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OCCUPATIONAL HEALTH AND SAFETY POLICY

VERSION NUMBER	REVIEWED DATE	NEXT REVIEW	REVIEWED BY
003	06.09.2020	06.09.2022	Executive Director – Sharon Eades Professional Executive – Olga Hood-Eades HR & Finance Manager – Janelle Thomson

PURPOSE

The purpose of this policy is:

- to ensure that CPM and its employees are familiar with all of the Health and Safety procedures that are in place to protect all of the employees of CPM and any visitors in the workplace
- to remove or reduce the risk of the Health and Safety in the workplace to our employees, contractors, visitors and anyone else who may be effected by our business operations
- to aim to ensure that all work activities are carried out with the highest concern and caution without fail

This internal policy and procedure is based on the Occupational Health and Safety Act, Act 85 of 1993 as a minimum requirement from CPM and our employees. This will be referred to herein as the “Act” and is herewith attached.

SCOPE OF THE POLICY

CPM recognises that it has impact on the health and safety of its employees. The company will identify health and safety hazards and reduce risk to employees and other persons associated with all our business activities.

EMPLOYEES DUTIES:

CPM employees must take reasonable precautions over their own health and safety at work. They must follow any precautions and rules about safety and health. They must report any unsafe circumstances or accidents as soon as possible, to the safety representative. Anyone who acts in a reckless way or damages any safety measures can be charged.

Employee’s responsibilities include:

- comply with safe work practices, with the intent of avoiding injury to themselves and others, and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial



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- report all known or observed hazards to their supervisor or manager immediately

EMPLOYER'S DUTIES:

The employer must make sure that the workplace is safe and healthy, and must not allow any worker to do work that is potentially dangerous.

The general duties of the employer are to:

- Choose safety representatives at each site.
- Consult with the employees about the safety representatives
- Inform workers of the dangers in the workplace.
- Reduce any dangers to a minimum before issuing protective clothing
- Issue protective clothing where necessary
- Give necessary training to workers who use dangerous machines and materials, to make sure they know the safety precautions
- Prevent workers from using or working with dangerous materials or machines, unless all safety rules have been followed
- Make sure that somebody who knows the work is supervising the operations to ensure the safety of workers
- Keep the workplace open so that workers can escape from danger if necessary (Evacuations)
- Keep record of all incidents in the workplace.

DUTY NOT TO INTERFERE WITH, DAMAGE OR MISUSE THINGS

No person shall intentionally or recklessly interfere with, damage or misuse anything which is provided in the interest of health or safety.

HEALTH AND SAFETY REPRESENTATIVES

- CPM understand that legally they need to appoint 1 representative per 50 employees however we have implemented our internal policy which ensures that there is a minimum of 1 representative per Office Department.
- They have been appointed in writing, by signing the Occupational Health and Safety Representative form.
- The representatives are employed full-time, are acquainted with conditions and activities at their workplace and are therefore eligible for designation as health and safety representatives
- All activities connected with this designation 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 carrying out duties in this regard

FUNCTIONS OF HEALTH AND SAFETY REPRESENTATIVES

Perform the following functions in respect of the workplace for which the employee has been designated, namely:

- review the effectiveness of health and safety measures



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- identify potential hazards and incidents / accidents
 - with a member of the committee, examine the causes of incidents
 - investigate complaints relating to health and safety by employees
 - make representations to the committee on general matters affecting the health or safety of the employees
 - participate in consultations with inspectors at the work place
 - receive information from inspectors as contemplated and attend meetings of the health and safety committee
 - inspect the workplace as a whole when and as agreed upon by the committee

CPM will provide facilities, assistance and training as a health and safety representative that the representative may need to carry out functions required by the employee

HEALTH AND SAFETY COMMITTEE

CPM have established a committee and all members have signed Occupational Health and Safety Committee . Each health and safety representative must be a member of the committee

The committee meets three times a year, minutes for the meeting are taken and recorded

- Any incidents/accidents need to be discussed at this meeting
- Evacuation drills needs to be discussed and arranged
- Monthly Inspection reports to be reviewed of each premises.

HEALTH AND SAFETY COMMITTEE FUNCTIONS

- make recommendations to CPM where necessary, keep record of recommendations made
- discuss any incidents or accidents at the work place

GENERAL PROHIBITIONS

CPM will not request employees to perform work on or in any workplace which threatens or is likely to threaten the health or safety of an employee

RECORD KEEPING PROCEDURE

Management will keep a full record of all Health and Safety incidents reported by any current or past employee.

It is the employee's responsibility to contact management should he/she have any queries. Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to line Management.
