

THE COMPANY
OCCUPATIONAL HEALTH AND SAFETY
“RIGHT TO KNOW”

**Improving living standards by promoting employee Health
through meaningful Occupational Safety in a democratic South Africa**

THE COMPANY has committed itself to complying with the minimum legal requirements of both the Occupational Health and Safety and the Compensation for Occupational Injuries and Diseases Acts as amended. The Occupational Health and Safety Policy Statement of intent is endorsed by our CEO, and is displayed prominently within THE COMPANY.

“We are committed to safeguarding the health and safety of our employees, and to protecting visitors to our premises against hazards associated with our activities.

We will ensure that everyone is aware of the potential hazards they are exposed to, and the precautions that need to be taken to prevent accidents. We will also provide the information, educational training and supervision that is essential for a safe workplace.

We will be proactive in promoting the physical, mental and social well-being of our employees. We will also anticipate and, as far as possible, eliminate the hazards that threaten their well-being.

We will do this not by decree but through consultation and participation.”

Each site, where THE COMPANY employees work, has a manager responsible for your safety appointed to it. Depending on the number of THE COMPANY employees at the site, there may be Health and Safety Representatives elected as well. These people are formally trained in First Aid, Fire Fighting and Evacuation Procedures. They meet formally at least once per every 3 months with Management to discuss safety issues which have not been resolved in the line function, on your behalf. Please ask your manager/supervisor to advise you who these people are or check the notice board.

As an employee of THE COMPANY, in terms of section 14 of the Occupational Health and Safety Act, it is your duty to:

1. Take all reasonable care not to harm yourself or other people around you, or interfere with their safety and health.
2. Cooperate with management or other persons on the premises to ensure that they comply with their duties or requirements as laid upon them.
3. Carry out all lawful orders given to you and obey the health and safety rules and procedures laid down for the premises.
4. Report any unsafe situations or conditions that may affect your health to your manager or Health and Safety Representative who will ensure action is taken within a reasonable space of time. If not resolved, escalate until such time as it is resolved.

5. Report any incident that has or could have affected your health to your manager or the Health and Safety Representative for your area. (An incident includes; near hits, damages, injuries, illness, disease or deaths in the cause of your employment).

Please note the following general rules:

1. THE COMPANY operates a "tidy office" policy i.e. when you leave for home, all files, papers etc. on your desk must be neat and confidential documents must be locked away.
2. No stacking of goods on top of cupboards, in aisles or in front of emergency equipment, emergency exits, and electrical distribution boards is allowed. Work places must be kept clean and tidy.
3. If using the services of an outside contractor(s) to do installation / maintenance work on the premises, a "HEALTH AND SAFETY CONTRACT BETWEEN EMPLOYER (THE COMPANY) AND CONTRACTOR" must be completed prior to commencement of any work. Your Site Responsible Person for Health and Safety has copies of this form.
4. Always utilize the proper equipment for the task and never carry out work which you are not qualified to do.
5. Familiarise yourself with the Evacuation Instruction and know where your assembly point is.

Failure to follow these rules could result in an accident, criminal charges or compensation for an injury or disease being denied.

Compensation :

1. Every employee is entitled to the prescribed compensation benefits when injured, a disease is contracted or if killed **in the course of their employment** with certain limitations.
2. If you are injured in the course of your employment (even just a small cut), report it to a Manager / Supervisor or Health and Safety Representative and insist they generate an incident report. Failure to do so could make any compensation claim invalid.
3. If you are injured in an accident on your way to or from work, report it. Under certain conditions compensation is applicable.
4. As an employee you will not be entitled to compensation and be criminally liable for your act, if it is proved you acted without permission, operated out of your scope of authority, were found to be under the influence of alcohol or illegal drugs at the time or where you contravened any law in the course of your employment.

More details about Occupational Safety and Compensation can be requested from your responsible manager who has a copy of both Acts on site.

"RIGHT TO KNOW" form received and understood:

Name:Date: Signature:

Premises audited and inspected by external inspection authority **Scott-Safe** Est 1992 (011) 675-1280