



St Cyprian's School

HEALTH AND SAFETY POLICY

1. OBJECTIVE OF ST CYPRIAN'S SCHOOL

St Cyprian's School is committed to the health and safety of all its employees and students and considers that at all levels, health and safety is critical to the well-being of employees and students. In addition, St Cyprian's believes that satisfactory health and safety standards are important in the rendering of service to others.

2. POLICY OF ST CYPRIAN'S SCHOOL

- 2.1 It is the policy of St Cyprian's School to prevent and, as far as possible, avoid any loss, including illness or injury to employees or students or damage to School property.
- 2.2 St Cyprian's School is committed to the process of consultation with its employees and students on all health and safety aspects.
- 2.3 It is equally the personal duty of every employee and student to avoid injury to oneself or others. In addition employees and students must bring to the immediate attention of Management any potential hazard that may exist.
- 2.4 St Cyprian's School will strive at all times to improve handling methods, health and safety conditions in consultation with its employees and students.
- 2.5 In order to achieve St Cyprian's School's Health and Safety Objective, adherence to the School's Policy is expected at all levels. Management will act strictly, by means of its disciplinary Code, if anyone does not abide by the laid down Policy and Rules and Regulations on Health and Safety.
- 2.6 No civil liability will be incurred by a Health and Safety Representative if they fail to perform the duties prescribed in the Occupational Health and Safety Act.
- 2.7 As and when changes in technology and operational requirements occur, St Cyprian's School will amend their documentation and inform the Health and Safety Representatives and the employees and students accordingly.

HEALTH AND SAFETY PROCEDURE

3. DEFINITIONS IN THE PROCEDURE

3.1 The Act

The Occupational Health and Safety Act of 1993.

3.2 Activity

This includes any activity, process or occupation within the School.

3.3 Approved inspection authority

Any person who, with the aid of specialised knowledge or equipment, or after investigation tests renders a service by making a special finding as to the Health and Safety conditions on or in premises, or whether or not any particular standard is being adhered to in respect of conditions prevalent on or in any premises.

3.4 "Nominated employee"

An employee nominated by Management representing Management's interests in the application of this policy and procedure.

3.5 **“School”**

St Cyprian’s School.

3.6 **“Employee/student”**

Any person who is employed by or is working for, or a student at St Cyprian’s School, as defined in 3.5.

3.7 **“Examination”**

Examination of equipment and/or machinery shall mean the procedures and the processes adopted by St Cyprian’s School in terms of the Act to ensure that items of machinery and equipment are maintained to the standards laid down. Such examination will include dismantling, the measuring of components, testing by non-destructive means for wear, distortion, cracks, corrosion, etc.

3.8 **“Inspection”**

Inspection of machinery or equipment, or workplace, shall mean a visual inspection to ensure that Health and Safety standards laid down are being adequately met with particular reference to:

3.8.1 Safe working limits of machinery and equipment.

3.8.2 Absence of hazards such as:

- exposure to moving parts;
- poor access;
- poor lighting;
- poor ventilation
- inherent vice of commodities.

3.8.3 Conformity to Health and Safety rules.

3.9 **“Inspector”**

A person designated under Section 28 of the Act, or any person designated as such by the Act.

3.10 **“Machinery”**

Any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy into performing work or which is used or intended to be used for receiving, storing and transferring of any form of energy.

3.11 **“Management”**

Shall mean all Managers, Heads of School, Foreman, Supervisors, or any employee at a similar level to those aforementioned.

3.12 **“Premises”**

Includes any buildings, vehicles, vessels or aircraft.

3.13 **“Safe condition”**

Means free from any threat, which may cause bodily injury, illness or death.

3.14 **“Health and Safety Committee”**

Means a Committee of Health and Safety Representatives constituted in terms of Section 19 of the Act and Section 8 of the Procedure.

3.15 **“Health and Safety Equipment”**

Any article which is manufactured, provided or installed in the interest of the Health and Safety of any person.

3.16 **“Health and Safety Representatives”**

Employee’s designated as Health and Safety Representatives under Section 17 of the Act and Section 4 of this Procedure.

3.17 **“Health and Safety Standards”**

Any standards which, if applied for the purpose of this Act, will in the opinion of the Minister of Manpower, promote the attainment of the object of the Act.

3.18 “**Workplace**”

Any place where an employee performs work in the course of their employment.

3.19 “**Supervisor-in-charge**”

Any Supervisor, Manager, Head of School etc. in charge of or responsible for a specific area and/or people.

4. HEALTH AND SAFETY REPRESENTATIVES

4.1 Designations:

- **Employee Representatives:** Health and Safety Representatives will be designated in the ratio of at least 1 representative to every 50 employees or students with the proviso that each section/department will be represented, subject to clauses 4.1.1 and 4.1.2 of this Policy and Procedure.
- **Management Representatives:** The Head of School shall designate certain Supervisors, foremen, Managers etc. to the Committee, with the proviso that such number shall not be more than the number of Health and Safety Representatives on the Committee. Such designated employees/students shall have full authority to represent Management’s interest in terms of this Policy and Procedure.

4.1.1 Employees students shall nominate Health and Safety Representatives who shall be designated in writing by the Principal of School, provided the following criteria are met:

- 4.1.1.1 They must be permanent employees/students of the School with a minimum of 2 years’ service.
- 4.1.1.2 They must have an acceptable service record.
- 4.1.1.3 They must be fully acquainted with conditions in the workplace.
- 4.1.1.4 They must successfully complete the Health and Safety Training programme.
- 4.1.1.5 They must have a working knowledge of English or Afrikaans.

4.1.2 The Health and Safety Representatives shall hold office for a period of 2 years, after which time they are eligible for re-election.

4.1.3 Health and Safety Representatives shall have specific areas that they represent. During the day, Health and Safety Representatives will not involve themselves in Health and Safety issues outside of their respective areas subject to clauses 6.3.1 and 6.3.2 of this Policy and Procedure.

4.1.4 The contents of the Training Programme for Health and Safety Representatives and the method of training shall be subject to consultation between Management and the Representatives. Such training will cover in addition the following:

- The Philosophy of Health and Safety
- The Health and Safety Policy and Procedure
- Relevant parts of the Occupational Health and Safety Act and its Regulations
- The manner in which Workmen’s compensation operates
- The keeping of Health and Safety records
- First aid

- Accident Prevention
- Care and maintenance of gear
- Code of Safety practices
- Code of Health Hazards

4.2 Terminations

A Health and Safety Representative will cease to hold office:

- 4.2.1 If they terminate employment with the School.
- 4.2.2 If they get promoted to a Supervisory position.
- 4.2.3 If they resign from the Health and Safety Committee.
- 4.2.4 If 75% and more of the employees/students in their constituency demands the resignation, by means of a secret ballot.

The termination from the Committee and the reasons therefore shall be made known to all employees/students.

4.3 Functions of the Health and Safety Representatives

- 4.3.1 To attend the meetings of the Health and Safety Committee in the prescribed manner.
- 4.3.1 To ensure greater awareness amongst employees and students of Health and Safety conditions.
- 4.3.2 To represent employees and students in the application of appropriate Health and Safety standards in the workplace.
- 4.3.3 To review the effectiveness of Health and Safety measures.
- 4.3.4 Identify potential hazards and potential major incidents.
- 4.3.5 Examine the causes of incidents with Management.
- 4.3.6 Investigate any complaints from employees or students regarding Health and safety aspects.
- 4.3.7 To bring to the attention of Management or the Committee, any points under 4.3.4 to 4.3.7 and if this is not successful, finally to the attention of an Inspector at the Department of Manpower.
- 4.3.8 Make representations to Management on general matters which affect the Health and Safety of employees and students.
- 4.3.9 Carry out inspections with regard to Health and Safety at the times as agreed to between themselves and their direct Supervisor. (See 4.4 below in this regard)
- 4.3.10 Participate in consultations with Inspectors and Management of the School when inspections take place in their area of representation.
- 4.3.11 Request from the Inspector any information required.
- 4.3.12 Visit the site of any incident, in their area or representation and attend an inspection (in loco)
- 4.3.13 Attend any investigation or formal inquiry which is held in terms of the Act, in the area that they represent.
- 4.3.14 Inspect any document which the School is required to keep in terms of the Act
- 4.3.15 Be accompanied by a Technical Advisor on any inspection, with the necessary approval from Management.
- 4.3.16 To participate in the regular Health and Safety audits to be exercised by the School.
- 4.3.17 To perform any other reasonable functions as may be prescribed by their superior.

4.4 Reports

- 4.4.1 When Health and Safety representatives become aware of an accident, they shall take immediate action as per Section 7 of this Procedure.
- 4.4.2 When a Health and Safety Representative becomes aware of any unsafe or unhealthy condition or working practice, they must make a written report via their immediate supervisor to Management. A copy of this report must be submitted at the next meeting of the Health and Safety Committee, or prior to such a meeting, should the urgency of the situation warrant it.
- 4.4.3 Management shall respond to these reports in writing, by making recommendations to the Health and Safety Committee, setting out proposed remedial action.

4.5 Time-off

- 4.5.1 Health and Safety Representatives will be granted reasonable time-off, with pay, so as to attend training courses on Health and Safety.
- 4.5.2 Health and Safety Representatives will be granted a maximum of one and a half hours per month to do their regular Health and Safety inspections. This does not include the time used to attend meetings, meet with their direct Superior, or an Inspector on a special inspection, or visiting the site of an accident in the area that they represent.

5. DESIGNATED MANAGEMENT NOMINEES

The School will designate Management nominees who will carry out inspections on a regular basis and sometimes in conjunction with Health and Safety Representatives. Otherwise they will perform the following functions:

- 5.1 To bring to the attention of Management potential hazardous and dangerous working practices, incidents and conditions in the School.
- 5.2 To investigate causes of accidents and complaints by the employees and students relating to Health and Safety at School.
- 5.3 To attend meetings of the Health and Safety Committee in the prescribed manner and make recommendations as set out in paragraph 4.4.2 of this Policy and Procedure.
- 5.4 To ensure greater awareness at all levels of employees and students to Health and Safety conditions.
- 5.5 To adhere to the provisions of the Act and the Regulations.
- 5.6 To encourage Health and Safety Representatives to perform the required functions as detailed in paragraph 4.3 of this procedure.

6. EXAMINATIONS AND INSPECTIONS

6.1 Examinations of Machinery and Equipment

- 6.1.1 A thorough examination of all machinery and equipment shall be carried out by the Supervisor-in-charge in accordance with the requirements of the Act.
- 6.1.2 Records of all thorough examinations shall be kept and regularly updated by the Manager-in-charge. Details of measurements and tests will be recorded with details of recommendations of work carried out to ensure the maintenance of set standards. Records will be available to the Health and Safety Committee and individual Health and Safety Representatives on request.

- 6.1.3 Inspections of all machinery and equipment shall be carried out by the Supervisor-in-charge and the relative Health and Safety Representative, before being dispatched to the workplace or commissioned. Details of any defects found, with action to be taken, is to be recorded in the proper format.
- 6.1.4 Inspections of all machinery and equipment at the workplace shall take place as part of the formal inspection required and carried out jointly and individually by the Supervisor-in-charge and the Health and Safety Representative, and during the progress of the work as required by the Act.

6.2 Inspections of the Workplace, Machinery and Equipment

- 6.2.1 On arrival at the workplace the Supervisor-in-Charge and the Health and Safety Representative may jointly on a daily or weekly basis carry out a quick formal inspection of the area of their responsibility, with particular reference to:
 - 6.2.1.1 Tools and equipment
 - 6.2.1.2 Electrical hand tools (where applicable)
 - 6.2.1.3 Vehicles
 - 6.2.1.4 Lighting
 - 6.2.1.5 Adequate ventilation
 - 6.2.1.6 Temperature and ventilation
 - 6.2.1.7 Conveyor belting (where applicable)
 - 6.2.1.8 Protective clothing
- 6.2.2 During the process of the work no further joint inspections will be necessary unless called for by circumstances as detailed in this Policy and Procedure.
- 6.2.3 On an ongoing basis, during the progress of the work, both the Supervisor-in-charge and the Health and Safety Representatives are to carry out a running inspection of all premises, machinery and equipment as required by the Act.
NB It is understood by both parties that these running inspections shall take place without disruption to the work process.
- 6.2.4 A record of the joint formal inspections is to be made on the prescribed form, by the Supervisor-in-charge and the Health and Safety Representatives, who will each sign the document before it is placed on file for future reference.

6.3 Procedure when conditions are considered unhealthy and/or unsafe

- 6.3.1 In the event of a Health and Safety Representative considering the conditions to be unsafe, they shall immediately give reasons to the Supervisor-in-charge, who will attempt to remedy the situation with immediate effect. Should the Health and Safety Representative be unsuccessful, they together with the Supervisor-in-charge will confer with Management before making a decision and taking the necessary corrective action.
- 6.3.2 Should the decision or necessary corrective action be unacceptable to the Health and Safety Representative, they shall refer it to the Committee, or if they are still not satisfied, finally to the Inspector, whose ruling shall be binding and final.

7. PROCEDURE FOR REPORTING ACCIDENTS

- 7.1 In the case of an accident, as defined by the Act, the Health and Safety Representative for the area will be entitled to leave his place of work and inspect the scene of the accident.
- 7.2 Such inspection will also be carried out by the Supervisor-in-charge, with the view of rectifying the situation and with due regard to the continuity of the operation at hand.

- 7.3 A written report shall be completed by Management, for consideration by the Committee.
- 7.4 It will be Management's responsibility to report these accidents to the WCA and the Inspector as prescribed by the Act.

8. HEALTH AND SAFETY COMMITTEES

8.1 Structures

- 8.1.1 The size of the Committee will be determined by Management, but abiding by the minimum prescription of the Act.
- 8.1.2 The number of nominated members of the Committee will not exceed the number of representatives selected by the employees and students.
- 8.1.3 The Committee will meet at least once a month.
- 8.1.4 A written set of minutes shall be produced by Management. Such minutes must be filed and kept in a safe place. Copies of the minutes will be distributed amongst the members of the Committee.
- 8.1.5 Management and/or the Health and Safety Representative may call special meetings with the Committee if something very serious needs a special sitting of the Committee.

8.2 Functions of the Committee

- 8.2.1 To make recommendations to Management on any matter affecting the Health and Safety of persons at School.
- 8.2.2 May report in writing accidents referred to in sections 7.3 and 7.4 of the Procedure, to the Inspector and such persons as are set out in the Act.
- 8.2.3 To review complaints and consider matters raised by the employees and students and Health and Safety Representatives in matters pertaining to Health and Safety.
- 8.2.4 The Committee shall have the right to, with the Approval of Management, co-opt advisers and experts to the Committee to assist them on an ad hoc basis. Such co-opted members shall have no voting power.
- 8.2.5 The Committee must discuss any incident in which a person was injured, became ill or died and MAY report on the incident in writing to the Inspector.
- 8.2.6 The Committee must execute any other prescribed functions as determined by Management and within the constraints of the Act.
- 8.2.7 The Committee must keep record of all its recommendations to Management and all reports to the Inspector.
- 8.2.8 The Head of School must ensure that the Committee meets as prescribed in terms of the Act and also carries out its functions as prescribed.

9. CHANGES IN CONDITIONS OF WORK

- 9.1 When new machinery or equipment is introduced, the relevant Manager must ensure that the Committee and the relevant workers are informed of the nature of the changes and the potential safety issues.
- 9.2 Should Management intend introducing improved Health and Safety precautions, it shall consult with the Committee as to the nature of these precautions.

10. FACILITIES AND INFORMATION

- 10.1 Management will provide the following facilities for the Health and Safety Committee:
- 10.1.1 Meeting facilities;
- 10.1.2 Notice boards;

10.1.3 Access to equipment used by Management to test Health and Safety standards

10.2 Management shall provide the Committee with the following information in order to ensure that they carry out their duties effectively:

10.2.1 Health and Safety Regulations in terms of the Act;

10.2.2 Information of a technical nature in so far as it affects the Health and Safety at School for employees and students;

10.2.3 The Accident Book and all other records relating to the occurrence of an accident, Danger at work or industrial disease;

10.2.4 Access to records of equipment maintenance;

10.2.5 Any other information specifically related to matters at School that affect the Health and Safety of employees and students including the results of any measurements taken by Management or persons acting on their behalf in the course of checking the effectiveness of the Health and Safety Policy.

11. DISCIPLINE

11.1 In the event of any employee or student of the School found prejudicing the Health and Safety of either themselves or other employees or students in terms of the School's Health and Safety Policy and Procedure, disciplinary action will be taken in accordance with the School's Disciplinary Policy and Procedure.

11.2 In the event of any employee of the School having unsuccessfully lodged a reasonable complaint regarding Health and Safety conditions at St Cyprian's School, they will be entitled to lodge a grievance through the agreed Grievance Procedure of the School.

12. MEDICAL EXAMINATIONS

12.1 If so instructed, an employee shall be expected to undergo a medical examination performed by a mutually accepted registered medical practitioner appointed by the School.

12.1.1 Before entering employment (pre-employment examination), or when being selected or trained for the operation of mechanical equipment; or

12.1.2 Periodically, at such intervals as may be considered necessary by Management in view of the risks inherent in the work, and the conditions under which work is performed (periodical re-examination), which should take place at least every two years.

12.1.3 The cost of the medical examination will be borne by the School.

12.2 In the case of employees and students exposed to special occupational health hazards, the periodical re-examination could include special investigations deemed necessary for the diagnosis of occupational diseases.

12.3 The data obtained by medical examination will be suitably recorded by the relevant medical practitioner and kept by him for reference.

12.4 When an employee is found at a medical examination to constitute a risk to themselves or to fellow employees or students, they should be allowed to continue working while the risk remains, but every effort should be made to find alternate work for them where such risks are not present. (See Section 12.7 below) (Also see the Schools Policy and Procedure on Disability)

12.5 All employees will be informed of the outcome of any medical examinations that they have undergone. Except in the case where the employee requests that the outcome of the medical examination be forwarded to his personal medical practitioner, all results shall be treated as confidential.

- 12.6 In the event of an employee becoming disabled at work, declared unfit, or unable for whatever reason to perform the functions for which they were employed, every effort will be made to place the employee in alternative employment should a vacancy exist. Should no vacancy exist, or should the extent of the disablement render them unsuitable for employment, his services will be terminated with the due regard for Pension/ Provident fund and WCA Compensation. (Also see the School's Policy and Procedure on Disability)
- 12.7 The Health and Safety Committee will jointly agree a panel of four registered medical practitioners, in Cape Town, which may be referred to should a second opinion be required.

Should there exist any vagueness with regards to the interpretation of this Policy and Procedure, the Head of School and her Health and Safety Advisor's interpretation will be considered the correct one.

Coordinating Leader		Approved by	SJ Redelinghuys
Date Approved	May 2014	Date Amended	
Review Date			