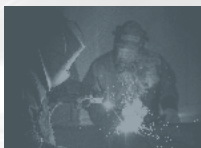
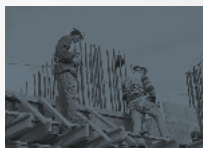




OCCUPATIONAL HEALTH AND SAFETY PROGRAMME



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OCCUPATIONAL HEALTH AND SAFETY (OHS) LEGAL REQUIREMENTS

The primary aim of the OHSA is 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 activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith”* (*the Preamble to the OHSA).

- The main purpose of the Act is to protect workers from health and safety hazards in the workplace. It sets out duties for all workplace stakeholders as well as the rights of employees.
- The Act establishes guidelines for dealing with workplace hazards and provides for enforcement of the law where compliance has not been achieved voluntarily.

If a business does not comply with health and safety rules and regulations, or cannot identify potential risks in the workplace, it can lead to injury, fines, penalties, property damage and even death. What's more, while investigations take place the business will suffer immense damage, not only to its production and sales, but ultimately its reputation as well.



Some industries have already adopted a strategy setting zero health and safety risk as an objective in the work environment. Although not totally attainable, such a strategy has given rise to programmes and actions for planning the work environment and working practices in line with the best available technology and principles and for carrying out production, maintenance and operations.

Businesses that follow this approach have already seen a substantial reduction in exposure to hazards at work, cost savings by reducing production disruption and the cost of sickness, and the elimination of or a decrease in occupational injuries and diseases.

Occupational health and safety legislation is applicable to all businesses in any industry, as stated in **Section 8(1) of the OHSA 85 of 1993. "Every employer shall provide and maintain a working environment that is safe and without risk to the health of his/her employees".**

The two main pillars of the OHSA are as follows:

- The duties and responsibilities of **employees** to support a safe work environment
- The duties and responsibilities of **employers** in **safety management**.

It is important to know that the employer is not expected to assume sole responsibility for the health and safety of employees. The Occupational Health and Safety Act (OHSA) is based on the principle that hazards in the workplace must be addressed through co-operation and clear communication between the employer and employees.



EMPLOYER RESPONSIBILITIES AND DUTIES	EMPLOYEE RESPONSIBILITIES AND DUTIES
Provide and maintain a safe and hazard-free workplace	Take reasonable care for himself and of other persons
Hazard identification and risk assessment with controls	Co-operate with the employer regarding OHS
Provide information, instruction, training and supervision	Carry out any lawful order issued by the employer
Comply with and enforce the Act	Report any unsafe or unhealthy situation to the employer
Inform employees regarding section 37(1)	Report any incident to the employer within the same day

Both parties must proactively identify risks and develop control measures to make the working environment safe.



CHALLENGES FOR BUSINESS OWNERS

With the implementation of health and safety regulations, business owners find it challenging to –

- integrate health and safety into business objectives and organisational structures / activities;
- comply and keep track of all health and safety regulations;
- develop and implement a comprehensive health and safety programme;
- fully optimise working conditions by integrating production with health and safety activities;
- administer and manage health and safety programmes;
- register and submit incident claims to the Workmen's Compensation Fund and follow up;
- qualify for 'Letter of Good standing';
- engage and facilitate effective health and safety awareness due to lack of time, administration resources and other skills;
- find time and expertise to develop, implement, monitor and maintain a health and safety system;
- develop and establish a health and safety conscious ethos amongst employees;
- find innovative ways of communicating the importance of health and safety in the workplace and dual responsibilities;
- update existing outdated health and safety management systems;
- avoid incurring unnecessary fines and penalties due to non-compliance;
- avoid cost increases due to downtime and poor maintenance;
- address poor production due to ineffective maintenance procedures and recalls on products and services;
- effect cooperation and collaboration on an equal basis between employers and workers.

At SERR Synergy we recognise the impact that these challenges have on business owners and their employees. With this in mind, we have designed an **OCCUPATIONAL HEALTH AND SAFETY PROGRAMME** with tailor-made options to suit different business needs.

We provide a wide range of health and safety services to businesses that are committed to full compliance with health and safety regulations.

THE SERR SYNERGY VALUE ADDING OHS SERVICE

SERR Synergy provides businesses across a broad spectrum of industries with the tools and skills to meet South Africa's business legislative requirements. **We specialise in the development, implementation and maintenance of a health and safety compliance programme for small and medium contractors working within the construction, transport, chemical, petroleum and mining industries, and also assist general industries such as body corporates, office buildings, education institutions, hotels, guest houses, resorts, restaurants, retail stores, farms, warehousing, manufacturers, logistics, security etc. in their quest to health and safety compliance.**





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**Our OHS continuous services for
ALL industries include the following**

*(*excluding construction industry activities):*

INDUSTRIES:

OFFICE SETUP / RESTAURANT
/ GUEST HOUSES / RETAIL /
SCHOOLS AND OTHER

FARMS / WAREHOUSING /
GENERAL MANUFACTURING /
PANELBEATERS / LOGISTICS /
SECURITY

HIGH RISK - PETROLEUM,
CHEMICAL, OR OTHER
MANUFACTURING / HOTELS /
RESORTS / HEALTHCARE / WASTE
MANAGEMENT

ANY INDUSTRY – where assistance
or preparation is required for ISO,
NOSA, SPAAF, or other STANDARD
Audits

Health and Safety

- Review health and safety documents and inspect the premises during the first quarterly visits.
- Create a needs analysis and provide action plan solutions
- Assess training needs and recommend necessary outcomes.
- Develop a Health and Safety Management System.
- The above system includes, but is not limited to the following:
 - Policies, Plans and Procedural;
 - Risk Assessment and Safety Work Method;
 - Equipment Register and Inspection Checklists;
 - Emergency Evacuation Plan and Drills;
 - Induction Training Manual, and Safety Talk Guideline.
- Assistance with the implementation of the Health and Safety Management System.

COIDA

- Assist with the registration with the Compensation Fund.
- Assist with obtaining a valid Letter of Good Standing, including:
 - A reminder to renew a Letter of Good Standing annually;
 - annual request of Notice of Assessment (if requested);
 - submission of Injury on Duties (IOD's) documentation.
- a reminder to renew Letter of Good Standing annually;
- annual request of Notice of Assessment (if requested);
- submission of Injury on Duties (IODs).

Training

We offer Occupational Health and Safety training courses based on the specific OHS services you have enlisted. Please refer to our OHS Service Quotation document for more information.

- First Aid (US 119567);
- Health and Safety Representative (SHE REP);
- Fire Marshall;
- Emergency Evacuation Warden;
- Legal Liability.



Our OHS services for Construction industry only activities include the following:

INDUSTRIES:

SMALL CONTRACTOR / BODY CORPORATES / (fewer than 15 employees, excluding Petroleum, e.g. SASOL, CALTEX Plants, etc. and Mines). No project site visits. **ONLY** safety files.

MEDIUM CONTRACTOR / EVENTS & STAND ASSEMBLY / FACILITIES MAINTENANCE (15 or more employees, excluding Petroleum, e.g. SASOL, CALTEX Plants, etc. and Mines) - including site visits.

CONTRACTORS, working at Petroleum Plants (e.g. SASOL, CALTEX, ENGEN, etc.) and Mine or where assistance or preparation is required for ISO, NOSA, SPAAF, HIGG, or any other **STANDARD Audits**

- For multiple premises an additional fee will be charged for each . For the purpose of Contractors, a premises includes three project sites. Should other branches be stipulated in other provinces, then additional branches must be added to the contract.
- the pricing category for **Facilities Maintenance / Body Corporates / Events & Stand Assembly** is **the price per premises** (physical address, e.g. office park) of a client. For multiple premises, an additional fee will be charged.
- all pricing includes traveling and accommodation costs.

Services for Small Sub-Contractors (excl. Petroleum Clients and Mines) include the following:

- **NO site visits** or site meetings will be conducted under this category.
- Compiling of project-specific safety files (maximum 3) according to the scope of work, Client's Specifications, and Risk Assessment (electronic or one hard copy per project).



- Day-to-day (bakkie) files for jobs of less than 5 days will be made available per supervisor or vehicle. (Maximum of 3).
- Files will be available for collection at the offices of SERR.
- **Bi-annual** meetings at client's premises.
- Same **COLD**, and **Training** services offered in line with our Quotation document and as listed above.

Services for all other construction-related companies include the following:

- Same Health and Safety, COLD, and Training services offered under Part 2 above
- Compiling of project-specific safety files (maximum 3) according to the scope of work, Client's Specifications, and Risk Assessment (electronic or one hard copy per project).
- Communication and Implementation of project-specific safety files.

- Day-to-day (bakkie) files for jobs of less than 5 days will be made available per supervisor or vehicle (maximum of 3).

On-site specific activities:

- Monthly project specific site visits during which the following will be conducted (if required):
 - Site inspection Audits, with reports and action plans.
- Inspection of severe incidents (when involvement of the Department of Labour is required).
- Annual visit to the Company Office (if required):
 - Compliance audit, with reports, and action plans
 - Issuing of a compliance certificate for gradings above 80%
 - Annual Induction Training.
- Reprinting of additional health and safety system files will be charged at an extra cost as per the OHS Service Quotation.

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On-site specific activities:

- **Quarterly** site or online visits to conduct the following (if needed):
 - Site Inspections, with reports and action plans;
 - Monitoring, review and implementation of improvements on a revised OHS plan
- Assistance and recommendations with regards to SHE committee meetings
- The following will be conducted annually (if required):
 - Induction training;
 - Two annual audits, with reports and action plans
 - Issuing of a compliance certificate for gradings above 80%
 - Assistance with coordinating emergency evacuation drills
 - Inspection of severe incidents and assistance with the completion of incident reports (when involvement of the Department of Labour is required).
- Reprinting of additional health and safety system files will be charged at an extra cost as per the OHS Service Quotation.

Occupational Health and Safety: Working Environment Assessment

To ensure Employment Equity Act compliance, we have this option for clients not already signed up under any of the above industries.

Our Working Environment Assessment service include:

- Conducting of working environment audit in terms of the Environmental Regulations for Workplaces;
- Thermal requirements;
- Lighting;
- Windows;
- Ventilation;

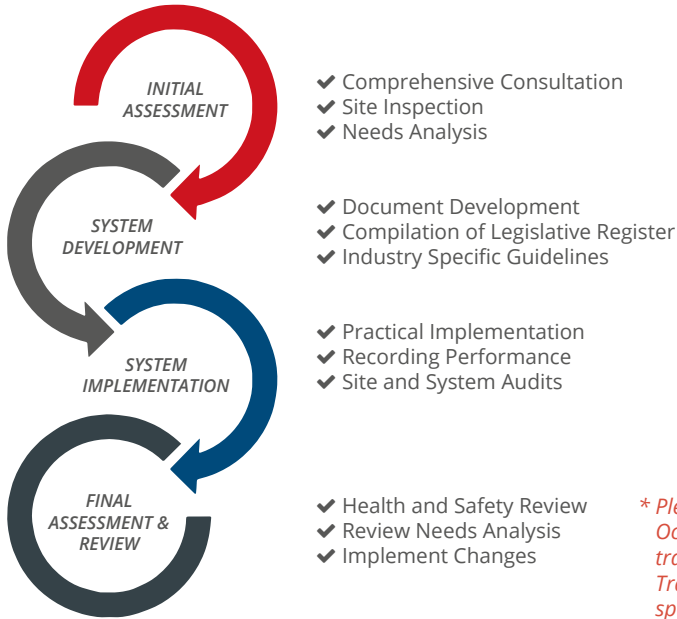
- Housekeeping;
- Precautions against floodings; and
- Fire precautions.
- Compiling of Environment assessment report / policy.

Please note:

- SERR SYNERGY cannot provide any once-off OHS services
- *Over and above STANDARD required DOCUMENTATION we will require additional documents for all new OHS clients ()*: A list of all the physical addresses of premises where service delivery is needed on a Company Letterhead along with a formal Payroll extraction.



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** Please note that we offer Occupational Health and Safety training courses through our Training Department. Please speak to your consultant for more information.*

THE BENEFITS OF SERR SYNERGY SERVICE TO BUSINESS OWNERS

Our integrated health and safety programme merges all legislative systems and processes into one central interrelated framework that drives business excellence and ensures continual improvement.

The benefits of this approach are:

- SERR Synergy takes care of time-consuming and onerous compliance processes.
- Cost-effective health and safety compliance implementation.
- Minimum work disruptions.
- Centralised and easy-to-understand Integrated Health and Safety Management System.

- Hassle-free claim submissions to the Compensation Commissioner.
- Personalised services by working with a dedicated consultant.
- Fast and efficient health and safety implementation.
- Fewer injuries in the workplace, which leads to increased productivity levels.
- A compliant working environment that reduces absenteeism.
- Positive public perception and reputation lead to customer and employee loyalty and retention.
- Decrease in insurance claims caused by workplace accidents.
- Increased health protection and promotion in the workplace - proper health and safety awareness leading to employee retention.
- Reduced legal liabilities - low to zero health and safety claims with reduced expenses and increased profitability.

- Increase in equipment longevity - scheduled maintenance and calibration notifications to reduce downtime.
- Assistance and support during ISO, Legal and GC-Mark audits.

It is evident that OHS in the workplace is important and that effective occupational health and safety programmes have many benefits for the company, employer and employees.



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You can also find out more about our comprehensive range of product service solutions on our website www.serr.co.za



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