OCCUPATIONAL HEALTH AND SAFETY PROGRAMME

YOUR SAFETY IS OUR SAFETY - SAFETY TO ALL LEADS TO GREATNESS
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).

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* 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 cooperation and clear communication between the employer and employees.

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

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 Principal Contractors and Agents (Construction and Mining sites), Sub-contractors (Construction, Transport, Chemical and Petroleum Industries) and General Industries such as farms, agricultural schools, retail stores, hotels, warehouses, restaurants, etc.

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 OHS programme adopts a holistic approach by offering clients—

- access to expert / specialist health and safety advice;
- assistance with registration and submission of claims to the Workmen's Compensation Fund;
- gap analyses with a feedback report to determine risk profile and compliance levels;
- assistance with the development and implementation of an integrated health and safety programme by aligning the company's strategic priorities and objectives;
- tailor-made health and safety management systems aligned with SA National Standards, such as ISO and municipal by-laws;
- a ‘one stop’ service by OHS professionals for client agents and contractors; and
- assistance with the review and approval of principal contractors, the compilation of safety specifications and comprehensive implementation of a safety strategy.

As part of our service delivery, the following documentation, policies and procedures are developed and provided by SERR Synergy:

- Comprehensive Needs Analysis
- Health & Safety Policy
- Occupational Health & Safety Plan (only Construction) and extended Occupational Health and Safety Plan for all other industries
- Hazard identification and Risk assessment
- Method Statements
- Safe Operating / Work Procedures
- Induction Training Manual setup / Start-up procedure and annual revision
- Registers and Checklists for equipment, material and monitoring
- Appointments with appointee responsibility descriptions
- Training Needs Analysis / Matrix
- Toolbox Talk Guideline
- Industry / Work-specific talk topics
- Workmen's Compensation Letter of Good Standing
- Signage Evaluation / Identification
- Access to guidance on Occupational Health and Safety and regular updates by a team of highly experienced, practising professionals, ensuring our clients are applying up-to-date and relevant information at all times
- Introduction to Cloud-Based Integration System.

¢ Please note that we offer Occupational Health and Safety training courses through our Training Department. Please speak to your consultant for more information.
The following on-site activities will be provided:

- **Premises health and safety audit** - we review each client's risk profile and other elements that impact on their business and specific sector;
- **Safety file audits (monthly / quarterly)** - we supply all necessary documentation pertaining to the provisions of the Occupational Health and Safety Act. We also offer guidance to each client in terms of health and safety matters that need to be addressed at site level;
- **Site Inspections; Induction training** (annually).

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.
For more information on our range of business legal compliance services, please contact us.

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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](http://www.serr.co.za)

“A service to many leads to greatness”