



UNIVERSITY OF THE FREE STATE  
UNIVERSITEIT VAN DIE VRYSTAAT  
YUNIVESITHI YA FREISTATA

# UFS OCCUPATIONAL HEALTH AND SAFETY POLICY

*Approved at Council, 24 March 2023*

<b>POLICY STATEMENT</b>	
<b>1. Preamble/ background</b>	1.1 The Occupational Health and Safety Act, 85 of 1993, requires the employer to create and maintain a work environment that is safe and risk-free to the health of the employee. The UFS appeals to all persons to support zero harm approach in all UFS activities.
<b>2. Purpose</b>	2.1 The purpose of the policy is so that all parties affected by the policy ensure and maintain an environment that is healthy, risk-free, and safe to all.
<b>3. Scope</b>	3.1 This policy applies to all Faculties, Academic and Support Departments, permanent and contract employees, students, contractors as well as visitors of the UFS
<b>4. Definitions and abbreviations</b>	<p><b>"Employer"</b> Subject to the provision of subsection (2) in the OHS Act 85, 1993 any person who employs or provide work for any person and remunerates that person.</p> <p><b>"Employee"</b> Any person who is employed by the University of the Free State</p> <p><b>"OHS"</b> Occupational Health and Safety</p> <p><b>"Hazardous"</b> Involving or exposing one to risk.</p> <p><b>"SANS"</b> South African National Standards</p>
<b>5. Guiding principles</b>	<p>5.1 The provision and maintenance of a safe and healthy environment.</p> <p>5.2 Ensure that the necessary resources are available for all mandated to comply with the policy.</p> <p>5.3 Risk awareness.</p> <p>5.4 Produce manuals or protocols that will assist in the management of hazardous chemicals.</p> <p>5.5 Creating OHS awareness to all who should know about the policy.</p> <p>5.6 Management to continuously monitor the implementation of the policy to improve effectiveness.</p>
<b>6. Policy/procedure</b>	<p><b>6.1 Policy Statement</b></p> <p>The University of the Free State is committed through this policy to ensure that all work-related activities are carried out in a safe environment and that the wellbeing of all the relevant stakeholders are of high concern. The below are areas of importance in the policy.</p> <p>The Policy statement is attached as Annexure A</p> <p><b>6.2 Hazards Management</b></p>

This should form an integral part of the areas and activities under the control of all managers day-to-day responsibilities.

- 6.2.1 The UFS should develop and maintain procedures to identify hazards.
- 6.2.2 Develop procedures to assess and do risk control of all new and existing elements in the work environment.
- 6.2.3 Avail resources to successfully implement these risk control measures.
- 6.2.4 Monitoring the implementation of the policy by assigning responsibilities in relation to implementation of the policy and procedure.

### **6.3 Incident Management**

Management of Incidents, injuries, illnesses, and emergencies forms an essential element of the University's health and safety responsibilities.

6.3.1 The UFS will develop, publish, and maintain procedures for the:

- a) Appropriate treatment of injuries and illnesses
- b) Reporting and investigation of incidents, injuries, and illnesses
- c) The Implementation of corrective actions following incidents.
- d) Management of possible emergencies and critical incidents.

6.3.2 Keep the UFS community informed of the procedures.

6.3.3 Arrange and conduct training sessions for Supervisors, Managers, Health and Safety Representatives, First Aiders, Evacuation Leaders, Fire Wardens.

6.3.4 Avail resources for the implementation of incident, injury, and emergency management measures.

6.3.5 Monitoring the implementation of the policy by assigning responsibilities in relation to implementation of the policy and procedure.

### **6.4 OHS Training**

Employees of the UFS have a right to effective representation on Health and Safety aspects. To ensure this, the university will:

6.4.1 Ensure an environment for employees to:

- a) Attend health and safety training sessions.
- b) Prepare for health and safety Team meetings.
- c) Consult with employees and other representatives.
- d) Do regular inspections.
- e) Participate in accident investigations and doing the follow-up corrective action.

### **6.5 Health and Safety**

The UFS is committed to provide a reasonable environment without risk that is healthy to the members of the university community. The UFS will ensure this through:

	<p>a) Assigning responsibility to Senior Managers for all health and safety aspects in their areas of accountability.</p> <p>b) Reporting structure where those appointed, need to report to on a quarterly basis on all relevant Health and Safety aspects.</p> <p><b>6.6 Service Providers / Contractors</b></p> <p>a) The UFS needs to ensure that the Health and Safety procedures are known to the contractors and service providers of the university.</p> <p>b) They should also be informed of any safety concern or hazard that is relevant to the activity the contractor needs to perform.</p> <p>c) Contractors must only perform tasks that they are competent to do and always adheres to the health and safety procedures of the University.</p>
<p><b>7. Responsibility</b></p>	<p><b>7.1 Management</b></p> <p>University management shall provide and maintain as fast as reasonably practicable, a working and learning environment that is safe and without risk to health and of his/her employees and students.</p> <p><b>7.2 Employees</b></p> <p>Every employee at work shall take reasonable care for his/her own health and safety and that of other persons who may be affected by his or her acts or omissions' roles and responsibilities regarding OHS are stipulated in Sections 8 to 20 of the Occupational Health and Safety Act (85 of 1993).</p>

<p><b>8. Accountability and Authority:</b></p>	
<p><b>8.1 Implementation:</b></p>	<p>8.1.1 Senior Director: University Estates</p>
<p><b>8.2 Compliance:</b></p>	<p>8.2.1 Vice-Rector: Operations</p>
<p><b>8.3 Monitoring and evaluation:</b></p>	<p>8.3.1 Senior Director: University Estates</p>
<p><b>8.4 Development/review:</b></p>	<p>8.4.1 Assistant Director: Occupational Health and Safety</p>
<p><b>8.5 Approval authority:</b></p>	<p>8.5.1 Council</p>
<p><b>8.6 Interpretation and advice:</b></p>	<p>8.6.1 Senior Director: University Estates</p> <p>8.6.2 Assistant Director: Occupational Health and Safety</p>
<p><b>9. Who should know this policy?</b></p>	
<p>9.1 The UFS Occupational Health and Safety Committee</p> <p>9.2 Supervisors and managers</p> <p>9.3 Health and safety representatives</p> <p>9.4 Contractors</p> <p>9.5 All other staff</p> <p>9.6 Students</p> <p>All stakeholders must comply with the relevant requirements of the policy and related procedures. They must keep themselves aware of incident and emergency instructions by attending relevant training opportunities.</p>	

<b>10. Policy/procedure implementation plan</b>	State what will be required to implement the policy. An implementation plan should be developed and submitted with the final draft document. <b>No policy shall be considered and approved without an Implementation Plan.</b>
<b>11. Resources required</b>	Provide a list of resources required for the successful interpretation and implementation of this policy/procedure. Administrative procedures required to implement the policy should be clearly set out.

<b>12. Answers to FAQs</b>	
	List questions asked by participants in the development of the policy. Provide answers that will help direct action within the relevant departments.

<b>EFFECTIVENESS OF THE POLICY</b>	
<b>Performance Indicator(s):</b>	To be completed on review by the person responsible for implementation, monitoring and evaluation.



## Annexure A

### University of the Free State Policy on Occupational Health and Safety

Occupational health and safety are of foremost importance in conducting our business activities.

#### We believe that:

- 1) All accidents and unhealthy work environment can be prevented
- 2) Every task can be done without risk to health and safety in the workplace
- 3) Management is responsible for the occupational health and safety of those they control in the workplace
- 4) Everybody has a duty to work without risk to health and safety and to encourage others to do likewise.

#### It is the policy of the UFS to:

- 1) Create and maintain a healthy and safe place to work
- 2) Establish healthy and safe working practices/procedures
- 3) Train all employees to work without risk of health and safety
- 4) Eliminate unhealthy and unsafe acts and conditions stimulate interest and enthusiasm towards healthy and safe working
- 5) Require out contractors to abide by our standards
- 6) Promote the establishment of sound and workable occupational health and safety codes of practise and statutes.

#### We are committed to:

- 1) Protect the occupational health and safety of our employees
- 2) Protected the occupational health and safety of all who may be affected by our business activities.

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Vice-Chancellor

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Date



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Document name	Occupational Health and Safety Policy
Document number	OP1000/P/1.0/23.1
Coordinating UMC member	Senior Director: University Estates
Contact person	Assistant Director: Occupational Health and Safety
Status	Approved
Approved by	Council
Date finally approved	24 March 2023
Date last amended	
Date for next review	24 March 2026
Person responsible for review	Assistant Director: Occupational Health and Safety
Monitoring by	Senior Director: University Estates
Related documents	See Management Coversheet
Effective date	24 March 2023