



ANNEXURE

MOGALE CITY LOCAL MUNICIPALITY

# OCCUPATIONAL HEALTH & SAFETY POLICY

2025 -2026

## DOCUMENT MANAGEMENT

Document Name	Occupational Health and Safety Policy
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Custodian	Assistant Manager: Occupational Health and Safety
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## 1. EXECUTIVE STATEMENT

MCLM regards the control of risks as the highest priority in the promotion of health and safety on the Council premises. In this respect, every effort is made to provide and maintain a healthy and safe environment in which workers enjoy working without fear, as well as for the protection of persons other than persons at work, against hazards to the health and safety that may occur. MCLM will promote the efficiency of the Council and protect personnel and other persons against potential hazards that may jeopardize the health and safety of employees of the municipality. As an employer, MCLM considers its employees to be its most valuable assets and undertake to safeguard them through providing and maintaining, as far as reasonably practical, a working environment that is safe and without risk to the health of its employees.

## 2. ACRONYMS, ABBREVIATIONS AND DEFINITIONS

### 2.1 Acronyms

For the purpose of this policy, the following Acronyms will apply:

ACRONYM	DEFINITION
CSS	Corporate Support Services
EE	Employment Equity
HCA	Human Capital Administration
HCM	Human Capital Management
MCLM	Mogale City Local Municipality
MM	Municipal Manager
OHS	Occupational Health and Safety
OHS ACT	Occupational Health and Safety Act No. 85 of 1993 as amended
PPE	Personal Protective Equipment
IOD	Injury on Duty
SOP	Standard Operating Procedure
SWP	Safe Work Procedure
W.Cl.2	Employer's Report of an Accident Form

NB: for the purpose of this policy the word MCLM and Municipality will be used interchangeably.

## 2.2 DEFINITIONS

For the purpose of this policy, the following definitions shall apply:

TERM	DEFINITIONS
Construction work:	Refers to any work in connection with the erection, maintenance, alteration, renovation, repair, demolition or dismantling of, or addition to, a building or any similar structure, including work which involves the risk of a person falling, as well as installation/construction, maintenance of civil engineering structures such as roads, bridges, canals, sewer and water reticulation systems, excavations, earth-moving, and clearing of land
COIDA	Compensation for Occupational Diseases Act
Danger	Anything that could cause injury or damage to a person or to property
Drugs	Any medicine or other substances which has a physiological effect when ingested or otherwise introduced into the body
Employee	Any person who would be considered to be an employee in terms of section 213 of the Labour Relations Act 66 of 1995. <sup>1</sup>
First Aid	Means Emergency treatment administered to an injured or sick person before professional medical care is available
Hazard	A source of or exposure to, danger.
Health Risk	Means any factor or situation that increases the likelihood of an employee experiencing harm, injury or illness thing that has a potential to cause harm to Health of the employees
Healthy	Free from illness or injury attributable to occupational causes
Injury on Duty	Injury sustained by the employee while on duty
Intoxicating Liquor	Means and includes any beverage containing alcohol
<i>Injury on Duty leave</i>	This is leave, granted to an employee who is unable to work due to a workplace injury
Machinery	Refers to any mechanical or electrical device that transmits or modifies energy to perform or assist in performing a task
Medical Examinations/surveillances	Examinations/surveillances means a clinical process of examining an employee to determine potential effects from exposure and absorption of hazardous substances

TERM	DEFINITIONS
Near-Miss	Any unplanned event that could have caused physical injury or property loss but did not
Non-compliance	Failure to comply with legal Safety rules, instructions and regulations
Periodic	A planned programme or periodic examination, which may include clinical examinations, biological monitoring or medical tests of employees by an occupational health practitioner or in prescribed cases, by an occupational medicine practitioner
Pre-Employment	A process whereby an employer requires a potential employee to undergo a medical examination before being offered a job
Safe	Free from any hazard
Second Medical	Refers to an opinion of another healthcare professional to evaluate the medical condition, diagnosis, or treatment plan of an employee
Transfer	A medical examination that is performed when the occupation of an employee changes. Movement of employee from one position or department to another for the purpose of reasonably accommodating that employee
Workplace	In the context of this Policy, any premises or places where an employee performs work or their duties

### 3. INTRODUCTION

MCLM has a responsibility of promoting an effective Occupational Health and Safety programme and ensuring that the Municipality complies with the Occupational Health and Safety Act.

MCLM has an obligation to protect its employees and any other person within its premises, against health and safety hazards, that might arise from its services rendering activities and apply to sound risk management principles.

Legally prescribed Occupational Health and Safety standards are accepted as the minimum standards within MCLM.

#### 3.1 Rationale and Objectives of the Occupational Health and Safety Policy

The rationale and purpose of this Policy aim to:

- 3.1.1. Ensure that there is the highest degree of physical, mental and social wellbeing of MCLM employees.
- 3.1.2. Ensure that it can prevent ill health caused by the work environment and conditions amongst its employees.
- 3.1.3 Protect all MCLM employees from factors adverse to their Health and Safety.
- 3.1.4. To undertake the effective control of incidents, accidents and resultant losses that occur on Council premises that necessitates the maintaining of an Occupational Health, Safety and Loss Control Program embodying the following aspects.

## **4. POLICY CONTENT**

### **4.1 Policy Principles**

*The Municipality will strive to continuously improve occupational health and safety and environmental protection by adhering to the following principles:*

- 4.1.1 Ensuring that it complies with the regulations and conditions set out in the Occupational Health and Safety Act 85 of 1993 (OHS Act) and associated legislation, as far as is reasonably practicable.
- 4.1.2 Ensuring that employees are properly trained and provided with appropriate safety and emergency equipment, where applicable.
- 4.1.3 Encouraging personal accountability and emphasizing compliance with standards and conformance with the municipal policies and best practices during employee training and in performance reviews.
- 4.1.4 Taking appropriate action to correct hazards or conditions that may endanger health, safety and wellbeing of the employees.
- 4.1.5 Considering safety and environmental factors in all operating decisions including planning and acquisition.
- 4.1.6 To improving the municipal public reputation and Trust
- 4.1.7 Developing Safe working procedures and Safety Rules to ensure employees are not exposed to Hazards that may be detrimental to their Health and Safety
- 4.1.8 Ensuring that all Safe Work Procedures are introduced to employees to ensure that all Hazards associated Municipal activities are performed in a Safe and Health manner.
- 4.1.9 Formulation of rules and regulations with a view to providing and maintaining a healthy and safety working environment.

## **5. LEGISLATIVE FRAMEWORK**

- 5.1. Occupational Health and Safety Act 85 of 1993 as amended.
- 5.2. Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 5.3. Basic Conditions of Employment Act 75 of 1997
- 5.4. Labour Relations Act 66 of 1995
- 5.5. Employment Equity Act No. 55 of 1998
- 5.6. SANS South African National Standards
- 5.7. Municipal Finance Management Act No. 56 of 2003
- 5.8. Occupational Health and Safety Act, 1993 (Act 85 of 1993 and Regulations)

## **6. LINK TO HUMAN CAPITAL MANAGEMENT POLICIES**

In addition to the legislative frameworks, the OHS Policy should be read in conjunction with, the following policies:

- 6.1. Covid-19 Policy
- 6.2. Recruitment and Selection Policy
- 6.3. Fleet Management Policy

- Learning and Development Policy
- 6.4. Leave Management Policy
- 6.5. Employment Equity Policy
- 6.6. Transfer and Secondment Policy
- 6.7. Ill-Health and Incapacity Policy
- 6.8. Substance Abuse Policy
- 6.9. Personal Protective Equipment Policy

## **7. SCOPE AND APPLICABILITY**

This policy is applicable to all:

- 7.1 Mogale City Local Municipality employees and all MCLM Councillors.
- 7.2 All MCLM stakeholders including contractors, customers and visitors.

## **8. ROLES AND RESPONSIBILITIES**

The implementation and monitoring of this policy is the responsibility of Human Capital Management in conjunction with Executive Managers and Line Managers.

### **8.1 Council**

It is the responsibility of Council to:

- 8.1.1 Approve the OHS Policy.
- 8.1.2 To delegate where possible.
- 8.1.3 Overall implementation and compliance enforcement of this Policy

### **8.2 The MM**

It is the responsibility of the MM to:

- 8.2.1 The Municipal Manager has a statutory responsibility and accountability for health and safety within MCLM components and working environment
- 8.2.2 Approve the OHS Standard Operating Procedure (SOP).
- 8.2.3 Account for the overall policy implementation and enforcement.
- 9.2.4 Ensure that all Heads of Departments are appointed in writing to Delegate responsibilities in terms of Section 16.2 of the OHS Act.
- 8.2.5. Commission the review of the policy as and when the need arises.

### **8.3 The Corporate Support Services (CSS) Department**

*The CSS Department shall be responsible for administering the OHS processes in that it shall, amongst other things: -*

- 8.3.1 Provide assistance in defining job specifications for vacant positions.
- 8.3.2 Process departmental recommendations for the filling of a vacant position.
- 8.3.3 Prepare all advertisements for the position to be filled in consultation with the relevant Department.
- 8.3.4 Prepare report for the MM on envisioned OHS.
- 8.3.5 Responsible for enquiries concerning advertised post.



## **8.4 Executive Managers (S56) and Line Managers**

*It is the responsibility of all S56 Managers and Line Managers to:*

- 8.4.1 Acquaint themselves with all relevant legislation related to the OHS Policy.
- 8.4.2 Take all the necessary steps to ensure that all employees who report to them are aware of and comply with the OHS policy.
- 8.4.3 Ensure Health and Safety compliance is done in accordance with the OHS Policy and its SOP.
- 8.4.4 Ensure the correct implementation of and adherence to the approved OHS Policy.

## **8.5 The Human Capital Management**

*It is the responsibility of the HCM Division to:*

- 8.5.1 Advise the Executive Manager: CSS on matters related to the Policy.
- 8.5.2 Advise other Executive Managers and or the MM through Executive Manager: Corporate Support Services.
- 8.5.3 Monitor and evaluate the correct implementation of the OHS Policy.
- 8.5.4 Ensure that the OHS Policy complies with the Council resolutions, applicable legislation, conditions of service and relevant bargaining council activities.
- 8.5.5 Request the OHS Sub-Division to conduct driver evaluation for all potential municipal vehicle Driver's incumbents through Recruitment and Selection Sub-Division

## **8.6 The Occupational Health and Safety Sub-division**

*It is the responsibility of the OHS Sub-division to:*

- 8.6.1 Advise all Executive Managers directly or through the Manager HCM on matters related to the Policy.
- 9.6.2 Health and Safety Section will conduct health and safety inspections and audits at all the Municipality workplaces on quarterly intervals; and will also conduct inspections as and when requested.
- 8.6.3 Conduct ongoing in-house Health and safety training and safety talks
- 8.6.4 In conjunction with L&D, ensure that relevant training is provided to all departments for the successful implementation of this policy.
- 8.6.5 Where relevant ensure that the Medical Surveillances Program is in place and implemented
- 8.6.7 Ensure that the Policy is reviewed and updated on an ongoing basis
- 8.6.8 Conduct all administrative aspects related to OHS, (e.g. IOD admin)
- 8.6.9 Ensure that the Policy is in line with current OHS Compliance requirements and updates

## **8.7. Supervisors at all Levels**

Supervisors shall:

- 8.7.1. Provide on-going supervision at all levels.
- 8.7.2. Provide direct Team Supervisors as they form first-line management on the OHS Management System.
- 8.7.3. Supervisors are responsible for ensuring that employees comply with the requirements of the OHS Act, 85 of 1993.

8.7.4. Ensure Employees are inducted and comply with the prescript of this Policy.

## **8.8 Employees**

8.8.1. All Employees are required to familiarise themselves with the Policy.

8.8.2. Comply with the prescripts of this Policy

## **9. INDUCTION TRAINING**

9.1 All new employees must be properly informed of this policy and the contents thereof during the induction process and regular workshops,'

9.2 Employees must also sign to acknowledgement of this policy induction.

## **10. HEALTH AND SAFETY PROCEDURES**

10.1. The Municipality will develop Safe Work Procedures and Safety Rules for its Workplaces.

10.2. The Safe Work Procedures will be communicated throughout the Municipality

10.3 The Safe Work Procedures and Rules will be conspicuously displayed across the Municipal Workplaces

## **11. INTOXICATION AND SUBSTANCE ABUSE**

11.1. MCLM will not permit any person who is or appears to be under the influence of intoxicating liquor or drugs to enter or remain in the premises of the Municipality

11.2 The Municipality will undertake steps to determine if the person in question is really under the influence of intoxicating substance, however honour's lies with the employee to prove that they are not under the influence.

11.3 The Municipality will NOT PERMIT the use of intoxicating Substance (Including Marijuana) on its premises.

11.4 MCLM will develop a Substance Abuse Policy to be read in conjunction with this Policy

## **12. ACCIDENT REPORTING**

12.1. All injuries at work no matter how small must be reported immediately to the immediate Supervisors All Injuries must be reported on or before the end of business/shift; if it is not possible to report on that day, such injury MUST be reported before the beginning of the next/ following shift.

12.2. Late reported Injury on Duty shall be accompanied by an affidavit explaining the reason for late reporting.

12.3. Depending on the nature of the injury, the employee may be directed to the Occupational Health Nurse for further evaluation, or they may need to complete a W.C.I.2 form for hospital consultation.

12.4. Injuries requiring psychological evaluation will be referred to EWS for further debriefing evaluation or and or counselling

12.5. ALL Injuries employees Shall be referred to the Hospital with the prescribed W.C.I.2 From.

12.6 The use of Personal Cash or Medical Aid is Prohibited unless otherwise permission is granted by the Department of Employment and Labour Compensation Commissioner.

## **13. NEAR MISSES**

- 13.1. All Near-miss incidents shall be reported to the OHS Sub-division to ensure that they receive adequate investigation and corrective action recommendation to avoid catastrophic incidents.

#### **14. SPECIAL SICK LEAVE FOR INJURY ON DUTY CASES AND OCCUPATIONAL DISEASES**

- 14.1. An employee who is absent from duty due to an injury arising out of his duties and occurring in the course thereof or owing to an illness contracted on the course of and as a result of his/ or her duties, shall be considered to be on duty on full pay for the period during which he/ she is unfit to perform his/ her duties.
- 14.2. If the illness falls within the ambit of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993), the amount payable to him/ or her monthly earnings, shall be paid over to the municipality, provided that the Employer has already advanced an amount to the employee.
- 14.3. Special sick leave may only be granted, if the employer was notified of an accident or disease as required in terms of Sections 38 and 68 of compensation for occupational and injuries and disease act, 1993(Act 130 of 1993), and that a valid medical certificate from a registered medical practitioner is submitted to the employer.

#### **15. PAYMENT OF SALARY DURING THE INJURY ON DUTY SICK LEAVE**

- 15.1. An employee who is on injury on duty sick leave because of being booked off for more than 14 days shall be entitled to a salary pay of a 3<sup>rd</sup> (third) of their salary as prescribed by Section 47 (1) (a) of the **COIDA**.
- 15.2. After the expiry of the said three months, the employee on Injury on Duty sick leave shall submit and claim their third of their salaries from the local Department of Labour.
- 15.3. The Injury on Duty Sick Leave which result in Temporary total disablement continuing for more than 24 months may be treated by the Director-General (Department of Labour) as permanent disablement.

#### **16. PROVISION OF PERSONAL PROTECTIVE EQUIPMENT**

The Municipality will:

- 16.1. Provide Personal Protective Equipment to employees Free of charge.
- 16.2. Ensure that Personal Protective Equipment required is used appropriately and correctly.
- 16.3. No employee will be allowed to perform a task which requires a "Specific PPE" if they are not wearing such PPE.
- 16.4. Ensure the monitoring of correct use and maintenance of all Safety equipment provided for the purpose of minimizing health and safety hazards.
- 16.5. Ensure that all safety equipment is replaced if damaged.
- 16.6. Departments MUST Order Provide Personal Protective Equipment and Clothing in advance to ensure that PPE is issued on time and that all employees have been issued with their PPE
- 16.7. Ensure that enough budget provision is allocated for PPE and that the PPE is provided as a last resort to minimize workplace hazards.
- 16.8. Will develop a Separate PPE Policy to serve as a guiding document on the issuing, maintenance and correct use of PPE.

#### **17. FLEET VEHICLE USERS**

- 17.1. Pool cars will be allocated to different council personnel for various council activities in terms of the Fleet Management Policy
- 17.2. All Municipal fleet users are obliged to adhere to the Municipal Fleet Policy read with OHS Policy and Safety Procedures
- 17.3. Only authorised personnel and material shall be transported by the Municipal vehicle  
Tools and material shall be safely secured when transported in the Municipal vehicle.
- 17.4. All Employees who are required to drive the Municipal vehicle will undergo a competency assessment /evaluation testing, to obtain an internal Municipal Driver's permission and a Driver's tag,

## **18. DRIVERS EVALUATION**

- 18.1 The Departments shall ensure that all employees who require permission to drive the Municipal vehicles are internally evaluated by the OHS before permission or Drivers Tags are issued to the said employees.
- 18.2. The Driver Evaluator will assess the driver and provide report to the Fleet Management. (The function lies with the Occupational Health and Safety Division).
- 18.3. The Driver Evaluator shall confirm the validity and expiry dates of the Driver's Licences and the professional driving permit (PrDP).
184. The Municipality will not permit any Person to operate any vehicle when he/she is not in possession of the correct valid driver's license code for such vehicle
- 18.5. The Municipality will not permit any Person to operate any vehicle when he/she is not in possession of the correct valid driver's license code for such vehicle

## **19. MEDICAL SURVEILLANCES PROGRAMME**

- 19.1. In compliance with the Regulations of the Act, the Municipality will implement a programme of Medical Surveillances which shall comprise of:
  - (i) Pre-Employment Medical Examinations,
  - (ii) Periodic-medical Examinations
  - (iii) Exit Medical Examinations & where necessary
  - (v) Transfer or Second Medical Opinion Examinations.

## **20. PROVISION OF FIRST AID EQUIPMENT AND TRAINING**

MCLM will take reasonable steps to ensure that:

- 20.1 Employees at work receive prompt first aid treatment in case of work-related injury or emergency.
- 20.2 MCLM shall provide a first aid box or boxes at the workplace that shall be available and accessible for the treatment of injured employees at the workplace.
- 20.3 All First Aid Boxes Shall be under the control of a First Aider in possession of a valid First Aid Certificate.
- 20.4 The first aid box or boxes shall contain suitable first-aid equipment which includes at least the equipment listed in **annexure A** of the General Safety Regulations in terms of the Occupational Health and Safety Act

20.5 Each Department shall make budget provision for sufficient procurement of First Aid Equipment and material

## **21. COMMUNICATION**

21.1. This Policy and any related information pertaining to Occupational Health and Safety will be communicated to all Municipal employees and Councilor's using the full range communication methods available to the Municipality.

21.2. Signed Policy statement Shall be conspicuously displayed at all municipal Sites

## **22. NON-COMPLIANCE AND MISCONDUCTS**

22.1. No compliance to any stipulation contained in this Policy shall be regarded as a misconduct which shall be dealt with in accordance to the Municipal Disciplinary Code.

## **23. POLICY REVIEW**

This policy will be reviewed as and when necessary, in the light of changing conditions and.

23.1. The review of the OHS policy will be facilitated by the OHS Sub-Division through the guidance from the ODD Subdivision.

23.2. The Municipal Executive Committee (EXCO) may review and recommend the policy as and when the need arises.

23.3. The reviewed Policy shall be subjected to Municipal Management for approval processes and signing.

## **24. APPROVAL**

<b>Municipal Manager:</b>	
<b>Signature:</b>	
<b>Date Approved:</b>	
<b>Effective Date:</b>	