



## EMPOWERisk's Occupational Health and Safety Act Compliance Management System

### 1. Background

The Occupational Health and Safety Act, No 85 of 1993 (OHSACT) was enacted on 1 January 1994 and its intention is to ensure that employers provide and maintain a working environment that is safe and without risk to the health of employees as well as members of the public and that employers conduct their undertakings in such a manner that persons other than those in their employment who may be affected by their activities, are not thereby exposed to hazards to their health and safety.

The client acknowledges the importance of health and safety within the context of enterprise-wide risk management and EMPOWERisk would like to provide the following proposal to support the implementation and maintenance of a business specific and cost effective health and safety management system for consideration.

### 2. Deliverables to be implemented and maintained as part of the legal compliance management system

EMPOWERisk propose the following deliverables as part of the compliance management system:

#### 2.1 Short-term

The following short-term actions could be implemented to put the client well on its way in complying with the requirements of the OHSACT whilst simultaneously adding material and meaningful value to the operations as well as its stakeholders:

- 2.1.1 Develop a draft health and safety policy for the client's consideration. Once evaluated and accepted, the policy should be communicated by the client to all existing as well as newly appointed employees and other applicable stakeholders.
- 2.1.2 Revisit the health and safety structure and finalise any outstanding legally required appointments in terms of the duly accepted framework including:
  - Designated Persons
  - Responsible Persons
  - Health and safety representatives
  - Health and safety committee members
- 2.1.3 Training of:
  - Health and safety representatives
  - Health and safety committee members
  - First-aiders
  - Fire marshals
- 2.1.4 Implement aspects such as:
  - Monthly health and safety inspections
  - Health and safety committee meetings
  - Record keeping in terms of the requirements of the OHSACT.

#### 2.2 Medium-term

The medium-term plan of action could address among others the following:

- 2.2.1 Formal health and safety compliance evaluations of operational areas with proposed corrective measures
- 2.2.2 Procedure to report any reportable incidents to the Department of Labour
- 2.2.3 Incident investigation policy and procedure
- 2.2.4 Detailed procedure to facilitate the reporting and handling of occupational injuries and diseases
- 2.2.5 General reporting to management and other committees structures such as the Exco, Audit Committee and/or Board of Directors.

### **2.3 Long-term**

The long-term plan of action could address amongst other the following:

- 2.3.1 Training of employees
- 2.3.2 Development of safe working procedures
- 2.3.3 Increase risk awareness by means of for example:
  - Articles
  - Posters
  - Talks
  - E-mail
- 2.3.4 If applicable, support the negotiations of a formal health and safety agreement with trade unions to ensure commitment and shared responsibility.

---

*Risk = Opportunity*