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**A Better Place For All**

## **Occupational Health & Safety Plan 2018/2019**

The Occupational Health and Safety (OHS) annual plan has been developed to support the Dr Nkosazana Dlamini Zuma Local Municipality's strategic directions in the management of OHS. The key result areas have been identified through a risk assessment approach in the areas of injury prevention and legislative compliance and a commitment to the Occupational Health and safety continuous Improvement.

### **STATEMENT OF COMMITMENT FROM MANAGEMENT**

"Dr Nkosazana Dlamini Zuma Local Municipality considers its staff as its most valuable assets and we commit ourselves to maintaining the health and safety of all staff as a priority. This commitment to health and safety also extends to others in the workplace such as our clients.

Our commitment to workplace health and safety will only be realisable through the active participation of all our staff. It is our expectation that staff will enthusiastically support activities designed to enhance their health and safety and the management will commit the time and resources needed to make this possible.

Dr Nkosazana Dlamini Zuma Local Municipality recognises the importance of ensuring that all policies and in particular that relating to health and safety are understandable and appropriate for all staff from all cultural backgrounds.

## AIM

To prevent accidents, injuries and illness resulting from all foreseeable workplace hazards and risks and to respond rapidly and appropriately when these occur.

## OBJECTIVES

- To develop in the workplace a collaborative approach to managing Occupational health and Safety between management and employees.
- To provide and maintain safe working procedures and operations.
- To ensure awareness of all potential workplace risks and hazards and to develop preventive strategies against these risks and hazard.
- To provide appropriate training to all staff to enable employees to work safely and effectively.
- To maintain a constant and continuing interest in the improvement of occupational health and safety performance and to provide the human and other resources necessary for the implementation and maintenance of the OHS Plan.

## 2018/ 2019 OHS PLAN

KEY RESULT AREA	RESPONSIBILITY	TIME FRAME
1. ENCOURAGE PARTICIPATION IN OHS <ul style="list-style-type: none"><li>• Organise OHS, First Aid, Fire Fighting training for committee.</li></ul>	HR officer	Annually
2. PURCHASE SAFETY CLOTHING FOR OHS REPS	OHS CHAIRPERSON	ANNUALLY
3. PURCHASE 20 FIRST AID BOXES <ul style="list-style-type: none"><li>• Refill first aid boxes</li></ul>	OHS CHAIRPERSON	ANNUALLY

<p><b>4. REDUCE WORKPLACE INJURIES AND ILLNESSES</b></p> <ul style="list-style-type: none"> <li>• Develop a hazard &amp; incident reporting system.</li> <li>• Develop and implement Drive safety Program to encourage all municipality drivers to comply to traffic safety.</li> <li>• Develop and implement a communication program to improve the early detection of injuries and illnesses</li> <li>• Establish a risk assessment model to be used in identifying the risks.</li> </ul>	<p><b>OHS COMMITTEE</b></p>	<p><b>ONGOING</b></p>
<p><b>5. FIRE EXTINGUISHERS</b></p> <ul style="list-style-type: none"> <li>• Servicing by service provider</li> </ul>	<p><b>OHS COMMITTEE/ CHAIRPERSON</b></p>	<p><b>ANNUALLY</b></p>
<p><b>6. EVACUATION DRILLS IN CASE OF FIRE</b></p> <ul style="list-style-type: none"> <li>• Establish assembly points</li> <li>• Purchase sirens for drills</li> <li>• Check every site for signage and budget for the purchase thereof</li> </ul>	<p><b>OHS COMMITTEE</b></p>	<p><b>QUARTERLY</b></p>
<p><b>7. INCREASE HAZARD REPORTING / ELIMINATION OF HAZARDS</b></p>	<p><b>OHS COMMITTEE</b></p>	<p><b>ONGOING</b></p>

APPROVAL OF 2018/2019 OHS PLAN:

  
MR. N. C. VEZI  
MUNICIPAL MANAGER

28/07/2018  
DATE