



# Occupational Health and Safety Policy

CEDAR INTERNATIONAL ACADEMY NPC

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## Contents

Purpose .....	2
Scope.....	2
Policy.....	2
Procedures .....	3
Health and Safety Officers.....	3
Responsibilities.....	3
CEO/Health and Safety Officer.....	3
Board of Directors (the employer).....	4
Employees .....	4
Health and Safety Committee.....	5
Contractors, Visitors and Volunteers .....	5
Health and Safety Policy and Document Map .....	6
Glossary.....	7
Reference Materials .....	7
Related Internal Documents.....	7

## Purpose

- 1) Cedar International Academy NPC (hereafter called Cedar) is fully committed to the provision of a safe and healthy work environment in which reasonably foreseeable risks have been controlled.
- 2) Cedar has an obligation to comply with relevant legislation, in particular, the Occupational Health and Safety Act No. 85 of 1993, Basic Conditions of Employment Act 1997 and Labour Relations Act No. 66 of 1995.
- 3) This policy establishes an overarching framework by setting out principles and responsibilities in relation to any relevant Cedar workplace policies (see 'Health and Safety Policy and Document Map' below).

## Scope

- 4) The policy provides for the provision of a safe and healthy work environment for all workers, students, contractors and visitors.

## Policy

- 5) Cedar promotes a proactive approach to health, safety and well-being. This is achieved through attention to all aspects of Work Health and Safety (WHS) including:
  - a. adherence to relevant legislation and regulations;
  - b. a governance and management structure that supports a positive safety culture;
  - c. providing rules, policies, procedures, guidelines and implementation as required;
  - d. clear communication of work health and safety responsibilities and accountabilities;
  - e. a culture of monitoring, review and continuous improvement;
  - f. safety induction processes that support safe engagement;
  - g. hazard identification, risk assessment and hazard management protocols;
  - h. incident reporting and investigation;
  - i. structures and processes to ensure timely and effective WHS consultation;
  - j. safe design of work areas and equipment;
  - k. adequate facilities to protect the health, safety and wellbeing of workers, students and visitors;
  - l. provision of appropriate and timely training and instruction on safety related issues;
  - m. emergency planning including the provision of first aid;
  - n. provision of a reasonable financial budget for WHS requirements;
  - o. records management and control; and
  - p. counselling and other support, where necessary.
- 6) Cedar supports meaningful and effective consultation with staff and other stakeholders. Staff input is encouraged and incorporated into decision making processes regarding health, safety and well-being matters.

## Procedures

- 7) The policies that sit underneath the Occupational Health and Safety Policy shall be communicated to staff through periodic review processes at staff meetings or as the need arises in keeping with legislation changes and updates.
- 8) In keeping with the General Policy, all workplace policies will be reviewed on a three-year cycle.

## Health and Safety Officers

- 9) Cedar shall appoint a Health and Safety Officer at such time as Cedar has more than 20 employees in employment.
- 10) Only full-time employees are eligible for designation to the role of Health and Safety Officer. The Officer must be well acquainted with the conditions and activities of Cedar's main business.
- 11) Additional Health and Safety Officers will be appointed for every 50 employees.
- 12) All activities in connection with the designation, functions and training of the Health and Safety Officer shall be performed during ordinary working hours, and any time reasonably spent by any employee in this regard shall for all purposes be deemed to be time spent by him in the carrying out of his duties as an employee.
- 13) Health and Safety Officers shall attend meetings of the Health and Safety Committee according to the Terms of Reference: Health and Safety Committee.

## Responsibilities

- 14) By law, the CEO has the ultimate responsibility for the provision of a safe and healthy workplace. However, according to section 16 of the Occupational Health and Safety Act, the CEO may assign duties to a designated person within Cedar. The person appointed to fulfil such duties shall be called the Health and Safety Officer.
- 15) Daily responsibility for providing an environment free from unacceptable risk, as far as reasonably practicable, is delegated to appointed representatives as follows:

### CEO/Health and Safety Officer

- 16) The CEO/Health and Safety Officer has responsibility to:
  - a. review the effectiveness of health and safety measures;
  - b. investigate complaints by any employee relating to that employee's health or safety at work;
  - c. provide adequate supervision;
  - d. provide safe work practices for the safe operation of machinery and equipment;
  - e. provide training to ensure employees can safely and competently perform their work;
  - f. provide sufficient resources to allow employees to safely and legally perform their duties;

- g. make every employee aware of the hazards attached to any work which must be performed, including any precautionary measures which should be taken and observed with respect to those hazards;
- h. involve employees and the Health and Safety Committee in the identification, elimination and control of workplace hazards;
- i. provide appropriate personal protective equipment and ensure its correct use and maintenance;
- j. promote the safety and well-being of all employees, and be committed to the provision of an environment in which reasonably foreseeable risks have been controlled;
- k. ensure that hazards, maintenance issues, accidents and near misses are quickly and competently investigated with employee involvement, documented, and that necessary steps are promptly taken to prevent further harm;
- l. consult with employees either directly or via recognised and agreed consultative processes on any matter which may affect the safety or well-being of any employee;
- m. be familiar with the Occupational Health and Safety Act and any other relevant regulations and legislation;
- n. ensure that the Health and Safety Committee meet at least once in every three months according to section 19 of the Occupational Health and Safety Act;
- o. investigate as soon as reasonably practicable any incident and present all incident or injury reports to the Health and Safety Committee;
- p. make representations to the Health and Safety Committee and/or Board on health and safety matters, or where such representations are unsuccessful, to an Inspector; and
- q. participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace.

### Board of Directors (the employer)

- 17) The Board of Directors has responsibility to:
- a. ensure effective written policies and practices relating to health and safety are documented, disseminated, monitored, reviewed and maintained. Policies shall be reviewed on a three-year cycle to ensure they remain compliant with regulations and relevant to Cedar;
  - b. inform the Health and Safety Officer/s of inspections, investigations or formal inquiries of which Cedar has been notified by an Inspector;
  - c. ensure that appropriate consultative processes are in place on any matter which may affect the safety and or well-being of an employee; and
  - d. review any reports made to the Board on health and safety issues and provide any recommendations as necessary.

### Employees

- 18) Employees have a responsibility to:
- a. be involved and committed to achieving a safe workplace;

- b. care for their own safety and that of any others who could possibly be affected by their actions or omissions, including other employees, contractors, visitors, students and members of the Cedar community;
- c. make every effort to detect and highlight hazards in their workplaces, minimise the risk these hazards represent and report their actions to the Health and Safety Committee;
- d. comply with all reasonable instructions regarding the safe use of equipment and the use of personal protective equipment;
- e. report any incident or injury to the Health and Safety Officer or First Aid Officer as the case may be;
- f. report to the CEO or Health and Safety Officer any incidents or near misses that may occur. These will be documented in the Hazard and Maintenance Register held at reception;
- g. not be affected while at work by drugs or alcohol;
- h. obey any reasonable instruction Cedar Management may give in relation to health and safety at work;
- i. comply with any law regarding health and safety at work;
- j. participate in the consultative process, when required; and
- k. actively participate in rehabilitation and return to work programs.

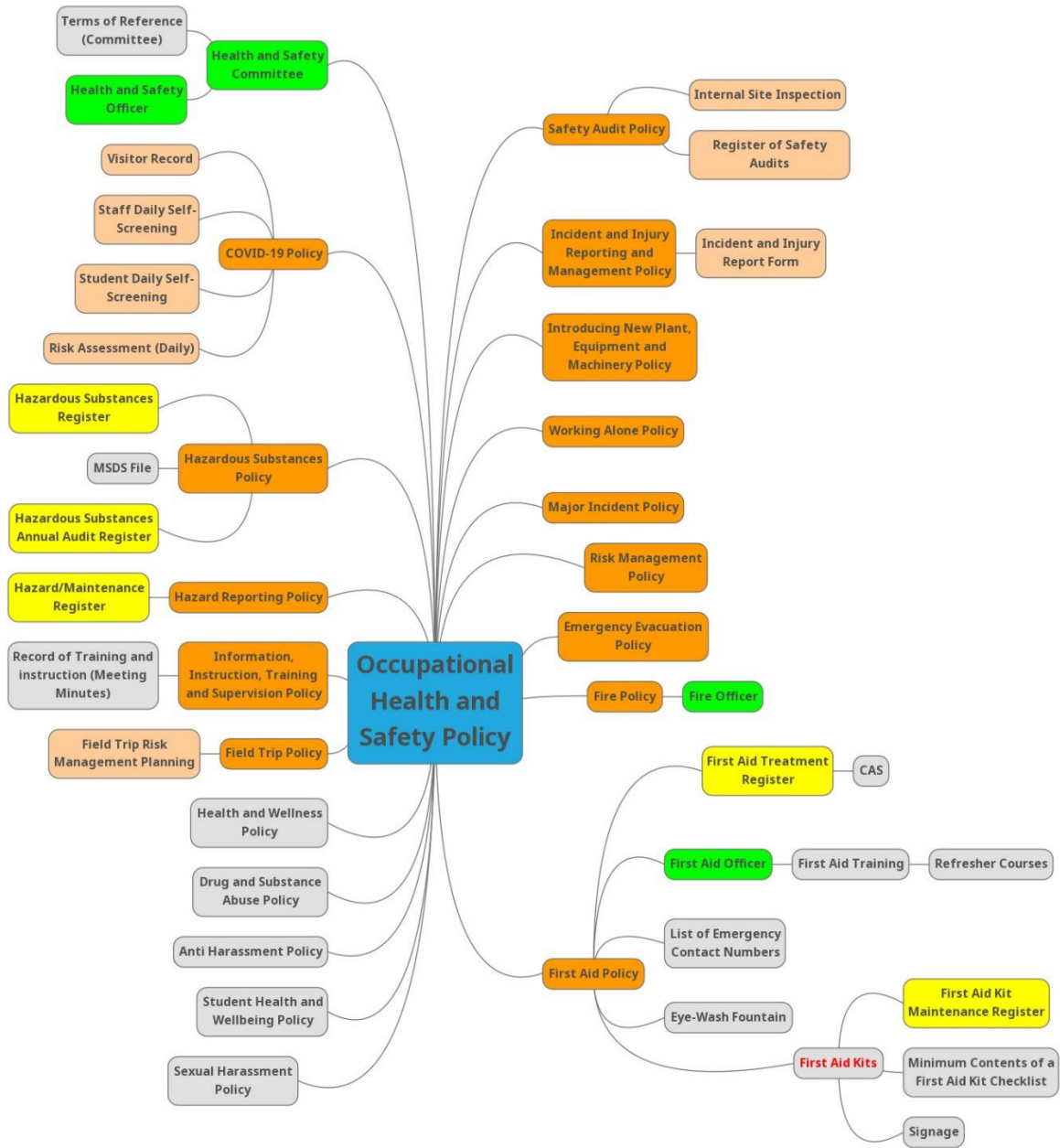
### Health and Safety Committee

- 19) The Health and Safety Committee has a responsibility to:
- a. facilitate cooperation between management and employees on health and safety issues;
  - b. assist management in initiating, developing, carrying out and monitoring health and safety arrangements, including risk management;
  - c. assist in communicating health and safety information to employees;
  - d. consult with employees regarding changes to health and safety practices, procedures and policies;
  - e. monitor and facilitate the return to work process of injured employees;
  - f. monitor incident/accident/injury records and make appropriate recommendations;
  - g. assist in the adherence to the Occupational Health and Safety Act and any other relevant regulations and legislation;
  - h. keep minutes, report to the Board, and communicate relevant items to the staff of Cedar at staff meetings; and
  - i. promote work, health and safety training for staff and management.

### Contractors, Visitors and Volunteers

- 20) Contractors, Visitors and Volunteers have a responsibility to:
- a. comply with Cedar's Occupational Health and Safety Policy;
  - b. take care to protect their own well-being and safety and that of others; and
  - c. follow all safety requirements, policies and procedures relevant to their activities.

## Health and Safety Policy and Document Map



## Glossary

**Employee** means any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of any employer or any other person.

**Health and Safety Officer** means the person formally designated to carry out health and safety duties according to the Occupational Health and Safety Act. Such a person must be a full-time employee at the workplace, suitably familiar with the work environment and readily available to hear and represent employees' concerns to the relevant bodies.

**Inspector** means a person designated by the Minister of Employment and Labour under section 28 of the Occupational Health and Safety Act, to perform workplace inspections according to section 29 of the same Act.

**Staff** – see definition for “Employee”.

**Worker** – see definition for “Employee”.

## Reference Materials

*Occupational Health and Safety Amendment Act, 1993.* (South African Government). Retrieved from <https://www.gov.za>

*Labour Relations Amendment Act 2014.* (South African Government). Retrieved from <https://www.gov.za/documents>

*Basic Conditions of Employment Act, 1997.* (South African Government). Retrieved from <https://www.gov.za/documents>

## Related Internal Documents

COVID-19 Policy

Emergency Evacuation Policy

Fire Policy

First Aid Policy

Hazard Reporting Policy

Hazardous Substances Policy

Incident and Injury Reporting and Management Policy

Information, Instruction, Training and Supervision Policy

Introducing New Plant, Equipment and Machinery Policy

Major Incident Policy

Risk Management Policy



Safety Audit Policy

Staff Induction Policy

Working Alone Policy