



# Health and Safety Induction Training





# The OHS Act and its purpose

## OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993

The OHS Act was established in 1993 and is referred to as the Occupational Health and Safety Act 85 of 1993.

**Purpose:** The OHS Act provides the overarching legal framework for occupational health and safety in a jurisdiction. It sets out the duties and responsibilities of employers, employees, and other parties to ensure workplace safety.

**Scope:** It defines general principles and broad requirements that apply to all workplaces within its jurisdiction.

**Duties and Responsibilities:** The Act outlines the duties of employers, employees, and others (such as contractors and suppliers) regarding workplace safety. This includes ensuring a safe work environment, providing safety training, and complying with safety standards.

**Enforcement:** The Act gives authorities the power to enforce compliance, conduct inspections, investigate incidents, and issue penalties for non-compliance.



# The OHS Act has 50 Sections, approved and enforced by Government

1. DEFINITIONS
2. ESTABLISHMENT OF ADVISORY COUNCIL FOR OCCUPATIONAL HEALTH AND SAFETY
3. FUNCTIONS OF COUNCIL
4. CONSTITUTION OF COUNCIL
5. PERIOD OF OFFICE AND REMUNERATION OF MEMBERS OF COUNCIL
6. ESTABLISHMENT OF TECHNICAL COMMITTEES OF COUNCIL
7. HEALTH AND SAFETY POLICY
8. GENERAL DUTIES OF EMPLOYERS TO THEIR EMPLOYEES
9. GENERAL DUTIES OF EMPLOYERS AND SELF-EMPLOYED PERSONS
10. GENERAL DUTIES OF MANUFACTURERS SUBSTANCES FOR USE AT WORK
11. LISTED WORK
12. GENERAL DUTIES OF EMPLOYERS REGARDING LISTED WORK
13. DUTY TO INFORM
14. GENERAL DUTIES OF EMPLOYEES AT WORK
15. DUTY NOT TO INTERFERE WITH, DAMAGE OR MISUSE THINGS
16. CHIEF EXECUTIVE OFFICER CHARGED WITH CERTAIN DUTIES
17. HEALTH AND SAFETY REPRESENTATIVES
18. FUNCTIONS OF HEALTH AND SAFETY REPRESENTATIVES
19. HEALTH AND SAFETY COMMITTEES
20. FUNCTIONS OF HEALTH AND SAFETY COMMITTEES
21. GENERAL PROHIBITIONS
22. SALE OF CERTAIN ARTICLES PROHIBITED
23. CERTAIN DEDUCTIONS PROHIBITED
24. REPORT TO INSPECTOR REGARDING CERTAIN INCIDENTS
25. REPORT TO CHIEF INSPECTOR REGARDING OCCUPATIONAL

26. VICTIMIZATION FORBIDDEN
27. DESIGNATION AND FUNCTIONS OF CHIEF INSPECTOR
28. DESIGNATION OF INSPECTORS BY MINISTER
29. FUNCTIONS OF INSPECTORS
30. SPECIAL POWERS OF INSPECTORS
31. INVESTIGATIONS
32. FORMAL INQUIRIES
33. JOINT INQUIRIES
34. OBSTRUCTION OF INVESTIGATION OR INQUIRY FAILURE TO RENDER ASSISTANCE
35. APPEAL AGAINST DECISION OF INSPECTOR
36. DISCLOSURE OF INFORMATION
37. ACTS OR OMISSIONS BY EMPLOYEES OR MANDATARIES
38. OFFENCES, PENALTIES AND SPECIAL ORDERS OF COURT
39. PROOF OF CERTAIN FACTS
40. EXEMPTIONS
41. THIS ACT NOT AFFECTED BY AGREEMENTS
42. DELEGATION AND ASSIGNMENT OF FUNCTIONS
43. REGULATIONS
44. INCORPORATION OF HEALTH AND SAFETY STANDARDS IN REGULATIONS
45. SERVING OF NOTICES
46. JURISDICTION OF MAGISTRATES' COURTS
47. STATE BOUND
48. CONFLICT OF PROVISIONS
49. REPEAL OF LAWS
50. SHORT TITLE AND COMMENCEMENT



# The OHS Regulations

**Purpose:** OHS regulations provide more specific details and requirements on how to comply with the general duties outlined in the OHS Act. They offer practical measures and standards for particular hazards and industries.

**Scope:** Regulations cover specific aspects of workplace safety, such as machinery safety, chemical handling, noise levels, personal protective equipment (PPE), and more.

**Specific Requirements:** They lay out detailed safety requirements, procedures, and standards that employers and employees must follow. These can include technical specifications, safety protocols, and operational procedures.

**Amendments:** Regulations can be updated and amended more frequently than the Act to address new safety concerns, technological advancements, and industry changes.

## The OHS Regulations include:

- General Administrative Regulations
- General Safety Regulations
- Construction Regulations
- Electrical Installation Regulations
- HCS Regulations
- Lead Regulations
- Noise-Induced Hearing Loss Regulations
- Asbestos Regulations
- Environmental Regulations for Workplaces
- Facilities Regulations
- Driven Machinery Regulations
- Pressure Equipment Regulations
- Explosives Regulations
- Major Hazard Installation Regulations



## Section 7 of the OHS Act - General Duties of Employers to their Employees

**Employers must ensure, as far as is reasonably practicable, that the working environment is safe and without risks to the health of employees.**

**Health and Safety Policy:** Employers must ensure that a health and safety policy is prepared, implemented, and maintained concerning the protection of the health and safety of employees at work. This policy must include measures to prevent occupational hazards and procedures to be followed to ensure compliance with the OHS Act.

**Consultation with Health and Safety Representatives:** The employer must consult with the health and safety representatives or committees when preparing the health and safety policy.

**Communication of Health and Safety Policy:** Employers must inform employees of the health and safety policy. This includes making employees aware of their rights and responsibilities under the policy.

**Implementation of the Policy:** Employers must ensure that the health and safety policy is effectively implemented and maintained. This includes providing necessary resources, such as training and supervision, to support the policy.

**Review and Revision of the Policy:** The health and safety policy should be periodically reviewed and revised as necessary to keep it current and effective in addressing health and safety issues in the workplace.



## Section 8 of the OHS Act - General Duties of Employers to their Employees

**Elimination and Control of Hazards:** Employers must take steps to eliminate or mitigate any hazards or potential hazards to the safety or health of employees before resorting to personal protective equipment.

**Safety Measures and Procedures:** Employers must make arrangements for ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage, or transport of articles or substances.

**Information, Instruction, Training, and Supervision:** Employers must provide information, instructions, training, and supervision that are necessary to ensure the health and safety of employees at work.

**Emergency Procedures:** Employers must provide and maintain procedures to deal with emergencies and ensure that employees know what to do in such situations.

**Personal Protective Equipment:** Employers must ensure that the use, handling, storage, and transport of personal protective equipment is safe and without risks to health.

**Risk Assessment and Monitoring:** Employers must ensure that they systematically identify hazards and assess risks to health and safety, and implement measures to control these risks.



## Section 13 of the OHS Act: Duty to Inform

**Information about Hazards:** Employers must inform employees of any hazards to health and safety attached to any work which the employees have to perform, as well as the precautionary measures which should be taken and observed with respect to those hazards.

**Instruction and Training:** Employers must ensure that employees receive the necessary training and are adequately informed regarding the dangers associated with their work, including measures to reduce or eliminate exposure to hazards.

**Supervision and Monitoring:** Employers must ensure that employees are supervised appropriately to prevent exposure to hazardous conditions.

**Access to Information:** Employees should have access to information about health and safety risks and the measures to control these risks. This includes information on emergency procedures and the use of personal protective equipment (PPE).



## Section 14 of the OHS Act - Duties of Employees

**Take Reasonable Care:** Employees must take reasonable care for their own health and safety, as well as for the health and safety of others who may be affected by their actions or omissions.

**Comply with Safety Procedures:** Employees must comply with all safety measures and procedures that have been implemented by their employer to ensure workplace safety.

**Use Personal Protective Equipment (PPE):** Employees must use any personal protective equipment (PPE) that has been provided by the employer, and ensure that it is used properly.

**Report Unsafe Conditions:** Employees must report any unsafe conditions or practices to their employer or to the relevant health and safety representative or committee.

**Follow Instructions:** Employees must follow any instructions given by their employer or supervisor regarding health and safety, and ensure that their work does not endanger themselves or others.

**Participate in Training:** Employees are required to participate in health and safety training provided by the employer and apply the knowledge gained in their work activities.





## Section 38 of the OHS Act - Offences and Penalties

**Failure to Comply:** It is an offence for any person to contravene or fail to comply with any provision of the OHS Act or regulations made under the Act. This includes failure to follow safety procedures, neglecting to report incidents, or disregarding safety notices issued by inspectors. It is also an offence to knowingly provide false information to an inspector or fail to provide required information.

**Fines and Imprisonment:** Any person found guilty of an offence under the OHS Act may be subject to fines or imprisonment, or both. The severity of the penalty typically depends on the nature and seriousness of the offence.

**Legal Proceedings:** The Act provides for legal proceedings to be initiated against individuals or organizations that violate its provisions. This can include court cases and other legal actions to enforce compliance.

**Employers' Responsibility:** If an offence is committed by a company or organization, the management or individuals responsible for the company may also be held liable, depending on the circumstances of the breach.



# Health and Safety Inspectors - Department of Labour

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

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.

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 investigations be attended by individuals who may assist the inspector with the investigation. No one may insult the inspector or deliberately interrupt the investigation.

**Here are the main types of notices that inspectors may issue to the employer:**

**Improvement Notice:** To require an employer to remedy a contravention of the OHS Act or its regulations within a specified time.

**Prohibition Notice:** To prohibit the use of a specific part of the workplace, equipment, or activity that poses a risk.

**Contravention Notice:** To notify the employer of a specific breach of the OHS Act or regulations and to appear in court.



# Safety Signage in the workplace





Safety Signs are crucial in any work environment.

The primary importance of displaying safety signs is to prevent injury and ensure staff and visitors are well aware of the possible dangers and hazards ahead in certain situations and/or environments.

Without signs, many employees would lack the necessary direction in times of crisis, and employers might find themselves in significant legal difficulties if any accidents were to arise as a result.

By ensuring the workplace is sufficiently well signed, you can help protect your staff, contractors, visitors and members of the public, against the possible dangers that may be unnoticed, leading to less incidents and accidents with reduced risk to everyone.

## Know your safety signs

Geometric shape	Meaning	Safety colour	Example of signs
	Prohibition	Red	
	Warning	Yellow	 
	Mandatory action	Blue	 
	Escape route Safe condition Escape equipment	Green	 
	Fire fighting equipment	Red	 



# Emergency Preparedness in the workplace

**R**

**RESCUE** - Rescue any persons in immediate danger

**A**

**ALARM** - Raise the alarm and phone emergency services

**C**

**CONTAIN** - Close windows and doors in case of fire.

**E**

**EXTINGUISH and EVACUATE** - Attempt to extinguish the fire otherwise, move to your nearest exit and meet at the assembly point.

Ensure you are familiar with the emergency procedures of the business, ask your manager if you are not sure.

Familiarize yourself with the evacuation floor plans and where the emergency equipment is located on the premises.

## Emergency Contact Numbers

**Police - 10111**

**Ambulance - 10177**

**Fire Department - 10177**



## Emergency Evacuation Procedure

- In case of an emergency, activate the fire alarm to alert all occupants.
- Call emergency services (fire department, police, etc.) immediately.
- Leave the building as quickly and calmly as possible using the nearest emergency exit.
- Use emergency stairs during an evacuation and not the elevator.
- Help people with disabilities, elderly individuals, and children to safely evacuate the premises.
- In case of a fire emergency, close doors and windows on your way out to help contain the fire.
- If there is smoke, stay low to the ground to avoid inhaling smoke.
- Evacuate to the assembly point and wait for further instructions.
- Do not re-enter the premises until it has been declared safe.
- Conduct a headcount to ensure all occupants are accounted for.
- Inform emergency responders of any missing persons and their last known locations.

**Familiarise yourself with the Emergency Evacuation Floor Plans posted on the premises and the location of fire and first aid equipment**



# Hazards and Risks in the workplace

**Physical hazards:** Machinery, electricity, noise, and heights.

**Chemical hazards:** Exposure to harmful substances.

**Biological hazards:** Viruses, bacteria, and other pathogens.

**Ergonomic hazards:** Repetitive movements, improper workstation setup.

**Psychosocial hazards:** Stress, bullying, and workload.

**Hazard:** A hazard is a potential source of harm or adverse health effect on a person or persons. It can be a substance, activity, process, or condition that can cause injury, illness, or damage to property and the environment.

**Risk:** Risk is the likelihood or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard, combined with the severity of the potential consequences.





# Accidents and Incidents in the workplace

Accidents don't just happen, they are caused by unsafe acts and unsafe conditions, the three contributing factors that result in accidents are as follows.

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

Which means that 98% of all accidents can be prevented as the causes of these accidents are things people do wrong in the workplace.

**Accident** - An accident is an unexpected and unintended event that results in harm, injury, or damage.

An **"unsafe act"** refers to an action or behavior of a person that increases the risk of injury, harm, or damage.

An **"unsafe condition"** is a hazardous situation or environment that poses a risk of injury, harm, or damage due to the presence of unaddressed hazards.

A **near miss** is an incident that could have resulted in injury, damage, or harm but was narrowly avoided due to chance or intervention.



## Accidents and Incidents - Continued

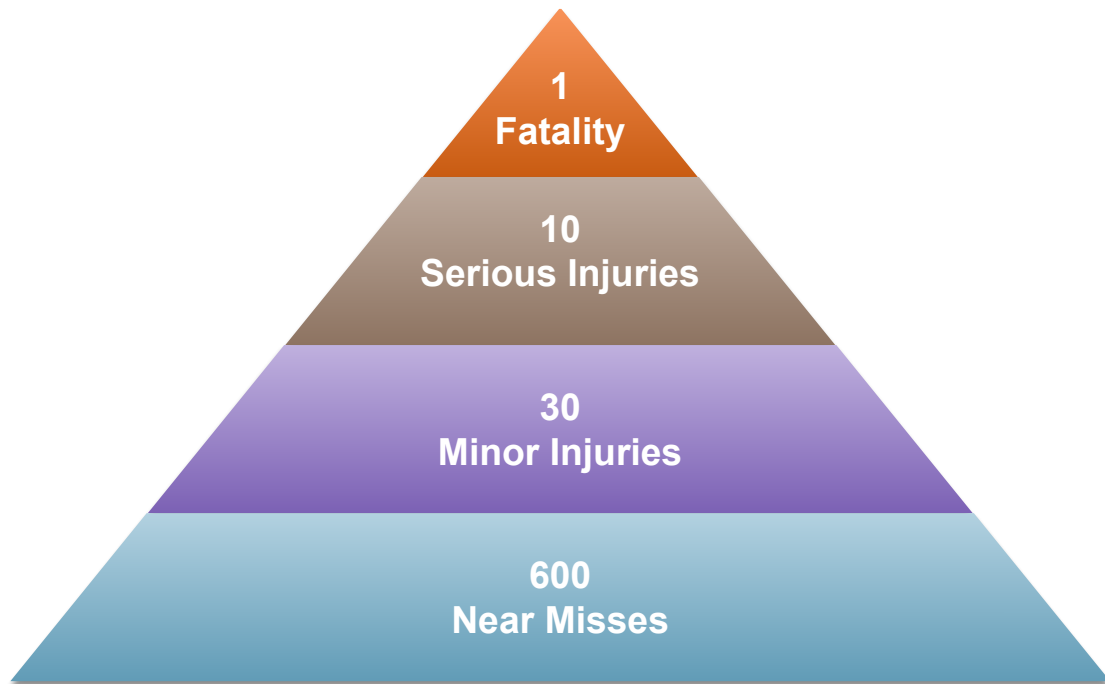
The Frank Bird Triangle shows that for all injuries, there are many near misses, highlighting the need to address near misses to prevent serious accidents in the future.

### Common Causes of Workplace Accidents:

- Shortcuts
- Overconfidence
- Poor Housekeeping
- Neglecting safety procedures
- Distractions
- Chemical Spills
- Horseplay
- Unsafe Act and Conditions

### Common Workplace Accidents:

- Slip, trip and fall
- Electrical Shock
- Burning
- Cuts and Lacerations
- Ergonomics
- Cuts







## PPE in the workplace

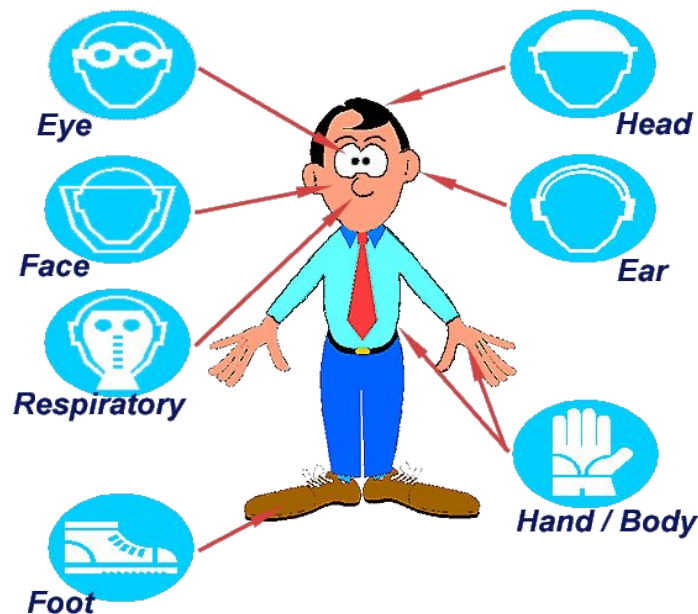
Employers have duties concerning the provision and use of personal protective equipment (PPE) at work.

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment.

PPE must be properly looked after and stored when not in use. If it is reusable it must be cleaned and kept in good condition.

Employees must make proper use of PPE where required and report its loss or destruction or any fault in it to your direct supervisor or manager immediately.

If you are not sure what PPE to wear for a specific job or task, ask your supervisor or manager.





## General OHS Act Rules

No person may intentionally or recklessly interfere with, damage or misuse anything which is provided in the interest of health or safety

No employer may deduct from an employee's pay for health or safety provisions required by this Act.

No employer may dismiss, reduce pay, or change the terms of employment to an employee's disadvantage for providing information, complying with a prohibition, or giving court evidence.

All workplace incidents, including near misses and accidents, must be reported and investigated.

Workplaces must be maintained in a condition that ensures safety, including proper housekeeping and maintenance of equipment.

Employees must receive adequate training and supervision to perform their work safely.

Appropriate personal protective equipment (PPE) must be provided and used where necessary.



## Workplace Health & Safety Rules to remember

Always follow Rules and Procedures

Never Take Shortcuts in the workplace

Keep Emergency Equipment Clean

Be Alert and aware of your surroundings

Report any Unsafe acts and Conditions immediately

Clean spillages immediately

Use Tools, Equipment and Machinery properly

Ensure you understand the Emergency Evacuation Procedure

No Horseplay allowed at any time

Do not run in the workplace

Keep walkways clear

Keep your work area clean

Wear prescribed PPE where applicable

Never walk under suspended loads

Inspect Tools, Machinery and Equipment before use

Familiarize yourself with the Emergency Evacuation Floor Plans on the premises

No Alcohol, Drugs or Weapons allowed on the premises

Smoke, eat and drink in designated areas only

Keep fire equipment clear from obstructions

Keep evacuation doors and routes clear from obstructions

**Remember - You are ultimately responsible for your own safety and those around you**



# Any Questions?

# HSE



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