

QUALITY MANAGEMENT SYSTEM

A.6

TITLE: POLICY: OCCUPATIONAL HEALTH AND SAFETY

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Signatures	

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1. PURPOSE

The purpose of the Occupational Health and Safety policy for Hugenote Kollege is to ensure the Health and Safety of all Students, Staff and Visitors attending, working in or visiting the organisation, at all times, by all means. Its goal is to foster a safe work environment.

2. SCOPE

Hugenote Kollege will implement Health and Safety measures to ensure this policy is successful, including but not limited to the following:

- providing premises and equipment that meet relevant statutory regulations
- implementing planned emergency procedures
- nomination of safety representatives
- employing security staff
- installing security systems
- informing all parties of health and safety measures
- monitoring health and safety systems
- providing adequate insurance cover

3. REFERENCES

Occupational Health and Safety Act, 85 of 1993

4. DEFINITIONS/ABBREVIATIONS

Occupational Health and Safety: It is a cross-disciplinary area concerned with protecting the safety, health and welfare of people engaged in work or employment.

- Danger - Anything which may cause injury or damage to persons or property.
- Hazard - A source of or exposure to danger
- Outcome - The outcome is the harm that results from an uncontrolled hazard
- Risk - A risk is a combination of the probability that a particular outcome will occur and the severity of the harm involved
- Work - Work as an employee or as a self-employed person, and for such purpose an employee is deemed to be at work during the time that he is in the course of his employment, and a self-employed person is deemed to be at work during such time as he devotes to work as a self-employed person.
- Workplace - Any premises or place where a person performs work in the course of his employment.

4.1 POSSIBLE RISKS AT THE WORKPLACE

- Slipping or tripping
- Climbing stairs

- Falling from the stairs
- Strains, sprains and pains, mostly because of handling by supporting of loads by hand or bodily force
- Electrocutation
- Fires

5. RESPONSIBILITIES & AUTHORITY

Management of Hugenote Kollege will ensure that human and physical factors of the work environment are identified and managed, e.g.

- human factors: work methods
safety regulations
ergonomics
- physical factors: heat, noise, light
hygiene and cleanliness
pollution

Hugenote Kollege will ensure that all contracts with Work site Providers utilised by the College have Safety and Health requirements included.

Hugenote Kollege will ensure that:

- potential hazards are identified which may be present while work is being done
- establish precautionary measures that are necessary to protect employees against the identified hazards and provide the means to implement these precautionary measures
- provide the necessary information, instructions and training
- enforce the necessary control measures in the interest of health and safety

5.1 APPLICABLE

The law is also there to protect the public from workplace dangers, and includes:

- Visitors to the workplace
- Hired labourers / casual labourers
- Those who work at a workplace the employer provides