

Policy title	Policy Health and Safety	Year	2017
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1. PURPOSE OF THE HEALTH AND SAFETY POLICY

1.1 South Africa: It is a requirement of the Department of Higher Education and Training that we ensure the health and safety of our students and a requirement of the Occupational Health and Safety Act that we ensure the health and safety of employees while at work. This policy aims to:

- Provide and maintain a safe work environment by implementing structures and programs to ensure that hazards to health and safety are identified in a systematic manner.
- Provide the fire prevention and safety training to all staff & students.
- Comply with the requirements of the Occupational Health & Safety Act of 1993.
- Provide guidelines for employment practise in terms of HIV and Aids.
- Take a proactive stance on environmental matters.
- Ensure that contractors undertake their duties in a safe and responsible manner.

1.2 Overseas Operators: Operators to comply with the local regulatory body's guidelines to ensure the health and safety of **eta** employees at work. This policy aims to:

- Provide and maintain a safe work environment by implementing structures and programs to ensure that hazards to health and safety are identified in a systematic manner.
- Provide the fire prevention and safety training to all staff & students.
- Comply with the requirements of the relevant country's local Health & Safety Law.
- Provide guidelines for employment practise in terms of HIV and Aids.
- Take a proactive stance on environmental matters.
- Ensure that contractors undertake their duties in a safe and responsible manner.

SCOPE: This policy applies to all staff, students and visitors on all **eta** premises.

2. HEALTH AND SAFETY

2.1 South Africa: The Health and Safety policy has been set to protect the occupational safety and health of **eta** students, employees and visitors to the premises. The

policy is adapted from the Occupational Health and Safety Act of South Africa which is attached to this policy.

All employees must be informed about the health and safety policy of the company as part of their induction. Employees must also sign that they have been made aware of the health & safety policy as part of their induction.

Students must be made aware of the health and safety policy and procedure and sign to this effect as part of their induction. The health and safety policy must be displayed on the notice board each year or can be printed with the policies in the Student Guide. Each Manager is responsible for the health and safety policy and procedure implementation in their region

If employee numbers exceed five in any **eta** premises, at least one copy of the Occupational Health and Safety Act must be made readily available for perusal by the employee. It must always be the latest copy since the regulations are amended from time to time. The copy of the Act may be an electronic production (www.acts.co.za/ohs)

eta premises must have annual site audits for health and safety which are the responsibility of the **eta** Regional Manager. Annual audits are organised centrally through **eta** head office in Cape Town. Regional site audits are organised in collaboration with each Regional Manager. Site audits occur annually, on site. The Health and Safety company responsible for the site audit reports directly to **eta** Head Office, each site is provided with a copy of their health and safety audit report.

The **eta** requires that all staff and students adhere to the following at all times:

- a) Adhere to all safe work standards and procedures.
- b) Always look out for any hazards and report them.
- c) Make recommendations regarding health and safety.
- d) Report and record any incident that may be classified as a work related accident or may lead to one.

The **eta** requires that the Regional Manager takes responsibility for health and safety. This means:

- a) Ensure the provision and maintenance of all safety equipment.
- b) Annually comply with the health and safety audit requirements as per the attached checklist.
- c) Annually comply with the requirements of a health and safety verification audit by an auditor approved by CADQA.
- d) Investigate and discuss all incidents.

2.2 Outside Operators: The Health and Safety policy has been set to protect the occupational safety and health of **eta** students, employees and visitors to the premises. Outside Operators must comply with the relevant country's local Labour Law.

All employees must be informed about the health and safety policy of the company as part of their induction. Employees must also sign that they have been made aware of the health & safety policy as part of their induction.

Students must be made aware of the health and safety policy and procedure and sign to this effect as part of their induction. The health and safety policy must be displayed on the notice board each year or can be printed with the policies in the Student Guide. Each Manager is responsible for the health and safety policy and procedure implementation in their region

If employee numbers exceed five in any **eta** premises, at least one copy of the relevant country's local Labour Law must be made readily available for perusal by the employee. It must always be the latest copy since the regulations are amended from time to time.

eta sites of delivery must conduct annual health and safety site audits. Such audits are the responsibility of the **eta** Regional Manager. Health and safety audits occur annually, on site. The Health and Safety auditor must be registered with their registration body. Reports on site audit are sent directly to **eta** National Office, and each site keeps a copy of their report on site.

The **eta** requires that all staff and students adhere to the following at all times:

- a) Adhere to all safe work standards and procedures.

- b) Always look out for any hazards and report them.
- c) Make recommendations regarding health and safety.
- d) Report and record any incident that may be classified as a work related accident or may lead to one.

The **eta** requires that the Regional Manager takes responsibility for health and safety. This means they:

- a. Ensure the provision and maintenance of all safety equipment.
- b. Annually comply with the health and safety audit requirements as per the attached checklist.
- c. Annually comply with the requirements of a health and safety verification audit by an auditor who is registered and approved by CADQA (in South Africa) or by the relevant country's local Labour Law registration body.
- d. Investigate and discuss all incidents.

3. HIV & AIDS

This section of the health and safety policy is created to serve as a basis for dealing with concerns regarding HIV/Aids in the workplace. The aim is to ensure a working environment in which HIV employees are protected from unfair discrimination and stigmatisation. We also wish to prevent fear and disruption among employees and ensure maximum stability and productivity among employees. This policy applies to all employees of the **eta**, as well as students and visitors.

The **eta** will ensure that employees living with HIV/Aids are treated with compassion and understanding, as would employees with any other life threatening disease. We recognise HIV/Aids is not transmitted through casual contact, but will ensure a safe working environment. The **eta** does not oblige but encourages that HIV-infected employees must report their status privately to management to enable management to respond appropriately to any occurrence of a mishap due to this condition. We grant that HIV-infected employees have a right to not disclose their status to other employees, unless an incident that could be of risk to the health of everyone occurs. The **eta** will not dismiss an employee because of their HIV status and will not refuse employment of anyone because of their HIV status. Infected employees will retain their jobs as long they meet the job requirements; therefore, an employee who becomes too ill to work will be treated in accordance with the incapacity provisions of the Labour Relations Act of South

Africa. For Outside Operators, an employee who becomes too ill to work will be treated in accordance with the relevant country's local Labour Law.

3.1 Disclosure and confidentiality

The **eta** respects the individual's right to confidentiality and will not test or enquire for HIV status on employment. However, in a case of fully developed Aids the employee is encouraged to reveal the presence of the disease to enable appropriate handling of the matter. The following guidelines are suggested:

- a) Confidentiality is of paramount importance, failure to do this will be regarded in a serious light.
- b) The **eta** does not have a counselling department due to its capacity as an organisation but management will encourage the affected employee to seek counselling and will provide the support they can.
- c) Colleagues are expected to treat affected employees and colleagues normally and may not refuse to work with the affected employee. If unjustifiable refusal persists the **eta** will follow the disciplinary procedure.

3.2 HIV Help centres in South Africa

AIDS help line – 0800-012-322

Glaxo Welcome HIV/AIDS treatment hotline – 0800-110-605

These help centres would be country specific.

4. WORKSPACES FOR EMPLOYEES

All employees are provided with work spaces with desk, seating and storage for belongings in line with recommended health and safety standards for the basic conditions of employment. As a general guideline, the web link below provides general guidelines on work space, seating and space needed for access to work stations. While there does not seem to be guidelines for South Africa's working conditions, the Government of Australia provides these guidelines, which we follow

http://www.commerce.wa.gov.au/worksafe/content/safety_topics/Office_safety/Further_information/Minimum_workspace_requirements.html#2

5. SAFETY ON eta PREMISES

- 5.1 All **eta** premises have a fire extinguisher necessary for the size of the premises.
- 5.2 Emergency exits are clearly displayed.
- 5.3 A notice on evacuation procedures must be displayed in an obvious position, available for all to see and read easily.
- 5.4 The evacuation notice indicates the meeting point for evacuation and the exit route from the premises.
- 5.5 The evacuation procedure is practiced at least once a year with all students and staff on duty.
- 5.6 All **eta** premises have a first aid kit necessary for the size of the premises.
- 5.7 The notice contains details of first aid and where the first aid box is kept.
- 5.8 Country specific regulatory body's health & safety regulations are displayed in an area for students and staff to access easily in each **eta** region.

6. REQUIRED FORMAT FOR HEALTH & SAFETY AUDIT REPORTS

The Health & Safety Auditor's report must be issued on the Auditor's or auditing firm's original official letterhead and should be dated and signed by the auditor or on behalf of the auditing firm. A certified copy of the original Health & Safety Audit Report must be uploaded to **eta** Connect (**ETA** Operations, sub folder Health & Safety, the folder should correspond with the year of the audit). The audit report must be accompanied by the certificate of registration of the auditor with their recognised professional body.

The format and content of the occupational health and safety audit report must focus on and contain the following:

- a) Identification of the report (i.e. to indicate that is issued to the management of [legal name of the applicant])
- b) Site: the report must indicate the physical address of each site audited.
- c) Scope: the report must indicate which legislation is covered by the report and what activities constituted the audit.
- d) Audit findings: results of in terms of what is in place and what needs to be remedied.
- e) Audit opinion: the report must indicate whether the site is compliant or not and if compliant, the report must indicate if it is safe to use for education and training purposes.
- f) Signature (auditor or on behalf of auditing firm)
- g) Date of report

h) Annexure:

- Checklists and other documents are attached by the auditors
- Graphic presentations of findings

7. LEGAL HEALTH AND SAFETY AUDITORS IN SOUTH AFRICA

7.1 South Africa:

The Occupational Health and Safety auditing company must be accredited and the auditor must be registered with the Health & Safety professional body that is registered with SAQA.

7.2 eta Operators outside South Africa:

The Occupational Health and Safety auditing company must be accredited and the auditor must be registered with the Health & Safety professional body that is registered with relevant country's regulatory body.

8. FIRST AID MANAGEMENT

A first aid box is kept at reception. The first aid box is audited once a month and re-filled where necessary in accordance with current first aid and health and safety requirements. Emergencies and first aid calls are reported and logged as part of the health and safety risk management procedure.

9. NON SMOKING POLICY

It is important that staff and students are aware of the **eta** non-smoking policy and to provide guidelines to staff and students on the adherence to the policy.

As a sport and fitness college promoting and educating in health and wellness, **eta** has a non-smoking policy and is a non-smoking campus. No smoking is allowed in the context of any **eta** teaching and learning environment. Students or staff cannot smoke whilst on campus or on **eta** grounds. Students or staff members are not allowed to smoke when doing practical experiential learning in the field or when wearing **eta** clothing.