



# **Demonstrate an Understanding of Occupational Health, Safety and Environmental Legislation**

## **Handout 2**

### **Elements of a Health and Safety Plan**

A health and safety system/plan generally include the following elements:

Element	Important aspects
<b>SHE policy statement</b>	<ul style="list-style-type: none"> <li>• Written policy document</li> <li>• Displayed and signed by the CEO</li> <li>• Review date</li> </ul>
<b>Individual responsibilities</b> <b>(Appointment letters –</b> <b>set scope of work)</b>	<ul style="list-style-type: none"> <li>• Responsibilities of employees</li> <li>• Responsibilities of supervisors and first-line supervisors (Section 8(2)(i) appointees)</li> <li>• Responsibilities of senior management (Section 16(1) and 16(2) appointees)</li> <li>• GMR 2(1) – Supervision of machinery</li> <li>• Assistant to GMR 2(1)</li> <li>• GMR 4(3) – Shifts man appointment</li> <li>• Responsibilities of safety coordinators</li> <li>• Emergency Controller</li> <li>• Fire Fighting Co-ordinator</li> <li>• Fire Fighter</li> <li>• Fire Team Member</li> <li>• Fire Fighting Equipment Inspector</li> <li>• First Aid Co-ordinator</li> <li>• First Aider</li> <li>• Incident Investigator</li> <li>• Stacking Supervisor</li> <li>• Ladder Inspector</li> <li>• HCS Co-ordinator</li> <li>• Ergonomically Survey Officer</li> <li>• Health and Hygiene Co-ordinator</li> <li>• Pollution Surveys</li> <li>• Work Permit Survey Officer</li> <li>• Air Power Tools Inspector</li> <li>• Explosive Power Tool Controller</li> <li>• Explosive Power Tool Operator</li> <li>• Etc.</li> </ul>
<b>Health and safety representatives and committees</b>	<ul style="list-style-type: none"> <li>• Appointment of representatives (GAR 6 &amp; Section 17 &amp; 18 of OHSA)</li> <li>• Establishment of health and safety committees (Section 19 &amp; 20 of OHSA)</li> </ul>

	<ul style="list-style-type: none"> <li>• Appointment of Health &amp; Safety Committee Members</li> <li>• Appointment of Chairman Health &amp; Safety Committee</li> <li>• Monthly meetings</li> </ul>
<b>Risk assessment</b>	<ul style="list-style-type: none"> <li>• Baseline Risk Assessments</li> <li>• Issue based risk assessment</li> <li>• Continuous risk assessment</li> </ul>
<b>Safe work procedures</b>	<ul style="list-style-type: none"> <li>• After the critical area activities have been identified, standards must be determined to establish safe work procedures.</li> <li>• Written procedures or standards needs to be set (SWP's or SOP's)</li> </ul>
<b>Employee orientation</b>	<p>Safety awareness should include:</p> <ul style="list-style-type: none"> <li>• emergency procedures</li> <li>• first aider and location of first aid stations</li> <li>• health and safety responsibilities, including those specified by legislation</li> <li>• reporting of injuries, unsafe conditions and acts</li> <li>• use of personal protective equipment</li> <li>• right to refuse hazardous work</li> <li>• hazards, including those outside own work area</li> <li>• reasons for each health and safety rule</li> <li>• each individual's specific role and responsibilities</li> <li>• scope of authority (Job descriptions)</li> </ul>
<b>Training</b>	<p>Training programmes should be established and maintained to address:</p> <p>Knowledge and understanding of the organisations safety programmes, rules and procedures as well as each individual's specific role and responsibilities.</p> <ul style="list-style-type: none"> <li>• Systematic programme of induction and ongoing training for employees and those how may be transferred between divisions, jobs or tasks</li> <li>• Training in the handling of risks, hazards and dangers, precautions to be taken and procedures to be followed</li> <li>• Training in hazard identification, risk assessment and control</li> <li>• Training for all persons who may manage others like employees, contractors and other</li> <li>• Training of top management in their role and responsibilities</li> </ul>

	<ul style="list-style-type: none"> <li>• Training and awareness programmes for contractors, temporally workers and visitors according to the level of risk which they will be exposed to,</li> <li>• Training in the correct report procedures</li> <li>• Training in proper incident/ accident investigation</li> <li>• Training in the effective monitoring of the quality of the health and safety programme</li> </ul>
<b>Workplace inspections</b>	<p>Regular inspections by:</p> <ul style="list-style-type: none"> <li>• Health and Safety Representative</li> <li>• Supervisors</li> <li>• Where prescribed by regulations</li> </ul> <p>Inspect the workplace to identify hazards related to:</p> <p>Regular, planned workplace inspections</p> <ul style="list-style-type: none"> <li>• Equipment inspections</li> <li>• Special inspections</li> </ul> <p>Inspection lists – useful tools</p>
<b>Certifications</b>	<p>By Approved Inspection Authority:</p> <ul style="list-style-type: none"> <li>• Ventilation surveys</li> <li>• Light surveys</li> <li>• Dust surveys</li> <li>• Noise surveys</li> <li>• Lifting equipment</li> <li>• Pressure vessels</li> <li>• etc.</li> </ul>
<b>Medicals (pre-medical, baseline, periodic and exit medicals)</b>	<p>Where prescribed by a regulation:</p> <p>Noise; heat; dust; chemical exposure; asbestos; lead etc.</p>
<b>Reporting, recording and investigating accidents</b>	<p>Reporting to PD:</p> <ul style="list-style-type: none"> <li>• Section 24 - Reportable incidents (WC.I 2)</li> <li>• Section 25 – Occupational deceases (WC.I1)</li> </ul>

	<p>Recording and investigations:</p> <ul style="list-style-type: none"> <li>• GAR 8 &amp; 9</li> <li>• Annexure 1</li> </ul>
<b>Emergency procedures</b>	<p>Fire precautions and procedures are adequate:</p> <ul style="list-style-type: none"> <li>• Building construction</li> <li>• Access and egress</li> <li>• Emergency exits</li> <li>• Emergency lighting</li> <li>• Firefighting appliances (sufficient, appropriate and maintained)</li> <li>• Fire drills and alarm checks</li> <li>• Storage of flammable/combustible materials (gas cylinders, fuel oils, wood and paper waste)</li> <li>• Identification of fire / explosion risk areas and instructions for isolating power, fuel, gas etc.</li> <li>• Evacuation procedures and responsibility for roll calls</li> <li>• Employee training in procedures and general fire safety practices.</li> </ul> <p>Other emergencies, similar procedures to those for accidents and fire are required for emergencies, to cover such events as:</p> <ul style="list-style-type: none"> <li>• Gas leaks</li> <li>• Explosions</li> <li>• Pressure vessel rupture</li> <li>• Building collapse</li> <li>• Chemical leaks and spillage</li> <li>• Bomb threats</li> </ul>
<b>First aid</b>	<ul style="list-style-type: none"> <li>• Training of first aiders</li> <li>• Provision of first aid boxes</li> <li>• Inspection &amp; control of first aid boxes</li> </ul>
<b>Safety culture</b>	<p><i>Situational aspects:</i></p> <p>Observed through the organisation's management systems, policies, working procedures, communication</p>

	<p>flow, etc. and should be measured by audits of safety management systems.</p> <p><i>Behavioural aspects:</i></p> <ul style="list-style-type: none"> <li>• How people act in the workplace and can be measured through self-reported measures, outcome measures and peer observations</li> </ul> <p><i>The psychological component:</i></p> <p>Relates to people's norms, values, attitudes and perceptions of safety in the workplace</p> <ul style="list-style-type: none"> <li>• The psychological components are commonly measured in the form of a safety climate survey</li> </ul>
<b>Contractor management</b>	<ul style="list-style-type: none"> <li>• 37(2) Contractors agreements</li> <li>• COID registration (letter of good standing)</li> <li>• Medical certificates</li> <li>• Employee certifications and qualifications (competence)</li> <li>• Machinery and equipment checks and certifications</li> <li>• Risk assessments for activities</li> </ul>
<b>Other elements</b>	<ul style="list-style-type: none"> <li>• Handling of Hazardous Chemical Substances (Material Safety Data Sheets)</li> <li>• Handling of Hazardous Biological Agents</li> <li>• Lock out procedures</li> <li>• Hot work permits</li> <li>• Material handling rules</li> <li>• Maintenance programs</li> <li>• Vehicle safety rules</li> <li>• Personal protective equipment requirements</li> <li>• Engineering standards</li> <li>• Purchasing standards</li> <li>• Preventive maintenance</li> </ul>
<b>Health and safety audits</b>	<ul style="list-style-type: none"> <li>• Internal audits</li> <li>• External audits</li> </ul>