

Title :	WORKPLACE SAFETY REPRESENTATIVE TRAINING
Description :	TRAINER INSTRUCTIONS

Content

Title :	H & S Rep EMPLOYEE TRAINING
Learning Outcomes :	<p>1 - Introduction to Occupations Health & Safety</p> <p>2 - The act and Regulations</p> <p>3 - Department of Labour</p> <p>4 - General duties of employers towards workers</p> <p>5 - General duties of the workers</p> <p>6 - Rights of the worker</p> <p>7 - Health and safety Representatives</p> <p>8 - OHS Committee</p> <p>9 - Organisational Policy</p> <p>10 - Implementation of Safety Procedures in the workplace</p> <p>11 - Securing Hazards</p> <p>12 - Incidents Procedures</p> <p>13 - Incidents Investigations</p> <p>14 - Incident Role Players</p> <p>15 – Color coding and demarcation</p> <p>16 – Evacuation Process</p> <p>17 - Emergency Contact List</p> <p>18 - When to contact the Emergency Department?</p> <p>19 – Attachment – Templates</p> <ul style="list-style-type: none"> • Fire Fighter Appointment Form • FIRST Aider Appointment Form • Health and Safety Representative Appointment Form • Safety Committee Nomination Form

LEARNER WORKPLACE EXPERIANCE

This learning program consist out of two components, namely:

- Theoretical Learning – that will be covered in the learner guide.
- Workplace Experience – that will be obtained in the workplace.

Part of you pre-learning program will consist of confirmation that you practically completed the required skills/knowledge in your workplace with your mentor. The trainer will confirm this by means of the Workplace Experience document that you and your mentor will complete during your practical learning in the workplace and your learner workbook that must also be handed in on the day of assessments.

Discuss all the related workplace experience mentioned in this document with your mentor/employer and ask him/her to sign this document once he/she confirmed that you practically mastered the specific skill.

Learner Name:		Surname :	
Employer Name:		Staff Number:	
Direct Mentor Name:		Contact Number:	
Program Name:	OHS Representative Training		
Date Started:		Target Assessment date:	
Workplace experience required	Comments	Mentor Initials	Minimum Duration
Area of workplace		yyyy/mm/dd	
Floor plan		yyyy/mm/dd	2 weeks
Staff structure		yyyy/mm/dd	2 weeks
Company policy		yyyy/mm/dd	2 weeks
Emergency program		yyyy/mm/dd	2 weeks

I (Learner Name) declare that the above information is true and accurate.

Full Name & Surname

Date

LEARNING INTRODUCTION**INTRODUCTION**

Go to the last page of this workbook and write down 3 expectations that you have from this training programme. Record these 3 expectations on the “Training Evaluation Document” of part I and return to the next section of the manual on completion.


Continue here when you completed with this activity.....

Occupational Health and Safety is core to the successful long term sustainability of any business and fortunately in South Africa, OHS is a legislatively compliant criterion, enforced by the OHS Act 85 of 1993 and by the Department of Labour.

The purpose of this program is to equip new employees with the following knowledge:

- a) Understanding the act and Regulations
- b) Department of Labour
- c) General duties of employers towards workers
- d) General duties of the workers
- e) Rights of the worker
- f) Health and safety Representatives
- g) OHS Committee
- h) Organisational Policy
- i) Implementation of Safety Procedures in the workplace
- j) Securing Hazards
- k) Incidents Procedures
- l) Incidents Investigations
- m) Incident Role Players
- n) Emergency Contact List
- o) When to contact the Emergency Department?

It is also required the learner have Numeracy and Literacy at NQF Level, (English reading and writing skills).

 Group Activity	-Are you currently involved in these activities and if not, how will you address this with your employer or immediate mentor to get more involvement when you return to your workplace?
✓ X Self Assessment	<ol style="list-style-type: none"> 1) What procedure of process will I follow in my organisation to address practical learning the required fields? <ul style="list-style-type: none"> • I will discuss it with my employer or direct mentor to setup an action plan. 2) What is the learning process for this program from start to completion? <ul style="list-style-type: none"> • Application / entry level into program • Facilitation • Workplace experience

SAFETY REPRESENTATIVE TRAINING

Introduction

The Occupational Health and Safety Act, 1993, requires the employer to bring about and maintain, as far as reasonably practicable, a work environment that is safe and without risk to the health of the workers. This means that the employer must ensure 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, how they may be prevented, and how to work safely, and provide other protective measures for a safe workplace.

However, it is not expected of the employer to take sole responsibility for health and safety. The Act is based on the principle that dangers in the workplace must be addressed by communication and cooperation between the workers and the employer. The workers and the employer must share the responsibility for health and safety in the workplace. Both parties must pro-actively identify dangers and develop control measures to make the workplace safe. In this way, the employer and the workers are involved in a system where health and safety representatives may inspect the workplace regularly and then report to a health and safety committee, who in turn may submit recommendations to the employer. To ensure that this system works, every worker must know his or her rights and duties as contained in the Act.

2 The Act and Regulations

The Act, known as the Occupational Health and Safety Act of 1993 (Act 85 of 1993) consists of 50 sections promulgated by Parliament. The purpose of the Act is to provide for the 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 of persons at work.

3 Department of Labour

The Occupational Health and Safety Act are administered by the Chief Directorate of Occupational Health and Safety of the Department of Labour. 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 at workplaces.

Inspections

Inspections are usually planned based on 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.

4 General duties of employers towards workers

What must the employer do to ensure that the work environment is safe and without risk to the health of his or her workers?

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 remove or reduce any danger to the health and safety of his workers. Only when this is not practicable, should personal protective equipment be used. 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 transportation 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:

- Identify potential hazards which may be present while work is being done, 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 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 requirements 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 the 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.

5 General duties of the worker

It is the duty of the worker to:

- Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act. This includes playing at work. Many people have been injured and even killed owing 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/her.
- Wear the prescribed safety clothing or use the prescribed safety equipment where it is 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 incident that may influence his or her health or cause an injury, report that incident to the employer, and authorized person or the health and safety representative as soon as possible, but no later than by the end of the shift.

6 Rights of the worker

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

- 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, which the employer must keep at the workplace.
- The worker may request the employer to inform him or her about –
 - health and safety hazards in the workplace
 - the precautionary measures which must be taken
 - the procedures that must be followed if a worker is exposed to substances hazardous to health.

Duty not to interfere with or misuse 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.

7 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. They must also 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.

8 OHS Committee

A committee meeting gives you the opportunity to discuss with your employee representatives the general matters about which you must consult your workforce.

To ensure you cover all relevant issues, the committee should agree some standing items for the agenda and allow for other items to be added as necessary. Consider standing items such as:

- statistics on accident records, ill health, sickness absence;
- accident investigations and subsequent action;
- inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
- risk assessments;
- health and safety training;
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees.

If the health and safety committee is discussing accidents, the aim is to stop them happening again, not to give blame. Committees should:

- look at the facts in an impartial way
- consider what precautions might be taken
- recommend appropriate actions
- monitor progress with implementing the health and safety interventions.

Good practice

Think about minor incidents - when considering statistics on accident and injury records, examine information about minor injuries and incidents ...

Address strategic issues - to be effective, health and safety committees should address strategic issues...

OHS Decision making

How the committee will make decisions and deal with disagreements

The committee can be powerful in making improvements in the workplace. When considering issues, the committee should:

- discuss if action is needed;
- recommend agreed actions;
- record the discussion and actions in the minutes of the meeting which should be accessible to the whole workforce;
- follow up the actions; then
- review them at a later date.

A safety committee requires good communication between you and the committee members, and between the committee members and employees.

Your health and safety committee should meet regularly. The frequency will depend on the:

- volume of business;
- size and spread of the workforce;
- type of work done in the workplace and their associated risks; and
- issues to be discussed and other relevant factors.

The committee's constitution should make it clear how often you will have meetings and how much notice members will be given. As a guide you should consider the following:

Union appointed safety representatives can carry out inspections every three months. It is good practice to plan these together in advance. You may want to arrange committee meetings around the same time as these inspections, so you take up matters promptly. If these are planned in advance for six months to a year, then all members will have sufficient notice.

If there has been a major incident or specific developments affecting health and safety like the introduction of new machinery, or organisational changes, the committee may want to hold special meetings.

Larger organisations with multiple committees will also want to co-ordinate the work of

committees, so planning corporate or higher level as well as local level meetings in advance would be good practice.

9 Organisational Policy

Each organisation should have a commitment policy towards the OHS of his employees and positional customers. A healthy and safe workplace will create a positive atmosphere for employees and potential customers where a workplace with unsafe environments will create an atmosphere of distress and panic. Create the first impression between employees and positional customer that the organisation is committed to a safe work environment also creates a sense of professionalism.

10 Implementation of Safety Procedures in the workplace

Under occupational health and safety legislation, the employer and all staff have a responsibility to ensure safety in the workplace. As a manager/supervisor you have a particular obligation to monitor work practices and ensure that your team is trained to work safely. Failing to comply with the legislation can lead to serious penalties — large fines or even imprisonment — for your employer or you.

Complacency and accidents in the workplace are often caused because employees do not understand the reasoning behind the work practices required of them. You have an obligation to ensure that staff is regularly consulted about safety and security issues and those they understand the procedure for identifying and reporting workplace hazards.

Through your regular monitoring of staff you may identify a need for training. Sometimes training is required by law and other times it is required to perform a specific work function. It is important to identify staff knowledge and skill gaps so that you can arrange for training that is appropriate for their needs.

Maintaining OHS records is another important area of your responsibility. Not only is it a legal requirement, it is an important means of monitoring health and safety standards in the workplace.

11 Securing Hazards

Different methods can be used to secure hazardous areas, depending on the nature of the hazard. Identify poisons, solvents, or toxic materials in breakable containers and move these containers to a safe, well-ventilated storage area. Keep them away from your water storage and out of reach of children and pets. Hazards can also include slipping, sliding, sharp edges, open electrical or any hazard that may hurt or oppose a threat to an employee or customer. Temporarily Hazards should be marked and clearly blocked for access with clear signage. In the case of an accident happen must you be able to proof that enough precaution was taken to try and prevent the incident. Permanent hazards should be marked with proper permanent signage that is clearly visible and temporarily hazards like wet floors should be marked with temporarily signs clearly indicate the hazard.

Permanent hazards for example electrical DB Boards should be clearly marked with permanent signage and access control to limited.

As an employer, by law you have to maintain a safe and healthy working environment. This includes:



Identifying hazards. There are over 1 500 items you must evaluate in your workplace, according to the OHS Act, and hundreds more from SABS 0400: National Building regulations.



Removing hazards. Which hazards must be removed and which ones can stay unchanged? quick, easy guidelines to use.



Reducing hazards that can't be removed. The easiest way to handle this is to have written policies and procedures. We'll give you the written policies and procedures to comply with occupational health and safety legislation.



Managing hazards. You must regularly review your policies and procedures. Are your employees able to protect themselves from hazards? Are they complying with safety procedures? Are you doing regular inspections? We'll give you samples of all the forms you



Making sure you keep records. This could be the only defense you have against an inspection by the Department of Labour. We'll make record keeping easy for you. Use our ensure you're keeping records for everything you're supposed to. We'll make sure you manage your hazards 100% by the book.

12 Procedure to follow in a Incident

An incident is an unplanned event which can result in injury or damage to people, property or equipment. Accident prevention is one of the main aims of the Occupational Health & Safety Act. This section provides you with an overview of the general principles of accident prevention. These principles will enable you to understand what causes accidents and how they can be prevented.

Unsafe and Unhealthy Acts.

An unsafe or unhealthy act is anything a person does which may contribute to an accident, no matter how unlikely. For example:

- Unsafe or unhealthy acts are hazardous because they may cause accidents.
- You may prevent accidents if you identify and report unsafe and unhealthy acts.
- You may also prevent accidents if you help your fellow employees to understand the importance of acting in a safe and healthy manner.

What is an Accident?

An accident is an undesired event caused by unsafe or an unhealthy act and/or unsafe conditions and which usually results in injury to persons, damage to property, or business interruptions.

Examples of Accidents.

Fall – Employee may fall from elevated positions, such as ladders, scaffold and ramps.

Slip – Employees may slip on spilled oil, or other slippery surfaces.

Strike Against – Employee may strike against equipment or material which is not correctly stored or stacked.

Struck by – Employees may be struck by falling or flying objects.

Caught in or between – Employees may be caught in the points of moving machinery if they wear loose clothing, or their guards and devices do not provide sufficient protection. They may also be caught between moving parts if they take up an unsafe position.

Explosions – Explosions may occur if certain chemical substances are not properly stored, or from leaking container.

Operating or Working without Authority – Employees who have not been trained to perform a particular job should leave it to those who have the knowledge and skill.

Disabling Health and Safety Devices – Machines guards, lockout devices and cut-off switches are designed to protect the health and safety of Employees.

Wrong Procedure – Certain tasks must be performed in a particular way.

fooling Around

Using Unsafe or Unhealthy Equipment – Using hands instead of equipment or using damaged equipment often causes accidents.

- Adjusting or Working on Moving Machinery
- Taking chances
- Working in Unsafe Position
- Unsafe Construction
- Storing or Stacking Objects Unsafely
- Poor Job Conditions
- Inadequate Machine Guards
- Poor Lighting
- Overcrowded Workplace
- Inadequate Personal Health and Safety Equipment
- Poor Ventilation
- Not using personal Health and Safety Equipment

13 Incident investigation and recording documentation.

The annexure I, Incident investigation document must be completed for every single incident that occur in the workplace and kept on file for a period of 3 years for OHS requirements. This include any incident may that be a small cut on the hand or serious injury to a staff member. Please refer to an example of this document at the end of this section. We also included a copy of the First Aid Requirements that are always supposed to be available in the workplace in the case of an emergency.

14 Role Players in a Incident

Keeping a safe work environment is a team effort between the organisation and the employee. The organisation must ensure that they comply with all the OHS standards and regulations, and the employee to ensure that they report any potential hazards directly to the employer and comply with the safety working standards.

The organisation or direct supervisor will take responsibility once the hazard has been identified. The Organisation must conduct his own checks and investigation and also allow the representative of the work force to check and investigate the workplace and report any such defects or concerns to Management without the interference or involvement or Managements. The OHS Act also clearly defines the role and responsibilities of the organisation, management, supervisor and employee. Not only can the organisation been held responsible for an incident at the workplace, but also management, supervisors and employees. The outcome of an investigation could also determine for example that a management member or supervisor take full responsibility and not the organisation if they feel that the necessarily procedures was not followed.

Any incident in the workplace should be recorded on “Annexure I” stationary and kept on file for a period of 3 years. These incidents should also be reported to the appointed OHS Workforce Representative or top management immediately.

ANNEXURE I
Occupational Health and Safety Act, 1993
(Act No 85 of 1993)

Regulation 8 of the General Administrative Regulations
Recording and investigation of Incidents

A. RECORDING OF INCIDENT

1. Name of Employer						
2. Name of Affected Person if any or continue with point 8 below.						
3. Date of Incident			4. Time of Incident			
5. Part of Body Affected*	Head / Neck	Eye	Trunk	Finger	Hand	
	Arm	Foot	Leg	Internal	Multiple	
6. Effect on Person*	Sprains / Strains	Contusion or Wounds	Fractures	Burns	Amputation	
	Electric Shock	Asphyxiation	Unconsciousness	Poisoning	Multiple	
7. Expected Period of Disablement	0-13 days	>2-4 weeks	>4-16 weeks	> 16-52 weeks	>52 weeks or permanent damage	Killed

8.	Machine / process involve / type of work performed / incident		
9.	Was the incident reported to Head Office?	Yes	No
10.	Was the incident report to the Regional Manager	Yes	No
*Make a cross in the appropriate square			
<p>B. INVESTIGATION OF THE ABOVE INCIDENT BY THE EMPLOYER OR A PERSON DESIGNATED THERE TO</p>			
1.	Name of Investigator	2.	Date of Investigation
3.	Designation of Investigator		

4.

Short Description of Incident

5.

Suspected Cause of Incident

6.

Recommended Steps to prevent Recurrence

Signature of Investigator

Date:

C. ACTION TAKEN BY EMPLOYER TO PREVENT THE RECURRENCE OF A SIMILAR INCIDENT

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Signature of Investigator

Date

D. REMARKS BY HEALTH AND SAFETY COMMITTEE

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Signature of Chairperson of Committee

Date

To be enclosed:

Full statement of witnesses detailing dates and times must be attached to this Document.

Summary of Witnesses:

Name : **Position :**
.....






Address:**Tel.**
.....

Name : **Position :**
.....

Address:**Tel.**
.....

Name : **Position :**
.....

Address:**Tel.**
.....

 Group Activity	What is your organizations policy and procedures regarding the OHS ACT and Commitment?
 Group Activity	Who is the OHS Representative in your organisation? Are you aware of their activities and think that they perform their duties successfully.
 Group Activity	What do you think could happen in your workplace if a hazard in the workplace was identified but never reported to the organisation or employer?
 Workplace Activity	Investigate any small incident at your workplace and record your findings on the Annexure I document.
 Self Assessment	<ol style="list-style-type: none"> What are the organisational requirements with regards to the OHS ACT? <ul style="list-style-type: none"> The employer must ensure that the workplace is free of hazardous substances Who administer the OHS ACT? <ul style="list-style-type: none"> The Occupational Health and Safety Act are administered by the Chief Directorate of Occupational Health and Safety of the Department of Labour. What are the duties of the worker? <ul style="list-style-type: none"> Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act. This includes playing at work. Many people have been injured and even killed owing 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/her. Wear the prescribed safety clothing or use the prescribed safety equipment where it is 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 incident that may influence his or her health or cause an injury, report that incident to the employer, and authorized person or the health and safety representative as soon as possible, but no later than by the end of the shift. Who can be a Health and Safety Representative? <ul style="list-style-type: none"> Any employee employed by the organisation that is not part of a management structure or who do not represent another committee. Why is it so important for an organisation to create a safe working environment for his employees and his potential customers? <ul style="list-style-type: none"> Create a positive work atmosphere Create a sense of professionalism of the organisation. How should you identify Hazards in the workplace? <ul style="list-style-type: none"> Permanent Hazards should be clearly marked with permanent

	<p>signage and access control.</p> <ul style="list-style-type: none"> • Temporarily Hazards should be clearly marked with signage. • Hazardous materials should be clearly marked and kept out of reach of pets and children. <p>7. Name some examples of Hazards that you can find in the workplace.</p> <ul style="list-style-type: none"> • Hazards can include slipping, sliding, sharp edges, open electrical or any hazard that may hurt or oppose a thread to an employee or customer
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15. Color coding and demarcation

There are many different emergency signs that can be found in there workplace. This procedure has been developed to ensure that color coded demarcation and the placing of safety symbolic signs of all areas across site are standardised.

Purpose

All color codes used throughout the workplace should be standardised to reflect the same meaning and to minimize the risk of workers becoming confused while moving around the site.

Color Coding

The following designated colors are to be used at all times and can be adapted for signs, floors, walls etc.

Basic Colors

Jade GREEN Safety information e.g. eye wash, safety showers, first aid, emergency exits etc.

Shape: Square

Color: Green background with white lettering/pictogram

Sunflower YELLOW

Hazard warning e.g. handrails, safety chains, No Parking Areas, housekeeping markings

Shape: Triangle

Color: Black border, yellow centre with black lettering/pictogram

Signal RED

Fire protection equipment e.g. fire extinguishers
Informatory Signs, Prohibitory Signs, Emergency Stopping Devices

Shape: Square / Circular

Color: Square – Red Square with White lettering/pictogram

Circular – Red border, red diagonal, white centre with black pictogram

Bright BLUE

Mandatory signs e.g. PPE signs – must use signs

Shape: Circular

Color: Blue Circle with white pictogram

A color-coded display should be prominently displayed in all work areas to ensure workers have a ready reference to colors used and to further minimize any confusion.

Demarcation signs consist of:

GEOMETRIC SHAPE

BACKGROUND COLOR

Warning



Yellow Background
Black Border
/Pictogram

Prohibition



Background
Red Diagonal/Black
Pictogram

Mandatory

White Pictogram



Blue Background

Informatory
(General)



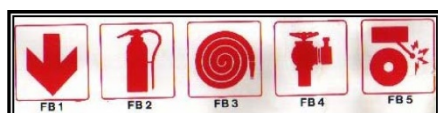
Green Background
White Pictogram

Informatory
(Fire Equipment)



Red Background
White Pictogram

Hazard warning chevron	Danger warning chevron



16. EVACUATIONS

Preparing an Emergency Evacuation Plan


An emergency evacuation plan has two parts:

- a) evacuation from your workplace,
- b) and evacuation from your neighborhood.

An evacuation plan for your home is useful not only for disasters, but also for fires or other incidents in your workplace.

Important points to remember when creating an evacuation plan for your workplace are:

- You should have at least two (2) escape routes from each room.
- You should mark the locations of any escape ladders, or other special equipment.
- You should mark the locations of fire extinguishers, smoke detectors, first aid kits, disaster 72 hour kit.
- You should mark the locations of the shutoffs for gas, water, and electricity.
- For people with medical conditions or disabilities, mark their location as well as the location of any special equipment they will immediately need.

 Group Activity	<p>If you have to evacuate your workplace, you may have as little as 10 minutes. Under these circumstances, trying to think of what to save is very difficult. Take some time now to think about what items you would try to take with you. Write down a list of the high priority items you would take if you only had 10 minutes to evacuate your workplace. Remember, you may have to carry everything.</p>
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Evacuation Steps

If you have time during an evacuation, you may want to take steps to secure your workplace. Give some thought to what things you need to do to secure your workplace. Write down your plans and keep the paper in a safe and accessible location.

Workplace Emergency Evacuation Plan :

- Draw your building's floor plan, and then draw your evacuation routes and a meeting place.
- Make one drawing for each story of the building. Display this in an easy accessible place where everyone in the workplace can view it.
- Have maps ready for the following:
 - Closest evacuation centers.
 - Main and Alternative routes for leaving the city in North, South, East and West directions.
 - Meet up spots outside the affected areas.

During an emergency, ensure that you have a full list of all the emergency contact details from a Telkom and Cell phone provider. Keep calls short, and if possible, arrange to call the contact person back at a specified time for another check-in.

Evacuation Process:

At the time of an emergency, your fellow employees may not be together. It is important to choose meeting places. Pick places that are easy to identify, that can be reached on foot if necessary, and that are in an accessible, open area. Take into account where each of you will likely be at different times and on different days.

Things to think about when creating your workplace evacuation plan include:

- You should plan two (2) routes for each direction. (North, South, East, West.)
- You should avoid routes with obvious hazards, or routes which are likely to be impassible in a disaster
- Establish plans with employee for meeting up outside of the evacuated area. Make sure each member knows the location of the established meeting points.
- You should have a phone list of 3 contacts, outside of your area.
- Be sure that each employee has a copy of the evacuation plan, maps and telephone numbers.
- Keep your emergency evacuation plans in a safe location with your 72-hour kit.

Drawing an evacuation plan

Drawing and displaying the evacuation plan is also very important. Also remember the following pointers when drawing you evacuation plan, namely:

- Draw a simple diagram of your workplace showing all the walls doors and excites on at least an A3 paper or larger. The diagram must be easy readable and in per portion with your actual workplace. You cannot for example draw a workplace for 500 employees on an A3 piece of paper as you will never be able to identify all the areas easily on the plan during an emergency.
- Indicate landmarks, names, toilets, exits to specific areas on the plan. Remember that you have less than a min during an emergency procedure to read and understand you plan, so try to make it as easy as possible.
- Indicate evacuation routes with green arrows to make it stand out and easy identified on the plan. We always indicate routes with green and emergency equipment or danger zones with red.
- Indicate fire extinguishers, fire blankets, fire hose, electrical or gas shut-offs or any other related emergency equipment with clear red on the plan for easy identification. Also leave a brief description of all emergency equipment on the plan for easy identification.
- Indicate the area to assemble after the evacuation. Make sure that you select a clear landmark and indicate the distance and instructions very clearly.
- Display helpful emergency contact detail from a Telkom landline or the cellphone.

Implementing the Evacuation Plan

Easier said than done! We are all happy to know that the workplace is safe from potential hazards, but who is interested in the evacuation process to be followed? When the emergency arrived, panic and chaos is created and time to read the emergency evacuation procedures. It is therefore very important to mark and display your evacuation process in an easy accessible area where everyone can see it. Even people with disabilities or reading disorders must be able to understand your plans or emergency exit signs or route.

Emergency evacuation procedures should be practiced at least twice a year between the employees. Being in charge as a training coordinator could mean that thousands of new employees could visit your training or external training facility yearly. It is therefore important that you ensure that all emergency procedures are communicated to all people involved the employees and the learners who may not be familiar with the working area at all. OHS inductions should be carried out standard in the start of any training program.

17. Example of an emergency Contact List

Report any incident or emergency immediately to the following internal people:					
Name :	Tel:		Name:	Tel:	
	SPEEDIAL	TELKOM	VODACOM	MTN	CELL-C
POLICE					
ARMED RE-ACTION UNIT					
AMBULANCE					
FIRE DEPARTMENT					
HEAD OFFICE					
MUNICIPALITY					

Display your plan in an area where it is easy accessible and visible to all employees and potential customers.

18. When should you call emergency services instead of driving to the emergency

department?**Ask yourself the following questions:**

- Is the victim's condition life threatening?
- Could the victim's condition worsen and become life threatening on the way to the hospital?
- Could moving the victim cause further injury?
- Does the victim need the skills or equipment of paramedics or emergency medical technicians?
- Would distance or traffic conditions cause a delay in getting the victim to the hospital?




If the answer to any of these questions is "yes" or if you are unsure, it's best to call an ambulance. This is true even though you can sometimes get to the hospital faster by driving than by calling an ambulance. Paramedics and emergency medical technicians communicate with the physician in the emergency department by radio. They are trained to begin medical treatment on the way to the hospital. This prevents any delay that could occur if the patient is driven to the emergency department. The ambulance can also alert the emergency department of the patient's condition in advance. Remember not to hang up until the emergency operator tells you to. They may need additional information or need to give you instructions.

Know what to say

The information you give the emergency dispatch operator helps EMS help you. Stay calm, speak clearly, and stay on the phone until the emergency operator tells you to hang up. Tell the emergency dispatch operator where to find the person needing emergency care, who is hurt or sick, and what happened. The emergency operator will also need to know what condition the victim is in and if any help, is being given. Give the exact location of the emergency. Point out any landmarks-nearby, intersections, bridges, and buildings that will help the ambulance driver find you. Also leave your name, address, and telephone number in case the emergency operator needs to get back in touch with you.

Know what to do until help arrives.

You've called for help. The ambulance is on the way. What do you do while you wait? If the emergency operator gives you specific instructions, remember them and carry them out. Don't move someone who is injured unless they are in danger. Do try to keep them as warm and comfortable as possible. If someone else is with you, send him or her to meet the ambulance.

 Group Activity	What is your organisational emergency evacuation plan? Is this active and operational? What will you do in your workplace to rectify this if this does not meet the OHS requirements in your workplace?
 Individual Assignment	Draw a detailed plan of your workplace and indicate evacuation plan that will comply with the evacuation procedures.
 Workplace Activity	Question some of the employee at your workplace to determine their knowledge regarding the emergency evacuation process. Record your findings in your workbook and an action plan to rectify this in your workplace?
	I. What should be taken into consideration when planning an

<p>✓ X Self Assessment</p>	<p>evacuation plan?</p> <ul style="list-style-type: none"> • You should have at least two (2) escape routes from each room. • You should mark the locations of any escape ladders, or other special equipment. • You should mark the locations of fire extinguishers, smoke detectors, first aid kits, disaster 72 hour kit. • You should mark the locations of the shutoffs for gas, water, and electricity. <p>2. Where should you arrange a meeting place after an evacuation?</p> <ul style="list-style-type: none"> • Pick places that are easy to identify, that can be reached on foot if necessary, and that are in an accessible, open area. <p>3. What information should be displayed on your emergency evacuation plan?</p> <ul style="list-style-type: none"> • Land marks • Assemble place after evacuation • Exit routs • Emergency equipment • Emergency contact details. <p>4. Where should your emergency evacuation plan be displayed?</p> <ul style="list-style-type: none"> • In a clear visit area where all employees and potential customers can see it. <p>5. What should be indicated with green and red on the emergency evacuation plan?</p> <p>I. All exit routs should be indicated with green and emergency equipment in red.</p> <p>6. When should you call for an ambulance?</p> <ul style="list-style-type: none"> • -Is the victim's condition life-threatening? • -Could the victim's condition worsen and become life threatening on the way to the hospital? • -Could moving the victim cause further injury? • -Does the victim need the skills or equipment of paramedics or emergency medical technicians? • -Would distance or traffic conditions cause a delay in getting the victim to the hospital? <p>7. Why is it so important to communicate emergency procedures on a daily procedures to learners who may visit your facility or external facility on a daily basis?</p> <ul style="list-style-type: none"> • Learners may not be familiarized at all with your organisation or work area and may not even be from the same location or area. Employees should be trained every two months, but learners who visiting the facilities should be inducted in the start of every single training program of the OHS procedures and the emergency procedures to be followed.
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Health and safety Representatives Checklist					
Site:.....		Company:.....			
Date:.....		H&S Rep:.....			
Site Conditions				Remarks / Action	Resp. Person
Walkways	Clear? Yes / No	Tripping hazards Yes / No	Safe access? Yes / No		
				Remarks / Action	
Lights	Adequate? Yes / No	Any Fused? Yes / No	Dark Areas? Yes / No		
				Remarks / Action	
Waste removal	Suff. Bins? Yes / no	Too much dust? Yes / No	Neat & Tidy? Yes / No		
				Remarks / Action	
Toilets	Hygienic? Yes / No	Sufficient Toilets Yes / No	Showers? Yes / No		
Tools & Equipment				Remarks / Action	Resp. Person
Power tools	Cables safe? Yes / No	Machine guards in place? Yes / No	Plugs safe? Yes / No		
				Remarks / Action	
Extension cords	No joins? Yes / No	Plugs in good condition? Yes / No	In contact with water? Yes / No		
Personal Protective Equipment					Resp. Person
	Issued?	Being worn correctly?		Remarks / Action	
Overalls	Yes / No	Yes / No			
Gloves	Yes / No	Yes / No			
Shoes	Yes / No	Yes / No			
Hearing Protection	Yes / No	Yes / No			
Goggles	Yes / No	Yes / No			
Respirators	Yes / No	Yes / No			
Emergency Preparedness				Remarks / Action	Resp. Person
Emergency Procedures	In place? Yes / No	Alarm known? Yes / No	Signage? Yes / No		
Attitudes Towards Health & Safety					
	Positive	Negative	Indifferent	Remarks / Action	
Workers					
Other Contractors					
Site Management					
Note by:				Suggested Action	Resp. Person
H&S Committee:.....					
Chairperson					
Remarks Continued:					

COMPANY NAME

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
FIRE FIGHTER
ENVIRONMENTAL REGULATIONS FOR WORKPLACES 9(1) AND GENERAL
SAFETY REGULATION 2.

(Appointee's Name)

I, **(Appointer's Full Name)** the **(Legislative reference of appointment)** appointee of **(Appointer's Area)** hereby appoint you **(Appointees Name)** as the Section 8(2)(i) appointee for **(Responsible Area)**.

In terms of this designation you are required to ensure that the duties as follows being carried out:

1. In case of an emergency where the building has to be evacuated due to fire you are responsible for:

- the classification of the fire to ensure that the correct method of extinguishing being used
- assess the situation to determine when and what actions to take

2. Only react on command of the Evacuation team leader to re-enter a building.
3. Identification of equipment and places likelihood of fire.
4. Ensure and maintain good housekeeping.
5. Ensure that you familiarize yourself with the operation of the firefighting equipment in your department.
6. Carry out inspections of the emergency escape routes to make sure that they are not obstructed.
7. Report any unserviceable or damaged firefighting equipment in your area to your Supervisor.
8. Basic fire awareness within your department.

The evacuation procedure will be practiced twice a year, the dates and times of such practices will be communicated to you.

You are required to report any deviations of the above-mentioned instructions to **(Section 16(2) Appointee or the CEO)**.

You will be required to undergo training in order to ensure that you can complete your tasks successfully.

Your appointment is valid from **(Start Date)**.

.....
Signature of Appointee

.....
Date

Kindly confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, **(Appointee's Full Name)** understand the implications of the appointment as detailed above and confirm my acceptance.

.....
Signature of Appointee

.....
Date

COMPANY NAME

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
FIRST AIDER
GENERAL SAFETY REGULATION 3.

(Appointee's Name)

I,.....
designated as the.....
for
hereby appoint you
as FIRST AIDER.

This appointment will be valid from/...../..... until/...../.....

Your area of responsibility will be:
.....

In this you will report to:

.....

For this position you will have the following duties and responsibilities:

1. Treat all first aid injuries.
2. Complete the first aid dressing book.
3. Inspect the first aid box on a regular basis.
4. Ensure that the box is not obstructed.
5. Ensure that your name appears on the box.
6. Ensure that the content complies with requirements of General Safety Regulation Annexure.
7. Ensure that the serious injuries are reported to the sister.
8. Ensure that all minor injuries are investigated.
9. Assist the emergency co-ordinator in the event of an emergency.

Be assure of my co-operation at all times.

.....
SIGNED

.....
Date

.....
Signature of C E O

.....
Date

ACCEPTANCE

I here by accept this appointments as detailed above.

.....
Signature of Appointee

.....
Date

COMPANY NAME

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
HEALTH AND SAFETY REPRESENTATIVE APPOINTMENT
SECTION 17

(APPOINTEE'S NAME)

I, **(Appointer's Full Name)** the **(Legislative reference of appointment)** appointee of **(Appointer's Area)** hereby appoint you **(Appointee's Full Name)** in terms of Section 17 as Health and Safety Representative for **(Appointee's Area)**.

In terms of Section 18, the following are your functions:

- 1) To represent your employee electorate's interests in terms of occupational health and safety.
- 2) Carry out health and safety inspections of your workplace as designated above prior to the health and safety committee meeting.
- 3) Serve on the appropriate health and safety committee.
- 4) Bring to the attention of your supervisor any deviations in respect to health and safety that come to your attention.

You may also be entitled to:

- 1) visit incident sites and attend inspections;
- 2) attend any investigation / formal inquiry;
- 3) inspect any document (accept personal medical files);
- 4) accompany an inspector;
- 5) be accompanied by technical advisor if approved by employer; and
- 6) participate in internal audits.

The committee will determine dates and times of health and safety committee meetings. Such meetings as determined by the committee should be attended.

You will be required to undergo Health and Safety Representative training in order to ensure that you can complete your tasks successfully.

Your appointment is valid from **(Start Date)** to **(End Date)**

.....
Signature of Appointee

.....
Date

ACCEPTANCE

I, **(Appointee's Full Name)** understand the implications of the appointment as detailed above and confirm my acceptance.

.....
Signature of Appointee

.....
Date

COMPANY NAME**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
EMPLOYER NOMINEE TO HEALTH AND SAFETY COMMITTEE
SECTION 19(3)****(APPOINTEE'S NAME)**

I, (Appointer's Full Name) the (Legislative reference of appointment) appointee of (Appointer's Area) hereby appoint you (Appointee's Full Name) in terms of Section 19(3) as employer nominated appointee to the Health and Safety Committee for (Committee Area).

In terms of this appointment the following are your functions:

- 5) To represent the employer's interests in terms of occupational health and safety.
- 6) Serve on the appropriate health and safety committee.
- 7) Any further functions that may be required by the employer in the interests of health and safety.

Dates and times, of health and safety committee meetings will be determined by the committee. Such meetings as determined by the committee shall be attended.

You should familiarize yourself with the provisions of the Act and its Regulations that relate to the functions of the health and safety committees, to enable you to effectively and efficiently carry out your functions as stipulated.

You will be required to undergo Health and Safety training in order to ensure that you can complete your tasks successfully.

Your appointment is valid from (Start Date) to (End Date)

.....
Signature of Appointee

.....
Date

ACCEPTANCE

I, (Appointee's Full Name) understand the implications of the appointment as detailed above and confirm my acceptance.

.....
Signature of Appointee

.....
Date