



**dcstm**

Department:  
Community Safety and Transport Management  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



Tirelo Building, Albert Luthuli Drive,  
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# HUMAN RESOURCE MANAGEMENT

## TRACKING FORM

**SUBJECT : TO REQUEST THE SIGNING OFF OF THE REVIEWED DEPARTMENTAL SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY (SHERQ) MANAGEMENT POLICY BY THE HEAD OF DEPARTMENT**

COMPILER	SIGNATURE	DATE
Name: <u>Ms JK Mpunzi</u>	<u>[Signature]</u>	<u>30/10/2023</u>
TO	SIGNATURE	DATE
Deputy Director-IEHW	<u>[Signature]</u>	<u>30/10/2023</u>
Name: <u>Ms IFK Selomane</u>		
Director-HRM	<u>[Signature]</u>	<u>30/10/2023</u>
Name: <u>Ms VT Leteane</u>		
Chief Director Corporate Services	<u>DR N DIKOBÉ</u>	<u>02/11/2023</u>
Name: <u>Dr N Dikobe</u>		
Director-Management Accounting	<u>[Signature]</u>	<u>03/11/2023</u>
Name: <u>Ms L Motshumi</u>		
Chief Financial Officer	<u>[Signature]</u>	<u>06/11/2023</u>
Name: <u>Ms K Phatudi</u>		
Head of Department	<u>[Signature]</u>	<u>08/11/2023</u>
Name : <u>Dr H Kekana</u>		

DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT  
P/BAG X19 MMABATHO, 2735

07 NOV 2023

CEO'S OFFICE.

PROVINCE OF THE NORTH WEST  
REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID AFRIKA

DECADE OF ACTION FOR ROAD SAFETY  
2021 - 2030

"Let's Grow North West Together"





dcstm

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## HUMAN RESOURCE MANAGEMENT

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**TO : HEAD OF DEPARTMENT  
Dr. H KEKANA**

**THROUGH : CHIEF DIRECTOR: CORPORATE SERVICES  
Dr N DIKOBÉ**

**FROM : DIRECTOR: HUMAN RESOURCE MANAGEMENT  
Ms. VT LETEANE**

**SUBJECT : TO REQUEST THE SIGNING OFF OF THE REVIEWED DEPARTMENTAL SAFETY,  
HEALTH, ENVIRONMENT, RISK & QUALITY (SHERQ) MANAGEMENT POLICY BY  
THE HEAD OF DEPARTMENT**

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1. The above matter bears reference
  2. This communique serves as a request to the Head of Department for the approval of the Integrated Employee Health and Wellness Safety, Health, Environment, Risk and Quality Management Policy.
  3. The Safety, Health, Environment, Risk & Quality Management Policy is an essential tool or document that is utilized by the department of Community Safety & Transport Management, in order to maintain a health and safe work environment for its employees and clients entering the office buildings to access and control risks through the enforcement of the Occupational Health and Safety Act (No 85 of 1993) and other related legislations.
  4. The unit embarked on the review after the expiry date of the existing policy has expired and the following process were followed:
    - The document/ policy was globalised through communication's office to get inputs from departmental employees
    - An invite to unions was extended in order to make presentations and get inputs, however, the meeting did not materialise as none of the union members availed themselves
    - Lastly, the policy was forwarded to Legal services for legal inputs and such were received.

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"Let's Grow North West Together"




**SUBJECT : TO REQUEST THE SIGNING OFF OF THE REVIEWED DEPARTMENTAL SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY (SHERQ) MANAGEMENT POLICY BY THE HEAD OF DEPARTMENT**

  
\_\_\_\_\_  
**Ms VT Leteane**  
**Director-HRM**

30/10/2023  
**Date**

**RECOMMENDED/ NOT RECOMMENDED**

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\_\_\_\_\_  
**Dr. N Dikobe**  
**Chief Director-Corporate Services**

02/11/2023  
**Date**

**RECOMMENDED/ NOT RECOMMENDED**

The reviewed policy is noted  
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**Ms L Motshumi**  
**Director-Management Accounting**

08/11/2023  
**Date**

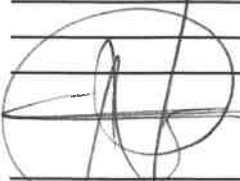
**RECOMMENDED/ NOT RECOMMENDED**

Recommended  
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\_\_\_\_\_

  
\_\_\_\_\_  
**Ms K Phatudi**  
**Chief Financial Officer**

06/11/2023  
**Date**

**APPROVED/ NOT APPROVED**

  
\_\_\_\_\_  
**Dr. H Kekana**  
**Head of Department**

08/11/2023  
**Date**

**POLICY NO :** HR2023/001  
**NAME OF POLICY :** SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT  
**EFFECTIVE DATE :** NOVEMBER 2023  
**DATE OF REVIEW :** NOVEMBER 2026

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## ABBREVIATIONS:

HOD	Head of Department
DCSTM	Department of Community Safety and Transport Management
OHSA	Occupational Health and Safety Act
SHERQ	Safety, Health, Environment, Risk and Quality
OHS	Occupational Health and Safety/Occupational Health and Safety
COIDA	Compensation for Occupational Injuries and Diseases Act
EH & WMSF	Employee Health and Wellness Management Strategic Framework
ISO	International Standard Organisation
OHSAS	Occupational Health Standards and Systems
SOPs	Standard Operating Procedures
WHO	World Health Organisation

## LEGISLATIVE FRAMEWORK

- The Constitution of the Republic of South Africa, (Act No.108 of 1996);
- Occupational Health and Safety Act (Act No. 85 of 1993)
- Public Service Act (Act No. 103 of 1994 as amended);
- Public Service Regulations 2001 (as amended in 2006);
- Compensation on Occupational Injuries and Diseases Act (Act No. 130 of 1993);
- Basic Conditions of Employment Act (Act No. 75 of 1997);
- Labour Relations Act (Act No. 66 of 1996);
- Employee Health and Wellness Strategic Framework for the Public Service, November 2008;
- National Health Care Act (Act No. 61 of 2003);
- WHO Global Strategy on Occupational Health for All;
- Disaster Management Act [No 57 of 2002];
- National Environment Management Act [No 107 of 1998];
- Building Standard Act [No 103 of 1977];
- Hazardous Substance Act [No 15 of 1973];
- National Disaster Management Framework.

# 1. DEFINITIONS

- 1.1 **“Department” means** the Department of Community Safety and Transport Management;
- 1.2 **“Healthy” means** free from illness or injury attributable to occupational causes (exposure);
- 1.3 **“Employee” means** subject to the provision of Sub Section (2) of the OHSA, any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of the employer or any person;
- 1.4 **“Employer” means** subject to the provisions of subsection (2) of the OHSA, any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her;
- 1.5 **“Official” means** any person in the employment (permanently or temporarily, full time or part time”;
- 1.6 **“Accounting Officer”** refers to the Head of Department;
- 1.7 **“Compliance Officer”** refers to any Senior Manager delegated in writing by the Accounting Officer to Fast-track and ensure OHS compliance in the entire department on his/her behalf;
- 1.8 **“Hazard” means** any source or exposure to danger;
- 1.9 **“Risk” means** anything/exposure that can course fatality or death;
- 1.10 **“Health and Safety Committee” means** a established under subsection (19) of the OHSA;
- 1.11 **“Record” means** any recorded information;
  - a. Regardless of form or medium;
  - b. In the possession and under the control of the department; and
  - c. Whether or not it was created by the department;
- 1.12 **“Occupational Hygiene” means** the discipline that anticipates, recognises, evaluate and control health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding the employees and clients of the department;
- 1.13 **“Workplace” means** where activities of the department are executed; it is a location/place where employees perform tasks, jobs, projects in line with the APP of the department or contributing to the mandatory obligations of the department;
- 1.14 **“16.2 Appointee”** refers to all Senior Managers delegated powers to endorse Statutory appoints, approve OHS reports for implementation and verify compliance in scope of their delegation by the Accounting Officer; .
- 1.15 **“Health and Safety Representative”** It is a representative for workers that each and every employer who has more than 20 employees in his employment at his workplace shall designate;

## **PART A: GENERAL**

### **1. INTRODUCTION**

- 1.1 The pillar (**SHERQ**) as described in the EH & W Strategic Framework (2008) deals with intangible and tangible factors of safety, health, environment, risk and quality management for purpose of occupational Health and Safety of employees; the safety of clients of the department; the sustainability of the of the environment; and the management of occupational and general risks and quality of departmental interventions as recommended.

The pillar is developed in response to the **National legislation** that includes the **Occupational Health and Safety Act 85 of 1993**, the **Basic Conditions of Employment Act [No 75 of 1997]**, **Employment Equity Act No [55 of 1998]** and the **National Environmental Management Act [No 107 of 1998]**. **SHERQ** also take into consideration the **International Organisation for Standardization (ISO)** instruments used to promote health and safety - this includes OHSAS 18001 which an Occupational Health and Safety System Standard, ISO 9001 for Quality Management and ISO 14001 for Environmental Management.

- 1.2 The **report of the survey** conducted following the **public sector strike 2007**, the **January 2008 Lekgotla decision** to improve the working environment in government front and back-office environment, and the Parliament noting of the ILO Convention 187 Promotional Framework for Occupational Safety and Health 2006 are all events and documentation that adds to the rationale of this pillar and the importance of the department to observe it with full attention.

The **January 2009 Lekgotla** decided on the implementation of the **DPSA SHERQ Policy** with effect from **01<sup>st</sup> April 2009** which gave direction for all Government Departments to develop and implement their departmental policies in line with the DPSA Policy inclusive of the **DCSTM**.

- 1.3 In response to the above the **NW DCSTM** recognizes the need to create and maintain a healthy and safe work environment for its employees and clients coming into the office buildings to access services and to assess and control risks through the enforcement of the **Occupational Health and Safety Act [No 85 of 1993]** and other related legislations.

Every effort will be made to involve all managers, supervisors and employees in the development and implementation of health and safety procedures and to comply with the Occupational Health and Safety procedures.

### **2. SCOPE OF APPLICATION**

The Policy shall apply to all **employees** and **clients** of the department as mandated by the **Public Service Act as amended by Act [No 30 of 2007]** and the **Occupational Health and Safety Act No 85 of 1993**.

### **3 OBJECTIVES**

- To improve occupational health and safety by controlling health hazards in the workplace;
- To have a healthy and safe department environment that is safe for both employees and clients;
- To have a department that can identify and manage risks and improve quality of services;
- To guide the department how to manage risks; eliminate illnesses; diseases and accidents;
- To identify and manage risks and improve the quality of services;
- To recognizes and implement all OHS activities as per the OHS Calendar of events;
- To manage all Protocols put in place in case of any Bacteria, Virus or any other health, safety or even life-threatening situation outbreak.



## 4 POLICY STATEMENT

The Department of Community Safety and Transport Management is committed to the provision and promotion of a healthy and safe work environment for employees and clients using the Departmental Service Delivery environment. This would be done by assessing and controlling risks through the enforcement of the **Occupational Health and Safety Act [No 85 of 1993]** and by ensuring full implementation of the same Act and other related prescripts.

## 5 POLICY ENFORCEMENT:

Head of Department is responsible for enforcing this policy, the implementation and compliance thereof.

## 6 PRINCIPLES

- 6.1 The SHERQ Management Policy Framework is underpinned by the following principles:
- 6.1.1 To focus on all employees, clients and departmental work environment;
  - 6.1.2 Zero tolerance to injuries and illnesses due to the occupational exposure;
  - 6.1.3 Zero tolerance to interference with Health and Safety Systems put in place;
  - 6.1.4 Zero tolerance to unsafe Work Procedures;
  - 6.1.5 Respond to the needs of designated groups such as Women, youth, older persons and people with disabilities pertaining to reasonable accommodation;
  - 6.1.6 Healthy integrated, productive and embracing change.

## 7 POLICY MEASURES

- 7.1 The Policy must be implemented in line with three (3) major objectives:
- 7.2 Health and Safety Management;
  - 7.3 Environmental Management;
  - 7.4 Risk and Quality Management.

## 8 HEALTH AND SAFETY MANAGEMENT

- 8.1 The significance of this objective is to ensure a healthy and safe work environment by undertaking the following activities:
- a. Provide and manage adequate and clean facilities;
  - b. Identify and manage hazards and risks related to health and safety;
  - c. Ensure employee participation and responsibility for the safety, health and environment systems; and
  - d. Establish a participative forum to discuss and action health and safety matters.

### 8.2 ENVIRONMENTAL MANAGEMENT

- 8.2.1 This objective is required to monitor the effectiveness of **risk** control measures and trigger corrective actions when required. The following activities shall be undertaken:
- a. Align the designs and special facilities with the department's image and culture;

- b. Compile a maintenance schedule for buildings, floors and structures in terms of Government: Immovable Asset Management Act 2007;
- c. Provide sufficient lighting levels and visibility under all operating circumstances; and
- d. Provide adequate ventilation systems as determined by risk assessments.

### **8.3 QUALITY AND RISK MANAGEMENT**

8.3.1 This objective is required to identify and assess risks through a dynamic, formal, structured and holistic process to facilitated effective risk reduction plans and actions;

The following activities shall be undertaken:

- a. Identify and assess effective risk reduction plans and action;
- b. Establish workplace preparedness plans;
- c. Develop an emergency/evacuation plan for each office;
- d. Comply with Internal Organization for Standardization (ISO) to ensure a good Quality Management System (QMS), and
- e. Comply with Occupational Health Standards and Systems (OHSAS) to ensure the required environmental issues.

## **9 STATUTORY AUTHORIZATION**

- a. The Constitution of the Republic of South Africa Act 108 of 1996 requires that everyone has the right to a safe environment;
- b. The Public Service Regulation 2001, as amended in 2006, requires the Head of Department to establish and maintain a safe and healthy work environment for employees in the department;
- c. The Occupational Health and Safety Act 85 of 1993 requires the employer, employees and clients to take responsibility, care to maintain a working environment that is healthy, safe and free from hazards and risks;
- d. The Occupational Health and Safety Act 85 of 1993 require the Head of Department to put measures in place/develop systems that will continuously maintain and reduce occupational risks and hazards in the workplace.
- e. The Basic Conditions of Employment prohibits employers from requiring or permitting a pregnant employee or an employee who is breast feeding to perform work that is hazardous to the health of the employee or her child.
- f. The Integrated Employee and Wellness Strategic Framework 1998 encourage implementation of the SHERQ System.

## **10 POLICY PROVISIONS, ROLES AND RESPONSIBILITIES**

### **10.1 ORGANIZATIONAL ARRANGEMENTS**

10.1.1 To comply with the Occupational Health and Safety Act 85 of 1993, the Head of Department shall be accountable for the maintenance of the Health and Safety within the Department who may further delegate the responsibility to any person under his or her control.

10.1.2 The employer, represented by the Head of Department, has a duty in terms of the Act to provide amongst others the following:

- (a) Information on safety rules;
- (b) Clear instructions on the importance of safety in the workplace;

- (c) Training;
- (d) Supervision;
- (e) Ensuring compliance with the Act.

10.1.3 The Head of Department or delegate shall set up information and control systems so that the health and safety performance can be monitored and corrective action taken.

## **11 ROLE PLAYERS FOR SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT**

### **11.1 RESPONSIBILITY OF EMPLOYER**

11.1.1 The **Head of Department** shall provide and maintain as far as reasonably practical, a working environment that is healthy and safe and without risks;

11.1.2 Ensure that there is a written **POLICY** concerning the protection of the health and safety of employees at work and the safety of the department's clients;

11.1.3 **Appoint** a designated **Senior Manager (Compliance Officer)** to champion **SHERQ** programmes in the workplace;

11.1.4 Designate in writing for a specific period the department's Provincial Health and Safety Committee; for the workplace;

11.1.5 Establish one (1) OHS Committee and consult with the committee with a view of initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of employees at work; Ensure that Total Quality Management Systems are in place.

## **12 RESPONSIBILITIES OF DESIGNATED SENIOR MANAGER (COMPLIANCE OFFICER - CHIEF DIRECTOR CORPORATE SERVICE)**

12.1 Support developed capacity building programmes i.e.

- (a) Promote competence development of SHERQ Practitioners, OHS Representatives, OHS Committee and Emergency response Teams;
- (b) Improve capacity development of auxiliary functions to assist with SHERQ promotion at an organisational level;
- (c) Establish an appropriate organisational structure for SHERQ;
- (d) Develop integrated SHERQ information management system;
- (e) Provide physical resources and facilities;
- (f) Ensure financial planning and budgeting;
- (g) Mobilize management support;
- (h) Designate in writing for a specific period Health and Safety Representatives for the workplace, or for different sections thereof;
- (i) Develop and ensure implementation of management standards for SHERQ;
- (j) Identify departmental SHERQ risks and impact;
- (k) Ensure alignment with the SHERQ hazards identification and risk assessment outcomes;
- (l) Ensure commitment to continual improvement of the SHERQ system.

### **12.2 RESPONSIBILITIES OF THE SHERQ MANAGER**

12.2.1 Escalate and present the importance of the SHERQ Programme in all DMC and EDMC meetings;

12.2.2 Assist with SHERQ promotion at management level and mobilize management and stakeholder support;

- 12.2.3 Ensure financial support and adequate budgeting;
- 12.2.4 Ensure that OHS Committee is established and continually engage with Committee to initiate, develop, promote, maintain and review measures to ensure health and safety of employees and people other than employees at work;
- 12.2.5 Coordinate development of a system for monitoring, evaluation and impact analysis;
- 12.2.6 Ensure commitment to continual improvement of the SHERQ System.

### **12.3 RESPONSIBILITIES OF MANAGERS AND SUPERVISORS**

- 12.3.1 Manage adherence to SHERQ/OHS requirements according to strategies, policies and budgetary guidelines;
- 12.3.2 Ensure that SHERQ strategies are observed and implemented in his/her component;
- 12.3.3 Implement Safe Work Procedures in his component;
- 12.3.4 Observe all OHS protocols to minimize severe occupational exposure in his/her component.

### **12.4 RESPONSIBILITIES OF THE SHERQ/OHS COMMITTEE**

- 12.4.1 Shall ensure that meetings are held at least once per quarter;
- 12.4.2 Make recommendations to the designated Senior Manager/Compliance Officer or, where recommendation fail to be resolved, to an Inspector regarding any matter affecting the Health and Safety of persons at the workplace or any section thereof for which such committee has been established;
- 12.4.3 Discuss any incident at the workplace or section thereof in which or in consequences of which any person was injured, became ill or died and may in writing report the incident to the Inspector.
- 12.4.4 Ensure adherence to standards as set by legislation, regulations and the Department of Labour;
- 12.4.5 Keep record of each recommendation made to an employer and of any report made to an inspector;
- 12.4.6 Consistently measure the impact of SHERQ in productivity of the department;
- 12.4.7 Ensure that all critical information on SHERQ is cascaded to all employees.

### **12.5 HEALTH AND SAFETY REPRESENTATIVES**

- 12.5.1 In terms of the Occupational Health and Safety Act 85 of 1993, a representative shall be designated for every workplace consisting of twenty (20) or more workers. In case of offices, there shall be at least one (1) Health and Safety Representative for every one hundred (100) employees. The Head of Department or delegate shall designate in writing for a period of three (3) years, Health and Safety Representatives for the department after consultation with employees.

#### **12.5.2 Health and Safety Representatives are expected to perform the following responsibilities as set out in Section 18 of the Occupational Health and Safety Act.**

- (a) Review the effectiveness of the health and safety measures;
- (b) Identify potential hazards and major incidents at the workplace;
- (c) In collaboration with the SHERQ Division, examine the causes of incidents at the workplace; investigate complaints by any employee relating to the employees' health and safety at work;
- (d) Make representations to the designated Senior Manager on general matters affecting the health and safety of employees at the workplace.

- (e) Inspect the workplace, including any article, substance, plant, machinery or health and safety equipment at the workplace with a view to improve the health and safety of employees. At such intervals as may be agreed upon with the Head of Department;
- (f) Participate in workplace inspections;
- (g) Attend all Health and Safety meeting as per invitation;
- (h) Act as focal points for the distribution of evidence based and generic health and safety information at the workplace;
- (i) Take initiative to implement awareness activities or communicate health and safety information at the workplace;
- (j) Act as a referral agent for employees to relevant internal and external health and safety support programmes;
- (k) Be involved with the identification of health and safety risks in the workplace;
- (l) Initiate staff training with regard to health and safety;
- (m) Adhere to standards as set by legislation;
- (n) Submit monthly reports of activities to OHS Committee and 16.2 Appointee.

12.5.3 All District Committees shall be appointed by Chief Director Corporate Services as delegate of the Head of Department (16.2 Appointee).

## **12.6 RESPONSIBILITIES OF EMPLOYEES**

- (a) Take reasonable care for his/her health and safety and that of other people who may be affected by his/her actions or omissions;
- (b) Obey the health and safety rules and procedures laid down by his/her employer or any authorized person in the interest of health and safety;
- (c) Report as soon as practical any unsafe or unhealthy situation which comes to his/her attention, to the employer or to the health and safety representative for his/her workplace or section of;
- (d) If involved in an incident which may affect his/her health or which has caused injury to him/herself, report such incident to his/her employer or to his/her health and safety representative as soon as practically possible;
- (e) Comply with standards as set by all applicable legislation.

## **12.7 EMERGENCY PREPAREDNESS TEAM**

- (a) Emergency preparedness team shall consist of First Aiders, Fire Marshall and Evacuation Team;  
and
- (b) Evacuation Team shall consist of Emergency Controller, Deputy Emergency Controller, Security Leader, Fire Team Leader, First Aid Leader and Evacuation Leader.

## **12.8 EMERGENCY PREPAREDNESS TEAM RESPONSIBILITIES**

Control to ensure that all people are evacuated from the danger zone in case of emergency;

- (a) Stay alert and monitor all aspects of the emergency plan;
- (b) Ensure that the exact location of the unknown object is reported to the emergency controller;
- (c) Ensure that First Aid equipment is taken to their posts;
- (d) Ensure that the fire extinguishing agents like hose reels and fire extinguishers are in a functional state;
- (e) Ensure swift evacuation from any part of the building is possible;
- (f) Have list of contact numbers where families can be contacted.

## 12.9 RESPONSIBILITY OF LABOUR REPRESENTATIVE

- (a) Represent employees in the workplace;
- (b) Ensure that the employer fulfil mandates of the OHSACT 85 OF 1993 and Regulations in order to optimize Health and Safety in the workplace;
- (c) Sit in OHS committee meetings;
- (d) Make representation to the employer on agreed issues affecting the health and safety of employees at the workplace.

## 13 FINANCIAL IMPLICATIONS

- (a) The financial implications associated with the implementation of this **POLICY** shall be met from the SHERQ Management budget and other affected Directorates budgets as per responsibilities attached in the departmental **Annual Performance Plan**.

## 14 PART B: IMPLEMENTATION

- (a) Implementation of this Policy shall be results - based as according to the outcome-based management model of the South African Government as approved by DPME, outlining SHERQ Management Programme inputs, process, outputs, outcomes and impact indicators.

### IMPLEMENTATION OF POLICY OBJECTIVES

- (a) The SHERQ Pillar is indicated in the EH&W Strategic Framework and it is based on four sub-objectives which represents the recommended core functions of the SHERQ Unit in the Department, and identify a critical set of initiatives to be undertaken by the SHERQ Practitioners in carrying out their roles and responsibilities.
- (a) The EH&WSF affirms through the SHERQ Pillar the strategic importance of SHERQ in enhancing governance of the department in general and improvement of departmental employee's health and wellness in particular.

## 15 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

### 15.1 AIM

- (a) To ensure a healthy and safe work environment.

### 15.2 POLICY MEASURES

#### (a) Hazard identification and Risk Assessment:

- Occupational Health related risks identified and managed;
- Occupational safety related risks identified and managed;
- Ergonomics related risks identified and managed.

#### (b) Occupational Hygiene:

- Medical Surveillance (Baseline and Periodical);

- Implementation of occupational exposure interventions.

© **Health and Safety representation:**

- Appointment of all OHS Statutory appointments.

**(c) Management of Occupational Injuries and Diseases:**

- Application of COIDA.

## **16 ENVIRONMENTAL MANAGEMENT**

### **16.1 AIM**

- To monitor the effectiveness of risk control measures and triggers corrective actions when required.

### **16.2 POLICY MEASURES**

- (a) Well maintained buildings and offices;
- (b) Safe waste disposal;
- (c) Maintained and practiced Good housekeeping method;
- (d) Well maintained machinery and electrical equipment

## **17 RISK MANAGEMENT**

### **17.1 AIM**

- To identify and assess risks through a dynamic, structures formal and holistic process to facilitate effective risk reduction plans and actions.

### **17.2 POLICY MEASURES**

- (a) Safety, health, environment and quality risks identified, assessed and controlled;
- (b) Workplace preparedness plans established (Disaster Management Plan);
- (c) Emergency/evacuation Plans developed for all departmental office building.

## **18 QUALITY MANAGEMENT**

### **18.1 AIM**

- To establish, document, implement and maintain a quality management system (ISO 9001), SMT and Check list/inspection tool to continually improve effectiveness.

## **19 PROCEDURAL ARRANGEMENTS**

The Head of Department or Delegate shall make provision within the departmental policies for health and safety procedural arrangements, which shall include amongst others the following:

- (a) Procedures for reporting incidents, illness and health and safety hazards;
- (b) Arrangements for monitoring and maintaining high standards of hygiene with regard to potentially harmful substance;
- (c) Arrangement for training employees on safe work methods and in health and safety matters;
- (d) The maintenance of equipment and the provision of proper inspection and testing arrangements;
- (e) General rules on safe work habits;
- (f) The provision of Personal Protective equipment/clothing and rules for its use;

- (g) Good housekeeping requirements covering storage facilities and adequate space for machinery and plant.
- (h) Safety devices such as fire extinguishers shall be installed where required and shall be maintained and tested on regular basis;
- (i) Buildings and structures shall be maintained and kept in good condition free for any defect likely to present a risk;
- (j) Employees shall be provided with PPE (Personal Protective Equipment/Clothing) relevant to their working environment;
- (k) Employees should be induced to think safety, "that is, easily recognizable signs that proclaims safety slogans or even place articles regarding accident prevention in organizational news letters or bulletins; First Aid boxes must be provided and maintained for minor injuries or sickness. The contents thereof must meet the requirements as prescribed in relevant Acts and Regulations from time to time.

**20 MONITORING AND EVALUATION**

The Human Resource Management (IEH&W – SHERQ) is responsible for communicating the Provisions of this POLICY within the department. All managers and supervisors are responsible for the implementation thereof.

**21 REVIEW, COMMENCEMENT AND APPROVAL OF THE POLICY**

- The Policy shall be reviewed as and when there are new developments or after every three years.
- Terms of the reviewed SHERQ **POLICY** shall be implemented by the department with effect from the date of approval by the Head of Department.

**APPROVED / NOT APPROVED**

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**HEAD OF DEPARTMENT  
DR HANS KEKANA**

08/11/2023  
**DATE**