

 <p>UNIVERSITY of the WESTERN CAPE</p>	UNIVERSITY OF THE WESTERN CAPE		
	OCCUPATIONAL HEALTH and SAFETY POLICY of the UNIVERSITY OF THE WESTERN CAPE	Reference Number	
		Implementation Date	
		Revision / Amendment Number	
		Revision / Amendment Date	

1. Purpose of the policy

The University of the Western Cape (UWC) is committed to ensuring the Health, Safety and Welfare of the working environment for its employees, students, visitors and contractors. It also has an obligation as prescribed by the Occupational Health and Safety Act (OHS) 85 of 1993 to:

" ...provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work;..."¹

With this policy, UWC aims to comply with and continually improve on all Health and Safety issues pertaining to the legislation dealing with Occupational Health, Safety and Environmental Protection and Conservation by adhering to the following principles:

- Undertaking risk management activities to adequately manage risks to persons in the work environment, including reviewing of changes to work procedures and practices;
- Monitoring and maintaining systems for safe use, handling, storage and transportation of plant, equipment and substances;
- Providing and maintaining systems to effectively manage emergency responses;
- Ensuring occupational health and safety training to all employees;
- Providing information, instructions and supervision regarding Occupational Health and Safety to all at UWC in order to ensure a safe and healthy environment;
- Allocating adequate funds to facilitate the fulfilment of the university's OHS responsibilities.

Duties and Responsibilities as prescribed in the OHS Act:

1. Responsibility and duty of employer:

- The Vice Chancellor and Rector of the UWC is ultimately responsible for the implementation and proper discharge of duties as contemplated in the Occupational Health and Safety policy of UWC.²

¹ Occupational Health and Safety Act 85 of 1993

² Occupational Health and Safety Act 85 of 1993, subsection 16 (1)

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- The Vice Chancellor and Rector of the UWC may assign any duty, (without derogating from her / his own responsibility or liability), to any person under her / his direction to ensure the proper and effective implementation of the Occupational Health and Safety policy and regulations.
- The Vice Chancellor and Rector of the UWC shall ensure that all Deans, Executive Directors and other Senior Management staff are held responsible for all Occupational Health and Safety issues pertaining to their faculties and divisions.
- The Vice Chancellor and Rector of the UWC assisted by the Senior Management will ensure that Health and Safety representatives are appointed, trained and assisted in the performance of their duties as may reasonably be required.

2. Appointment of Health and Safety representatives as per the General Administrators Regulations³:

- Every employer who has 20 or more employees at the workplace must designate, in writing for a specified period, Health and Safety representatives.
- The Vice Chancellor and Rector of the UWC assisted by the Senior Management in consultation with the employee representatives "*shall consult regarding the arrangements and procedures for the nomination or election, period of office and subsequent designation of health and safety representatives...*"⁴
- Only employees employed in a full-time capacity at a specific workplace that are acquainted with conditions and activities at that workplace, or a section thereof, may be eligible to be appointed as a health and safety representative.
- UWC will appoint at least one (1) Health and Safety representative for every 100 employees.

3. Responsibility and duties of Health and Safety representatives⁵:

- Review the effectiveness of health and safety measures;
- Identify potential hazards and potential major incidents at the UWC;
- In collaboration with the Dean, Executive member or Director, examine the causes of incidents at the faculty or division;
- Investigate complaints by any employee relating to that employee's health or safety at UWC;
- Make representations to the Risk Committee of Council on aspects mentioned above;
- Make representations to the Risk Committee of Council on general matters affecting the health and safety of the employees at the workplace;

³ Occupational Health and Safety Act 85 of 1993, section 17

⁴ Occupational Health and Safety Act 85 of 1993, section 17, subsection (2)

⁵ Occupational Health and Safety Act 85 of 1993, section 18

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- Inspect UWC, including any article, substance, plant, machinery, or health and safety equipment with the view of ensuring the health and safety of all, at least once every quarter. Notice of such inspections to be made to the Dean, Executive member or Director at least 2 weeks in advance.
- Participate in consultations with and accompany inspectors on inspections of the workplace.
- Receive information from inspectors as contemplated in section 36⁶ of the Act.

4. Establishing Health and Safety Committees:

- Faculties or divisions with two or more Health and Safety representatives will establish a Health and Safety committee.
- The committee will be chaired by the Dean, Executive member, Director or any person nominated in her / his absence.
- This committee will nominate a representative to serve on the Risk Management Committee of Council providing advice and guidance on Health, Safety and Environmental issues affecting the specific faculty or division.

5. Responsibility and duties of Risk Management Committee of Council:

- UWC established the Risk Management Committee of Council to deal with the following⁷:
 - i. general risk awareness;
 - ii. general security;
 - iii. occupational safety and health;
 - iv. crime and crime prevention;
 - v. HIV/AIDS and all HIV/AIDS risk related matters;
 - vi. communication to the campus community regarding risk and security awareness;
 - vii. risk, security and safety management on campus;
 - viii. compliance with the provisions of statutes, regulations and municipal by-laws relating to safety, health and environmental preservation and protection on premises under University control.
 - ix. general planning, policy development and implementation, co-ordination, training and development with respect to all of the above.
- The Health and Safety representatives, elected by the Faculty or Division, shall nominate a member to serve on the Risk Management Committee of Council for the duration of her/his appointment as such;

⁶ Occupational Health and Safety Act 85 of 1993, section 36, Disclosure of information

⁷ Standing Orders of the Risk Management Committee of Council, C 2003/2, item7.3

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- The Standing Orders for the Risk Management Committee of Council shall be applicable on all members including all Health and Safety representatives.

6. General responsibility and duties of all at UWC:

- Take reasonable care for the health and safety of themselves and others in the workplace, including off-campus facilities;
- Comply with and cooperate with the duties and requirements developed by UWC through the Health and Safety representative;
- Have a responsibility to actively participate in the Health and Safety programme as devised by the UWC.
- Duty to, immediately or no later than the end of the workday, inform the Health and Safety representative if involved in an incident which may affect the health or which has caused an injury or on any matter which is deemed unsafe or unhealthy;
- All employees, students and other persons at UWC has the responsibility not to intentionally or recklessly interfere with, damage or misuse anything which is provided in the interest of health and safety.

2. Definition of Terms within the Policy

Vice Chancellor and Rector – Appointment by Council to manage the university.

Employer - University of the Western Cape (UWC)

Employee – 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 an employer or any other person

Employee representatives – UWC administrative & Support employees who are part of the bargaining unit is represented by National Health and Allied Workers Union (Nehawu)

Workplace – the workplace includes the Bellville Campus, Tygerberg and Mitchell’s Plain Dentistry faculty, and all other off campus Student Residences

Risk Committee of Council - The Committee must report regularly, but at least once every calendar year, to Council and provide Council with its assessment of the effectiveness of risk management on Campus; general occupational, health and safety matters on Campus; and compliance with the provisions of statutes, regulations and municipal by-laws relating to safety, health and environmental preservation and protection on premises under University control.

Council - The control, governance and executive authority of the University is vested in Council, which has particular responsibility for the strategic and financial

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governance, staff matters, staff and student discipline and the language and admission policies of the University.

Hazard – means a source of or exposure to danger

Incident – means an incident as contemplated in section 24(1)

Machinery – means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting or controlling any form of energy

Health and Safety representative – means a person designated in terms of section 17 (1) of the Act.

Health and Safety Committee – means a committee established under section 19 of the Act

3. Relevant Statute and Compliance

- Occupational Health and Safety Act 85 of 1993 (as amended)
- Compensation for Occupational injuries and diseases amendment Act 61 of 1997
- Hazardous Biological Agents regulations
- General Safety Regulations in terms of the Occupational Health and Safety Act

4. Contacts

Department of Finance, UWC.

5. Annexures / Appendices

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Annexure 1: Occupational Health and Safety Act

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Annexure 2: General Safety Regulations



Annexure 3: Revised Standing Orders of the Risk Management Committee of Council

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