

POLICY: OCCUPATIONAL HEALTH AND SAFETY

1. AIM

The aim of the policy is to give effect to legislation pertaining to the occupational health and safety of UNISA employees and describes the duties of particular functionaries.

2. LEGISLATION

The Occupational Health and Safety Act 85 of 1993 ("the Act"), with its regulations, determines the conditions pertaining to the occupational health and safety of an employee within his/her working environment.¹

3. SCOPE OF APPLICATION

The Occupational Health and Safety Policy is applicable to all UNISA employees (including UNISA employees at regional offices), students, visitors, contractors and independent contractors.

4. OBJECTIVES

- 4.1 To keep the university community informed of legislation affecting the university's occupational health and safety environment.
- 4.2 To assess the identified risks on a regular basis in respect of occupational health and safety.
- 4.3 To formulate procedures for the management of identified risks in respect of occupational health and safety.
- 4.4 To minimise the risk of injury to or illness of all our employees by making sure that they receive appropriate training and that they are provided with the necessary resources.
- 4.5 To ensure that emergency measures and procedures are introduced for all the buildings to manage any potential emergency.
- 4.6 To require the managers of contractors to eliminate the risks that these contractors bring to our campuses.
- 4.7 To ensure that safety, health and environment legislation aspects are taken into consideration in respect of any new research and building projects.

5. RESPONSIBILITIES

5.1 Principal and Vice Chancellor

5.1.1 The Principal and Vice Chancellor is:

- a) the chief executive officer of UNISA.

¹ Injury on duty is dealt with in terms of Conditions of Employment which resides with Human Resources: Remuneration and Administration
Council - 03.10.08
Revised – approved Council – 20.09.2013

- b) responsible and liable for occupational health and safety of all UNISA employees within their working environment.

5.1.2 The Principal and Vice Chancellor:

- a) will as far as reasonably practicable, ensure that the duties of UNISA as contemplated in the Act, are properly discharged;²
- b) ensures the establishment and maintenance of internal systems for effective safety, health and environment programme management, including adequate allocation of resources;
- c) assesses the safety, health and environment practices annually against set objectives and rectifies any deviations identified in a set period;
- d) may, without derogating from his/her responsibility or liability in terms of 5.1.2 (a) to (c) above, assign any such duty to any person under his/her control, which person will act subject to the control and directions of the Principal and Vice Chancellor;³
- e) assigns his/her duties to the Vice Principal: Operations who will perform such duties under the direction and control of the Principal and Vice Chancellor.⁴

5.2 Vice Principal: Operations

The Vice Principal: Operations is responsible for:

- 5.2.1 ensuring compliance with all applicable safety, health and environmental legislation.
- 5.2.2 supporting the Occupational Health and Safety representatives in their duties.
- 5.2.3 ensuring that all health and safety emergencies are dealt with.

5.3 Directorate: Protection Services

- 5.3.1 All occupational health and safety matters within UNISA resort under the Directorate: Protection Services.
- 5.3.2 The Directorate consists, inter alia, of an Occupational Health and Safety Officer.
- 5.3.3 The Occupational Health and Safety Officer, appointed as per the legislation and in conjunction with the Director: Protection Services, has the responsibility of facilitating occupational health and safety matters within UNISA and compiles an annual occupational health and safety report.
- 5.3.4 The Director: Protection Services submits the annual report to the Vice Principal: Operations which report is forwarded to the Management Committee and Human Resources Committee of Council for information.

² Sec 16(1) of the Act

³ Sec 16(2) of the Act

⁴ Sec 16(2) of the Act

Council - 03.10.08

Revised – approved Council – 20.09.2013

5.4 Occupational Health and Safety Committees⁵

The composition and functions of these committees are described in the Act.

6. SPECIFIC OCCUPATIONAL HEALTH AND SAFETY APPOINTEES

Fire coordinators, first-aiders and evacuation coordinators are specific occupational health and safety appointees as per legislation and are assigned by the section 16(2) appointee.

- 6.1 A fire coordinator is responsible for coordinating fire fighting in his/her appointed area.
- 6.2 A first-aider ensures that the first aid supplies are regularly replenished and assist employees with minor injuries in his/her appointed area.
- 6.3 An evacuation coordinator is responsible for assisting the evacuation of employees in the event of emergency.

7. PROCEDURE MANUAL

- 7.1 The abbreviated version of the Occupational Health and Safety Act will serve as the manual.
- 7.2 All appointees as per the Occupational Health and Safety Act requirements will receive an updated version of the abbreviated Act.

8. IMPLEMENTATION OF POLICY

This Policy is replaced with effect from the date on which Council approves this revised Policy.



⁵ Sec 19 and 20 of the Act
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