three (3) years.

- 20.1 Termination of office of health and safety representatives shall occur on the following grounds:
- 20.1.1 If he /she is found guilty, following a disciplinary hearing, of health and safety infringement.
- 20.1.2 If the period of office expires.
- 20.1.3 If his/her contract is terminated through resignation, retirement, dismissal, or transfer.

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## 21 PENALTIES

Failure to comply with the provisions of this Policy shall be dealt with according to section 38 of the OHS Act, 1993.

## 22 MONITORING AND EVALUATION

22.1 The employer shall oversee the overall implementation of this Policy in the Department.

22.2 Where there is non-compliance with the requirements of this policy, disciplinary action shall be considered in accordance with applicable disciplinary code.

22.3 The Employee Wellness Unit shall monitor the implementation of this Policy and will submit reports to the General Manager: Corporate Services for submission to the Head of Department.

## 23. COMMUNICATION / EDUCATION

The SHERQ Policy must be communicated to the Department's employees using workshops, as well as Circulars.

## 24. DISPUTE RESOLUTION

Any dispute that may arise out of interpretation and or application of this policy shall be resolved through grievance procedure that is provided for in the grievance rules for the Public Service, i.e. The PSCBC Resolution no. 14 of 2002.

## 25. APPROVAL OF THE POLICY

The Policy must be approved by the Member of the Executive Council, on the recommendation of the Head of Department as per the updated Departmental Delegations and the Policy will become official on the date it is signed by the Executing Authority (i.e., the MEC for Cooperative Governance and Traditional Affairs).

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**26. REVIEW OF THE POLICY**

This Policy will be reviewed at least once in five years or when there are material changes in the enabling legislation.

**27. VERSION CONTROL AND CHANGE HISTORY**

<b>Version Control</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment</b>
Start from	YYMMDD (The date the Policy takes effect)	Contact person – full name & title.	Include any superseded procedures and what the amendment is to the document.
2016	26 February 2016	Hon. Fikile Devilliers Xasa (MEC)	
2024		Hon Z. Williams	<b>PURPOSE OF THE POLICY</b> The purpose of this policy is to ensure a healthy and safe working environment for the COGTA employees and clients. by developing the capacity of the department to implement, monitor and evaluate the Safety, Health,

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			<p>Environment, Risk and Quality Programme.</p> <p><b>OBJECTIVES OF THE POLICY</b></p> <p>The objectives of the policy: Reduce number of accidents and injuries in the workplace. Provide a safe and healthy workplace for employees. Ensure compliance with Occupational Health and Safety laws and regulations.</p> <p><b>INJURY ON DUTY</b></p> <p>Investigations will be done by a competent certified incident investigator and the health and safety committee.</p> <p>Employees who receive medical treatment for the same accident or disease for a period longer than 2 (Two) years shall be referred to the Compensation Commissioner for assessment and to take a decision for the continued payment of benefits. The procedure to refer the case is as follows: All medical reports and statements of accounts</p>
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			<p>shall be forwarded to the Commissioner for review and for possible referral to another Medical Practitioner to confirm the validity of further treatment.</p> <p>Payment of doctors' accounts is stipulated by the Compensation for Occupational Injuries and Diseases Act, and therefore, a claim shall be reduced if it exceeds the prescribed amount.</p> <p><b>ROLES AND RESPONSIBILITIES - Director Employee Relations and Wellness</b></p> <p>Facilitate the establishment of Committees at Traditional councils, District and Provincial levels.</p> <p>Ensure that First Aiders are appointed and trained in all workplaces.</p> <p><b>MONITORING AND EVALUATION</b></p>
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			<p>Where there is non-compliance with the requirements of this policy, disciplinary action shall be considered in accordance with applicable disciplinary code.</p> <p><b>REVIEW OF THE POLICY</b></p> <p>This Policy will be reviewed at least once in five years or when there are material changes in the enabling legislation.</p>
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