

Policy Reference	PP Health and safety V2	Year	2012
Version	Version 7	Replaces	V6
Type of policy	General policy		
Last update	December 2011		
This policy replaces	PP Health & safety 11		
Name change from	Not applicable		
Name change to	Not applicable		
Linked Strategy/Plan	Strategic plan		
Documentation linked to this policy	Health and Safety audit		
Database	Not applicable		
Responsibility for policy implementation	At regional level: Regional Manager CADQA: National Monitor		

FOREWORD

It is a requirement of the Department of Education and the occupational health and safety Act that, as a private provider of education and training, eta has rigorous health and safety policies and procedures.

SCOPE

This policy applies to all staff, students and visitors on all **eta** premises.

PURPOSE

1. To provide and maintain a safe work environment by implementing structures and programs to ensure that hazards to Health and Safety are identified in a systematic manner.
2. To provide the fire prevention and safety training to all staff & students
3. To comply with the requirements of the Occupational Health & Safety Act of 1993
4. To take a proactive stance on environment matters
5. To ensure that contractors undertake their duties in a safe and responsible manner.

POLICY

This policy defines the controls regarding the following:

1. **Health and safety policy**
2. **Safety on eta premises**
3. **Risk management**
4. **Non smoking policy**

1. Health and safety policy

The health and safety policy has been set to protect the occupational safety and health of **eta** staff as well as the health and safety of students and visitors to the premises. The policy is taken directly from the Occupational health laws for South Africa and is attached to this policy.

All employees must be informed about the health and safety policy of the company as part of their induction. Staff members must also sign that they have been made aware of the health & safety policy as part of their induction.

Students must be made aware of the health and safety policy and procedure and sign to this effect as part of their induction. The health and safety policy must be displayed on the notice board each year or can be printed with the policies in the Student Guide. Each Manager is responsible for the health and safety policy and procedure implementation in their region

If the employees of each region or NAT office are 5 or more at least one copy of the Occupational Health and Safety Act must be made readily available for perusal by the employee. It must always be the latest copy since the regulations are amended from time to time. The copy of the Act may be an electronic production (www.acts.co.za/ohs)

The **eta** premises must have annual site audits for health and safety conducted by the regional manager. From 2012, annual audits will be organised centrally through CADQA. The National Monitor arranges the regional site audits in collaboration with each Regional Manager. Site audits occur annually, in the first quarter of the year. Each audit must be done on site. The Health and Safety company responsible for the audit will report directly to CADQA and CADQA will ensure that each site has a copy of their Health And safety audit report.

The **eta** requires that all staff and students to at all times:

- a) Adhere to all safe work standards and procedures.
- b) Always look out for any hazards and report them.
- c) Make recommendations regarding health and safety.
- d) Report and record any incident that may be classified as a work related accident or may lead to one.

The **eta** requires that the regional manager takes responsibility for health and safety. This means:

- a) Ensure the provision and maintenance of all safety equipment.
- b) Annually comply with the health and safety audit requirements as per the attached checklist.
- c) Annually comply with the requirements of a health and safety verification audit by an auditor approved by the department of labour and organised by CADQA.
- d) Investigate and discuss all incidents.

2. Safety on eta premises

- 2.1 All **eta** premises have a fire extinguisher necessary for the size of the premises.
- 2.2 Emergency exits are clearly displayed.
- 2.3 A notice on evacuation procedures must be displayed in an obvious position, available for all to see and read easily.
- 2.4 The evacuation notice indicates the meeting point for evacuation and the exit route from the premises.
- 2.5 The evacuation procedure is practiced at least once a year with all students and staff on duty.
- 2.6 All **eta** premises have a first aid kit necessary for the size of the premises.
- 2.7 The notice contains details of first aid and where the first aid box is kept.
- 2.8 A Dept of Labour health & safety regulations is displayed in an area for students and staff to access easily in each **eta** region.

3. Risk Management

- 3.1 A first aid box is kept at reception
- 3.2 The first aid box is audited once a month and re-filled where necessary
- 3.3 Emergencies and first aid calls are reported as part of the **risk management procedure**.

4. Non smoking policy

It is important that staff and students are aware of the **eta** non smoking policy and to provide guidelines to staff and students on the adherence to the policy.

- 4.1 In accordance with the laws of South Africa and as a sport and fitness college promoting health and fitness, **eta** has a non-smoking policy and is a non-smoking campus.
- 4.2 No smoking is allowed in the context of any **eta** teaching and learning environment.
- 4.3 Students or staff cannot smoke whilst on campus or on **eta** grounds.
- 4.4 Students or staff members are not allowed to smoke when doing practical experiential learning in the field or when wearing **eta** clothing.

PROCEDURES

The following procedures are addressed:

1. Reporting incidents
2. Basic guidelines in the event of fire
3. Evacuation procedure
4. Minimum requirements for a first aid kit
5. Annual internal health and safety audit
6. Legal health and safety auditors and their contacts
7. Required format for health and safety audits for the Department of Education

1. Reporting incidents

- 1.1 All incidents or accidents must be reported on. The report must be completed and a copy kept on the file of the person affected (e.g. staff member or student) and one copy is kept in the **incident/accident reporting file**.
- 1.2 Reports on any emergencies or incidents involving accidents are reported on with the following information:-
 - Date, time and place of incident
 - Name of person or people affected
 - Detail of what happened
 - How it was managed

2. Basic guidelines in the event of fire

- 2.1 In case of fire, the alarm will be activated, if not someone must actuate the alarm.
- 2.2 The manager or any other personnel should know where the primary and alternate **EXIT** are located and their routes.
- 2.3 Everyone will be evacuated to the open door ways or emergency **EXIT**.
- 2.4 If the fire is small a **FIRE EXTINGUISHER** can be used to extinguish the fire however immediate readiness to evacuate is essential.
- 2.5 Under no circumstances can someone enter a room that is smoke filled or if the door is warm to touch.
- 2.6 The fire department must be called immediately and the following information must be given:
 - a) **the size of the fire**
 - b) **the exact location**
 - c) **type of fire e.g. electrical**
 - d) **type of hazards e.g. chemicals**
 - e) **any injuries**
 - f) **the type of assistance that would be needed**

3. Evacuation procedure

Possible dangers like fire, explosion, bomb threat etc. may require that all the people occupying the building be evacuated. The evacuation procedures will ensure everyone's safety in case any of these dangers.

- a) When an alarm goes off the manager and the administrator must get everyone ready for evacuation. If it seems it's necessary for everyone to evacuate it should be done promptly.
- b) The manager or any other senior employee must assist and guide every person (employees, students and visitors) occupying the building in safe and orderly manner to the nearest **EXIT**.
- c) The administrator must do a roll call against the student register for that day to ensure that all students are evacuated
- d) If there are perhaps two **EXIT** points the people must be divided into two groups each led to the **EXIT** nearest to them.
- e) Everyone must remaining the designated assembly area and await further instructions from the person in charge.

- f) Under no circumstances, can anyone GO BACK to the building. If there is a concern or a problem, please inform an official person.

4. Minimum requirements for a first aid kit

NO MEDICATION CAN BE SUPPLIED - the only pain medication ALLOWED in the first aid kit is Panado / Paracetamol.

Item 1:	Wound Cleaner or antiseptic 100 ml
Item 2:	Swabs for cleaning wounds
Item 3:	Cotton wool padding
Item 4:	Sterile gauze (minimum quantity 10)
Item 5:	1 Pair for forceps (for splinters)
Item 6:	1 Pair scissors (minimum 100mm)
Item 7:	1 Set of safety pins
Item 8:	4 Triangular bandages
Item 9:	4 Roller bandages (75mm x 5m)
Item 10:	4 Roller bandages (100mm x 5m)
Item 11:	1 Roll of elastic adhesive (25mm x 3m)
Item 12:	1 Non-allergic adhesive strip (25mm x 3m)
Item 13:	1 Packet of adhesive dressing strip (minimum quantities, 10 assorted sizes.
Item 14:	4 First aid dressings (75mm x 100mm)
Item 15:	4 First aid dressings (150mm x 200mm)
Item 16:	2 Straight splints
Item 17:	2 Pairs large and 2 pairs medium disposable gloves
Item 18:	2 CPR mouthpieces or similar devices
Item 19:	1 plastic bag
Item 20:	Panado or Paracetamol
Item 21:	antiseptic cream (betadene or germolene)

5. Annual internal health and safety audit

Date of audit:

Name and signature of person conducting the audit:

Item	Tick	Action taken
Policy		
All students are aware of the health and safety policy		
All students are aware of the health and safety policy		
The health and safety policy is prominently displayed		
Fire		
An appropriate fire extinguisher/s is readily available		
The fire extinguisher/s has had it required service		
Staff have been trained in the use of the fire extinguisher		
Emergency fire evacuation procedures are prominently displayed		
Fire exits are clearly marked and are uncluttered		
External fire gathering points are designated		
First aid		
An appropriate first aid kit is readily available		
The contents of the first aid kit are monitored		
The first aid kit is operational		
A staff member has been appointed as a first aider		
The first aider staff member has received the appropriate training and it is current		
Incidents		
An incident log book exists and is being used		
All incidents are investigated		
Housekeeping		
The premises is well sign posted		
Rubbish is collected in demarcated areas		
Hazardous chemical are securely stored		
Sufficient male and female toilets exist		
Toilets are clean and well maintained		

6. Legal health and safety auditors and their contacts

Johannesburg and Pretoria

Jan Strydom

Cell: 082 703 5898

E-mail: jjstrydom@telkomsa.net

Cape Town

The Safety Network (Africa) cc t/a SafeNet (Africa)

HWSETA Fully Accredited Education and Training Provider

Accreditation Number: HW591PA0805089

First Aid Training Organisation: CI 509 OH

Approved Inspection Authority: CI 072 OH

Tel: 021 946 1261

Fax: 086 624 5424

7. Required format for health and safety audits for the Department of Education

The auditor's report must be issued on the auditors or auditing firms' original official letterhead and should be dated and signed by the auditor or on behalf of the auditing firm. In terms of the format and content, the occupational health and safety audit report must focus on and contain the following:

- a) **Identification** of the report (i.e. to indicate that is issued to the management of [legal name of the applicant])
 - b) **Site:** the report must indicate the physical address of **each site** audited.
 - c) **Scope:** the report must indicate which legislation is covered by the report and what activities constituted the audit.
 - d) **Audit findings:** Results of in terms of what is in place and what needs to be remedied.
 - e) **Audit opinion:** the report must indicate whether the site is compliant or not and if compliant, the report must indicate if it is safe to use for education and training purposes.
 - f) **Signature** (auditor or on behalf of auditing firm)
 - g) **Date of report**
 - h) **Annexure:**
 - Checklists and other documents used to arrived at the above audit opinion
 - Graphic presentations of findings
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