



University of Fort Hare  
*Together in Excellence*

## UNIVERSITY OF FORT HARE POLICIES AND PROCEDURES

### OCCUPATIONAL HEALTH AND SAFETY POLICY

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## 1. INTRODUCTION

The Occupational Health and Safety Act, 1993, requires the employer to bring about and maintain, as far as reasonably practicable, a work environment that is safe and without risk to the health of the employees and students. The University will where reasonably practical, inform the university community of dangers, how they may be prevented, and how to work safely, and provide other protective measures for a safe workplace.

However, it is not expected of the university to take sole responsibility for health and safety, it is the responsibility of all parties (University community, Management and guests). All parties must pro-actively identify dangers and develop control measures to make the workplace safe.

The University is committed to providing a clean, safe and healthy, working, living and studying environment and will do all it can to protect the health, safety and welfare of its employees and students.

## 2. DEFINITIONS

**Employee:** Means all employees paid through the University of Fort Hare payroll or any employee who has a verbal or written contract of employment with the University of Fort Hare.

**Place of Work:** Means any place of work directly or indirectly linked to Fort Hare University.

**Student:** Means an individual that is officially registered at the University for any recognized course or subject.

**The Act:** Means the Occupational Health and Safety Act, (Act 85 of 1993).

## 3. OBJECTIVES

It is the goal of University of Fort Hare to strive to meet the following objectives:

- 3.1 To provide and maintain a safe workplace and operate a residence system for its employees and students;
- 3.2 To provide for safety arrangements in connection with the use, handling, storage and transport of articles and substances;
- 3.3 To provide information, instruction, training and supervision, as far as is reasonably practical and as may be necessary, to ensure the health and safety of employees at their place of work and students in their classrooms and residences;

- 3.4 The Vice-Chancellor is, in terms of the provisions contained in the Occupational Health and Safety Act, (Act 85 of 1993) responsible for the occupational health and safety of the University community and visitors. This responsibility may, however, in terms of Section 16, Subsection 2 of the Act, be assigned to subordinates. The university undertakes to ensure that this assigned authority is given in writing; and
- 3.5 To ensure that a health and safety committee is constituted by the University stakeholders, as dictated by the Act.

#### **4. RULES AND PROCEDURES**

- 4.1 Supervisors/ Hostel attendants and/ or Health and Safety Committee will ensure that each employee/ student is made aware of the possible hazards of his/ her work and of the precautionary steps that are needed to avoid accidents and injuries;
- 4.2 Health and safety signs/ rules will be available, and displayed if possible, in each department and will be amended as required;
- 4.3 All accidents and dangerous occurrences should be reported to Human Resources representative within 24 hours. The Human Resources representative will upon receipt contact the Work Men's Compensation Commissioner as per the legal procedure and report the injury;
- 4.4 On no account should an injured person be sent home without the responsible supervisor (or in that person's absence, the next most senior employee on duty) being consulted. If necessary, medical assistance should be called for before an injured person is sent home;
- 4.5 Responsibility for the investigation of accidents lies with the immediate supervisor, in conjunction with the Human Resources representative;
- 4.6 The employee's safety and health forms an integral part of each supervisor's job conditions;
- 4.7 An employee/student has an obligation to himself/herself to exercise reasonable care over his/her own health, safety and welfare at work/ at the university;
- 4.8 An employee is required to carry out lawful instructions and comply with all health and safety rules and regulations;
- 4.9 An employee/student is required to notify his/her supervisor or a safety representative immediately of any unsafe or unhealthy situation, which comes to his/her attention; and
- 4.10 Whenever indicated, appliances provided for securing health and safety must be used.

4.11 Good Housekeeping

- (i) Poor layout and untidiness are major contributors to the cause of accidents. It is essential that each department promotes good housekeeping standards, to minimise the incidence of accidents.
- (ii) All gangways, floors, staircases and spaces around equipment must be kept free from obstructions or any substance likely to cause injuries.

4.12 The storage of highly inflammable, poisonous or toxic substances shall not be permitted unless there is a convincing reason to do so, and provided adequate precautions in respect of the safety and security of all personnel have effectively been put in place.

**5. OCCUPATIONAL HEALTH AND SAFETY ACT**

Copies of the Act are available in the Human Resources Department.