

Describe The Functions Of The Workplace Health And Safety Representative



US: 259622

NQF:2

CREDITS:3



LEARNER GUIDE



LEARNER GUIDE

Describe the Functions Of The Workplace Health And Safety Representative

Unit Standard: 259622

NQF Level: 2 Credits: 3

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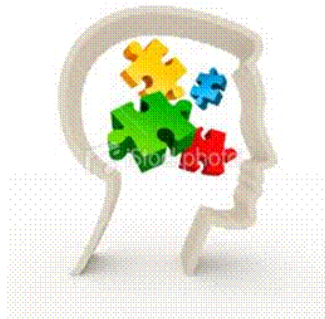
PERSONAL INFORMATION

NAME	
CONTACT ADDRESS	
Code	
Telephone (H)	
Telephone (W)	
Cellular	
Learner Number	
Identity Number	
EMPLOYER	
EMPLOYER CONTACT ADDRESS	
Code	
Supervisor Name	
Supervisor Contact Address	
Code	
Telephone (H)	
Telephone (W)	
Cellular	

INTRODUCTION

Welcome to the learning programme

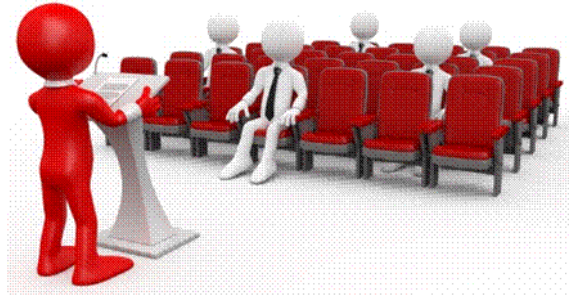
Follow along in the guide as the training practitioner takes you through the material. Make notes and sketches that will help you to understand and remember what you have learnt. Take notes and share information with your colleagues. Important and relevant information and skills are transferred by sharing!



This learning programme is divided into sections. Each section is preceded by a description of the required outcomes and assessment criteria as contained in the unit standards specified by the South African Qualifications Authority. These descriptions will define what you have to know and be able to do in order to be awarded the credits attached to this learning programme. These credits are regarded as building blocks towards achieving a National Qualification upon successful assessment and can never be taken away from you!

Structure

Programme Methodology



The programme methodology includes facilitator presentations, readings, individual activities, group discussions and skill application exercises.

Know what you want to get out of the programme from the beginning and start applying your new skills immediately. Participate as much as possible so that the learning will be interactive and stimulating.

The following principles were applied in designing the course:

- ✓ Because the course is designed to maximise interactive learning, you are encouraged and required to participate fully during the group exercises
- ✓ As a learner you will be presented with numerous problems and will be required to fully apply your mind to finding solutions to problems before being presented with the course presenter's solutions to the problems
- ✓ Through participation and interaction, the learners can learn as much from each other as they do from the course presenter
- ✓ Although learners attending the course may have varied degrees of experience in the subject matter, the course is designed to ensure that all delegates complete the course with the same level of understanding
- ✓ Because reflection forms an important component of adult learning, some learning resources will be followed by a self-assessment which is designed so that the learner will reflect on the material just completed.

This approach to course construction will ensure that learners first apply their minds to finding solutions to problems before the answers are provided, which will then maximise the learning process which is further strengthened by reflecting on the material covered by means of the self-assessments.

Different role players in delivery process

- ✓ Learner
- ✓ Facilitator
- ✓ Assessor
- ✓ Moderator

What Learning Material you should have

This learning material has also been designed to provide the learner with a comprehensive reference guide. It is important that you take responsibility for your own learning process; this includes taking care of your learner material. You should at all times have the following material with you:

Learner Guide 	This learner guide is your valuable possession: This is your textbook and reference material, which provides you with all the information you will require to meet the exit level outcomes. During contact sessions, your facilitator will use this guide and will facilitate the learning process. During contact sessions a variety of activities will assist you to gain knowledge and skills. Follow along in the guide as the training practitioner takes you through the material. Make notes and sketches that will help you to understand and remember what you have learnt. Take and share information with your colleagues. Important and relevant information and skills are transferred by sharing! This learning programme is divided into sections. Each section is preceded by a description of the required outcomes and assessment criteria as contained in the unit standards specified by the South African Qualifications Authority. These descriptions will define what you have to know and be able to do in order to be awarded the credits attached to this learning programme. These credits are regarded as building blocks towards achieving a National Qualification upon successful assessment and can never be taken away from you!
Formative Assessment  Workbook	The Formative Assessment Workbook supports the Learner Guide and assists you in applying what you have learnt. The formative assessment workbook contains classroom activities that you have to complete in the classroom, during contact sessions either in groups or individually. You are required to complete all activities in the Formative Assessment Workbook. The facilitator will assist, lead and coach you through the process. These activities ensure that you understand the content of the material and that you get an opportunity to test your understanding.

Different types of Activities you can expect

To accommodate your learning preferences, a variety of different types of activities are included in the formative and summative assessments. They will assist you to achieve the outcomes (correct results) and should guide you through the learning process, making learning a positive and pleasant experience.



The table below provides you with more information related to the types of activities.

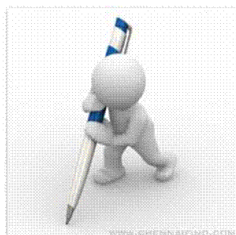
Types of Activities	Description	Purpose
Knowledge Activities 	You are required to complete these activities on your own.	These activities normally test your understanding and ability to apply the information.
Skills Application Activities 	You need to complete these activities in the workplace	These activities require you to apply the knowledge and skills gained in the workplace
Natural Occurring Evidence 	You need to collect information and samples of documents from the workplace.	These activities ensure you get the opportunity to learn from experts in the industry. Collecting examples demonstrates how to implement knowledge and skills in a practical way

Assessments

The only way to establish whether a learner is competent and has accomplished the specific outcomes is through the assessment process. Assessment involves collecting and interpreting evidence about the learners' ability to perform a task.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

This programme has been aligned to registered unit standards. You will be assessed against the outcomes as stipulated in the unit standard by completing assessments and by compiling a portfolio of evidence that provides proof of your ability to apply the learning to your work situation.



How will Assessments commence?

Formative Assessments

The assessment process is easy to follow. You will be guided by the Facilitator. Your responsibility is to complete all the activities in the Formative Assessment Workbook and submit it to your facilitator.

Summative Assessments

You will be required to complete a series of summative assessments. The Summative Assessment Guide will assist you in identifying the evidence required for final assessment purposes. You will be required to complete these activities on your own time, using real life projects in your workplace or business environment in preparing evidence for your Portfolio of Evidence. Your Facilitator will provide more details in this regard.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

Learner Support

The responsibility of learning rests with you, so be proactive and ask questions and seek assistance and help from your facilitator, if required.



Please remember that this Skills Programme is based on outcomes based education principles which implies the following:

- ✓ You are responsible for your own learning – make sure you manage your study, research and workplace time effectively.
- ✓ Learning activities are learner driven – make sure you use the Learner Guide and Formative Assessment Workbook in the manner intended, and are familiar with the workplace requirements.
- ✓ The Facilitator is there to reasonably assist you during contact, practical and workplace time for this programme – make sure that you have his/her contact details.
- ✓ You are responsible for the safekeeping of your completed Formative Assessment Workbook and Workplace Guide
- ✓ If you need assistance, please contact your facilitator who will gladly assist you.
- ✓ If you have any special needs, please inform the facilitator

Learner Administration



Attendance Register

You are required to sign the Attendance Register every day you attend training sessions facilitated by a facilitator.

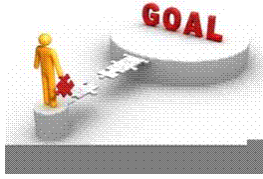
Programme Evaluation Form

On completion you will be supplied with a "Learning programme Evaluation Form". You are required to evaluate your experience in attending the programme.

Please complete the form at the end of the programme, as this will assist us in improving our service and programme material. Your assistance is highly appreciated.

Learner Expectations

Please prepare the following information. You will then be asked to introduce yourself to the instructor as well as your fellow learners



Your name:
The organisation you represent:
Your position in organisation:
What do you hope to achieve by attending this course / what are your course expectations?

UNIT STANDARD 259622

Unit Standard Title

Describe the functions of the workplace health and safety representative

Unit Standard ID

259622

NQF Level

2

Credits

3

Purpose

The person credited with this unit standard is able to understand the objectives and statutory requirements pertaining to health and safety in the workplace. The learners will be able to explain the rights, powers, functions and duties of the workplace health and safety representative and how any errant health, safety and environmental issues may be handled. Learners will also be able to participate in the safety, health and environmental structures and measure these activities according to health, safety and environmental requirements

Learning Assumed To Be In Place

- ✓ Communication at NQF Level 1 or equivalent.
- ✓ Mathematical Literacy at NQF Level 1 or equivalent.

Unit Standard Range

N/A

Specific Outcomes And Assessment Criteria

Specific Outcome 1: Describe the framework of workplace health and safety legislation pertaining to health and safety representatives.

Assessment Criteria:

- ✓ Definitions and terminology contained in the current legislation are explained in terms of specified requirements of the workplace
- ✓ The objectives of the relevant current legislation are described in terms of their impact on both employees and employers
- ✓ The importance of complying with the terms of the current relevant legislation is explained in terms of the consequences to health, safety, environment and production
- ✓ The statutory requirements applicable to a health and safety representative are explained in terms of their effect on the duties and functions
- ✓ The statutory requirements applicable to a health and safety committee member are explained in terms of their effect on the duties and functions applicable
- ✓ The statutory requirements of the employer are explained in terms of their effect on the functions, duties and responsibilities of the health and safety representative

Specific Outcome 2: Explain the specified requirements to conduct safety, health and environmental representation activities at a working place

Assessment Criteria:

- ✓ The specific functions and rights of the health and safety representative are explained in terms of the relevant legislation
- ✓ The importance and purpose of conducting safety, health and environmental representation activities are explained in terms of the consequences to safety, health, environment and production

Specific Outcome 3: Address safety, health and environment related issues within the scope of authority.

Assessment Criteria:

- ✓ Safety, health and environment related issues are dealt with at the appropriate level, according to specified requirements
- ✓ Facts related to safety, health and environmental issues are established from information obtained, using accepted data gathering methods
- ✓ Resolution of safety, health and environment related issues is attempted according to legislation and organisational policy and procedures
- ✓ The importance of resolving safety, health and environmental related issues is explained in terms of the consequences to health, safety, environment and production

Specific Outcome 4: Comply with the activities within safety, health and environmental structures. Structures include those contained within the management systems of the organisation

Assessment Criteria:

- ✓ The extent of participation within safety, health and environmental structures, is explained according to legislative requirements
- ✓ Consultative requirements of the health and safety representative are described in terms of their impact on interested and affected parties
- ✓ The importance of participating in the activities within the safety, health and environmental structures is explained in terms of the consequences to health, safety, environment and production
- ✓ Participation in the activities of the safety, health and environmental structures are measured according to health, safety and environmental requirements.

Unit Standard Essential Embedded Knowledge

- ✓ Health, safety and environmental legislation and regulations pertaining to the specific workplace of the learner.
- ✓ The functions and duties of a health and safety representative

Critical Cross-Field Outcomes (Ccfo)

Upon successful completion of this course, the learner will be able to:

- ✓ Identify and solve problems pertaining to safety, health and environmental issues within scope of authority
- ✓ Work effectively with others when participating in the activities of the health, safety and environmental structures in the workplace
- ✓ Organise and manage oneself and one's activities in order to participate in the activities of the safety, health and environmental representative effectively
- ✓ Collect, analyse, organise and critically evaluate information which may be required in order to address safety, health and environmental related issues
- ✓ Communicate effectively with the stakeholders on matters related to the health, safety and environmental representative

- ✓ Demonstrate an understanding of the world as a set of related systems where that effective participation in the activities of the safety, health and environmental representative leads to a safer and healthier workplace

SECTION 1: LEGISLATION

Specific Outcome:

Describe the framework of workplace health and safety legislation pertaining to health and safety representatives

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ Definitions and terminology contained in the current legislation are explained in terms of specified requirements of the workplace
- ✓ The objectives of the relevant current legislation are described in terms of their impact on both employees and employers
- ✓ The importance of complying with the terms of the current relevant legislation is explained in terms of the consequences to health, safety, environment and production
- ✓ The statutory requirements applicable to a health and safety representative are explained in terms of their effect on the duties and functions
- ✓ The statutory requirements applicable to a health and safety committee member are explained in terms of their effect on the duties and functions applicable
- ✓ The statutory requirements of the employer are explained in terms of their effect on the functions, duties and responsibilities of the health and safety representative

Introduction

Legislation – The regulations and related codes of practice are an excellent guide to identifying and controlling hazards.

Codes of practice are not legislation. Codes provide advice on how to comply with specific parts of the regulations. For example, recently, the OH&S Division released a code dealing with how to meet safety requirements for fire fighters set out in Part XXXIII of the regulations, *Additional Protection for Fire Fighters*.

Unfortunately we all work in industries that have potential hazards to health and safety which could result in accidents and occupational diseases; where people can get injured, disabled or even killed.

No matter how aware we all are of the health and safety factors related to our tasks, we will never be able to eliminate incidents or accidents completely.

The above is true because we must consider that the human factor as well as environmental factors, plays a big role in the causes of accidents.

Human beings are of nature lazy and will always look for a short cut to complete a task or assignment and we will often “get away with it”, but then we will run out of luck, and someone will get hurt or killed.

We must remember and understand that ...

***accidents don't just happen –
they are caused by unsafe acts
and/or
unsafe conditions.***

The O.H.S. ACT 85 of 1993 (Occupational Health and Safety) governs health and safety in the workplace

Formative Assessment: Legislation Objectives

Definitions & Terminology

Definitions

Following are some definitions from the OHS Act:

"In this Act, unless the context otherwise indicates –

- ✓ **"accident"** means an accident arising out of and in the course of an employee's employment and resulting in a personal injury, illness or the death of the employee.
- ✓ **"chief executive officer"**, in relation to a body corporate or an enterprise conducted by the State, means the person who is responsible for the overall management and control of the business of such body corporate or enterprise.
- ✓ **"danger"** means anything which may cause injury or damage to persons or property.
- ✓ **"employee"** means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.
- ✓ **"employer"** means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in section I (1) of the Labour Relations Act, 1956 (Act No. 28 of 1956).
- ✓ **"hazard"** means a source of or exposure to danger.
- ✓ **"health and safety committee"** means a committee established under section 19.
- ✓ **"health and safety equipment"** means any article or part thereof which is manufactured, provided or installed in the interest of the health or safety of any person.
- ✓ **"health and safety representative"** means a person designated in terms of section 17 (1).
- ✓ **"health and safety standard"** means any standard, irrespective of whether or not it has the force of law, which, if applied for the purposes of this Act, will in the opinion of the Minister promote the attainment of an object of this Act.
- ✓ **"healthy"** means free from illness or injury attributable to occupational causes.
- ✓ **"incident"** means an incident as contemplated in section 24 (1).
- ✓ **"inspector"** means a person designated under section 28.
- ✓ **"machinery"** means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy.
- ✓ **"occupational health"** includes occupational hygiene, occupational medicine and biological monitoring.
- ✓ **"occupational hygiene"** means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons.
- ✓ **"plant"** includes fixtures, fittings, implements, equipment, tools and appliances, and anything which is used for any purpose in connection with such plant.
- ✓ **"premises"** includes any building, vehicle, vessel, train or aircraft; "prescribed" means prescribed by regulation.
- ✓ **"properly used"** means used with reasonable care, and with due regard to any information, instruction or advice supplied by the designer, manufacturer, importer, seller or supplier."

- ✓ **"reasonably practicable"** means practicable having regard to:
 - ✓ the severity and scope of the hazard or risk concerned;
 - ✓ the state of knowledge reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk;
 - ✓ the availability and suitability of means to remove or mitigate that hazard or risk; and
 - ✓ the cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom.
- ✓ **"regulation"** means a regulation made under section 43.
- ✓ **"risk"** means the probability that injury or damage will occur.
- ✓ **"safe"** means free from any hazard.
- ✓ **"substance"** includes any solid, liquid, vapour, gas or aerosol, or combination thereof.
- ✓ **"this Act"** includes any regulation.
- ✓ **"user"**, in relation to plant or machinery, means the person who uses plant or machinery for his own benefit or who has the right of control over the use of plant or machinery, but does not include a lessor of, or any person employed in connection with, that plant or machinery.
- ✓ **"work"** means work as an employee or as a self-employed person, and for such purpose an employee is deemed to be at work during the time that he is in the course of his employment, and a self-employed person is deemed to be at work during such time as he devotes to work as a self-employed person.
- ✓ **"workplace"** means any premises or place where a person performs work in the course of his employment.

Explanations

Section 8

Environment

The set of circumstances or conditions, esp. physical conditions, in which a person or community lives, works, develops, etc.

Mitigate

- ✓ Make milder in manner or attitude, make less hostile.
- ✓ Give relief from (pain, suffering, etc.).
- ✓ Lessen the suffering or trouble caused by (an evil or difficulty of any kind).
- ✓ Make (anger, hatred, etc.) less fierce or violent.
- ✓ Lessen the rigour or severity of (a law).
- ✓ Make less oppressive.
- ✓ Reduce the severity of (a punishment).
- ✓ Make (a custom) more humane.

Hazard

- ✓ Danger, peril, risk, jeopardy, threat, menace.
- ✓ Put at risk, endanger, expose to danger, imperil.
- ✓ Put in jeopardy, jeopardize.

Measures

- ✓ Size or quantity as ascertained or ascertainable by measuring.

- ✓ What is estimated to be expected (chiefly in *get the measure*·
- ✓ An estimate, an opinion, a notion.
- ✓ That by which something is computed, estimated, judged, or regulated, or with which something is compared in respect of quantity or quality; a criterion, a test.
- ✓ Test, standard, touchstone, criterion, benchmark·

Precautionary

- ✓ Preventative measure, safety measure, safeguard, provision·
- ✓ Foresight, caution, care, attentiveness·

Authorized

- ✓ Empower, entitle, enable·
- ✓ Authority/permission for, permit, allow, approve, give one's assent to, agree to.

Scope

- ✓ Extent, range, sphere, area, field, realm, compass, orbit, reach, span, sweep, confine.
- ✓ Limit. 2 a job with much scope for improvement opportunity, freedom, latitude, capacity, room to maneuver, elbow-room.

Section 13

Conversant

- ✓ Acquainted with, familiar with, knowledgeable about, well-versed in, informed about, well-informed about, experienced in, practised in, skilled in.

Substance

- ✓ Matter, material, stuff, medium, mass, fabric.
- ✓ Meaningfulness, significance, weight, power, soundness, validity.
- ✓ Character, backbone, strength of character·

Section 14

Omissions

- ✓ Leaving out, exclusion, exception, non-inclusion, deletion, erasure, elimination·
- ✓ Neglect, neglectfulness, negligence, forgetfulness, disregard·
- ✓ Forgetfulness, oversight, disregard·

Act

- ✓ Bill, law, resolution, ruling, judgement.

Section 15

Interfere

- ✓ Hinder, inhibit, obstruct, get in the way of, check, block, hamper, handicap, cramp, frustrate.
- ✓ Meddle with, tamper with, intrude into, intervene in, get involved in.

Damage

- ✓ Harm, injure, hurt, impair, abuse, spoil, vandalize, wreck, destroy, ruin, play havoc with, devastate, do mischief to, tamper with, mutilate.

- ✓ Outrage, accident, loss, suffering.

Misuse

- ✓ Harm, injury, hurt, impairment, abuse, defilement, defacement, detriment, vandalism, destruction, ruin, havoc, devastation, mischief, outrage, accident, loss, suffering.
- ✓ Wrong use, misapplication, misemployment, abuse, squandering, waste, dissipation.

Section 13

Discharged

- ✓ Free, let go, release, liberate, clear, pardon, emancipate.
- ✓ Remove, get rid of, discard, eject, fire, axe, send packing, give the boot to, boot out.

Liable

- ✓ Responsible, legally responsible, accountable, answerable, chargeable, blameworthy, at fault, censurable

Section 17

Designate

- ✓ Call, name, entitle, term, christen, dub, style, label, denominate, nickname.
- ✓ Appoint, nominate, depute, delegate, select, choose, elect, assign, induct.
- ✓ State, appoint, specify, define, stipulate, particularize, earmark, set.

Consult

- ✓ Ask, seek advice/information from, call in, turn to, and take counsel from.
- ✓ Look up, refer to, and turn.
- ✓ Exchange views, deliberate.
- ✓ Consider, take into consideration/account, have regard to, respect, have an eye to.

Health & Safety Representatives Functions

Review

- ✓ Survey, study, analysis, examination, scrutiny, assessment, appraisal.
- ✓ Reconsideration, re-evaluation, revision, rethink, another look, fresh look.
- ✓ Criticism, critique, notice, evaluation, study, judgement, rating. , study, analyse, examine, scrutinize, assess, appraise.
- ✓ ,Recall, recollect, reflect on, look back on, call to mind, and summon up.
- ✓ Weigh up, discuss.

Consultations

- ✓ Meeting, meeting in which parties consult together, or one person consults another.
- ✓ On legal matter. Talk, discussion, interview, session, audience.

Audit

- ✓ An official examination and verification of (orig. orally presented) financial accounts, esp. by an independent body.

Health & Safety Functions

Incur

- ✓ Find, or make oneself subject to (danger, displeasure, etc.); bring on oneself (expense, obligation, etc.).
- ✓ Run into; come upon, meet with. Cause to be incurred; bring (something) *on* someone; entail.

Civil

- ✓ Of or pertaining to citizens as a community; relating to the internal organization of a society.

Liability

- ✓ The condition of being liable or answerable by law or equity.
- ✓ The condition of being liable or subject *to* something, apt or likely *to do* or *to suffer*, something undesirable.
- ✓ A thing for which a person is liable.

The Need For Safety, Health And Environmental Protection

Early Days

Since the existence of man, he has used natural objects as tools to assist him in performing tasks he alone was not capable of doing e.g. a stone to crush a hard seed or a branch of a tree to dislodge a large rock. This practice allowed man to do much more in a much shorter period of time.

At the same time, however, man also discovered that working with these tools could cause injury and even death. Some practices caused disease due to the material that was handled or the environment where the work was undertaken. In his book "*River God*", Wilbur Smith describes the activities of sculptors working inside a burial tomb. Many of them died as result of the clogging of their lungs, due to dust inhalation. This phenomenon was attributed to the intervention of the gods, as it could not be understood or explained.



Being the resourceful being he is, man quickly learned how to minimise or avoid injury and fatalities by devising methods for using tools more safely under safer conditions. This can be seen as the beginning of basic health- and safety management.

The invention of the wheel made man mobile and new tools and operating procedures were developed to cope with the demand created by new inventions and the use thereof.

For centuries man slowly developed new tools and machines, enabling him to achieve even more than what was ever possible. In the process he used existing tools to make and develop new ones.

Certain trades were established and standards were set to promote uniformity.

Safe practices became standard practices.

In society the introduction of innovations such as running water on tap and (for the time) hygienic ablution facilities contributed substantially to the health and prosperity of man in general.

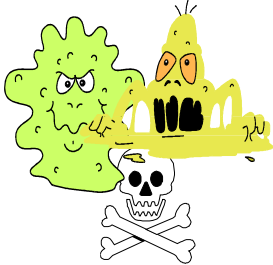
Through activities such as farming and mining, man was starting to impact on the environment.



The “Industrial Revolution” And After

The invention of the steam engine, and the resultant “Industrial Revolution” created endless opportunities for technological advancement on all fronts. The steam engine introduced an era of demand for and advancement in the field of technology never experienced.

Many factories were established and soon industrial cities, with the infrastructure to support industry, such as harbours, railway stations, etc., were developed. Factories needed workers and thousands of people flocked to these cities in search of a better living. Unfortunately though, the working class majority of workers were subjected to the worst possible working condition for minimal wages. Extensive abuse of cheap child labour was standard practice and many children died an early death in the name of technology.



As new inventions were introduced to industry, little or nothing was known about how the invention would perform under working conditions. This resulted in many of them failing when submitted to working conditions, often causing injury or death to the operator, and sometimes bystanders, in the process.

Together with poor working conditions and wages, overcrowded housing facilities with little or no public utilities like sewage and sanitation, refuse removal, etc., contributed to a very sorry state of affairs.

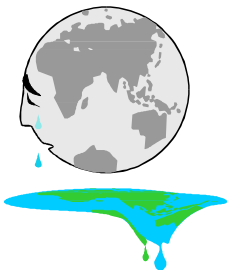
Unhygienic living conditions allowed diseases to spread with disastrous results. Harmful by-products from industry, like smoke, poisonous gases and toxic chemicals released back into the air and rivers, further contributed to already poor health conditions.

Technology was having a greater impact on the environment. Unfortunately the enormity of the effect that technology has on the environment was only realised much later, in some cases too late, as the effect on the environment is often not observed before substantial damage has been done to the environment. Worse still, in some cases these effects were, and still are, ignored and the environment is further exploited for the benefit of mankind.

Together with this technological advancement and the consequent misery, came the need for more effective measures to prevent injury and/or disease. It eventually dawned on employers that they had to treat employees humanely to get the best results from them.

Employers had to motivate the workforce to achieve higher levels of effectiveness, gaining their trust and cooperation in the process. One way to achieve this was to improve working and living conditions to mutually negotiated and acceptable standards.

This process included the improvement of health and safety standards. Through ongoing research, health and safety standards have been implemented and adapted to meet industry demands.



A lot of effort and money goes into the study of the effect of technological advancement on the environment. Research has shown that industrial activity has in many cases had devastating effects on the environment. Measures to protect the environment against the negative effects of human exploitation need to be devised and adapted according to the ever changing need thereof.

Accidents In The Workplace

What Is An Accident?

An Accident is an undesired event caused by unsafe acts or unsafe conditions that cause physical harm or has the potential for harm or the potential for loss.

Causes Of Accidents

The three contributing factors that result in accidents are as follows.

- ✓ Unsafe acts 88%
- ✓ Unsafe conditions 10%
- ✓ Acts of providence 2%

98 % of all accidents can be prevented due to the causes of these accidents are things people do wrong in the work place.

2 000 000 Accidents were investigated and it was found that for every one major accident that caused death or disablement there can be 10 accidents that only caused minor injuries where only First Aid treatment was required, and 30 accidents that caused property damage.

Basic Causes Of Accidents

Personal Factors

Lack Of Knowledge/Skill, By The Worker

In short this means that the worker was not trained to do his/her job properly and safely.

Improper Motivation

The worker is not interested in his/her job.

Physical And Mental Problems

The worker is not fit to do the job properly or he /she is not capable of doing the job safely. It cannot be expected for a code 14 drivers to perform a brain operation on a patient. The person working in a wood and coal business should be a person who is able to pick up heavy objects and therefore should be a strong person

Attitudes

The attitudes of people often relate to the following:

- ✓ Home influence
- ✓ Education and training
- ✓ Job experience
- ✓ Personal habits
- ✓ Mentally and physically unsuited to do the job
- ✓ Work problems and grievances

Job Factors

The following will also contribute to accidents:

- ✓ Inadequate work standards (no safe working procedures)

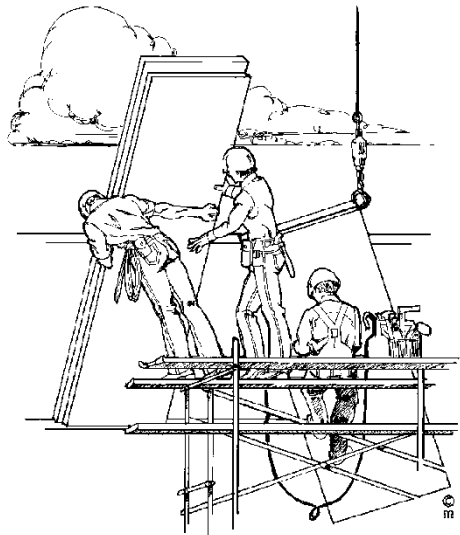
- ✓ Inadequate design (equipment that is not properly designed to do the job)
- ✓ Normal wear and tear (no proper and regular inspection on equipment)

Abnormal usage (substantial equipment that is used, like household equipment used for industrial purpose)

Effects

Unsafe Acts:

- ✓ Failure to warn (not telling the worker of the dangers in the workplace)
- ✓ Failure to secure (fail to fasten the top of a ladder while working on a roof)
- ✓ Operating at improper speed (working too fast to get the job done, chasing production)
- ✓ Making safety devices inoperative (bypassing circuit breakers that keeps on tripping)
- ✓ Removing safety devices (removing thermostats from equipment or bypassing earth leakages)
- ✓ Using defective equipment (Using electrical equipment where open wiring is visible)
- ✓ Failure to use personal protective equipment (**PPE**) (not using proper gloves when removing hot foods from the oven)
- ✓ Improper loading (unsafe loading of goods on a vehicle or trolley which can fall off and injure people)
- ✓ Improper placement (storing of food stuff in the same area where cleaning materials are kept, this can result in the food stuff being affected and become poisonous).
- ✓ Improper lifting (picking up heavy objects the wrong way.)
- ✓ Improper position for task (taking up an unsafe position while working)
- ✓ Horseplay (playing in the work place chasing each other or throwing a fellow worker with objects or water)
- ✓ Alcohol and drugs (workers working while under the influence of alcohol or drugs can result in injuring themselves or fellow workers)



Unsafe Conditions

- ✓ Inadequate guards and barriers (open components of machinery that can have the result that the worker's hands or clothing can be caught)
- ✓ Inadequate PPE (No or little personal protective equipment or the wrong type of PPE)
- ✓ Defective tools, equipment or materials (Using a teaspoon to remove chips from the hot oil in a pot. Working at the stove while the extractor unit is out of order)
- ✓ Congestion or restricted action (Working in the kitchen where too many workers are. This can result in workers bumping into each other)
- ✓ Inadequate warning system (No fire alarm that can be activated if a fire breaks out in the work place)
- ✓ Fire and explosion hazard (Flammable liquids stored in areas with extreme temperatures. Storing chemicals in the same area that reacts with each other)
- ✓ Bad house keeping (Everything in its place and a place for everything. Keep your work place clean, neat and free from obstruction and keep it bacteria free. This is very important in the food preparation process)
- ✓ Noise exposure (An area that exceeds a noise level more than 85 decibels)
- ✓ Temperature extremes (If good ventilation in the workplace are not adequate, this can result in workers are exposed to heat exhaustion, and can become unconscious)
- ✓ Inadequate illumination (Good lighting is very important in the work place to ensure that the worker can do his/her job properly. Where lighting is too extreme workers can also damage their eyes by not using PPE)
- ✓ Inadequate ventilation (ventilation in the work place is of utmost importance, lack of proper ventilation can cause workers to become drowsy and this will result in accidents)

Formative Assessment

OHS

The O.H.S. ACT 85 of 1993 (Occupational Health and Safety) requires the employer to bring about and maintain, as far as reasonable practicable, a workplace that is safe and without risk to the health of the workers.

This means the employer must look in to the following.

That the workplace is free of hazardous substances, such as benzene, chlorine, and micro organisms, articles, equipment, processes, etc. that may cause injury, damage or disease. Where this is not possible, the employer must inform workers of these dangers, and how to work safely, and provide personal protective equipment for a safe workplace.

However, it is not the sole responsibility of the employer to adhere to the O.H.S. ACT. The workers also have responsibilities that they must adhere to, regarding certain regulations within this legislation.

In short this means that the worker and the employer share responsibility regarding Health and Safety in the workplace.

Objectives Of The Act

The purpose of the Act is to provide for Health and Safety of persons at work or in connection with the use of plant and machinery. . It further provides for the protection of persons other than persons at work from hazards arising out of or in connection with the activities at work.

The Occupational Health and Safety Act supports every worker's right to a safe and healthy workplace. The duty for creating and maintaining a healthy and safe workplace falls on every person in the workplace, to the degree they have the authority and ability to do so. Whether they

are the Chief Executive Officer or the newest worker hired, everyone has a personal and shared responsibility for working together co-operatively to prevent occupational injuries and illnesses.

The Act And Regulations

The Act known as the Occupation Health and Safety Act (Act 85 of 1993) consists of 50 sections approved by parliament. The purpose of the Act is to provide for Health and Safety of persons at work or in connection with the use of plant and machinery. It also provides for the protection of persons other than persons at work from hazards arising out of or in connection with the activities at work. The Minister of Labour incorporates various regulations, on specific topics, into the Act from time to time.

The Act or regulations can be purchased from the Government printer in Gazette form or bound form from various publishers.

Duties Of Employer: Section 8

The Employer must provide and maintain all the equipment that is necessary to do the work, and all the systems according to which work must be done, in a condition that will not affect the Health and Safety of workers.

Before personal protective equipment may be used, the employer must first try to reduce any danger that may affect the Health and Safety of his workers. Only when this is not practical, should he resort to personal protective equipment.

The employer must take measures to protect his or her workers' Health and Safety against hazards that may result from the production, processing, use, handling, storage or transporting of articles or substances, in other words, anything that workers may come into contact with at work.

To ensure that these duties are complied with, the employer must do the following

Identify potential hazards, which may be present while work is carried out, something is being produced, processed, used, stored or transported, and any equipment is being used.

Establish the precautionary measures that are necessary to protect his or her workers against the identified hazards and provide the means to improve the means to implement these precautionary measures.

Provide the necessary information, instructions, training and supervision while keeping the extent of workers' competence in mind. In other words, what they may do and may not do.

Not permit anyone to carry on with any task unless the necessary precautionary measures have been taken.

Take steps to ensure that every person under his or her control complies with the requirement of the Act.

Enforce the necessary control measures in the interest of health and safety.

See to it that the work being done and the equipment used, is under general supervision of a worker who has been trained to understand the hazards associated with the work. Such a worker must ensure that the precautionary measures are implemented and maintained.

Articles

Manufacturers, Designers, importers, Sellers and Suppliers must ensure that the following is adhered to regarding Articles:

- ✓ Their articles are safe and without risk to health and comply with all prescribed requirements.
- ✓ When a structure or an article is installed on any premises, it must be done in such a way that neither an unsafe situation nor a health risk is created.

Substances

Manufacturers, Designers, importers, Sellers and Suppliers must ensure that the following is adhered to regarding substances:

- ✓ Such substances are safe and without risk to the Health of persons when properly used.
- ✓ Information is available on the following:
- ✓ Use of the substance at work
- ✓ Health and Safety risk associated with the substance
- ✓ Conditions that are necessary to ensure that the substance will be safe and without risk to health when properly used.
- ✓ Procedures in case of an accident are in place.

If a person to whom an article or substance has been sold or supplied, undertakes in writing to take specified steps to ensure that the article or substance will meet all the prescribed requirements, and will be safe and without risk to health, the duties of the importer, designer, seller, supplier or manufacturer will subsequently shift to the person who undertakes to take such steps.

Duty To Inform Employees: Section 13

The Employer must see to it that every worker is informed and clearly understands the Health and Safety hazards in the workplace or any work he or she are to do, any thing being produced, processed, used, stored, handled or transported, and any equipment or machinery being used. The Employer must then provide information about precautionary measures against these hazards.

The Employer must inform Health and Safety Representatives when an inspector notifies him or her of inspections and investigations to be conducted at the premises. The Employer must also inform Health and Safety Representatives of any application for exemption made, or of any exemption granted to him or her in terms of the Act. Exemption means being exempted from certain provisions of the Act, regulations, notices or instructions issued under the Act.

The Employer must, as soon as possible, inform the Health and Safety representatives of the occurrence of an incident in the workplace. An incident is an event that occurs in the workplace where a person is killed injured or becomes ill. It is also the spillage of hazardous chemical substance, for example, where a tank leaks formaldehyde (a chemical product used in industry) due to a faulty valve, or where machinery runs out of control, without killing or injuring anyone.

Duties Of The Employee: Section 14

It is the duty of every worker in the workplace to ensure that he or she complies with the following:

- ✓ Take care of his or her own health and safety, as well as that of fellow workers in the workplace, who may be affected by his/her actions or negligence to act. This includes playing at work. Many people have been injured and even killed due to horseplay in the workplace, and that is considered a serious contravention.
- ✓ Where the Act imposes a duty or requirements on the worker, to cooperate with the employer.
- ✓ Give information to an inspector from the Department of Labour if he or she should require it.
- ✓ Carry out any lawful instruction which the employer or authorized person prescribes with regard to Health and Safety.
- ✓ Comply with the rules and procedures that the employer gives him or her.
- ✓ Wear the prescribed safety clothing or the prescribed safety equipment where required.
- ✓ Report unsafe or unhealthy conditions to the employer or Health and Safety Representative as soon as possible

- ✓ If he or she is involved in an accident or incident that may influence his or her health, report it to the employer or authorized person or the Health and Safety Representative as soon as possible, but not later than the end of his or her shift.

The Rights Of The Worker

The Occupational Health and Safety Act has extended workers' rights that include the following:

- ✓ The right to information
- ✓ The right to participate in inspections
- ✓ The right to comment on legislation and make representations
- ✓ The right not to be victimized
- ✓ The right to appeal

The Right To Information

The worker must have access to:

- ✓ The occupational Health and Safety Act and Regulations.
- ✓ Health and Safety rules and Procedures of the workplace.
- ✓ Health and Safety standards of the workplace that must be kept by the employer.

The worker may request the employer to inform him or her regarding the following:

- ✓ Health and Safety hazards in the workplace.
- ✓ The precautionary measures, which must be taken.
- ✓ The procedure that must be followed if a worker is exposed to substances hazardous to health.

The worker may request that his or her private medical practitioner investigate his or her medical and exposure records. If the worker is a Health and Safety Representative, he or she may investigate and comment in writing on exposure assessments and monitoring reports

The Right To Comment On Legislation And Make Representations

The worker may comment or make representations on any regulation or safety standard published under the Occupational Health and Safety Act.

The Right Not To Be Victimized

An employer may not dismiss a worker from his service, reduce a worker's salary or reduce a worker's service conditions because:

- ✓ The worker supplied information, which is required of him or her in terms of the Act, to someone who is charged with the administration of the Occupational Health and Safety Act.
- ✓ The worker complied with a lawful notice, (e.g. a prohibition, contravention notice, etc.)
- ✓ The worker did something in terms of the Act that should have been done.
- ✓ The worker did not do something in terms of the Act that is prohibited.
- ✓ The workers have given evidence before the Labour Court or a court of law on matters regarding Health and Safety.

The Right To Appeal

The worker may appeal against the decision of an inspector. Appeals must be referred in writing to The Chief Inspector

Occupational Health and Safety

Duty Not To Interfere With Or Misuse Of Objects

No one may interfere with or misuse any object that has been provided in the interest of health and safety. A person may, for example not remove a safety guard from a machine and use the machine or allow anybody else to use it without such a guard.

1. Take care of himself and others who may be affected by his acts or omissions
2. Co-operate with his employer apply Act
3. Carry out lawful orders, obey H&S rules & procedures
4. Reports unsafe & unhealthy situations
5. Report any incident ASAP

Duties Of Chief Executive Officer: Section 16

- ✓ Ensure that duties of the employer is discharged
- ✓ May assign duties - but still stays responsible and liable

What May Health And Safety Representatives Do?

Health and safety representatives are entitled to do the following:

- ✓ **Health and safety audits.** Representatives may check the effectiveness of health and safety measures by means of health and safety audits.
- ✓ **Identify potential dangers.** Representatives may identify potential dangers in the workplace and report them to the health and safety committee or the employer.
- ✓ **Investigate incidents.** Representatives may together with the employer investigate incidents, investigate complaints from workers regarding health and safety matters, and report about it in writing.
- ✓ **Make representations.** Representatives may make representations regarding the safety of the workplace to the employer or the health and safety committee or, where the representations are unsuccessful, to an inspector.
- ✓ Inspections
- ✓ **Attend committee meetings.** Representatives may attend health and safety committee meetings.

Rights, Powers, Functions & Duties

As far as inspections are concerned, representatives may:

1. Inspect the workplace after notifying the employer of the inspection
2. Participate in discussions with inspectors at the workplace and accompany inspectors on inspections
3. Inspect documents
4. With the consent of his/her employer, be accompanied by a technical advisor during an inspection.



What Do Health And Safety Committees Do?

The committees only deal with Health and Safety matters in the workplace or sections thereof, for which such committees have been established.

Generally, Health and Safety committees have the following functions



- ✓ **Make recommendations:** A committee must make recommendations about the Health and Safety of workers to the employer. Where these recommendations do not lead to solving the matter, the committee may make recommendation to an inspector.
- ✓ **Discuss Incidents:** A committee must discuss any incident that leads to the injury, illness, or death of any worker and may report about it in writing to an inspector.
- ✓ **Record Keeping:** A committee must keep record of every recommendation to the employer and every report to an inspector.
- ✓ **Other Functions:** Committee members must perform any other functions required of them by regulation.

Contractors, Visitors & The Public

Everybody in the workplace must be made aware of the potential hazards that exist. This is why you will find notices of wet floors in supermarkets, etc. When a member of the public, a contractor or a visitor goes into an area that is unsafe, they must also wear protective clothing. The hazards or unsafe conditions must also be explained to them, so that they can make a choice whether to enter the area or not.

Other Relevant Legislation Includes:

- ✓ Road Traffic Act 93, 1996.
- ✓ Mine Health and Safety Act 29, 1996.
- ✓ Compensation for Occupational Injuries and Diseases Act 130, 1993. (COIDA)
- ✓ Environmental Conservation Act 73, 1989.
- ✓ Water Act 54, 1956 and Water Amendment Act 1993.
- ✓ Smoking Act 12, 1999.
- ✓ National Environmental Management Act 107, 1998.
- ✓ Atmospheric Pollution Prevention Act 45, 1965.

Department Of Labour

Chief Directorate Of Occupational Health And Safety

The Chief Directorate of Occupational Health and Safety of the Department of Labour administers the occupational Health and Safety Act.

In order to ensure the Health and Safety of workers, provincial offices have been established in all the provinces. To this end, occupational Health and Safety inspectors from these provincial offices carry out inspections and investigations in the workplaces.

Inspections

Inspections are usually planned on the basis of accident statistics, the presence of hazardous substances, such as the use of benzene in laundries, or the use of dangerous machinery in the workplace. Unplanned inspections, on the other hand, usually arise from requests or complaints by workers, employers or members of the public. These complaints or requests are treated confidentially.

Powers Of Inspectors

If an Inspector finds dangerous or adverse conditions at the workplace, he or she may set requirements to the employer in the following ways:

- ✓ Prohibition notice
- ✓ Contravention notice
- ✓ Improvement notice
- ✓ Other powers

Prohibition Notice

In the case of threatening danger an inspector may prohibit a particular action, process, or the use of a machine or equipment, by means of a prohibition notice. No person may disregard the contents of such a notice and compliance must take place with immediate effect.

Contravention Notice

If a provision of a regulation is contravened, the inspector may serve a contravention notice on the workers or the employer. A contravention of the Act can result in immediate prosecution, but in the case of a contravention of a regulation, the employer may be given the opportunity to correct the contravention within a limit specified in the notice, which is usually 60 days.

Improvement Notice

Where the Health and Safety measures which the employer has instituted do not satisfactorily protect the Health and Safety of the workers, the inspector may require the employer to bring about more effective measures. An improvement notice, which prescribes the corrective measures, is then served on the employer.

Other Powers

To enable the inspector to carry out his or her duties, he or she may enter any workplace or premises where machinery or hazardous substances are being used and question or serve a summons on persons to appear before him or her. The inspector may request that any documents be submitted to him or her, investigate and make copies of the documents, and demand an explanation about any entries in such documents. The inspector may also inspect any condition or article and take samples of it, and seize any article that may serve as evidence.

Note: The above-mentioned powers of inspectors are not absolute. Any person, who disagrees with any decision taken by the inspector, may appeal against that decision in writing to the Chief Inspector Occupational Health and Safety at Department of Labour.

Formative Assessment

SECTION 2: H&S REPRESENTATION ACTIVITIES

Specific Outcome

Explain the specified requirements to conduct safety, health and environmental representation activities at a working place.

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ The specific functions and rights of the health and safety representative are explained in terms of the relevant legislation.
- ✓ The importance and purpose of conducting safety, health and environmental representation activities are explained in terms of the consequences to safety, health, environment and production

Health And Safety Representatives

What Are Health And Safety Representatives?

They are full-time workers nominated or elected and designated in writing by the employer after the employer and workers consulted one another and reached an agreement about who will be health and safety representatives.

Importance & Purpose

Further they must at least be familiar with the circumstances and conditions at that part of the workplace for which they are designated. Agreement must also be reached on the period of office and functions of the health and safety representative and must be settled amongst the employer and the workers.

How Many Representatives Must Be Designated?

A representative must be designated for every workplace consisting of 20 or more workers. Therefore, where only 19 workers are employed, it is not necessary to designate a representative.

In the case of **shops** and **offices**, one representative must be designated for every 100 workers or part thereof.

For example, one representative must be designated in the case of 21 to 100 workers. But two representatives must be designated where 101 to 200 workers are employed.

In the case of **other workplaces**, one representative must be designated for every 50 workers or part thereof.

For example, one representative must be designated in the case of 21 to 50 workers. But two representatives must be designated where 51 to 100 workers are employed.



Depending on circumstances, an inspector may require the designation of more representatives, even in the case where the number of workers is less than 20. For example, the layout of a plant may be of such a nature that the designation of only one representative for 50 workers is insufficient. The inspector may then require the designation of more representatives. However, if the employer and workers so agree, more than the prescribed number of representatives may be designated.



When Must Health And Safety Representatives Be Designated?

Within four months after the commencement of the employer's business. An employer with more than 20 workers, whose business is operative for less than four months, does not have to designate representatives. In the case where, for example, seasonal workers are employed on farms, causing the number of workers to exceed 20 for a period less than four months, the designation of representatives is also not necessary.

When Must Health And Safety Representatives Perform Their Activities?

All activities regarding the designation, function and training of representatives must be performed during normal working hours.

Health And Safety Committee

What Is The Purpose Of Health And Safety Committees?

Members meet in order to initiate, promote, maintain and review measures of ensuring the Health and Safety of workers.



When Must Health And Safety Committees Be Established?

At least one committee must be established when two or more representatives are designated.

How Many Members Does A Health And Safety Committee Comprise?

- ✓ The employer determines the number of Health and Safety committee members, based on the following:
- ✓ If only one committee has been established for a workplace, all the representatives must be members of that committee.
- ✓ If two or more have been established for a workplace, each representative must be a member of at least one of those committees.
- ✓ Therefore, every representative must be a member of a committee.
- ✓ The employer may also nominate other persons to represent him or her on a committee but such nominees may not be more than the number of representatives designated on that committee.
- ✓ If however, an inspector is of the opinion that the number of committees in the workplace is inadequate, he or she may determine the establishment of additional committees

How Often Do Health And Safety Representatives Meet?

- ✓ They meet whenever it is necessary, but at least once every three months.
- ✓ The committee determines the time and place.
- ✓ However, if 10% or more of the workers put a request for a meeting to the inspector, the inspector may order that such a meeting be held at a time and place which he or she determines.



Who Determines The Procedure Of The Meetings?

The members of the committee elect the chairperson and determine his or her period of office, meeting procedures, etc.

May Health And Safety Committees Consult Experts For Advice?

Yes, committees may co-opt persons as advisory members for their knowledge and expertise on Health and Safety matters.

However, an advisory member does not have any voting powers.

Report To The Chief Inspector Regarding Occupational Diseases

If a medical practitioner examines or treats someone for a disease that he or she suspects arose from that worker's employment, the medical practitioner must report the matter to the workers employer, to the Chief inspector and notify the patient.

Co-Operation With The Inspector

Compliance With Directions, Subpoenas, Requests Or Commands

Employers and workers must comply with the directions, subpoenas, requests or orders of inspectors. In addition, no one may prevent anyone else from complying.

Answering Questions

The inspector's questions should be answered, but no one is obliged to answer a question by which he or she might incriminate him or herself. To incriminate oneself means that one is suggesting that one is responsible for a contravention.

Investigations

When the inspector so requires, he or she must be provided with the necessary means and be given the assistance he or she may need to hold an investigation. The inspector may also request that individuals attend investigations that may assist the inspector with the investigation. No one may insult the inspector or deliberately interrupt the investigation.

Prosecutions

When the worker does something which in terms of the occupation Health and Safety act is regarded as an offence, the employer is responsible for that offence, and he or she could be found guilty and sentenced for it, unless the employer can prove that:

- ✓ He or she did not give his or her consent
- ✓ He or she did take all reasonable steps to prevent it from happening
- ✓ The worker did not act within the scope of his or her competence, in other words, that the worker did something, which he or she knew he or she should not have done

Occupational Safety

Some of the main causes of accidents in the workplace that result in injuries, fatalities (Death), or health hazards are as follows.

- ✓ Contact with moving machinery (Hands in the mixer while it is in operation)
- ✓ Contact with stationary objects (Good or machinery placed in the working area where workers can bump or trip over resulting in falling or injuring themselves)
- ✓ Vehicles (Run over by a car or delivery truck, Forklift, or any vehicle that is used in the workplace)

- ✓ Falling objects (Goods stacked on top of places where it can fall off and injure workers)
- ✓ Sharp point (Knives, forks and any other sharp objects that can result in cutting or penetrating the body parts of the worker)
- ✓ Hard surfaces (Floors, walls machinery that can cause injury by slipping, bumping or falling on)
- ✓ Contact with hazardous substances (getting drain cleaner in the eyes or on the skin which is corrosive and can cause blindness, or irritation of the skin)
- ✓ Extreme temperatures (Improper ventilation will cause drowsiness and poor performance of the worker and they will lead to injuries)
- ✓ Physical exertion (Carrying out tasks, such as lifting or moving objects that are heavy for long periods of time)



Common Hazards

Hazards will differ from work place to work place, and they could be the following, depending on the circumstances.

Confined Spaces

Areas, that are very small, or ventilation is inadequate, resulting in dangerous circumstances.

Electricity

Electricity is one of the main causes of injuries and fires in the workplace. DO NOT work with faulty electrical equipment, DO NOT work on equipment before isolating the electricity and use the correct lockout procedures.

Fire And Explosions

Flammable liquids used in an unsafe way, chemicals that are mixed that react with each other: striking a match when smelling gas, wrongly installed gas installations and many other examples.

Housekeeping

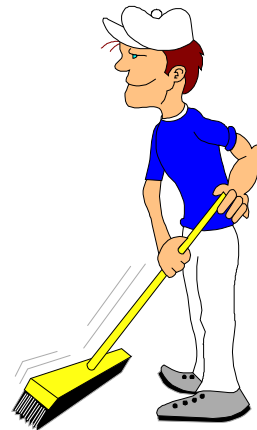
If proper housekeeping standards aren't followed it will result in using substandard equipment when the correct equipment cannot be found.



Definition Of Housekeeping

A place for everything and everything in its place

- ✓ Good lighting.
- ✓ Good ventilation
- ✓ Hygiene facilities to be kept clean
- ✓ All aisles and storage areas clearly marked
- ✓ Good stacking and storage practices
- ✓ Stacked goods must not endanger life
- ✓ Factory yards must be kept tidy
- ✓ All refuse to be placed in bins



Poor Housekeeping

- ✓ Unnecessary rubbish, waste and vegetation in the yard
- ✓ Poor stacking/storage practices
- ✓ Unsafe handling of flammable liquids
- ✓ Compartments not kept in good condition.

Remember the definition of housekeeping; the following steps should be practiced for effective housekeeping:

- ✓ Passages, aisles and walkways should be marked and kept clear of obstacles to prevent workers and visitors from injuries.
- ✓ Waste bins should be provided. If there is no waste bins workers tend to through waste materials and papers on the floor, this will create a fire hazard in the work place.
- ✓ All spillages must be cleared and cleaned immediately to prevent workers to slip, or be contaminated if chemicals are involved.
- ✓ Report any unusual parcels or packages to security
- ✓ Place everything in the correct place and store all products correctly.
- ✓ Clean up your work place at the end of every shift. (Do not leave it for the follow-up shift to clean.

How To Work Safely

In order to help you with inspections and also to be able to develop an inspection check list, we will take a look at what has to be done in order to work safely.

Never:

- ✓ Enter a work area that you have not been authorised to enter.
- ✓ Operate any equipment that you have not been trained to operate

Always Wear:

- ✓ suitable protective clothing
- ✓ safety boots
- ✓ hard hats
- ✓ overalls



Also Wear Proper Eye Protection:

- ✓ when grinding or welding
- ✓ where notices say eye protection must be worn
- ✓ in any other place where your eyes could be injured.
- ✓ when instructed by your supervisor.

Use Gloves, Aprons Other Special Clothing When Handling:

- ✓ rough materials
- ✓ chemicals
- ✓ hot or cold objects.
- ✓ Wear hearing protection whenever notices indicate that your are in an area that requires you to wear hearing protection.

Wear Respirators When:

- ✓ spray painting
- ✓ welding and cutting
- ✓ the area is very dusty
- ✓ there is any other toxic danger
- ✓ in other areas where it is required



Keep Your Working Area Clean By:

- ✓ regularly sweeping scraps,
- ✓ cleaning oil spills and
- ✓ putting refuse in the bins provided.
- ✓ be proud of your workplace
- ✓ clean as you go.

Keep Access Ways Safe By:

- ✓ not blocking fire exits or traffic lanes with tools or equipment
- ✓ keeping loose material off the stairs and walkways.



Get To Know Your Work Place, In Particular:

- ✓ warning and prohibitory signs
- ✓ location of fire fighting appliances
- ✓ your safety representative and first-aider
- ✓ emergency exits.



Be Aware Of Other Work Near You.

In particular:

- ✓ do not walk under suspended loads and be aware of persons working above you
- ✓ watch out for vehicles
- ✓ mobile equipment.

When Carrying Something

Make sure that:

- ✓ you bend your knees and keep your back nearly straight when lifting
- ✓ you get help with heavy or bulky materials
- ✓ there is only one person giving orders when a team is lifting big loads
- ✓ there is a clear path to where you want to go before starting the lift.



Only qualified people are allowed to
repair tools and equipment

When Using Hand Or Power Tools

make sure that:

- ✓ you are using the right tool for the job
- ✓ handles are not split
- ✓ cutting tools are sharp

- ✓ power tools are not being overloaded.

Before Starting Machinery

- ✓ make sure all guards are in place
- ✓ check for safety of other persons in the area.

Before repairing or adjusting machinery stop and lock out the machine. Do not work on a machine while it is in operation.

You must not operate any equipment or vehicles unless you are qualified and authorized to do so.



When Using Oily Rags:

- ✓ store them after use in covered metals bins or dispose of them safely
- ✓ keep oily rags away from oxygen cylinders.

Alcohol And Drugs

A worker may not work when under the influence of alcohol or drugs (Dagga, Mandrax etc.). Any worker who uses alcohol or drugs while working will face severe disciplinary action (Dismissal) or criminal charges.

When a worker, works while intoxicated he will put himself and his fellow workers at risk, this is very dangerous and will cause an accident.



Medication with a high alcohol content, like cough mixtures, can also cause intoxication and drowsiness. This medication will also cause delayed reaction and reduced concentration. It is very important that you ask the chemist if the medication that you are using will have these side effects or read the pamphlet supplied with the medication. If it does, ask for medication that does not have these side effects. It is very important to inform your supervisor and Health and Safety Representative of your medication that you are taking and of its side effects.

First Aid & Occupational Hygiene

Every workplace, however small, is equipped with a First Aid Box. First Aid Boxes will be allocated to certified first-aiders. Every injury must be treated and reported to the person in charge. Injuries, which require professional medical treatment, an appropriate accident report form has to be made out immediately by the person in charge and the injured person taken to the site clinic.

First Aid Boxes must be kept properly stocked with the minimum required contents.

Fire Prevention



Smoking and open fires are not permitted in any storeroom or area, which contains flammable liquids, or any no smoking areas indicated by a non-smoking sign.

Misuse or tampering with fire prevention equipment can result in severe disciplinary action being taken.

Office and other electrical equipment must be switched off after normal working hours, over weekends or when the room in which they are installed is unoccupied.

Manholes

Work in manholes is governed by rules of work conducted in confined spaces.

Dangerous Places

All open holes, as well as open sides of buildings must be made safe by respectively boarding over and / or by barricading to prevent people from falling to another level.

Barricading

- ✓ All minor and excavations must be barricaded by means of solid barricading.
- ✓ Barrier (chevron) tape will be allowed as a means of demarcation only.



Removal Or Tampering With Safety Appliances

- ✓ No persons shall wilfully interfere with or misuse any means, appliances or other devices (including barricades, coverings of openings in floors etc.) providing for securing the health, safety and welfare of employees.
- ✓ Where anything for securing the health, safety and welfare of employees is provided for the use of any employee in any process, that employee shall use such equipment whilst engaged
- ✓ No person shall wilfully and without reasonable cause do anything liable to endanger the health, safety or welfare of himself or others.

Motor Vehicles



- ✓ Only authorised persons may drive Company vehicles.
- ✓ The driver must have the appropriate licence for the vehicle he is driving.
- ✓ If involved in any accident onsite / off site resulting into damages to the vehicle, the Responsible Person must be notified and required accident report form completed.

Transporting Personnel / Material

No person is allowed to be transported on the loading platform of a truck or LDV unless the following conditions are met:

- ✓ The driver of any vehicle must ensure that before reversing his vehicle there are no people in his path or if so they are aware of his vehicle's movements at all times.
- ✓ All construction vehicles, and mobile equipment shall be fitted with a reverse alarm/hooter.
- ✓ A driver / operator must conduct a walk around test of his vehicle daily before the start of his operation. All defects found must be recorded in a log sheet and handed promptly to his supervisor for action.

- ✓ Should he identify a serious defect he must report it to the responsible manager before operating the vehicle.

General



Use special safety equipment when required as indicated by mandatory signs.

Report to your supervisor loss or damage immediately of any protective clothing or safety equipment, and ensure that it is replaced.

Obey "No Smoking"

Know where the nearest are and how to use

Know where you're point is and it's number



signs.

fire extinguishers them.

nearest emergency

in approved safety

buildings away

Store flammable liquids only in small amounts and cans.

Keep portable heating equipment and engines in from combustible materials.

Do not interfere with electrical equipment until it has been isolated.

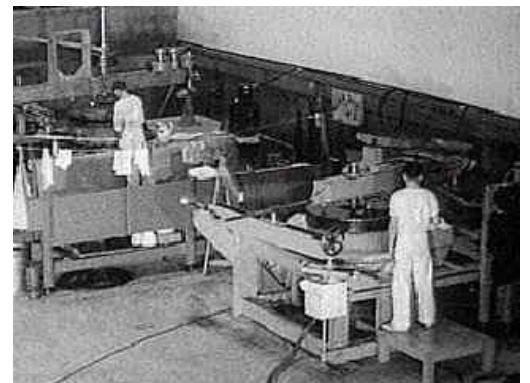
Do not use electrical power tools or equipment while standing in water.

Make sure the cords of electrical tools are in good condition.

Safeguarding Machinery And Equipment

A machine guard is a barrier which suitably encloses the moving parts of a machine. It must prevent any part of the body from reaching under, over, around or through the guard and entering the danger zone.

It is necessary to safeguard machines because the injuries caused by machines could be severe, disabling and permanent; such injuries are generally preventable; danger can often be reduced or removed by mechanical safeguards; and workers realise that unguarded machinery is dangerous. The employer should spend money on the safeguarding of machinery to show his sincerity in protecting the workers from injury.



Classes And Types Of Machine Guards

There are **two classes** of machine guards, namely, transmission guards and point of operation guards.

There are **three types** of guards, namely:

- ✓ Fixed Guards - these do not move with each operation;
- ✓ Interlocking Guards - these guards prevent the controls of the machine from being used until the guard is moved into place; and
- ✓ Automatic Guards - these prevent the machine operator from coming into contact with the dangerous parts of a machine while it is moving.

Requirements Of Machine Guards

Machine guards should comply with the following requirements:

- ✓ They should afford the maximum protection possible;
- ✓ The danger zone(s) should be blocked out during operation;

- ✓ The guards should be corrosion-free and fire-resistant;
- ✓ The guards should not produce splinters or pinch the operators;
- ✓ The guards should be fixtures of the machinery;
- ✓ The guards should not affect the efficiency of the machine; and
- ✓ They should be strong enough to withstand normal wear and tear.

Burns From Electrical Apparatus

Besides electric shock, electricity can also cause external burning, e.g. the arc of a welding machine produces temperatures between **6 000 to 8 000** centigrade. Persons standing nearby such an arc will be severely burnt and such an arc may start a fire by igniting flammable material.

When the arc resulting from a breakdown of the insulating material or insulating medium is contained in an enclosure, the heat produced causes the surrounding air or oil to expand rapidly and may also cause an explosion by the expansion of air or oil. Such an explosion can produce extensive damage to property and to persons.

Faulty Electrical Circuits

Overloading of electrical circuits can produce localised heating of the conductors. The heat so generated may be sufficient to ignite nearby flammable material and thus cause a fire, or alternatively, the heating of the conductors may result in a deterioration of the insulating material and cause a fire.

To ensure a safe and uninterrupted supply of electricity, an industrialist must ensure that the electrical installations

- ✓ Are correctly designed;
- ✓ Proper and suitable equipment must be used;
- ✓ Electrical installations and equipment must be maintained in accordance with planned maintenance programmes.

A well-thought out planned maintenance programme of the electrical installation will ensure that regular cleaning, inspections, adjustment, testing and planned part replacement, are carried out. Experience has shown that this significantly reduces breakdowns, including dangerous breakdowns or dangerous conditions.

Personnel should only be permitted to work on electrical systems if the circuits have been isolated, in other words switched off or if a lock-out system has been secured. Electrocutions are frequently caused when personnel work on electrical equipment which they either believe or assume have been isolated.

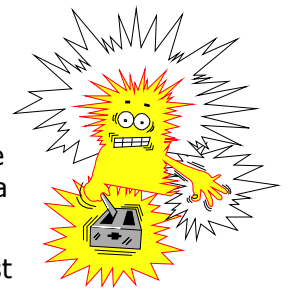
There should also be electrical protective devices such as overload and fault protection mechanisms, such as

- ✓ Double insulated portable electric tools;
- ✓ Double wound transformers;
- ✓ And earth-leakage systems, as described above.

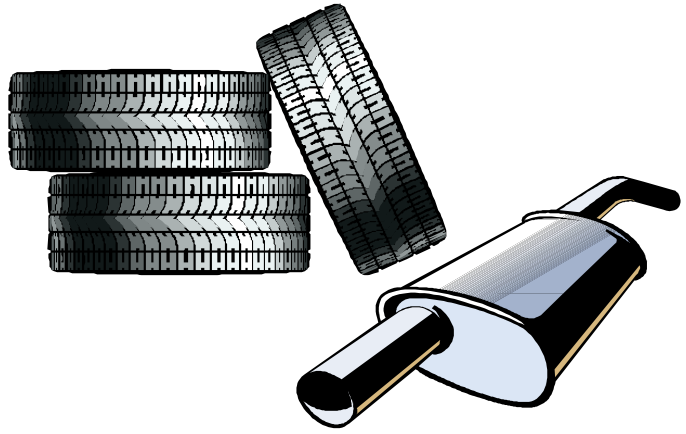
However, sometimes fault protection devices do not work - this could lead to fires in storerooms and warehouses. The recommended protection of the electrical installation in storerooms or other areas where flammable materials are stored or used is to provide earth-leakage devices on all circuits, which will either isolate the circuits or sound an alarm if a pre-set leakage current is exceeded.

Company Vehicles

Company vehicles should be checked regularly for



- ✓ Faulty brakes;
- ✓ Faulty headlights;
- ✓ Damaged connecting cables;
- ✓ General lighting;
- ✓ Worn tyres;
- ✓ Faulty windscreen wipers
- ✓ Defective steering wheels;
- ✓ Broken windows;
- ✓ Broken hooters;
- ✓ Rear-view mirrors;
- ✓ Engine idling system;
- ✓ Instruments;
- ✓ Exhaust;
- ✓ Fire extinguishers,
- ✓ Cooling system;
- ✓ And emergency equipment such as fire spare bulbs and emergency triangles.



Formative Assessment

SECTION 3: ADDRESS HEALTH & SAFETY ISSUES

Specific Outcome

Participate in the actions to address safety, health and environmental related issues.

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ Safety, health and environmental related issues are addressed at the appropriate level, according to specified requirements.
- ✓ Facts related to safety, health and environmental issues are established from information obtained, using accepted data gathering methods.
- ✓ Safety, health and environmental related issues are resolved by acting according to specified requirements.
- ✓ The importance of resolving safety, health and environmental related issues is explained in terms of the consequences to health, safety, environment and production.

The Appropriate Levels To Be Addressed

Smart employers realise that it is easier and cheaper to manage risk than administer loss. They know the root causes of accidents and incidents (called "near misses") also cause quality control, environmental protection, production and labour relations problems. They understand accident prevention also prevents other losses. Modern organisations combine health and safety with environmental protection and quality control activities. Successful employers have found effective health and safety goes hand in hand with competitiveness.

Workers have a right to a safe and healthy workplace. They normally suffer the most from accidents and occupational illnesses. Since workers may know more about the daily hazards they face than the employer, it makes sense for them to have an essential role in hazard identification, assessment and control.

Occupational health and safety involves more than simply correcting unsafe actions and conditions. It also means

- ✓ the promotion and maintenance of the highest degree of physical, mental and social well-being of workers
- ✓ the prevention among workers of ill health caused by their working conditions
- ✓ the protection of workers in their employment from factors adverse to their health
- ✓ the placing and maintenance of workers in working environments that are adapted to their individual physiological and psychological conditions
- ✓ the promotion and maintenance of a working environment that is free of harassment

Where these things are not present, accidents, illnesses and loss result.

Supervisor Behaviour

The definition of supervisor includes any worker who is given authority over other workers. While supervisors have all of the rights and duties of workers, they also share some of the employer's responsibilities.

Supervisors are critical to effective health and safety practices. Supervisors can help the employer keep the workplace healthy and safe by:

- ✓ Taking training in their health and safety duties and responsibilities
- ✓ Establishing goals that help implement the employer's program in the local work area
- ✓ Setting an example by working and acting safely
- ✓ Following the policy of the employer and ensuring workers also follow it
- ✓ Allocating adequate resources for health and safety
- ✓ Conducting regular inspections, group meetings and other health and safety activities
- ✓ Ensuring workers are properly orientated and trained
- ✓ Coaching workers in health and safety
- ✓ Establishing and enforcing safe work procedures, rules and practices
- ✓ Providing workers with the necessary authority and responsibility for health and safety
- ✓ Holding workers accountable for their performance
- ✓ Identifying the reasons for accidents, dangerous occurrences and other departures from safe practices and taking corrective action
- ✓ Responding to workers' concerns promptly and creating an environment where workers are encouraged to bring concerns forward
- ✓ Cooperating with the occupational health committee
- ✓ Knowing and complying with legislation

Shop Floor Errors

Shop floor errors refer to unsafe acts and conditions that directly cause accidents and dangerous occurrences. Shop floor errors are usually at the level of the worker, but can involve self-employed persons and others. While shop floor errors often arise because of systemic failures in the IRS, they are sometimes caused by the behaviour or decisions of those performing the job. The IRS can control many aspects of worker behaviour, but it cannot control all behaviour.

Accident/Near Miss

Accidents cause injury or illness and often result in property loss. The seriousness of the loss and injury is often a matter of chance. A "near miss" is a near accident. Near misses may or may not cause property loss.

Accidents and near misses often have several causes - several things go wrong at once. Each error may be traced to a variety of root causes:

- ✓ An employer may have no health and safety policy,
- ✓ Or the policy may have inadequate standards.
- ✓ Supervisors may tolerate unsafe conditions and work practices.
- ✓ Workers may not report hazards and "cut corners" to increase production.

While the employer usually controls the root causes, workers and supervisors often control the direct causes.

Therefore, everyone must work together to significantly improve the health and safety system. This is why occupational health and safety is important to everyone and why employers and workers need each other's help to prevent accidents.

Accident prevention starts with an effective internal responsibility system for occupational health and safety

Workplace Inspections

The Need And Purpose Of Workplace Inspections

The employer is obliged to provide employees with safe and healthy working conditions. To know how safe and healthy, or not, working conditions are, he needs to constantly monitor performance against health and safety standards and procedures as prescribed by law and company policy.

This is achieved by conducting regular safety inspections in the workplace and recording the results thereof.

Other Factors To Consider:

- ✓ As tools and equipment get older they get worn out or damaged. These can be very dangerous if not repaired or replaced.
- ✓ Materials, equipment and procedures constantly change and ignoring such changes can jeopardise people's health and safety.
- ✓ Lack of the necessary skills to perform a certain job can cause injury. Regular safety inspections will help to expose possible training needs.

Safety inspections may vary in purpose from routine maintenance inspections to inspection after a major incident like a fire or aircraft crash.

The Purpose Of Safety Inspections:

- ✓ It enables one to identify potential hazards before they become a serious problem
- ✓ It acts as an early warning system.

- ✓ To identify health and safety hazards in the workplace with the aim of removing or controlling them.
- ✓ To check if relevant standards and laws are being obeyed.
- ✓ To check if agreed improvements are carried out.
- ✓ To establish the cause of injuries, death, occupational diseases, property damage and pollution.
- ✓ To record all of the abovementioned information and report to the appropriate authorities in the required format.
- ✓ To provide information at meetings where safety, health and environmental protection matters are discussed.
- ✓ To make information available for research purposes.
- ✓ To assist in the evaluation of the SHE policy and procedures, including the completion of all registers, records, schedules, etc., required by law.

From the information contained in reports of inspections the employer will be able to formulate corrective and/or remedial action.

Benefits From Regular Safety Inspections:

- ✓ Employees will feel that their safety is important to the employer. This will establish trust in and goodwill towards the employer.
- ✓ Regular inspections bring safer working conditions and practices, with less time lost due to incidents, resulting in higher productivity, which increases profits made.
- ✓ Savings to the employer by decreasing time lost due to incidents, not only the cost of the incident (property damage), but the time to complete the investigation and subsequent reporting thereon. Some cases end in Court and can cost the employer a lot of money if he is found guilty of negligence.

Types Of Inspections



A truck driver will inspect his vehicle every time before making a trip to deliver goods, especially if the trip is over a long distance.

Before using slings to lift loads, a crane operator will inspect his crane as well as his lifting equipment.

On the other hand the pillars supporting a bridge might only be inspected once a year.

The type and frequency of most safety inspections are prescribed by law. When company policy and procedures require additional inspections, the nature of these inspections will be determined by the type of work done, tools and equipment used, etc.

Continuous Inspections

These inspections carry on all the time. Rescue workers looking for survivors in the rubble of a collapsed building inspect their surroundings all the time. By moving a piece of debris without inspecting it first can result in further collapse if that piece of debris was supporting other pieces, resulting in further injury and damage. Pipes are inspected before being cut, as they could be under pressure and may release water, gas or hot steam if cut without cutting off the supply first.

Frequent Inspections

As the heading states, these inspections are carried out frequently and would include inspection of machinery and tools before the start of a shift. A boilermaker working on a lathe will frequently inspect his work to ensure that the piece of work is secure in the lathe and all safety covers are in place.

Regular Inspections

Regular inspections are usually planned and are done using a standard checklist e.g. monthly inspection of all protective clothing and equipment, first aid equipment, emergency routes and exits. It stands to reason that the more frequently a tool or piece of equipment is used the more frequently it should be inspected.

Results of these inspections must be recorded as well as the action taken, if any, to address matters arising from these results.

Inspections Prescribed By Law

By law certain safety inspections have to be done at certain intervals and recorded in the prescribed format. As said before, the employer may increase the frequency of these inspections if he feels it necessary.

After an aircraft has flown a certain amount of hours it is grounded for a thorough inspection. It may not fly again until a clearance certificate is issued, stating that it was inspected, the necessary repairs, if any, had been done and that the aircraft is once more airworthy.

Planned Maintenance

In certain industries such as manufacturing, transport, freight handling, etc., any inspection means a plant, vehicle, crane, etc. out of operation for the duration of the inspection and corrective action, if any, after the inspection. This ultimately results in the loss of income.

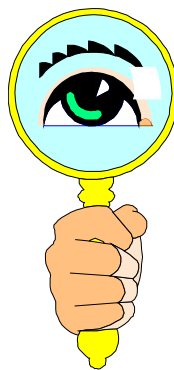
It is therefore important that a schedule is worked out to accommodate inspection of all equipment with the least impact on the effectiveness of the operation. This not only ensures the effective maintenance of equipment, but also compliance with the law.

Persons Responsible For Inspections

In terms of Section 16 of the OHS Act the company's compliance to legislation, for inspections prescribed by law.

Section 16(2), however, states that he under his control, who will act subject to

Management must ensure that inspections qualified for the task. Adequate training improve skills of inspectors. It is use highly skilled inspectors to identify will prevent incidents and ultimately loss of



CEO of the company is responsible for which makes him directly responsible

may delegate his duties to any person the control and direction of the CEO.

are carried out by people adequately should be provided to develop and eventually to the company's benefit to potential problem areas timely as this profit.

Inspectors may include:

- ✓ health and safety reps for regular inspections in their area of responsibility,
- ✓ competent persons for legal compliance inspections, (Demand certificate of competence if necessary)
- ✓ maintenance personnel and supervisors will follow planned maintenance schedules,
- ✓ line supervisors will carry out regular and legal compliance inspections and also monitor inspections done by workers under him,
- ✓ union representatives,
- ✓ contracted specialists in their fields of expertise, e.g. engineer, health practitioner, safety or environment consultant, etc.

Preparing For An Inspection

The following are at least four types of inspections that can be used. The choice depends on your Aims:

- ✓ Accident inspections.
- ✓ Special inspections.
- ✓ Inspections of documents or information.
- ✓ General inspections.

Before conducting the inspection it is crucial to know all the details of the area and equipment to be inspected. Careful planning and preparation for the inspection will ensure that all aspects are covered effectively and timely.

The following should receive special attention during planning and preparation:

- ✓ Study the previous inspection reports to acquaint yourself with its contents and note any hazards or potentially dangerous conditions or practices were reported.
- ✓ Study maintenance reports to verify that routine maintenance was carried out.
- ✓ Study incident reports relating to the area to be inspected and determine whether recommendations to prevent recurrence of the incident were implemented.
- ✓ Make sure of the exact location of the area or equipment to be inspected.
- ✓ Acquaint yourself with manufacturers' and suppliers' instructions and directions for inspection of machinery or equipment as well as with special precautionary measures when handling potentially dangerous goods like chemicals or explosives.
- ✓ Use a checklist to ensure that all areas of the inspection are covered. Rather double check than not check at all.
- ✓ Make the necessary logistic arrangements like transport of people and equipment, special permission to enter certain areas, protective clothing and equipment, specialist assistance, etc.

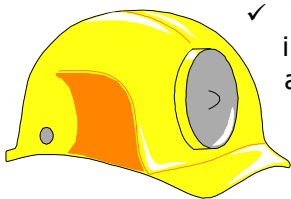
You will need the following:

- ✓ A floor plan of the workplace in order to
- ✓ mark areas where people work
- ✓ write down the number of people working in each area
- ✓ work processes and machinery in each area
- ✓ A health and safety checklist
- ✓ Materials Safety Data Sheets (MSDS) from management

Doing The Inspection

The aim of an inspection is not to identify a culprit to punish for something that might be wrong. On the contrary, it is a valuable tool to identify potential hazards and prevent them from becoming real hazards. The information gathered during an inspection is analysed and recorded. It is then available for reference or research purposes.

When doing an inspection, keep the following in mind:



- ✓ Wear suitable clothing. Certain items like a tie or jewellery can get caught in machinery. A too short dress may cause embarrassment. Wear the appropriate protective clothing, e.g. hard hat, goggles, ear muffs, etc., if required.
- ✓ Adhere to standard safety procedures when handling dangerous goods and/or equipment.



- ✓ Complete all required documentation accurately in the prescribed format.
 - ✓ Have the necessary tools and accessories handy e.g. measuring instruments, flashlight, containers for samples, etc.
 - ✓ Consider potential hazards during the conducting of the inspection like fire or explosion, contact with toxic materials, exposure to radiation, etc. and take the necessary precautionary measures to protect yourself.
 - ✓ Do not take safety for granted – a guard railing may appear to be safe and sound but on inspection prove to be loose and unstable.
 - ✓ Communicate with workers without interrupting their normal activities. They can provide valuable information and suggestions to solve problems.
- ✓ Observe workers at work to monitor the level of compliance to safety and standard operating procedures.
 - ✓ Allow workers to air their opinions and make suggestions in terms of health and safety matters.

The Most Important Tools You Need For Workplace Inspections Are:

- ✓ Eyes to spot hazards
- ✓ Nose to smell bad odors as indication of hazards.
- ✓ Mouth to talk to health and safety representatives
- ✓ Brain to be always thinking and learning
- ✓ Ears to listen to workers complaints and suggestion for improvements.
- ✓ Guts to be strong enough to fight to get the hazards corrected,
- ✓ to stop work which you see is of immediate danger.
- ✓ Feet to regularly inspect the workplace.

What To Look For

- ✓ Noise
- ✓ Very cold or hot working areas.
- ✓ Dust or fumes.
- ✓ Any noticeable smells.
- ✓ Unguarded machinery.
- ✓ Ease of entry and exit from workplace.
- ✓ Ease of movement within and around the workplace.
- ✓ Storage of articles and substances.
- ✓ Location of fire extinguishers/ first aid boxes.

Special Inspections

Special workplace inspections are used to concentrate in more detail on a particular aspect of the workplace or process, where a hazardous chemical substance may be used or hazardous process is carried out. A special workplace inspection might be carried because of a change in the working conditions and could be in addition to regular inspections or general inspections.

Aims Of Special Workplace Inspection:

- ✓ To focus on specific aspects of the work environment or process.
- ✓ To investigate a problem because of workers' complaints.
- ✓ If new machines or materials have been introduced.
- ✓ If there has been a change in the work process.
- ✓ To check that correct personal protective equipment is used.
- ✓ To check warning and labelling notices.
- ✓ If an accident has occurred

Completing The Inspection Checklist And Report Form

In order to ensure that inspections are conducted in a systematic manner, and that all important work areas and equipment are inspected, an inspection form should be used. This form will differ from company to company because each company has different premises and equipment.

At the end of the learner guide is an example of an inspection form that can be used for the inspection of any premises, or part thereof. Usually a safety representative is appointed for a specific area in the workplace, and will then use the form for that area only.

The form at the end of the learner guide consists of two sections:

- ✓ The actual inspection checklist where hazards and unsafe conditions are identified for a specific area in the workplace
- ✓ The inspection report where the hazards/ unsafe conditions are analysed and classified in order to determine priority for corrective action to be taken

When completing the inspection checklist begin at the first point (Buildings and structures) and check for any hazards or unsafe conditions. If there is a hazard, indicate this by making a "x" in the "Yes" column. If no Hazard exists, make an "x" in the "no" column. If the area for which you are responsible does not contain an item to be inspected, for example point 2 Yard, Fences and Gates, leave the section blank.

When completing the inspection report, you are required to analyse each unsafe condition or hazard that was found during the inspection in terms of the following:

Severity (s) which is indication as to whether the risk/ unsafe condition is a major risk, serious risk, minor risk or negligible risk

Frequency (f) which indicate whether, if the risk is not attended to, how soon it will become a problem in terms of injuries or occupational diseases, for example, it will definitely be a problem, will probably happen in time, it will possibly happen in time or it is unlikely to happen in time.

Exposure (e) which denotes the number of people exposed to the hazard/ unsafe condition, for example, more than 50 persons, 49 – 10 persons, 9 – 5 persons and less than 5 persons.

When each of these ratings are added together, a total rating is obtained for each hazard/ unsafe condition. If this total is:

More than 6 immediate action must be taken, if less than 6 the hazard/ unsafe condition must be reported to the supervisor or at the SHE meeting.

Formative Assessment

SECTION 4: PARTICIPATION

Specific Outcome

Participate in activities within safety, health and environmental structures.

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ The extent of participation within safety, health and environmental structures, according to specified requirements, is verified.
- ✓ The consultation process with interested and affected parties within the organisation, is demonstrated according to specified requirements.
- ✓ The participation in the activities of the safety, health and environmental structures according to specified requirements, is demonstrated.
- ✓ The importance of participating in the activities within the safety, health and environmental structures is explained in terms of the consequences to health, safety, environment and production.
- ✓ The safety, health and environmental activities are performed in such a manner that fosters teamwork and avoids conflict.

Risk Control Measures

Once you have identified this risk or hazard, a decision must be made on how to prevent or control the risk or hazard. This decision will usually be taken by the Health and Safety committee together with the management of the organisation.

How you control or prevent the risk will also depend on how big the risk is. The following list gives an indication of how to control risks, from high risk to low risk:

- ✓ Eliminate the risk completely: by for example prohibiting a certain practice or the use of a certain hazardous substance.
- ✓ Substitute the risk with something less hazardous or risky
- ✓ Enclose this risk in such away that access is denied.
- ✓ Guarding / safety devices: To prevent access to danger points or zones.
- ✓ Safe systems of work: that can reduce the risk to an acceptable level.
- ✓ Written procedures: Job safety procedures, that are known and understood by everyone who has to apply
- ✓ Adequate supervision: Particularly in the case of young or inexperienced persons.
- ✓ Training: Of staff to appreciate the risks and hazards.
- ✓ Information: Safety signs, warning notices.
- ✓ Personal protective equipment

In many cases, a combination of the above control methods may be necessary.

Maintaining Risk Control Measures

- ✓ Implement preventative inspections
- ✓ Heath and Safety representative inspections
- ✓ Statutory inspections, tests and examinations
- ✓ Safety tours and inspections
- ✓ Occupational Hygiene inspections
- ✓ External safety and health audits.

Legislated Duties

Employers	Supervisors	Workers
✓ Providing a safe and healthy workplace. ✓ Establishing a committee or designating a representative as needed and ensuring the committee or representative is effective. ✓ Consulting and cooperating with the committee or representative. ✓ Providing the information and training needed to protect the health and safety of workers. ✓ Ensuring committee members or the representative to obtain training in their duties. ✓ Ensuring that supervisors are competent and that supervisors provide competent supervision. ✓ Arranging for the regular examination of the workplace, tools and equipment to ensure safety. ✓ Ensuring tools, machinery and equipment are properly maintained. ✓ Ensuring workers are not exposed to harassment. ✓ Enabling the committee or representative to inspect the workplace regularly. ✓ Promptly correcting unsafe conditions and activities reported by	Supervisors are "workers" and bear all of the health and safety responsibilities assigned to workers. However, they are also agents of the employer and are often assigned significant responsibility for carrying out the employer's duties under the legislation. Supervisors have specific duties under the regulations for: ✓ Ensuring that workers under their direction know and comply with health and safety requirements. ✓ Ensuring that workers under their direction receive adequate supervision. ✓ Ensuring that workers know and follow health and safety requirements. ✓ Cooperating with the committee or representative. ✓ Knowing and complying with health and safety requirements.	✓ Taking reasonable care to protect their health and safety and that of other workers. ✓ Cooperating with employers, supervisors, committee members and representatives. ✓ Using safe work procedures, safeguards and personal protective equipment. ✓ Reporting hazards (such as unsafe situations and activities) to the employer immediately. ✓ Refraining from harassment. ✓ Participating in training and health and safety meetings. ✓ Knowing and complying with health and safety requirements.

the committee or representative. ✓ Ensuring that the committee or representative investigates reportable accidents and dangerous occurrences. ✓ Knowing and complying with health and safety requirements.		
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The Internal Responsibility System

The Occupational Health and Safety Act supports every worker's right to a safe and healthy workplace. The duty for creating and maintaining a healthy and safe workplace falls on every person in the workplace, to the degree they have the authority and ability to do so. Whether they are the Chief Executive Officer or the newest worker hired, everyone has a personal and shared responsibility for working together co-operatively to prevent occupational injuries and illnesses.

Taken together, these components are often called the internal responsibility system (IRS) for occupational health and safety. But, good health and safety cannot rely on the internal responsibility system alone. Ongoing monitoring and enforcement by the Occupational Health and Safety Division are also required.

What Is The Goal Of An Internal Responsibility System?

The goal of an internal responsibility system is to get people working together to identify and control situations (hazards) that could cause harm. Its ultimate objective is to ensure everyone integrates health and safety into their work. Committees and representatives help workers and employers to communicate and work together to identify and control hazards.

Internal Responsibility Has Many Advantages

- ✓ it places responsibility for controlling hazards on those in the workplace, making everyone a contributor to workplace health and safety
- ✓ it applies everyone's knowledge to improve health and safety
- ✓ it is better suited to developing solutions for each workplace than traditional government-driven "command and control" systems
- ✓ it encourages employers and workers to take joint action to identify and control hazards through co-management of health and safety
- ✓ properly handled, it promotes cooperation and motivates everyone to protect their health and safety and that of their fellow workers

What Is The Philosophy Of Internal Responsibility?

The philosophy of internal responsibility recognizes that employers have a legal and moral duty to provide a healthy and safe workplace.

Worker participation is also important to effective health and safety, because only workers can identify and control potential hazards

The philosophy of internal responsibility is based on:

- ✓ personal responsibility

- ✓ inclusiveness
- ✓ cooperation
- ✓ sharing of information
- ✓ accountability

Personal Responsibility

Each individual is responsible for integrating health and safety into work life. Health and safety is everyone's responsibility. The committee is not the IRS—it is the system's auditor.

Inclusiveness

Everyone is involved in the IRS, both as individuals and as members of a group (workers, managers and committee members). Shared responsibilities complement each other.

Cooperation

Everyone's objective should be the same - to improve health and safety. Workers and employers are expected to work together to identify and resolve health and safety problems. The committee functions as a health and safety team. Differences of opinion and position are expected. However, if the approach taken is unduly confrontational or uncooperative, then the committee may not be effective.

Sharing Of Information (The Right To Know)

Everyone has a right to receive information needed to identify and control hazards in the workplace. Information is needed before each person can adequately assume responsibility for health and safety. Good information is particularly important for occupational health committee members.

Internal Responsibility For Health And Safety

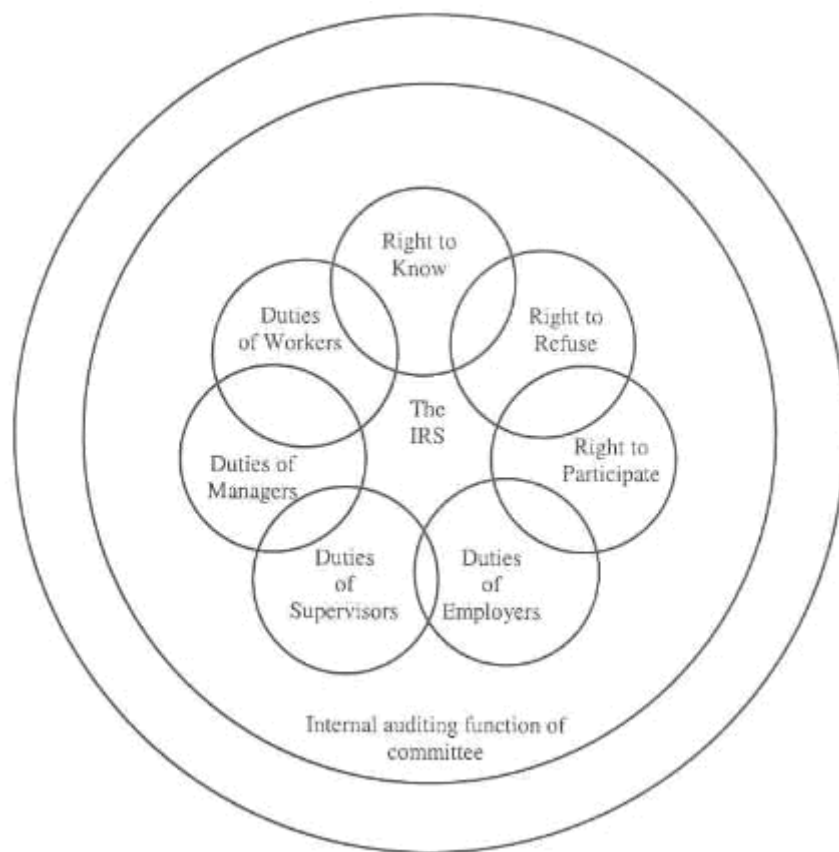
Responsi- bilities	Workers	Supervisors	Managers	Employer
For work	Perform job	Assign tasks and schedule work	Determine objectives	Establish goals and objectives
For people	Direct helpers/new hires	Orientate and train new hires	Select and develop supervisors	Establish hiring policies. Select and develop managers
For work performance	Use training, knowledge and skills to perform work	Specify who does what and assign authority	Assign jobs to supervisors and delegate authority	Determine who does what and delegate authority
For direction of work	Follow safe work practices and cooperate with supervisor	Follow safety policies and programs	Implement safety and programs	Establish safety policies, programs and procedures
For relations with people	Follow policies, programs and procedures	Coordinate implementation of programs, policies and	Implement policies. Conduct daily business in compliance with	Determine policies, procedures and programs and

		procedures on shop floor	employer's policies and legislation	ensure compliance
For facilities and equipment	Safely use tools, equipment and machinery	Provide adequate tools, equipment and machinery	Provide supervisors with adequate resources	Authorize expenditures and assign adequate resources to managers
For conditions of work	Implement and maintain standards. Cooperate with committee	Implement standards and train workers. Cooperate with committee	Help employer develop standards. Train supervisors to implement standards. Help committee to be effective	Determine health and safety philosophy and policies. Maintain effectiveness of committee
For accountability	Inspect tools and equipment. Report hazards to supervisor	Inspect work areas, tools, equipment and machinery. Report problems to managers and recommend solutions	Develop effective solutions to problems. Accountable to employer for operations	Account to directors and society for safe operation of work

Accountability

Our responsibility for maintaining workplace health and safety comes with our right to a healthy and safe workplace. Everyone is accountable (as an individual) for carrying out their responsibilities. The greater the authority, the greater the accountability. An effective IRS requires competent management and supervision, employees who work and act safely and a committee that is effective.

What Are The Components Of An Effective IRS?



Outer ring – This is the external auditing function of health and safety inspectors. They will monitor the effectiveness of the IRS in an organisation and help correct deficiencies through education, assistance and enforcement.

Inner ring – The role of the Health and safety committee and representatives to act as internal auditors of the IRS.

Small circles – The duties and rights of those in the workplace and the role they play in maintaining the IRS. These rings support and complement each other.

The Need For Procedures

Any Supervisor, Manager or Responsible Person has common areas of loss control which includes any of the following:

- ✓ Doing Inspections
- ✓ Doing Investigations
- ✓ Preview Rules and Procedures
- ✓ Give proper Job Instruction
- ✓ Indoctrinating New Employees

Should the responsible employees not be carrying out the abovementioned acts, the supervisor is losing control.

The Supervisor, Manager or Responsible Person who manages professionally will:

- ✓ Know the Health and Safety Programme
- ✓ Know all Health and Safety Programme standards
- ✓ Plan and organize Health and Safety work to meet these standards
- ✓ Lead his/her people to achieve standards
- ✓ Correct problems as soon as they are identified

Follow This Procedure

Identification

Identify hazardous work practices, machinery and individuals. Do regular risk assessments.

Set Standards

Standards can be set as follows:

The health and Safety Representatives will on a monthly basis do a full inspection and report on the following:

- ✓ Fire equipment
- ✓ Hazardous areas in his/her area of responsibility
- ✓ Ladders
- ✓ All accidents that occurred in his section etc.

Measure The Performance Of Those Standards

Ensure that inspections are carried out to the best of the responsible person's ability.

Evaluate

Should the results not meet the standard, identify the needs which should receive attention to rectify the problem.

Correct

Address the needs via training, meetings, show videos etc.

Identify Workplace Hazards

To control hazards in the workplace they first need to be identified.

This can be done in three ways:

- ✓ Collecting Information.
- ✓ Checking records of accidents, medical and occupational hygiene reports.
- ✓ Conducting an Inspection of the Workplace.

Collecting Information

Collect all the information you can about your workplace.

What Information Should You Collect?

- ✓ Information about the dangerous processes in the workplace
- ✓ Information about all the substances (raw materials, by-products and waste products used

Where Can You Get This Information?

You can find out more about safety and occupational health hazards by:

- ✓ Asking management to provide more information about a substance or process.
- ✓ Reading the Material Safety Data Sheet (MSDS)
- ✓ Asking the Supplier
- ✓ Ask the company Doctor
- ✓ Ask your union
- ✓ Do your own research or call The Industrial Health Unit (031)260-4528

Checking Records

Look at occupational hygiene and/or medical reports to ensure that these reports have not identified any areas which may be hazardous or are causing workers to become ill because of their work.

Workplace Inspections

Workplace inspections are the most important method of identifying health and safety hazards in the workplace. Later in this module we will look at how to conduct workplace inspections. In terms of the OHSA, "health and safety representatives may inspect the work place..." at regular intervals. Section 18(1)

Controlling Workplace Hazards

The purpose of controlling hazards in the workplace is to prevent workers from coming into contact with a particular hazard and thereby protecting their health and safety.

There are two basic requirements when considering the control of hazards at the workplace, these are:

- ✓ Organisation issues
- ✓ Practical measures to control the hazard

Organisation Issues

Health And Safety Programme

For any workplace to be safe and healthy, there has to be a clear health and safety programme. This programme should include at least the following issues:

Education And Training

All workers must be informed of the hazardous processes with which they are working. This information must include how the processes and substances affect the body, precautions to be taken and what to do in an emergency.

Environmental Monitoring

There must be a clear programme and schedule to monitor the hazardous processes and substances. These programmes must include workplace inspections, occupational hygiene measurements, and a careful investigation of all incidents which occur.

Medical Monitoring

Workers must have access to a free and confidential health service provided by management. This service must carry out biological monitoring of workers for any disease which might result from the work processes or the use of hazardous substances.

Accountable Health And Safety Structures

There must be an accountable health and safety structure at the workplace which is responsible for ensuring that the workplace is maintained in a safe and healthy condition. This structure should have an equal number of management and union representatives. The OHS Act provides for the structure and functions of a health and safety committee at the workplace.

Practical Measures To Control Hazards

- ✓ Control at the source
- ✓ Substitution or replacement
- ✓ Change the process
- ✓ Mechanise the process
- ✓ Enclose the operation
- ✓ Control along the path
- ✓ Local exhaust ventilation
- ✓ Barriers
- ✓ Housekeeping
- ✓ Control at the worker
- ✓ Personal protective equipment
- ✓ Administrative controls

Formative Assessment

Addendum A: Example Of An Inspection Sheet

Checklist And Inspection Report			
Name of Company:			
Name of Health and Safety Representative / Inspector:			
Department/Section:	Date of Inspection:		
UNSAFE CONDITIONS		Yes	No
1. BUILDINGS AND STRUCTURES: (Bricks missing, cracks in walls, roofs, ceiling, gutters, elevated platforms, carports any other damage)			
2. YARD, FENCES AND GATES: (Damage to roads, walkways, fences, gates etc. Uncovered ditches and manholes, corrosion damage. Too much foliage between fences, electric fences not identified)			
3. WINDOWS AND DOORS: (Broken, dirty, window- and doorframes, damaged)			
4. FLOORS, CARPETS, TILES: (Clean, tiles not broken, not slippery, no uncovered holes / obstructions, damaged steps, loose carpets, carpets tripping hazard)			
5. LIGHTING ADEQUATE: (Poorly lit areas, free from glare)			
6. LIGHT BULBS, FITTINGS, SWITCHES (Fused light bulbs / fluorescent tubes, broken switches / light fittings. No light covers, exposed electrical wires)			
7. VENTILATION ADEQUATE: (Fans and airconditioners in working order, extraction systems in working order. No smells, fumes, dust, vapours, smoke, chemicals. Sick building syndrome)			
8. HYGIENE FACILITIES: (Toilets, ablution blocks, canteen, kitchen, dining room, lockers, change rooms clean and hygienic. Toilet paper, disposable towels, hand soap, bins with lids available. Facilities with symbolic signs. No food allowed in workplaces)			

9. POLLUTION: (Oil, diesel, petrol, paint, thinners etc dumped on ground or in storm water/sewage system/rivers, adequate disposal system, effluent pollution free before discharged, no air pollution, list of hazardous waste)		
10. DEMARCATION: (Floor area underneath fire equipment and electrical switchgear demarcated, aisles demarcated, demarcation visible and consistent)		
11. STACKING AND STORING: (Neat, stable and safe, not too high, 3 x narrowest part, cupboards inside and on top tidy)		
12. YARD TIDY: (No unnecessary material and redundant scrap area sorted out, good housekeeping)		
13. OFFICES, WORKSHOPS, STORES TIDY: (Cupboards, offices, workshops tidy. No stacking next to walls, on the floor. Good housekeeping)		
14. WASTE BINS, REDUNDANT SCRAP AREAS: (Sufficient bins, lids in place where necessary, regular removal, no overflowing, separate bins for separate materials, demarcation)		
15. COLOUR CODING: (Colour coding uniform, pipes, electrical switchgear colour coded, everybody to have knowledge on the colour coding, machine guards colour coded in the inside. Colour coding boards displayed)		
HAZARDS	Yes	No
16. MACHINE GUARDING: (Comply with legal requirements e.g. adequate, in good state of repair, in place, all nip points guarded, all moving parts guarded effectively)		
17. LOCK OUT PROCEDURE IN PLACE AND FOLLOWED: (Procedure available and followed, locks and keys/locks/tags available)		
18. SWITCHES, CRITICAL VALVES LABELLED: (Labelling readable and uniform)		
19. EARTH LEAKAGES: (Regular tests, sufficient earth leakage. If no earth leakage, portable units)		
20. PORTABLE ELECTRICAL EQUIPMENT: (Identified, checked monthly - proof, no defects or damage to equipment as well as electrical cords, plugs and switches)		

21. GENERAL ELECTRICAL INSTALLATIONS: (No temporary wiring, earthing and polarity checked, no protruding wires, no wiring routed through doors, walls and windows)		
22. LADDERS, STAIRS, LANDINGS: (Numbered, provided with rubber at bottom, home made and other ladders not falling apart, wooden ladders not painted, free from defects/damage. Landings must have a brake, handrails and toe boards. Storage adequate)		
23. LIFTING GEAR: (Hooks pop marked, all lifting gear identified and checked 3 monthly, maximum mass load to be indicated on all lifting gear as well as all engine cranes, trestles, body stands and tow in lorries. Trestles legs not bend, pin fastened with chain to trestle)		
24. PRESSURE VESSELS: (Air tank drained daily, safety valve sealed, red line on pressure gauge, manufacturers data plate)		
25. COMPRESSED GAS CYLINDERS: (Gas cylinders stored properly, type together. Secured separately. Gas welding equipment in good condition)		
26. CHEMICALS CONTROLLED: (All chemicals labelled and properly stored. Use of correct containers)		
27. MATERIAL SAFETY DATA SHEETS: (Alphabetical list of all chemicals used, available in first aid boxes, stores, clinic and where used)		
28. MOTORISED EQUIPMENT: (Regular checks on all Company vehicles, daily checks on forklifts)		
29. HAND TOOLS: (No unsafe homemade hand tools, regular inspections, free from defects)		
30. ERGONOMICS: (Worktables not too high / too low, switches not too far, chairs not too high / too low - work comfortably)		
31. PERSONAL PROTECTIVE EQUIPMENT: (Available, in good condition, use as required. Training to employees. Proper storing)		
32. SYMBOLIC NOTICES & SIGNS: (Displayed where required and in good condition, workers know the meaning)		
33. FIRE EXTINGUISHING EQUIPMENT: (Checked monthly, reachable, visible, full, signs available)		

34. FLAMMABLE STORAGE & FLAMEPROOFING OF ELECTRICAL LIGHTS, SWITCHES: (All flammable liquids stored in flameproof store)		
35. ALARM SYSTEM: (In working order, tested regularly, Workers know sound of alarm)		
36. EMERGENCY PLAN: (Available, workers know what to do in case of emergency - gathering points)		
37. INCIDENTS REPORTED TO EMPLOYER & INVESTIGATED: (Recorded, Annexure1 completed)		
38. FIRST AIDERS & EQUIPMENT AVAILABLE: (1 Trained first aiders for every 50 employees with a first aid box. Box packed according to legislation)		
39. SHE POSTERS & other information on SHE aspects are on notice boards and in good condition		
40. UNSAFE ACTS that have been noticed		
41. SHE PROGRAMME: Are SHE TALKS held, do workers report home injuries, is the health and safety policy displayed, is an OHS Act 85,1993 available?		

INSPECTION REPORT

When the checklist has been completed and it was indicated that a hazard was found, a description should be given in the Inspection report. Number the hazard/ unsafe condition and then give a description. An asterisk* next to the **No** will be an indication that this item has been reported previously - Classify the hazard and determine the action to be taken

Key:	S - Severity	Hazard Classification	F - Frequency		E - Exposure
If total more than 6, immediate action, less than 6 report to supervisor / SHE meeting	Class A 4 points (Major, high priority)		Will happen immediately - 4 points		More than 50 persons - 4 points
	Class B 3 points (Serious, medium priority)		Probably happen in time - 3 points		10 – 49 persons - 3points
	Class C 2 point (Minor, low priority)		Possibly happen in time - 2 points		5 -9 persons - 2 points
	Class D 1 point (Negligible)		Unlikely to happen - 1 points		less than 5 persons - 1 point

No	Describe hazard / unsafe condition found	Specific spot where it was found	S	F	E	Total	Action to be taken	By whom	Follow up & date completed
No	Describe hazard / unsafe condition found	Specific spot where it was found	S	F	E	Total	Action to be taken	By whom	Follow up & date completed

NOTES & QUESTIONS

Signature of Health and Safety Representative /Inspector:

Endorsement of Health and Safety Representative Report:

Signature of EMPLOYER/DESIGNATED PERSON _____ Date _____

Health and Safety Committee: This Inspection book has been inspected by the Health and Safety Committee and steps to rectify all hazards were discussed and action plans drawn up. (Refer to minutes)

Signature of Chairman:

Date:

FORMATIVE ASSESSMENT WORKBOOK

Formative Assessment: Legislation Objectives

In your groups, discuss the importance of having legislation in order to ensure health and safety.

Importance of legislation:

Formative Assessment

Write down your understanding of what constitutes safety in the workplace.

Name three good practices that you apply in your work place daily.

Name three unsafe acts that you have noticed in your work environment and what you did about them.

Discuss these answers with your facilitator and peers in class.

Distinguish between unsafe acts and conditions. Tick the appropriate box:

Example	Act	Condition
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Using petrol to light a fire.		
Tools and equipment in poor state.		
A tree branch overhanging a power line.		
Worn tyres on a bus.		
Driving a bus with worn tyres.		
A swarm of angry bees in a tree outside the office.		
Disturbing the bees.		
Taking medicine of which the expiry date has lapsed.		
Storing paraffin in a "Sprite" bottle.		
Having casual sex without using a condom.		
A faulty electric appliance.		

Formative Assessment

In your groups, discuss the following:

What are the objectives of the OHS Act?

What are the rights and duties of the employee in terms of the Act?

What are the rights and duties of the employer in terms of the Act?

--

What are the rights, powers and duties of Health and Safety Officers?

Formative Assessment

Name the common hazards as mentioned in this Module that you come across on a daily basis in your working environment.

Discuss the improvements that you would recommend to reduce these hazards.

Do an inspection of your workplace(or college) and discuss the good and bad housekeeping practices.

Formative Assessment

Based on what you have learnt so far in the learner guide, do the following:

In a group, draw up an inspection sheet to identify hazardous or unsafe conditions that exist.

Condition	Safe	Unsafe

--	--	--

Also draw up an inspection sheet to identify unsafe acts.

Act	Safe	Unsafe

Do an inspection of your workplace or college, noting unsafe acts and conditions, if they exist. If no unsafe conditions or acts exist, note this on your form

Discuss your findings on your return to the classroom.

Formative Assessment

By making use of the information in this learner guide, view the following picture and answer the questions below.

Spot as many unsafe acts and unsafe conditions in the picture shown.

--

Give solutions to rectify the problems spotted

To whom must these problems be reported?

What deviations are the responsibilities of the workers to rectify and which ones should be rectified by the employer?

In the picture shown the whole staff compliment of the factory is present and an additional office staff of 7 is not shown. Should this company appoint Health & Safety Representatives?



