



INSPECTION AUTHORITY

In accordance with the Provisions of the Occupational Health and Safety Act No.85 of 1993

REGISTERED CONSULTANTS

In respect of the Compensation for Occupational Injuries and Diseases Act No.130 of 1993

COMPLIANCE AGENTS

Implementation, maintenance and interaction

Phone: (011) 675-1280
Website: www.scottsafe.co.za
e-mail: compliance@scottsafe.co.za

Postnet Suite 593
Private Bag X09
WELTEVREDENPARK, 1715
Regional Offices – Cape Town / Durban



RIGHT TO KNOW

Occupational Health and Safety Act No 85 of 1993

Compensation for Occupational Injuries and Diseases Act No 130 of 1993

*Copyright © vests in SCOTT-SAFE Est 1992
All rights reserved
Amended: August 2022*



You're Safer With Us!

OCCUPATIONAL HEALTH AND SAFETY 'RIGHT TO KNOW'

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

INDEX

1. RIGHT TO KNOW

- ☉ Duties as an Employee
- ☉ General Rules
- ☉ Compensation

2. GENERAL SAFETY RULES TO KEEP YOU HEALTHY AT WORK

- ☉ Personal Safety
- ☉ Housekeeping
- ☉ Remember your Responsibility
- ☉ Ensure your Rights

3. HAZARDOUS CHEMICAL AGENTS

4. ERGONOMICS REGULATION 2019

- ☉ Discomfort and possible Solutions
- ☉ Hand Stretching Exercises
- ☉ Correct Sitting Position at Desk

5. LONE WORK

- ☉ Who are Lone Workers?
- ☉ The Employer's Responsibility
- ☉ The Employee's Responsibility
- ☉ The Goal: Everyone goes home Safely

6. WORKING FROM HOME HERE TO STAY

- ☉ Top 20 Home Safe Checklist

7. EMERGENCY RESPONSE PLAN: PREPARING FOR AN EMERGENCY

- ☉ Evacuation Procedure
- ☉ Evacuation Instruction

8. HAZARDOUS BIOLOGICAL AGENTS

9. GUIDELINE FOR LINE MANAGERS

RIGHT TO KNOW

Management has committed itself to ensuring that they maintain a Reasonable Level of Compliance with both the Occupational Health and Safety and the Compensation for Occupational Injuries and Diseases Legal Requirements. The Occupational Health and Safety Policy Statement of intent is endorsed by our CEO and is displayed prominently within the Company.

Managers are responsible for your safety in the workplace. Depending on the number of employees on the premises, there may be Health and Safety Representatives elected as well. These people are formally trained in Occupational Health and Safety and are appointed as and Health and Safety Representatives. 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.

There are trained First Aiders on the premises, everyone is required to know how to use a Fire Extinguisher.

As an employee, 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 course 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. 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.
3. Familiarise yourself with the Evacuation Instruction, know where your assembly point is and take drills seriously.

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 off the premises while working, 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 Line Manager or OHS Representative who have access to both Acts on site.

GENERAL SAFETY RULES TO KEEP YOU HEALTHY AT WORK

PERSONAL SAFETY

1. GET AUTHORITY BEFORE ENTERING PROHIBITED AREAS
2. RESTRICT SMOKING TO ALLOCATED SMOKING AREAS ONLY
3. STORE ALL TOOLS CORRECTLY, DISCARD OR REPAIR BROKEN TOOLS.
4. OBSERVE AND OBEY ALL SAFETY SIGNS.
5. WORKING ON OR CLEANING MOVING MACHINERY IS VERY DANGEROUS.
6. HORSEPLAY IS PROHIBITED.
7. IT IS DANGEROUS TO DRINK ALCOHOL, USE DRUGS, OR ARRIVE UNDER THE INFLUENCE AT WORK.
8. ALL USE PROPER EQUIPMENT FOR THE TASK.
9. REPORT DEFECTIVE LADDERS AND/OR SCAFFOLDING FOR REPAIR OR REPLACEMENT BEFORE USE ON THE PREMISES.
10. ELECTRIC EQUIPMENT MUST NOT BE TAMPERED WITH IF YOU ARE NOT QUALIFIED.
11. AVOID TOUCHING OR LEANING ON PIPES, VESSELS OR MACHINERY.
12. ONLY AUTHORISED PERSONS TO OPERATE DRIVEN MACHINERY, PASSENGERS ARE NOT ALLOWED.
13. NO LOOSE CLOTHING AROUND MOVING MACHINERY.
14. ALL PERSONAL SAFETY EQUIPMENT MUST BE WORN PROPERLY WHERE REQUIRED AND LOOKED AFTER.
15. NEVER ATTEMPT A JOB YOU ARE NOT QUALIFIED, TRAINED OR AUTHORISED TO DO.
16. UNDER NO CIRCUMSTANCES MAY ANY GUARDS BE REMOVED FROM MACHINES WHILST MACHINES ARE SWITCHED ON OR IN MOTION.
17. REMOVE ALL COMBUSTIBLE MATERIALS FROM THE DIRECT AREA BEFORE CARRYING OUT ANY HOT WORK I.E. WELDING, CUTTING OR GRINDING.
18. USE APPROVED MULTI ADAPTERS. OVERLOADING THE ELECTRICAL PLUGS MAY LEAD TO FIRES
19. HAZARDOUS CHEMICALS SUBSTANCES MUST BE STORED SAFELY AND DISCARDED IN THE PROPER WAY - NOT INTO THE DRAIN.
20. TAMPERING WITH ANYTHING PROVIDED IN THE INTEREST OF SAFETY MAY LEAD TO PROSECUTION - YOU MAY BE NEXT TO NEED IT!

HOUSEKEEPING

1. ALL EMPLOYEES ARE RESPONSIBLE FOR KEEPING THEIR WORKPLACE CLEAN AND TIDY.
2. SPILLS OF ANY KIND MUST BE CLEANED UP IMMEDIATELY.
3. WALK IN DEMARCATED AISLES ONLY.
4. STACK OR STORE IN DEMARCATED AREAS ONLY.
5. NO FOODS TO BE STORED OR CONSUMED IN THE WORKPLACE.
6. HANDS MUST BE WASHED BEFORE EATING AND AFTER USING THE TOILET.
7. KEEP DOORWAY, EMERGENCY EQUIPMENT AND DISTRIBUTION BOARDS CLEAR AT ALL TIME.
8. WORK CAREFULLY AND TRY TO PREVENT ANY KIND OF UNNECESSARY WASTE.
9. 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.
10. ALL FLAMMABLE LIQUIDS MUST BE KEPT IN CLOSED CONTAINERS IN THE FLAMMABLE LIQUIDS STORE.

REMEMBER YOUR RESPONSIBILITY

1. TAKE CARE, CO-OPERATE, OBEY THE RULES TO AVOID SERIOUS CONSEQUENCES.
2. REPORT ANYTHING YOU THINK IS UNSAFE TO YOUR IMMEDIATE LINE MANAGER OR HIS REPRESENTATIVE.
3. REPORT INCIDENTS IMMEDIATELY TO ENSURE PROPER TREATMENT AND RECORDING THEREOF.
4. REPORT ANY DISCOMFORT OR PAIN EXPERIENCED WHILST CARRYING OUT YOUR JOB.

ENSURE YOUR RIGHTS

1. HAVE A THOROUGH KNOWLEDGE OF YOUR JOB.
2. BE MADE AWARE OF THE HAZARDS IN THE WORKPLACE THAT YOU MAY BE EXPOSED TO.
3. BE PROVIDED WITH THE NECESSARY EQUIPMENT TO CARRY OUT YOUR JOB SAFELY.

HAZARDOUS CHEMICAL AGENTS

Chemical Agents that have the potential to cause damage or harm to human health are referred to as Hazardous Chemical Agents.

Chemicals can be found in every workplace:

Inks, toners, adhesives, paints, oils, fuel, lubricants, cleaning products, water treatment granules, sanitisers are all examples of common chemicals

Hazardous Chemicals are either brought into the workplace, generated by process of work or are turned into waste and residue.

A Baseline Risk Assessment needs to be conducted in order to identify Hazardous Chemicals on the premises and the exposure levels.

A list of all Hazardous Chemicals must be documented with control information and Safety Data Sheets.

Methods to control the exposure of Hazardous Chemicals in the workplace:

- Eliminate their use
- Engineer the process
- Carry out Hygiene Assessments
- Develop and implement Safe Work Procedures
- Conduct Educational Training
- Issue Personal Safety Equipment
- Monitor exposure
- Medical Surveillance (pre, periodic, post)

Hazardous Chemicals come in different forms:

- Solids (dust, fibers, powder)
- Liquids (vapor, mists, fuels, cleaning products)
- Gas (fumes)

Types of Hazardous Chemical Agents:

- Reactive (cause explosions)
- Asphyxiants (deprives body of oxygen)
- Corrosives (changes composition of material)
- Irritants (harms eyes, skin and respiratory tract)
- Flammables (burn when ignited)
- Sensitizers (allergic reaction in people)
- Carcinogens (cancer causing)
- Mutagens (genetic changes to humans)
- Teratogens (disruption of normal development in fetus)

A human can be affected in the following way:

- Inhale (breathing in)
- Absorb (skin exposure)
- Ingest (swallowed)
- Inject (sharp contaminated object penetrates the body)

Exposure to Hazardous Chemical Agents can result in asthma, dermatitis, cancer, loss of consciousness, eye irritation

DO NOT MIX THESE CLEANING PRODUCTS

BLEACH + VINEGAR

Bleach and vinegar mixture produces chlorine gas, which can cause coughing, breathing problems, burning and watery eyes.



BLEACH + AMMONIA

Bleach and ammonia produce a toxic gas called chloramine. It causes shortness of breath and chest pain.



BLEACH + RUBBING ALCOHOL

Bleach and rubbing alcohol makes chloroform, which is highly toxic.



HYDROGEN PEROXIDE + VINEGAR

This combination makes peracetic/peroxyacetic acid, which can be highly corrosive



ERGONOMICS REGULATION 2019

Introduction

- Ergonomics aims to balance task demands within the work system and employee capabilities in the workplace
- It has a real and direct impact on health and safety, productivity and performance
- The ergonomics program is a process of identifying, analysing and controlling risks that affect employees health due to discomfort in the workplace
- Employee awareness and participation is critical in reducing ergonomic risks in the workplace

Purpose

- The purpose of this service is to provide guidance to all employers who are responsible for the control and prevention of exposure to ergonomic risks in the workplace
- Protect the health and safety of any person who may be exposed to ergonomic risks in the workplace

Scope

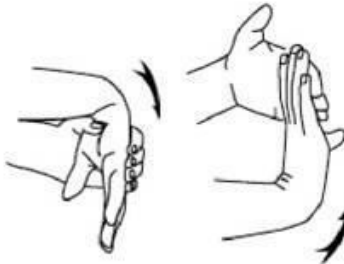
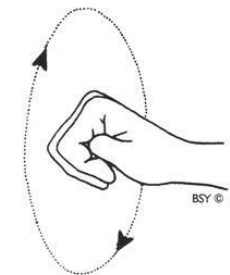

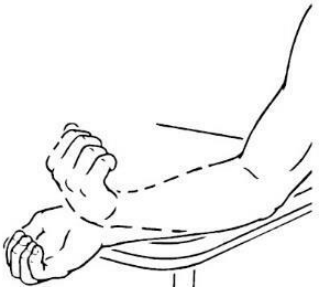
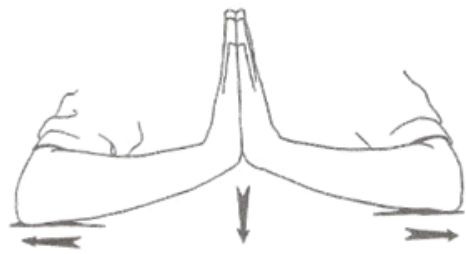
- Scope of Application ER 2 (These Regulations apply to any employer who carries out work at a workplace which may expose any person to Ergonomic Risks in the workplace)

Ergonomics Risk Factor Assessment Program

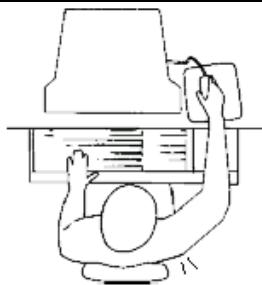

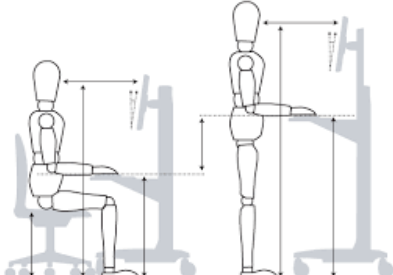
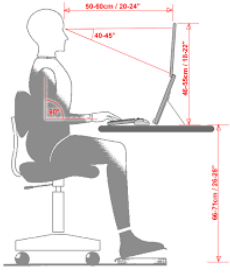
- Information, Instructions and Training ER 3 (Employee Ergonomics Awareness Guide)
- Ergonomics Risk Assessment ER 6 (On Site Ergonomics Risk Assessment Report and Company Risk Profile)
- Medical Surveillance ER 8 (Medical Surveillance Needs Analysis)
- Records ER 10 (Records and Documents as contemplated in the Regulation will be supplied)

DISCOMFORT	POSSIBLE SOLUTIONS
Lower Back	<ul style="list-style-type: none"> • Sit back in the chair with lumbar supported (adjust chair back up/down for comfort) • Check chair fit, especially seatpan depth and height • Check adequate leg room (boxes, waste basket, files impeding foot/leg comfort) • Monitor distance (arm's length or slightly more for 2 monitors) • Feet not flat or supported (lower chair height or provide a footrest)
Eye Strain	<ul style="list-style-type: none"> • Verify monitors are at a minimum arm's length • Provide anti-glare screen cover • Change settings on the monitor/s (zoom +/-, brightness, colour) • Look away from the monitor, focus on another object, every 15-20 minutes
Neck	<ul style="list-style-type: none"> • Confirm monitors are centered (inverted "V") if both used equally. Otherwise, dominant monitor should be positioned 60/40 in front of keyboard. • Top of monitor/s are at or just below eye level (if bi-focal glasses, lower monitor height to avoid head/neck tilting back)
Forearm	<ul style="list-style-type: none"> • Verify keyboard is within 3-4 inches of the edge of the desk (forearms not resting on the desk – may need to raise chair 1" and/or keyboard wrist rest) • Only elbows should be resting on the armrests • Mouse is immediately to the right/left of keyboard (forearm not resting on the desk or armrest)
Shoulders	<ul style="list-style-type: none"> • Keyboard is within 3-4 inches of the edge of the desk • Confirm mouse is immediately to the right/left of keyboard • Arms kept close to the torso while using mouse and typing • Lower the work surface (or raise chair height) to ensure upper arm/forearm at 90° angle • Lower chair armrests • Bring chair armrests in closer
Wrists	<ul style="list-style-type: none"> • Verify "flat wrists" while typing (lower stands on back of keyboard and/or provide gel wrist rest for keyboard) • Confirm "flat wrists" while using the mouse • Watch for correct posture when using the mouse (no side to side movement at the wrist, mouse from the elbow)
Back of Legs	<ul style="list-style-type: none"> • Lower the chair or lower the work surface • Adjust seatpan depth – release/push seatpan back (not all chairs have this feature) • Provide a foot rest (if feet cannot be placed flat on the floor)
Hands	<ul style="list-style-type: none"> • Frequent breaks from keystroke entry (every 20 minutes) • Perform hand stretching exercises (see below) • Alternative pointing devices/mouse • Learn keystroke shortcuts for menus
Muscle Fatigue	<ul style="list-style-type: none"> • Take mini-breaks every 45 minutes (walk, get drink, etc.) • Chair that supports posture change, through movement, size or easy adjustability • Stand up, stretch arms, legs, etc. • Move phone and printer to the other side of the office to force standing, or suggest standing when on phone • Check chair fit (is chair designed for petite person / is chair designed for tall person) • Consider sit-stand work surface

HAND STRETCHING EXERCISES

<p>Wrist Flex</p> 	<p>Wrist Rotation</p> 
<p>Palm Rotation (face up/down)</p> 	<p>Wrist Roll</p> 
<p>Palm Stretch</p> 	

CORRECT SITTING POSITION AT DESK

LONE WORK

Companies have a legal and moral duty to protect their workers at all times and show that they care for them.

With more and more employees working remotely, doing business travel and or making use of daylight saving hours, the need for their safety and security has increased.

Modern technologies are allowing greater numbers of people to work outside of traditional workplaces.

Mobile and Lone workers unfortunately do not have the same levels of security and safety provided onsite at office locations.

Lone or "Remote" workers, those on the "move" and working alone after hours or off-site face particular hazards and risks.

The recent media frenzy about sales representatives being killed in the now infamous the "Krugersdorp Satanic murders" case has raised the vulnerabilities of people working alone or on their own, the dangers of travelling or working late at night on site or off site.

Some lone workers are even at greater risk than others depending on the location and nature of their work, but employers owe lone workers the same Duty of Care as every other employee regardless of their work setting.

Whether employees typically work unsupervised or just occasionally go to off-site meetings, businesses need to understand their responsibilities to educate their lone workers about their risks, procedures to reduce the possibility of workplace hazards and potential violence, and how to best respond.

Lone workers must also know their responsibilities and be competent to deal with a variety of crisis situations, including the possibility of hijacking or other types of violence, without the immediate support of others.

Who are Lone Workers?

Lone workers often work onsite, but outside of normal business hours. They can include security guards, facility maintenance, cleaners or delivery workers who may find themselves alone and working in isolated areas in a facility.

They also work off-site, away from fixed locations in jobs in sales, construction, real estate, home healthcare, community social work, and in many other roles. Lone workers are those who work by themselves without close or direct supervision.

They can work alone in fixed locations with only one person on premises, or be mobile and always on the move, but wherever and however they work, they can be especially vulnerable to unknown workplace hazards, especially potential violence.

Lone Workers – The term “lone worker” is often used interchangeably with: Home-based Workers. Those employees based at home with no designated office or work space, who may attend meetings with other team members in offices as needed.

Mobile Workers – Employees without designated offices, who use ad hoc sites, such as hotel rooms, coffee shops, business centers or their homes, although not based primarily at home.

Field Workers – Employees who perform their job function in field settings using hand-held technologies, such as laptops, tablets and cell phones. Common examples of field workers include social service workers visiting clients in their homes, appliance repair and utility workers, and others in working in homes and community settings.

Some field workers operate in even more remote locations such as in rural areas and other critical infrastructure jobs servicing powerlines or pipelines.

All employers of people who work alone, are geographically isolated, or have the potential to be alone when working late or travelling on the job, must take reasonable steps to minimize the associated risks.

The Employer's Responsibility

All employers have a Duty of Care to their employees, regardless of where they work.

The Duty of Care is a shared responsibility between the worker and their employer; each must do their part, but lone workers should not be at more risk than other employees.

Due to the risks faced by lone and remote workers, and the lack of assistance if something goes wrong, the Duty to Care takes on a greater importance.

Fulfilling a Duty of Care means that the employer should take all reasonable steps to ensure the health, safety and wellbeing of their employees.

The Occupational Health & Safety Act states that, "employers have a 'general duty' to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm."

Although there are no rules that specifically for lone workers, the broad duties defined by OHASA still apply.

The Health & Safety of the lone worker is a gray area. However to stay within compliance of the General Duty Clause and meet the Duty to Care, it is recommended that at minimum, employers:

- Ensure lone workers have no medical conditions which can make them unsuitable for working alone;
- Be aware that some tasks may be too difficult or dangerous to be carried out alone;
- Provide some level of supervision;
- Put contact and communications procedures in place for lone workers who may be faced with hazards such as workplace violence and hijackings; and check whether there are any specific legal requirements or regulation in their province or industry.

The development of a lone worker safety and security program, including policies, training, evaluation and record keeping, helps mitigate the safety risks for employees and legal risks for employers.

Policies should address management's commitment to preventing and managing workplace violence risks in general, as well as the specific risks associated with lone work.

This means that a Job Hazards Analysis should be conducted for each type of lone work position and official acknowledgement of occupational violence hazards and potential risk factors.

A solid policy should also include a statement that appropriate action by workers will be supported and the requirement that all incidents and near misses will be investigated and action taken to prevent or reduce risks.

Any lone worker violence prevention programs and policies should be consistent with, or a subpart of, the organization's overall workplace violence prevention approach.

The Employee's Responsibility

Employees must understand that safety and security are shared responsibilities.

Employers should do whatever they reasonably can to reduce the risk of incidents such as hijackings or potential workplace violence, but employees have responsibilities regarding personal safety as well.

Employees should be informed that they are responsible for following the employer's policies and procedures for safety and violence prevention, and for taking reasonable care of their own safety.

They must maintain an awareness of their surroundings and the possible threats to their personal safety when working alone and be an active participant in assessing risk and identifying safety measures.

Employers should make it clear using their own judgement, employees are empowered to leave the working environment if there is an imminent danger to their safety and not necessarily seek or wait for approval to do so.

Employees should take part in and follow guidance provided in training to ensure their safety. Additionally, employees should inform their employers when safety or violence prevention measures are not adequate or effective; ultimately, they are the "experts" since they are hands on doing the job each day.

Employees should also inform the employer when they have encountered a "near miss" or have identified additional violence risks that were previously unidentified, and report to the employer any actual accidents or incidents that occur.

P.S – It is important to follow your Company's Incident reporting system. Report all incidents.

The Goal: Everyone Goes Home Safely

Ultimately each of us sets out for work each day with the same goal in mind: Do a good job and get home safely at the end of our workday to the people and places we love.

Lone workers must be afforded the same opportunities to do their jobs safely and well each day regardless of the nature of their work or where they do it. Lone workers should not be at more risk than other employees in an organization.

This becomes a shared responsibility. Ultimately, Lone workers must understand that while they may work alone, they are not left alone in addressing this concern.

Regardless of where they work or how they work, everyone goes home safely at the end of the day.

WORKING FROM HOME HERE TO STAY

Many millions of people have been working from home ever since the COVID-19 pandemic hit us.

After all this time there are still debates about how to handle the home 'workplace' situation when it comes to an employee's safety.

Many think this is complicated, it's not, it's quite simple actually.
The workplace moved from on the company premises to the home.

Company's all figured out how to measure performance under these circumstances, production first.

Then came the question of a person's safety off site and what was defined as 'their workplace'.

"The space you occupy at home is your workplace, the rest of your home is not"

The employer must take all reasonable steps to ensure that the space is safe and without risk to one's health.

Because this is off site and in a person's home the employer has limited control and has to rely on the employee taking care.

How does one ensure a reasonable level of compliance then?

'COMMUNICATION'..... and the supply of equipment to do the job safely where necessary.

Policy, procedures, rules, guidance, staff briefings and reporting structures.
These are all readily available in our Home Safe online program.

See it for yourself and visit:

www.homesafedemo.co.za





TOP 20 HOME SAFE CHECKLIST		YES	NO
1.	Electric fence installation around house perimeter		
2.	Security Beams installed in yard area		
3.	Security alarm installed in house connected to a 24-hour private security service		
4.	Adequate lighting in garden around house		
5.	Emergency telephone numbers updated and posted up		
6.	First Aid kit stocked and available		
7.	International Red Cross First Aid App installed on all cell phones		
8.	Fire Extinguisher serviced and available in kitchen and outside near cars		
9.	Night lights fitted for safe movement in the dark		
10.	Torches and lamps checked and positioned around the house		
11.	Safe installed to secure valuables		
12.	Swimming pool nets and or alarms fitted where fences and gates are not practical		
13.	Water containers stored away		
14.	Chemicals and tools stored safely and securely		
15.	Glass in doors are approved safety glass and are made visible		
16.	Ensure all floor mats are non slip		
17.	Safety gates to be used to block stairways and kitchen access to toddlers		
18.	Fit child proof latches to low level cupboards		
19.	Place covers on unused open electrical wall sockets		
20.	Use only approved electrical multi adaptors		

EMERGENCY RESPONSE PLAN

PREPARING FOR AN EMERGENCY

The term Evacuation refers to the mass departure of persons from an area, which, if not vacated timeously, could pose a life-threatening hazard. Employers have a moral and legal responsibility to ensure that a safe and secure working environment is provided for their employees.

Injuries and loss of life may result from unprepared, or badly informed people, when an incident occurs which makes it necessary to remove everyone from the immediate area under threat, at very short notice.

The truth is, that unless there is a laid-down procedure which has been practised, people WILL PANIC! It is panic that creates uncontrollable situations where individuals will react irrationally, thereby heightening the sense of danger for themselves and those around them. Unless the actions of those potential victims are anticipated and controlled by a formally agreed to plan, a chaotic state may arise which could lead to greater confusion and desperation – with unnecessary and sometimes traumatic consequences.

In the light of the above, it is necessary to consider what plan of action is necessary to ensure a disciplined and controlled evacuation. A plan, which can be carried out at extremely short notice, with maximum efficiency, but at the same time, it should seek to provide adequate protection of assets where possible, with minimal disruption of business and most importantly, secure the safety of those employees involved.

Floor plans and legends showing all emergency exits, escape routes, as well as the position of the fire-fighting equipment, is located at all the entrances to floor areas.

Additional Requirements:

All Tenants are required to have their own Emergency Response Plan as employers.
Security Controller to have their own Emergency Response Plan for Security Personnel.

EVACUATION PROCEDURE

If you discover an emergency situation contact the Switchboard / Security control room, so that they can call the Emergency Services and inform the responsible emergency co-ordinators, depending on who is available.

The receptionist / security officer on duty will make use of the intercom facility on the main switchboard to inform all employees of the emergency situation.

A standardised type of message is to be used in case of emergency as well as for training purposes. A typical message to be used could be the following:

- Attention, attention all staff we are experiencing an emergency and kindly request that all personnel evacuate the building via the designated routes or if not possible via any of the available escape routes. Please don't panic and move as quickly as possible and gather at the designated assembly points for feedback and further instructions by the fire / safety representatives.
- If requested, try to assist at the emergency scene.
- If you have no other responsibilities leave the building and move to the designated assembly point for roll call and report to your own Health and Safety floor representative.
- If the designated route is not available due to fire or any other reason the staff will use any of the other exits as indicated on the legends displayed in the entrance to all areas of the building and then proceed to the designated assembly point and report to your own Health and Safety floor representative.

All staff are responsible for the safe evacuation of their visitors.

- Please remember to ensure to locate your "fire buddy" and evacuate together if possible
- Do not waste time trying to recover personal items
- Never re-enter the building unless the all-clear instruction to return to your workstation has been given by the Health and Safety floor representatives
- If you are trapped, find a safe place and try to safely attract attention while waiting calmly for assistance

EVACUATION INSTRUCTION

1. Ensure you know the Emergency Alarm signal and where your escape routes are situated
2. If you discover the Emergency Situation contact the responsible person to sound the alarm and call the Emergency Services
3. Try to assist at the Emergency Scene if possible
4. If you have no other responsibilities leave the building and move to the Assembly Point for roll call
5. Never use a lift as means of escape
6. Do not waste time trying to recover personal items and never re-enter the building unless it is safe to do so
7. If you are trapped find a safe place and wait calmly for assistance

REMEMBER:

Report any suspicious activities, unaccompanied strangers and unidentified objects to your supervisor emergency co-ordinator immediately.

HAZARDOUS BIOLOGICAL AGENTS

The purpose of this Regulation is to control the use and exposure to micro-organisms which may create a hazard to human health.

- On the expiry of the declaration of the national state of disaster, the Regulations and the Direction will cease to have legal effect. Because there remains an ongoing need to prevent and mitigate the risks associated with SARS-CoV-2 exposure in the workplace, it is necessary to incorporate those provisions in the Regulations and the Direction relevant to preventing and mitigating those risks.
- The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)(OHSA), read with its regulations and incorporated standards, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of workers and to take such steps as may be reasonably practicable to limit or mitigate the hazard or potential hazard.
- The OHSA further requires employers to ensure, as far as reasonably practicable, that all persons who may be directly affected by their activities (such as customers, clients or contractors and their workers who enter their workplace or come into contact with their employees) are not exposed to hazards to their health or safety. This obligation also applies to self-employed persons (for example, plumbers or electricians) whose working activities bring them into contact with members of the public.
- The identifiable hazard relating to COVID-19 faced by workers, is the virus infecting a worker, the virus transmission by an infected person to other workers in the workplace and the risk of serious illness or death if infected. In workplaces to which the public has access, the hazard includes transmission of the virus by members of the public. Each situation requires special measures to be implemented by employers in order to prevent infection and transmission of the virus or mitigate the risk of serious illness or death.
- The Regulations for Hazardous Biological Agents, 2022 (HBA Regulations)¹ list coronavirus as a listed hazardous biological agent, classed as Group 3. It therefore places legal responsibilities on employers in respect of employers to limit the exposure and mitigate the risks of infection by SARS-CoV-2.
- The primary obligation is to conduct a Risk Assessment in terms of Regulation 6 to determine the risk of exposure and the control measures to limit infection, transmission and mitigate the risk of serious illness or death on the part of employees and other persons who may be directly affected by the activities of the workplace.

OCCUPATIONAL HEALTH AND SAFETY GUIDELINE FOR LINE MANAGERS

1. Attend an Occupational Health and Safety Legal Compliance Presentation for Management and read information documents attached to the legal assignment.
2. Open a personal business file for Occupational Health and Safety records.
3. Sign the Occupational Health and Safety Legal Assignment acknowledging your line function responsibility.
4. Enforce Occupational Health and Safety rules and regulations which all employees should have read and acknowledged (Attachment to Employment Contract). Ensure employees adhere to safe work procedures for high risk tasks.
5. Take immediate action to reduce risk when unsafe situations are identified by you or reported to you by employees. If you do not have the authority to eliminate the risk or take action to reduce the risk then pass the responsibility up the line – in writing!!
6. Attend Occupational Health and Safety Committee Meetings if you are nominated as a member.
7. Include Occupational Health and Safety as an agenda item at staff meetings. Record all discussions for record purposes.
8. Support Occupational Health and Safety Representatives from your department in their function – they inspect your work area on your behalf and provide admin support when necessary. They are assisting you in maintaining your line function responsibilities.
9. Record Incidents you witness or which are reported to you by employees (Incident Reporting and Recording Guideline for Line Managers attached). Take the necessary action depending on circumstances.
10. When in doubt or unsure of what action to take, refer to your resources available.

**Do not ignore unsafe situations that you are aware of –
be responsible, take action to reduce risk.**

MANAGEMENT RESOURCE

<u>PORTFOLIO</u>	<u>NAME</u>	<u>CONTACT NO.</u>
CEO		
Responsible Executive		
In-house Co-ordinator		
Alternative		
Scott-Safe		(011) 675-1280

"Right To Know" Booklet received, read and the content understood.

NAME:	
DATE:	
SIGN:	

Premises audited and inspected by external inspection authority **Scott-Safe** Est 1992

(011) 675-1280
compliance@scottsafe.co.za
www.scottsafe.co.za

