



**OVERBERG RENOSTERVELD CONSERVATION TRUST  
("ORCT")**

**POLICY NAME:** Health & Safety Policy

**POLICY & VERSION NUMBER:** 4 Version 1

**APPROVED BY BOARD:** DATE: 15 September 2023

**EFFECTIVE FROM:** DATE: 1 October 2023

1. **PURPOSE**

The purpose of the Occupational Health & Safety Policy of the ORCT is to ensure that health and safety management is an essential and integral part of the Trust's business performance and culture. The policy will assist the ORCT to comply with the requirements of the Occupational Health and Safety Act No. 85 of 1993, and ensure that all activities, products and services do not cause detrimental harm to the health of our employees, contractors, trustees, advisors and visitors as well as communities within which we operate.

## **2. POLICY OBJECTIVES**

The objectives of this policy are:

- 2.1 To provide adequate control of the health and safety risks arising from our work activities;
- 2.2 To consult with our employees on matters affecting their health and safety;
- 2.3 To provide and maintain safe plant and equipment;
- 2.4 To ensure safe handling and use of substances;
- 2.5 To provide information, instruction and supervision for employees;
- 2.6 To ensure all employees are competent to do their tasks, and to give them adequate training;
- 2.7 To prevent accidents and cases of work-related ill health;
- 2.8 To maintain safe and healthy working conditions.

## **3. REGULATORY FRAMEWORK**

- 3.1 Occupational Health and Safety Act No. 85 of 1993.
- 3.2 Compensation for Occupational Injuries and Diseases Act 130 of 1993.

## **4. ROLES AND RESPONSIBILITIES**

The roles and responsibilities regarding Occupational Health & Safety are as stipulated in Sections 8 to 20 of the Occupational Health and Safety Act No 85 of 1993. The Trustees shall assign, in terms of subsection 16(2) of the Occupational Health and Safety Act, the duties as contemplated in subsection 16(1) of the said Act to the Director, Conservation Manager and Office Manager of the ORCT. The Director and Managers have the statutory responsibility and accountability for health and safety within their respective working environment.

## **5. PROCEDURE**

### **5.1 Staff**

All Staff must:

- 5.1.1 comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
- 5.1.2 keep health and safety issues front of mind and take personal responsibility for the health and safety implications of their own acts and omissions;
- 5.1.3 keep the workplace tidy and hazard-free;
- 5.1.4 report all health and safety concerns to the Conservation Manager or Office Manager promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem;
- 5.1.5 co-operate in the ORCT's investigation of any incident or accident which either has led to injury or which could have led to injury, in the ORCT's opinion;

- 5.1.6 use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
- 5.1.7 report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Conservation Manager or Office Manager;
- 5.1.8 ensure that health and safety equipment is not interfered with;
- 5.1.9 not attempt to repair equipment unless suitably trained and authorised.

## 5.2 **Staff responsibilities relating to accidents and first aid**

All staff must:

- 5.2.1 promptly report any accident at work involving personal injury, however trivial, to the Office Manager so that details can be recorded, and co-operate in any associated investigation;
- 5.2.2 familiarise themselves with the details of first aid facilities.

## 5.3 **Records & Reporting**

The Office Manager is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Compensation for Occupational Injuries and Diseases Act 130 of 1993.

## 5.4 **Contractors**

An agreement must be entered into with Contractors, which will contain the following points, in order to ensure that they comply with the Acts as in Point 3 above.

The ORCT will:

- 5.4.1 ensure the contractor to be appointed has the necessary competencies and resources to carry out the work safely;
- 5.4.2 ensure prior to work commencing on site that the contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 5.4.3 discuss and negotiate with the contractor the content of the contractor's health and safety plan and thereafter approve that plan for implementation prior to work commencing. Health and safety plan means a documented plan which addresses identified hazards and includes safe work procedures and other measures to mitigate, reduce or control identified hazards;
- 5.4.4 ensure that a copy of the contractor's health and safety plan is available on request of an employee, inspector or contractor;

- 5.4.5 ensure that the contractor's health and safety plan is implemented and maintained on the work site;
- 5.4.6 stop any contractor from executing work which is not in accordance with the ORCT's health and safety specifications and the contractor's health and safety plan for the site or which poses a threat to the health and safety of persons.

6. **MONITOR AND REVIEW**

The policy will be reviewed every 3 years on the anniversary of first approval.

