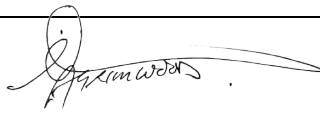




OCCUPATIONAL HEALTH AND SAFETY POLICY

EXCO REVIEW	
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OCUPATIONAL HEALTH AND SAFETY POLICY

INTRODUCTION

Risk is part of everyday life, and even in quite straightforward business there can be a range of 'hazards'. We as Khethimpilo define risk as a chance -however big or small- of harm being done, as well as how serious that harm could be; and a hazard is viewed as anything that has the ability to cause harm e.g. (chemicals, electricity, working from ladders and vehicles).

Realising the importance that Health and Safety can play in the workplace and in order to fulfill our legal obligations in terms of the Occupational Health and Safety Act, KI has formulated a comprehensive Health and Safety Policy and Procedure manual that will guide the organisation in mitigating these risks. Khethimpilo is committed to ensuring the safety of all our staff, visitors or whoever might be affiliated with Khethimpilo while engaging in any business activities with KI.

A structured and well implemented Health and Safety policy will enable KI to achieve a safe working environment.

Khethimpilo recognises that there is a need to create and maintain a healthy, safe and supportive work environment for its employees and visitors. It is the responsibility of management to focus on the prevention and the removal of health and safety hazards and to see that employees are fully instructed regarding preventative measures and that health and safety precautions are adhered to. Every effort will be made to involve all managers, supervisors and employees in the development and implementation of the health and safety procedures to comply with health and safety legislation in the spirit and the letter of the law.

The Employee is responsible to report dangerous situations; cooperate with health and safety inspectors; use safety equipment provided (where applicable) and not to tamper with the safety equipment provided.

PURPOSE

The health & safety of employees and visitors is KI's chief priority. It will not compromise on health and safety standards/procedures in order to advance other business activities.

KI would like to stress to each employee that it is their main responsibility to ensure that their activities are performed at an acceptable risk to themselves.

Kheth'Impilo accepts its legislative responsibilities, and is committed to establish and maintain a consultative environment in which management and staff members can work together to continually improve health and safety in Khethimpilo by establishing a health and safety committee.

Every effort will be made to provide adequate training for all members of the Khethimpilo. However, if any person is ever in doubt about how to do a job or task safely it is his/her duty to ask a qualified person for assistance.

Khethimpilo will monitor the implementation of the policy in order to ensure that the policy objectives are achieved, and will whenever necessary source assistance of competent Health and Safety advisors. The policy will be reviewed and revised as necessary in the light of legislative changes.

a) Commitment from MANAGEMENT

- To allocate resources such as time, money and equipment to facilitate health and safety policy implementation;
- To ensure provision of the necessary information, instruction and training in health and safety to staff in the department/unit;
- To prominently display a copy of the policy signed by the CEO, in the workplace where employees normally report for service.
- To keep staff conscious of the problems concerning health and safety and of their responsibilities towards those who work under or with them;
- To ensure inclusion of health and safety responsibilities in job descriptions;
- To as far as practicable, conduct risk assessments, monitoring of risks, evaluation of risk and safety of staff, for tasks attached to any work which are performed.
- To ensure regular safety exercises such as running fire drills are carried out to a satisfactory standard;
- To compile and review accident data, to undertake to facilitate conduction of accident investigations

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and to cooperate with officers responsible for insurance matters;

- To enforce such measures as may be necessary in the interest of health and safety
- To allow the investigators from advisory Council on Occupational Health and Safety access to premises or sites, when wanting to conduct research or investigations.
- To provide Personal Protective Equipment where required
- Provide toilets , washing facilities and drinking water for all your employees, including those with disabilities
- Acquire competent advice to help us meet our health and safety duties.
- Consult union representatives, representatives of employees, on health and safety matters

b) Commitment required from EMPLOYEES

- To use good judgement and comply with all the health and safety rules, policies and procedures for their workplace areas.
- Take care of their own health and safety and that of the other person who may be affected by their acts and omissions.
- Comply with the Health and Safety information, instruction and supervision provided through the OHS Programmes.
- Attend Health and Safety training sessions (e.g. OHS Training Programmes)
- Must inform management about any situation which may be considered a serious threat to health and safety, or where there is a serious shortcoming in health and safety arrangements.
- All individuals must refrain from damaging, misusing or interfering with anything that has been provided for health and safety reasons or is a threat to health and safety, for example electrical equipment.

c) Commitment required from CONTRACTORS

Outsourcing work to contractors does not remove an employer occupational health and safety obligations. KHETHIMPILO shall as far as practicable, ensure that a contractor and its employees:

- Carry out their work in safe premises using proper and safe plant and equipment
- Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.

For the purposes of this policy, contractors engaged to do work on the premises also have obligations to ensure safe work practice's and shall comply with the contractor's policy.

The contractor and the CEO nominee will complete a Job Safety Analysis.

d) Management of Health and Safety Solutions

There are number of ways to control the risks identified as a priority for action. Solutions that may appear expensive can actually save us money if we combine them with improvements to our business e.g. ordering bulk materials in big bags that can be lifted mechanically rather than hand-lifting lots of smaller bags, freeing our employees to do something else. Starting with the best and most effective, the ways we deal with risks are:

- Getting rid of the risk altogether e.g. avoid the need to work at heights by moving things to ground level, stop using highly flammable chemicals if you don't really need them , or change the layout of work
- Swap for a lower risk. For example reduce the weight of things that need lifting,
- Separate risks from people. Give people rules, procedures, training or personal protective equipment. These rely on people always being careful and never making mistakes.

We will endeavor to ensure that the risk controls put in place will stay controlled by:

- Making sure everyone is sure of who is responsible for what. All employees will summarize this policy.
- We will ensure thorough investigation when things go wrong
- Ensure that people go to refresher courses, materials replaced when worn out and a proper maintenance plan is maintained on all safety equipment.
- We will ensure a review of the Health And Safety Policy every 12 (Twelve) months

Health and safety inspectors are allowed to visit the work place without notice; however we are entitled to request proof of identification. When they have entered our premises they will be entitled to:

- Communicate with our employees and safety representatives. They will be entitled to our co-operation and answers to any questions that they might have.

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- If there are problems they are entitled to issue a notice requiring improvements to be made, or (where a risk of serious personal injury exists) one which stops the process or the use of dangerous equipment.
- We also have the right to request assistance/advice from the inspector regarding any health and safety hazards identified.

e) Contractors and Agency employees

For the purposes of this policy, contractors engaged to do work on the premises also have obligations to ensure safe work practice's and shall comply with the contractor's policy. We will endeavor to ensure that we do not outsource anything which allows us to lose control of our processes. We will ensure that we thoroughly research the implications of an outsourced job, and what arrangements we need to make.

The contractor and the CEO nominee will complete a Job Safety Analysis.

At KHETHIMPILO the contractors need to be:

- Suitably experienced to perform tasks;
- In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations;
- Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works. The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other Contractors to carry out some of their work. Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the environment.

Prior to the commencement of work the contractor shall:

- Confirm with the CEO'S nominee that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of licenses & permits
- Perform a risk assessment to ensure the work place is free of hazards.

Upon the completion of work the CEO's nominee will inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

f) Safety & Accident Prevention

Providing safe working conditions and maintaining continuity of employment is in everybody's best interest. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safe guarding our staff members, learners, visitors and our facilities.

Employees have to translate the policy into effective action. To achieve this purpose, KHETHIMPILO proposes to use the following strategies:

- To integrate health and safety responsibilities into everyday working practices and managerial responsibilities
- To assess work activities by identifying hazards and reducing risks in the workplace.
- To provide safe facilities, equipment and work procedures
- To have safety storage policies and procedures when handling articles or substances.
- To provide necessary information, instructions, training and supervision to ensure the health and safety of employees and visitors to the premises.
- To implement a monitoring, assessment and auditing procedure to ensure effective management of health and safety throughout the Khethimpilo.

g) Safety Representative

An employer employing more than twenty (20) employees is required to appoint one safety representative for every fifty people except in shops and offices, as required by the Occupational Health and Safety Act. If a Department of Labour Inspector feels that a company with 20 or fewer employees,

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a notice to appoint would be sent in writing. This notice would contain plans on how this would be done and the assistance that he as an inspector would provide. Kheth'Impilo will consult in good faith with their employees regarding the arrangements and procedures for the nomination or election, period of office and subsequent designation of the health and safety representative Organisations with more than two health and safety representatives are required to have a health and safety committee. This committee should be active and should monitor and report on health and safety matters.

A safety inspector may require an employee to appoint more than one safety representative if the number of existing representatives is deemed inadequate.

i. Requirements of a Safety Representative

- He / she must be a full-time employee
- He / she must be familiar with the conditions of the workplace
- He/ she must perform his/ her functions / duties during ordinary working time

ii. Functions of a Safety Representative

- Must be a member of the OHS Committee;
- Must monitor and review the effectiveness of health and safety methods at the workplace.
- Must identify potential hazards and investigate incidents (in conjunction with his / her employer).
- May handle complaints from fellow employees and must report these to the health and safety committee, or if the complaints cannot be resolved, to the health and safety inspector.
- May conduct inspections, accompany and assist inspectors and be generally informed and involved in their employer's dealings and obligations under the Act. (Please refer to the Occupational Health and Safety Act ((85 of 1993)) for a full list of functions).
- Attend health and safety meetings and ensure documentations of outcomes

Should a health and safety incident occur the safety representative shall perform the following duties:

- Visit the site of an incident at all reasonable times
- Attend any investigations or health and safety related inquiry
- Inspect any health and safety related documents e.g. incident log sheets
- Accompany an inspector on any inspection
- With the approval of the employer appoint a technical advisor
- Participate in any internal health and safety audit

h) Health and Safety Committee

Section 19 and 20 describe the establishment and duties of the OHS Committee respectively. The major duties of the committee are as follows:

- To set objectives for the management of Health and Safety Programmes throughout the Khethimpilo.
- To keep under constant review the measures taken to ensure the health and safety at work of the employees and make recommendations to the CEO
- To ensure that responsible steps are taken to promote sound policy and practice and the safety of employees and visitors to the Kheth'Impilo premises.
- Development of an overall strategy to promote a positive health and Safety culture services-wide;
- To maintain a watching brief on health and safety legislation and monitor the implementation of health and safety procedures in cooperation with the health and safety coordinator and health specialists;
- To receive reports from Khethimpilo's health and safety advisors;
- To report regularly to the CEO on matters of safety and health of the Khethimpilo.
- To receive reports on accidents, dangerous occurrences and notifiable diseases and to consider and propose risk reduction strategies as appropriate.
- To monitor the effectiveness of health and safety management, occupational and environmental health arrangements and compliance with the Khethimpilo's health and safety policy through consideration of reports and statistics relating to health and safety;
- To promote cooperation and communication between the Khethimpilo and its employees and students in all matters relating to health and safety at work and to assist in the development of guidelines and safety systems for each worksite
- To monitor the adequacy of health and safety communication, publicity and training and

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development in support of the health and safety policy of the institution;

- To maintain a watching brief on the application of legislation pertaining to environmental protection as it relates to health and safety, and
- To review the membership and operation of the committee from time to time.
- Ensure all new employees are inducted to the company's Occupational Health and Safety Requirements.
- Hold meetings as often as may be necessary, but at least once every three months, at a time and place determined by the committee
- Meetings should not exceed 1(one) hour
- Keep careful minutes of all meetings
- Establish an agenda upfront
- Safely file agendas and minutes of meetings in central filing system

Members of the committee should include:

- member of management
- staff representative
- administrative officer (or someone who is present at the premises most of the time)
- security guard (where appropriate)

Members should ensure that the following information is captured accurately:

- number of Health and Safety incidents
- number of staff members absent
- number of medical retirements related to Health and Safety
- Premises inspections
- Vehicle damage
- Staff turnover
- Number of Public Liability and insurance claims.

i) Information, Instruction and Training

The OHS Act requires that employees are required to be provided with adequate health and safety information such as:

- Health and Safety Policies & Guidelines
- Potential hazards in/around Khethimpilo premises
- Risk assessments undertaken to control risk in the Khethimpilo
- Health surveillance arrangements
- Supplying the use of protective equipment
- Accident and emergency procedures
- People returning to work after illness will be properly readjusted to their work- we will seek specialist medical advice where necessary

The managers are responsible for ensuring that employees identify and assess training needs, including those of new staff and contract staff. Assessment should also be made of new staff and contract staff. Assessment should also be made of the requirement for refresher training in health and safety.

Records must be kept of all health and safety training as per requirements from the Skills Development Policy.

j) Frequency of Risk Assessment and Control Interventions

Internal Risk Assessment

Risk assessment is a continuous process requiring regular review. An internal audit needs to be done quarterly and the reports need to be filed accordingly. It needs to be conducted during normal working hours. All worksites, departments and divisions in the Khethimpilo need to undertake the assessment. This Involves:

- Collection of information to identify potential hazards
- Analysis of potential risks
- Prevention of future accidents through risk control
- Audit of equipment and facilities in the office
- The audit template sets out the areas that will comprises in this audit

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The outcomes of this assessment will be logged in the Hazard alerts register below

k) Hazard Alert Register

In addition to the Risk assessment and as a measure to control and maintain the outcomes of the risk assessments, Kheth'Impilo has instituted a hazards alert register that will be distributed to all departments, worksites and divisions in the Khethimpilo. This register contains:

- date
- description of hazard or near miss
- reported by
- reported to
- action taken

l) Professional Risk Assessment Audit

A professional Risk Assessment Audit is required to be done every 3 years by an independent company, e.g. Action Training. A complete report and recommendations will be provided to the company which will be filed and kept to review in the next audit.

m) Slips, Trips and Falls

To reduce the incidents of slip hazards in the general environment Kheth'Impilo uses a checklist to identify slip hazards.

Kheth'Impilo is aware that accidents happening to employees by slipping, tripping and falling are common accidents in offices and as such, all employees, as a matter of policy, need to take special care in moving around the office. Special attention is drawn to:

- stairs
- tripping
- wet floor/ground
- falls from chairs/tables
- falls from ladders
- falls over mats and ramps

n) Dangerous Goods and Equipment

Kheth'Impilo has put into place a system to manage dangerous goods and equipment with the objective of ensuring their use, storage and maintenance are safe and that all persons are aware of any potential safety risks involving the goods and equipment.

The Dangerous goods equipment checklist sets out the areas that are closely monitored by our office.

Electrical

Khethimpilo conducts safety checks of all electrical equipment in the school. Our practices include as part of this policy:

- An annual inspection of leads if mobile and 5 yearly if location is permanent. The inspection includes testing and tagging of equipment.
- safe use of double adaptors/ power boards
- power points and switches are securely fixed to the wall
- cracked and broken power plates to be replaced
- frayed or damaged leads to be replaced
- no temporary leads on floor

o) Environmental Issues

Khethimpilo has put into place a system to manage environmental issues with the objective of ensuring that environmental issues are safe and that all persons are aware of any potential safety risks involving environmental issues. The Environmental Issues checklist sets out the areas that are closely monitored by our office.

p) Housekeeping

Housekeeping is an important element of every health and safety policy. When materials are stored properly with adequate space to move through the storage area or with adequate clearance to work within the storage area, accidents can be avoided. With some pre-planning, tripping hazards can be

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avoided and many other sprains, fractures, and bruises that result from falls can be prevented.

Apart from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools and equipment all have a place for orderly storage, and are returned to the proper place after use, they are easier to find and easier to inspect

We will ensure that we maintain the following standards:

- Keep work areas and storage facilities clean, neat and orderly.
- Keep all aisles, stairways, passageways, exits and access ways to buildings free from obstruction at all times. Remove all grease and water spills from traffic areas immediately.
- Remove dirt, trade waste regularly.
- Keep internal walls or ceilings clean.
- Eliminate traps for dirt, germs , e.g. by sealing joints between surfaces
- Provide clean well-ventilated toilets (separate for men and women unless each convenience has its own lockable doors)
- Changing facilities where special clothing has to be worn
- Certain facilities for workers working away from base e.g. chemical toilets in some circumstances
- Arrangement to protect non-smokers from discomfort caused by tobacco smoke in any separate rest areas, e.g. provide separate areas or rooms for smokers and non-smoking
- Rest facilities for pregnant women and nursing mothers

q) Physical Hazards

i. Manual handling

Khethimpilo complies with the Manual Handling Code of Practice which requires employers, in consultation with employees and health and safety representatives, to examine and assess manual handling tasks likely to be a risk to health and safety. The CEO is aware of the need to protect employees from the risk of musculoskeletal disorder (MSD). Khethimpilo's Occupational Health and Safety Committee is responsible for the examination of the Manual Handling Code and for the manual handling training of employees. The Manual Handling of Goods checklist is used to identify and address manual handling risks in our staff.

Khethimpilo will:

- Avoid hazardous handling operations, so far as reasonably practicable,
- Use lifting aids, such as pallet trucks , electric or hand powered hoist, or a conveyor
- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level above shoulder height, especially heavy loads.
- Reduce carrying distances

ii. Authority

The Safety Officer / Representative is accountable for the internal safety audits of the Khethimpilo. S/He in turn needs to contact a registered external company to conduct the professional audits. (S/He in turn needs to contact a registered external company to conduct the professional audit)

According to paragraphs (f), (g), (h) and (i) of Regulation 5 of the General Administrative Regulations published under the Government Notice R2206 of 5 October 1084, as indicated in (2) of the General Safety Regulations applicable under the Occupational Health and Safety Act., 1993 it is mandatory that every employer shall make an evaluation of the risk attached to any condition or situation which may arise... and to which persons at the workplace.... are exposed..... And he/she shall take such steps as may under the circumstances be necessary to make such condition or situation safe.

Risk Assessment should be a method of identifying, understanding and controlling risks.

It should identify the significant risks arising out of work, including ergonomic factors. It should also enable the manager to identify priorities and measures to be taken in order to control risk and comply with the relevant statutory provisions.

It is the responsibility of the Health and Safety Representative and Manager to satisfy them that risk assessments are done related to the actual work being undertaken, and reports are completed to a consistent and reasonable standard, supported by adequate and properly maintained records that have to be reviewed regularly.

iii. Recording Health and Safety Incidents

Continued overleaf

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All headings Health & Safety incidents should be logged in the Accident Report Logbook.

iv. Collecting information about the accident

v. Notification - Register of Injuries

When an accident or an injury occurs in Khethimpilo, details are entered in the Register of Injuries. This is a requirement of the Workman's Compensation Act, 1941 (Act No.30 of 1941) AND Occupational Health and Safety Act, (Act No.181 of 1993)

vi. Notice of serious injury

Khethimpilo is aware of its obligations to immediately notify the Chief Inspector in the event of:

- the death of any person
- a person requiring medical treatment within 48 hours of exposure to a substance
- A person requiring immediate treatment as an in-patient in a hospital.
- a person requiring immediate treatment for:
 - o The amputation of any part of his or her body
 - o A serious head injury
 - o A serious eye injury
 - o The separation of his or her skin from an underlying tissue (e.g. de-gloving or scalping)
 - o Electric shock
 - o A spinal injury
 - o The loss or partial loss of the use of any part of a person's body
 - o The loss by any person of a bodily function
 - o Serious lacerations
- Any other serious bodily injury the loss or partial loss of the use of any part of a person's body

A written notification of the event (Incident Notification Form) will also be sent to Chief Inspector within 48 hours of the incident. The incident notification form is to be sent to the nearest Department Of Labour office by facsimile as a written record of workplace deaths or serious injuries. Khethimpilo will keep a copy of this record.

vii. Accident Investigation

Khethimpilo has put a system in place for the reporting and recording of accidents.

The CEO will advise the OHS representative when an injury occurs and the OH&S representative in conjunction with the CEO will ensure that steps are taken to reduce the risk of further injury in the workplace by identifying and, as far as practicable, reducing the risk of subsequent injury of that kind. However, confidentiality for the injured employee will be maintained at all times.

Gathering this type of information is important and involves a whole range of people within our school. Accident data when combined with information from inspections, checklists, and interviews will provide valuable insights into health and safety within the school. Such information allows for making informed decisions as to what action can be taken to reduce risks or hazards.

r) Unsafe Behaviour in the Workplace

Posters indicating the following dangerous behaviours in the workplace and discouraging them should always be displayed in the Khethimpilo's offices:

- Throwing around of materials without caution/rhythm/regularity
- Distracting, teasing abusing, fighting and running around machinery/offices
- Individuals intoxicated by drugs or alcohol
- Managers/supervisory failing to enforce safety rules
- Incorrect lifting postures
- Unsafe loading, placing and mixing practices.
- Using unsafe equipment or disregarding safety rules on how to use the equipment
- NOT to make safety devices inoperative e.g. alarm system
- Operating any machine or completing any action at unsafe speeds

TIP: Visual designs are always less intimidating and more prone to attract attention of staff members.

s) Health and Safety Promotion

At Kheth'Impilo we believe that we can minimize if not eliminate all workplace accidents by:

- Promoting safety awareness through display of safety posters. (posters to be updated once every

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two years to ensure interest)

- Regular safety training for all staff (e.g. First Aid, OHS Act and Emergency/Disaster Procedures) each staff member to attend at least one training intervention every 18 months.
- Implementing a process whereby incident free days are marked on a safety & awareness poster.
- Giving Management's full support of health & safety regulations/implementations in the workplace.
- Trying to reduce stress levels in the workplace which could lead to situations of conflict, outbursts, ill health (absence from work), tiredness etc.
- We have developed a top HR & Management Policy which guides Managers to steer away from practices such as: conflicting demands, limited guidance, unrealistic deadlines, unclear responsibility and information overload.
- Management is also encouraged to attend EAP (Employers Assistance Programmes) e.g. Stress Management etc. to understand the difference between positive and negative stressors and are also taught how to handle these two different kinds of stressors. This information is then communicated back to the Kheth'Impilo staff members to ensure they develop the skill to master stress levels. It is part of our long term policy to send all staff members on Stress Management Training.
- Supporting and implementing the two main Health & Safety acts: Occupational Health & Safety Act (OHSA) 85 of 1993 and where relevant Mine Health & Safety Act 29 of 1996.
- Making sure that junior staff are always supervised by a person who is adequately trained to understand hazards associated with the task
- Providing staff with clear operation instructions when using equipment and machinery

t) Specialist working Groups

We will conduct a risk assessment for all our employees which will include any specific risks to females of child bearing age. We will also take into account risks to new and expectant mothers. As stipulated in the risk assessment these are examples of areas to be covered:

- Lifting or carrying heavy loads
- Standing or sitting for long periods
- Exposure to infectious diseases
- Exposure to lead
- Work-Related stress
- Work stations and posture
- Other peoples smoke in the work place
- Long working hours.

When a written notification is received from an employee that she is pregnant, if she has given birth in the last six months or is breastfeeding, we will carry out a risk assessment. Based on the outcome of our risk assessment, we will take the following actions to remove her from the risk.

- Temporarily adjust the persons working conditions and hours of work
- Offer suitable alternative to work
- Suspend her from work on paid leave to protect her health and the safety of her child

u) Implementation of the Health and Safety Act

KHETHIMPILO supports OHSA by:

- Ensuring that every employee is provided with a safe working environment that is safe and without risk.
- Making all employees aware of their own responsibility to take care of their personal health & safety.
- Employees are made aware of their responsibility to report all unsafe & unhealthy situations or incidents.
- Appointing a Health & Safety Representative for each district/office of Khethimpilo.
- Establishing Health & Safety Committees for each district/office of Khethimpilo.
- Implementing an Accident Log Sheet (where all Health & Safety Accidents are logged and documented).
- Performing regular Risk Assessments (See Risk Assessment Sheet below)

i. First Aid and First Aid Training

Part of our Staff Development policy is the standard training of First Aid Procedures. Khethimpilo will

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ensure that all introductory courses offer:

Each Khethimpilo office should have notice boards indicating where the first aid box is kept and at least one person readily available during normal working hours who is in possession of a valid certificate of competency in first aid.

All Managers must:

Establish procedures to following the event of serious and imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.

Khethimpilo should also develop a disaster protocol.

Nominate competent persons to implement the above as regards evacuation of premises.

Ensure that no employee or student has access to a restricted area unless that employee has been appropriately trained. Safety Training must include information and instruction in emergency procedures and appropriate information must be given to other persons such as contractors and visitors.

ii. Fire Prevention

Khethimpilo will take all steps, as far as is reasonable to prevent or minimize the probability of all causes of fire. Despite these measures, it cannot be assumed that fire will never break out.

Khethimpilo must put systems in place to deal with this eventually and these must be tested regularly to ensure their adequacy. These systems are fire evacuation drills, inspections of means of escape and maintenance of fire warning systems and fire fighting equipment.

All employees must be given suitable instruction in basic fire prevention measure, giving priority to employees most at risk:

- Ensure that there is adequate security to prevent the risk of arson.
- Regularly inspect, test and maintain all electrical installations and electrical appliances.
- Restrict smoking to designated, suitable areas as outlined in the company's smoking policy.
- Ensure effective and safe systems of control for maintenance and building work, including the control of contractors.

iii. Smoking

It is the policy of Khethimpilo to comply fully with the requirements of the Tobacco Products Control Amendment Act (ACT 12 of 1999). By adhering to the requirements of the abovementioned Act, Khethimpilo has declared all offices, buildings, facilities, storerooms, toilets, corridors; as NO SMOKING ZONES.

Smoking is permitted only outside the Khethimpilo buildings. Khethimpilo also undertakes to protect NON-SMOKERS from the dangers of passive smoking.

NON-SMOKING signs should be evidently displayed at ALL non-smoking areas.

iv. Fire Evacuation

Action on discovering a fire

- Activate the fire alarm system by operating the nearest call point
- Contact reception and inform of exact location
- Only tackle a fire with hand held extinguisher if you feel confident to do so.
- Leave the building by the nearest safe exit-Do not stop to collect personal belongings or re-enter the building
- Close any doors you pass through to contain the spread fire
- Do not use lifts
- Make your way to the nearest assembly point (see location map) and await further instructions.
- Do not re-enter the building until you are instructed that it is safe to do so. This instruction will from the emergency co-ordinator

Action on hearing the alarm

- Leave the building by the nearest safe exit-do not stop to collect personal belongings
- Close any doors you pass through to contain the spread of the fire
- Do not use lifts
- Make your way to the nearest assembly point(see location map) and await further instructions
- Does not re enter the building until you are instructed that it is safe to do so? This instruction will

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from the emergency co-ordinator

v) Evacuation of Occupants with Disabilities

Many people with disabilities can evacuate from a building if given a little assistance. The company will ensure that a proper register of all impaired individuals will be kept. An individual will be allocated who will be required to assist the relevant individual. Alternatively there will be areas positioned where the individual could wait until assistance is available.

w) Accident / Incident Reporting

- Any incident / accident on the Khethimpilo premises MUST be reported to the Health and Safety Representative before the end of shift.
- The Safety Representative should log these incidents in the Accident Log Sheet Book.
- The Safety Representative should investigate the detail surrounding the incident and log all findings in the Accident Log Sheet Book.
- Ways should be noted to prevent a repeat of the incident that took place.
- The Representative should report incidents to the Health and Safety Committee.
- Implement remedial actions.

x) Authority

The Acts holds CEO accountable for the health and safety of the Khethimpilo. He has in turn delegated operational responsibility and authority for health and safety implementation to the Manager on site at each district of Khethimpilo