



OCCUPATIONAL HEALTH & SAFETY POLICY

PREFIX

Fine Metals as an employer considers its employees to be its most valuable assets & undertakes to safeguard them through providing & maintaining, as far as reasonably practical, a working environment that is safe & without risk to the health of its employees. In ensuring a safe & healthy working environment all employees have to work closely together with the employer in minimizing any risk that might jeopardize the health & safety of employees of the company.

PRINCIPLES

The company will strive to continuously improve the occupational health safety & environmental performance by adhering to the following principles:

1. Developing & improving programs & procedures to ensure compliance with all applicable laws & regulations.
2. Ensuring that personnel are properly trained & provided with appropriate safety & emergency equipment, where applicable.
3. Taking appropriate action to correct hazards or conditions that endanger health, safety & the environment.
4. Considering safety & environmental factors in all operating decisions.
5. Engaging in sound re-use & recycling practices & exploring feasible opportunities to minimize the amount & toxicity of waste generated.
6. Encouraging personal accountability & emphasizing compliance with standards & conformance with co policies & best practices during employee training & in performance reviews.

MANDATES

7. Occupational Health & Safety Act, 1993
8. General Safety Regulations in terms of the Occupational Health & Safety Act
9. Compensation for Occupational Injuries & Diseases Act, 1993

OBJECTIVES

To ensure a safe & healthy work environment for employees throughout the co based on the following objectives:

10. To provide & maintain, as far as practicable, a safe working environment with systems & equipment that are safe & without risk to the health of staff.

11. To take steps to eliminate or mitigate, as far as practicable, any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.;
12. To make arrangements for ensuring, as far as practicable, the safety & absence of risks to health in connection with the production, processing, use, handling, storage or transport of articles with toxic substance.
13. To establish, as far as practicable, what hazards to the health or safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported & any plant or machinery which is used in the business, & shall as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health & safety of persons, & shall provide the necessary means to apply such precautionary measures;
14. To provide such information, instructions, training & supervision as may be necessary to ensure, as far as practicable, a healthy & safely working environment for all employees;
15. To not permit, as far as practicable, any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery, unless the precautionary measures contemplated in paragraphs 11 & 13, or any other precautionary measures which may be prescribed, have been taken;
16. To take all necessary measures to ensure that the requirements in terms of the Occupational Health & Safety Act are complied with by every person in his employment or on premises under the control of the co where plant or machinery is used;
17. To enforce such measures as may be necessary in the interest of health & safety;
18. To ensure that work is performed & that any machinery is used under the general supervision of a person trained to understand the hazards associated with it & who have the authority to ensure that precautionary measures taken by the employer are implemented.

POLICY MATTERS

Responsibilities of employer:

19. The company shall assign, in terms of subsection 16(2) of the Occupational Health & Safety Act, the duties as contemplated in subsection 16(1) of the said Act to the Managers: areas, branches & depts.
20. All managers have the statutory responsibility & accountability for health & safety within their components & working environment.
21. Customers, members of the community & any other affected people will be taken care of & be protected as stipulated in terms of Section 9 of the Act.
22. Contractors & sub-contractors on our premises will have to fully comply with the Law as clearly stated in terms of Section 37 of Occupational Health & Safety Act.



The responsibilities of each employee are the following:

23. Take reasonable care for the health & safety of him/herself & of other persons who may be affected by his/her acts or omissions.
24. As regards any duty or requirement imposed on his/her employer or any other person, co-operate with such employer or person to enable that duty or requirement to be performed or complied with.
25. Carry out any lawful order given to him/her, & obey the health & safety rules & procedures laid down by his/her employer or by anyone authorized thereto by his/her employer, in the interest of health & safety.
26. If any situation which is unsafe or unhealthy comes to his/her attention, as soon as practical report such situation to his/her employer or to the health & safety representative for his/her workplace or section thereof, as the case may be, who shall report it to the employer.
27. If he/she is involved in any incident which may affect his/her health or which has caused an injury to him/herself, report such incident to his/her employer or to anyone authorized thereto by the employer, or to his/her health & safety representative, as soon as practicable but not later than the end of the particular working day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he/she shall report the incident as soon as practicable thereafter.

HEALTH & SAFETY REPRESENTATIVES/COMMITTEES

28. Health & Safety representatives must be appointed for each as specified in section 17 of the Occupational Health & Safety Act.
29. At least one Health & Safety representative shall be appointed for every 50 employees or part thereof. The names of those designated as Health & Safety representatives shall be made known by placing notices on the notice boards of the various work places. Managers shall nominate a Health & Safety representative for appointment within 30 days after notice has been received that a Health & Safety representative will vacate the position.
30. Health & Safety representatives shall incorporate their duties in their performance agreements/duty sheets & shall not suffer any prejudice in their employment as a consequence of carrying out their duties as representatives.
31. The functions of the Health & Safety Representatives/Committees are prescribed in sections 18 & 20 of the Health & Safety Act.
32. A Health & Safety Committee shall be established at Jacobs & shall meet at least twice a year.

COMPOSITION OF HEALTH & SAFETY COMMITTEES

33. The Health & Safety Committee will consist of all Health & Safety Representatives appointed for the program with one person appointed as a Chairperson.

FIRST AID, EMERGENCY EQUIPMENT & PROCEDURES

34. The employer shall take reasonable steps that are necessary under the circumstances, to ensure that employees at work receive prompt first aid treatment in case of injury or emergency.
35. The employer shall provide a first aid box or boxes at the workplace which shall be available & accessible for the treatment of injured employees at the workplace. The first aid box or boxes shall contain suitable first aid equipment in terms of the Occupational Health & Safety Act.
36. For every group of up to 100 employees the relevant branch must designate a First Aider to assist with first aid treatment at the workplace. Such person shall be trained at company expense to obtain a valid certificate of competency in first aid. .
37. Such first aid person shall attend a course to update/refresh his/her first aid knowledge/skills.
38. The name(s) of the first aid person as indicated in point 37 as well as where the first aid box or boxes are kept shall be written on or next to each first aid box.
39. Each injury on duty shall be written on the prescribed forms as indicated in the Compensation for Occupational Injuries & Diseases Act & shall be reported to the Health & Safety representative as well as the local Human Resources Management component. The relevant HR component shall forward the forms to the Compensation Commissioner in order to register the injury on duty.
40. Should the circumstances determine, any injured person shall be provided treatment to avoid contracting HIV/AIDS, HEPATITIS B & or any other similar disease.

WORK IN ELEVATED POSITIONS

41. No employee shall work in an elevated position, unless such work is performed safely from a ladder, scaffolding, lift man cage or a position where such person has been made as safe as if he/she was working from scaffolding i.e. with the aid of a harness.
42. A fall protection plan/policy will be made available for all work at height.

PROVISIONING OF PROTECTIVE CLOTHING/EQUIPMENT

43. The employer shall provide personal protective clothing/equipment to comply with legislation, to safeguard the employee's health, to prevent the transmission of an infection or to protect the employee's private clothes or uniform from excessive dirt or wear.

EMERGENCY/EVACUATION PLAN

44. The company shall develop an emergency/evacuation framework. The Health & Safety Committee shall thereafter develop a Health & Safety Plan for each site. Such plan shall conform to the framework regarding action to be taken in case of fire, gas, floods, bomb threats, robbery, etc.
45. Drills shall be conducted in accordance with the comprehensive emergency/evacuation framework to ensure that each employee knows how to react in events of emergency.



46. Emergency telephone numbers of the health & safety representatives, the police, the fire dept., the ambulance services, etc. shall be made available to all members of staff

SECURITY, CCTV & ACCESS CONTROL

47. A security & access control framework shall be developed for each work place to ensure the safety of all employees & shall be implemented by all offices of the company.
48. The plan shall include measures with regard to the safe handling of money within the workplace & outside the workplace.

EXPOSURE TO AN ENVIRONMENT WHICH IS REGARDED AS A HEALTH RISK

49. If an employee is exposed to an environment, which is regarded as a health risk, e.g. leaking gas or possible risk of asbestos exposure in her or his workplace, the employee's absence may be covered by the granting of special leave.
50. Employees who are suffering from communicable diseases or any illness for which they are put in quarantine shall inform their supervisors immediately so that the spreading of the disease to other employees can be prevented, normal sick leave/temporary disability leave can be granted & colleagues that might have been infected may be tested & assisted with treatment.