



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

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INDUCTOR

Occupational Health and Safety Act No 85 of 1993

Compensation for Occupational Injuries and Diseases Act No 130 of 1993

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You're Safer With Us!

February 2022

INDUCTOR

HEALTH AND SAFETY
BOOKLET

This book belongs to:.....

Position:.....

Organisation:.....

Department:.....

Telephone No:.....

Supervisors Name:.....

You may have other dangers and hazards than those covered in this booklet. Every effort has been made to ensure that the content is accurate; however the publisher accepts no responsibility whatsoever for the content, the interpretation of, or any actions resulting from the material or advice contained in this booklet

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1. WELCOME TO THE ORGANISATION

HEALTH AND SAFETY

We care about your health and safety and do not want to see you injuring yourself or getting a disease from the work you do. Please get actively involved in the health and safety programme. Most incidents occur because the victims failed to accept responsibility for their health and safety. You need to understand the hazards, follow the correct procedures and prevent the incidents from happening.

YOU ARE IMPORTANT

If you follow the rules you can expect to reach retirement age without suffering work related illnesses or injury.

This training programme is just the start in helping you do so. Please read this booklet. If there is anything you do not understand, ask for assistance.

Remember” Incidents don’t just happen, they are caused!”

ORGANISATIONAL STRUCTURE

Each organization is divided up into various sections with a different set of hazards. If you are required to do any work involving any of them, you will have to take the necessary precautions.

TRADE UNION AND WORKER COMMITTEE INVOLVEMENT IN HEALTH AND SAFETY

It is the right of various parties at your organization to be involved in the establishment and running of the health and safety management programme. Give them your support.

ACCEPT RESPONSIBILITY FOR YOURSELF

You are responsible for your own health and safety. Please make sure that your attitude and behaviour are correct all the time. You are to use your common sense and do everything possible to work safely and protect yourself from all hazards.

YOUR SUGGESTIONS AND IDEAS

Please contribute to the health and safety programme. Feel free to share your ideas with your health and safety representative, supervisor or employer.

2. THE REASON INCIDENTS OCCUR

TWO REASONS WHY PEOPLE GET WORK RELATED ILLNESS AND INJURIES

1. Unsafe behaviour or conduct
2. Unsafe conditions or environment

WHAT IS A HAZARD

A hazard is the presence of equipment, machinery, substance or a physical condition in the workplace that has the potential to lead to sickness, injury or death.

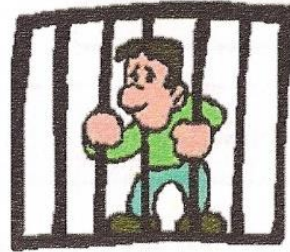


3. LEGAL REQUIREMENTS

A number of laws focus on the prevention of occupational injuries, illness or death. They include:

- Occupational Health and Safety Act and Regulations
- Minerals Act and Regulations
- Compensation of Occupational Injuries and Diseases Act

This means every employer and employee must comply with the law applicable to them. Failure to do so could result in a fine and or imprisonment.



YOUR RIGHTS AS AN EMPLOYEE

You have the right to know precisely what machinery, equipment and substances you are working with, how to do your job and what precautions to take. These generally include the right to:

1. A workplace that is healthy and safe
2. A health and safety rep that takes care of your interests.
3. Training regarding the hazards you are exposed to.
4. Protection from victimization from the organization, management and other employees when reporting occupational diseases, unsafe conditions or incidents.
5. Free personal protective equipment and clothing if required.
6. Refuse to do certain work if your employer has not taken the necessary steps to ensure that the workplace is healthy and safe.



DUTIES OF YOUR EMPLOYER

Your employer has a number of duties, they include:

1. Consultation with employee representatives on Health and safety.
2. Regular analysis of and communication regarding existing hazards.
3. Control of hazards.
4. Acting on reported unsafe or unhealthy conditions, behaviour or incidents and taking steps to remedy these.
5. Record the findings of reported incidents, recommendations and actions taken by the health and safety committee.
6. Medical examinations for those exposed to certain types of hazards.



DUTIES OF THE EMPLOYEE

Your duties and responsibilities include:

1. Taking care of your own health and safety.
2. Ensuring responsible actions so that people are not affected by your behaviour.
3. Co-operation with your employer and representatives, so hat they can comply with the law.
4. Obeying lawful orders, rules and procedures.
5. Reporting unsafe or unhealthy situations immediately.
6. Reporting incidents which may affect your health or which may injure you, no later than the end of the shift.
7. Not damaging or misusing safety equipment, protective clothing etc provided for your health and safety.

4. ORGANISATIONS RULES AND PROCEDURES

Each organization must establish rules and procedures that relate to the hazards attached to the work performed there. You must study them closely.

PERMITS

Work permit systems have been established to make sure that all health and safety procedures are followed, they include:

1. **Hot Work Permit:** to control jobs such as welding, flame cutting, heating by means of naked flame and torches.
2. **Entry Permits:** controlling work in confined spaces, hazardous areas and onto our premises
3. **Roof Work Permits.**
4. **Lock-out and Isolation Permit System:** to protect you from someone accidentally turning on switches or opening valves.
5. **Other Permits:** such as working with radioactive and nuclear sources.



Ask your supervisor to tell you how they work.

5. OCCUPATIONAL HEALTH

Occupational health focuses on preventing sickness and disease resulting from the handling of hazardous substances or exposure to physical hazards associated with your work.

We may be affected by hazardous substances or conditions in the following ways:

1. **Inhalation:** - We may breathe in air borne substances such as dust, fumes, gases, mist, smoke and vapour through our mouths and noses.
2. **Absorption** – Hazardous substances may be absorbed through your skin, bones and blood.
3. **Swallowing** – You may swallow dirt, chemicals, poisons, etc through your mouth.
4. **Physical exposure** – Temperature extremes, vibrations, lighting, noise, radiation, stress and fatigue are absorbed or passed through our skin, bones, ears and blood.



SMELL FUNES IN THE AIR???

REPORT IT AND BEWARE

PROTECTING YOURSELF FROM HAZARDOUS SUBSTANCES OR CONDITIONS

There are two basic ways you can protect yourself from hazardous substances or conditions:

1. Compulsory work permits, procedures and systems.
2. Personal Protective Equipment and clothing.

Hazards will differ from place to place. Identify those that you will be exposed to and then take the necessary precautions.

- | | |
|-----------------------|------------------------|
| - Chemicals | - Noise |
| - Dirt | - Poisons |
| - Dust | - Radiation |
| - Fumes | - Smoke |
| - Gases | - Stress and Fatigue |
| - Incorrect posture | - Temperature extremes |
| - Lifting incorrectly | - Vapour |
| - Lighting | - Ventilation |
| - Mist | - Vibration |

HOW DO YOU KNOW IF YOUR HEALTH IS BEING AFFECTED?

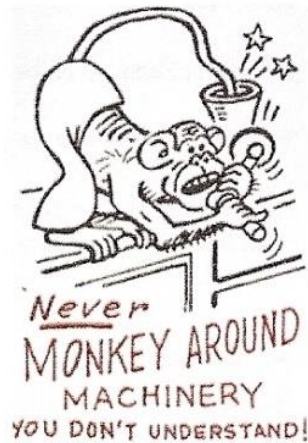
Tests of your body fluids, tissue, excreta or exhaled air can be conducted. The law or your employer may require that you go for these tests.

SAFE HANDLING, STORING, TRANSPORTATION AND DISPOSAL OF SUBSTANCES

Treat all substances and hazards you handle or come into contact with, with the greatest of care. Find out what to do, especially if you are involved in an accident while transporting chemicals.

HINTS AND TIPS ON USING CHEMICAL SUBSTANCES

1. Read and follow the instructions on the label or data sheet closely
2. If not available, demand that they be supplied.
3. Select and use protective equipment all the time if there is any possibility of exposure.
4. Wash your hands, face, clothes and equipment as soon as you have finished working.
5. Flammable solvents should not be used to clean your hands or clothing.
6. Make sure that there is always good ventilation while working with chemicals.
7. Report strange smells or effects right away.
8. Waste chemicals and empty containers must be disposed of properly.



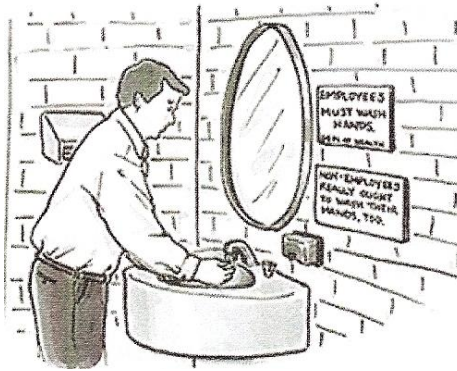
6. OCCUPATIONAL HYGIENE

Occupational hygiene focuses on the measurement of potential occupational health problems by an Occupational Hygienist. They can identify and evaluate hidden health hazards such as poor lighting, radiation or substances you cannot see or smell.

If you are not satisfied with the results of the report, ask your health and safety representative to request a second opinion.

PERSONAL HYGIENE AND CLEANLINESS

The regular washing of your body, clothing (including protective clothing) and eating utensils forms an integral part of personal hygiene. The law is very specific about personal hygiene, particularly regarding smoking, eating and drinking at work.



HINTS AND TIPS REGARDING PERSONAL HYGIENE

1. Wash your hands before and after using the toilet.
2. Wash your hands after working with food or toxic substances.
3. Cough or sneeze into your shoulder to stop the germs from being passed on.
4. If working with hazardous substances, ensure your clothing is correctly cleaned.
5. Your locker must be clean, hygienic and free from rubbish.
6. If you happen to contract any disease that can be transferred to fellow workers, tell your supervisor or employer.

7. OCCUPATIONAL SAFETY

Occupational safety focuses on identifying and putting in place mechanisms and procedures to control exposure to hazards that could injure or kill you at work.

THE CAUSE OF INJURIES AND FATALITIES

Some of the main causes of injuries and fatalities include:

1. Contact with moving or stationary objects. For example: machinery, vehicles, falling objects or sharp points or hard surfaces.
2. Contact with hazardous substances or extreme temperatures. For example: corrosive chemicals or cold stores.
3. Physical exertion in carrying out duties. For example: lifting and moving heavy objects.



COMMON HAZARDS

Hazards will differ from place to place. Identify those that you will be exposed to. They include:

- ❖ Confined spaces
- ❖ Electricity
- ❖ Fire and explosions, (flammable substances, dust, fumes, gases, vapour)
- ❖ Housekeeping, (stacking, storage, layout, waste disposal)
- ❖ Mechanical devices, (cleaning, adjusting or working on moving machines)
- ❖ Radiation
- ❖ Substances that burn, scald or freeze
- ❖ Tools and equipment, (manual and electric)
- ❖ Transportation, (motorized and non-motorised)
- ❖ Welding, cutting and grinding
- ❖ Working at heights or in excavations, trenches and underground

HINTS AND TIPS ON USE OF ELECTRICITY

1. Inspect the appliance for faults before working with it.
2. Proper guards, covers or screens must be in place to prevent fires and electrocution.
3. Switches must be off before inserting or extracting plugs, changing light bulbs or working on appliances.
4. Use flameproof electrical equipment where fumes may be present.
5. If you see sparks or smell smoke, switch electricity off immediately.
6. Electricity flows through water, so they must be kept well apart. If not, those coming into contact with the water will be electrocuted.



HINTS AND TIPS ON MANUAL HANDLING

1. Prevent injuries by asking for assistance or using mechanical methods to move things.
2. Bend your knees and keep your back straight when picking up an object.



HINTS AND TIPS ON USE OF MACHINES, PLANT AND TOOLS

1. Authorised people may work with machinery and equipment.
NO ONE ELSE!!!
2. Do NOT ride on equipment that was not made to convey passengers
3. Use machines that you have been trained to work with.
4. Make sure the safety guards are in place and working correctly
5. Use ladders and scaffolding and not boxes, chairs or drums.

WAYS OF PROTECTING YOURSELF FROM HAZARDS

Be familiar with:

1. Work procedures and systems of work.
2. Mechanical and physical protective devices
3. Personal protective equipment and clothing

PERSONAL PROTECTIVE EQUIPMENT

We have already seen that your employer must provide the equipment and clothing to protect you from the hazards or substances you are exposed to. It could be protection for head, eyes, face, body, hands, feet, back or whole body.

Remember the work you are doing may present more than one hazard. Protection will differ from job to job, but must always be used. Identify and wear the right personal protective equipment. Look after it, keep it clean and report any loss or damage immediately

**A case of good
JUDGMENT**



HOUSEKEEPING

Housekeeping is about creating a place for everything and after use returning it to its place. It includes stacking neatly, keeping all walkways, stairways and roadways clean and clutter free.

HINTS AND TIPS ON HOUSEKEEPING

1. Aisles and passages should be marked.
2. Bins should be provided for waste.
3. Oil, water and chemical spillage should be cleaned up quickly and correctly.
4. Lock all your personal valuables in your locker.
5. Report unusual parcels or packages right away.
6. Clean up your workplace at the end of each shift.



8. FIRST AID AND MEDICAL FACILITIES

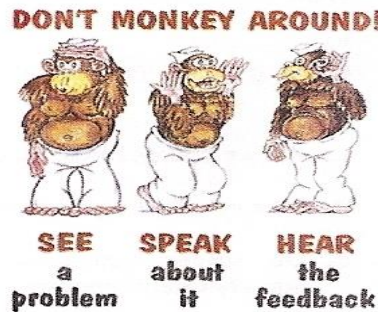
First aid is the administering of medical assistance to employees involved in incidents, In our organization, first aiders have been trained and appointed to administer such assistance

The law requires that all workplaces are equipped with first aid boxes for the treatment of employees

9. REPORTING SYSTEM

WHAT DOES THE LAW SAY

If any unsafe or unhealthy situations come to your attention, or if you are involved in an incident which may affect your health or injure you, you must report it to your employer or health and safety representative immediately. If it is not possible, then as soon as possible. If you get no response from your health and safety rep, employer or authorized person, you may approach the relevant Government Department.



WHAT TO DO IN THE EVENT OF AN INJURY

If you have an open wound or have been injured, you must report to your first aider or nurse immediately. If they are unable to treat you, they will send you to a doctor or hospital.

WHAT TO DO IN THE EVENT OF A DISEASE OR ILLNESS

If you believe you are suffering from the ill effects of your work, report it immediately.

INVESTIGATIONS OF INCIDENTS

All incidents treated by a doctor must be recorded and investigated by an incident investigator and the Health and Safety Committee.



10. EMERGENCY PLANS

An emergency is an unexpected incident that requires immediate action. Most emergencies will fall into the following category.

FIRE

Follow the rules and you will eliminate most of the dangers.
If a fire should occur, you must raise the alarm.
There are people trained in how to use the fire fighting equipment.



HINTS AND TIPS IN FIRE

1. Report the use of equipment to your health and safety representative immediately
2. If you detect or smell smoke raise the alarm immediately.
3. Flammable solvents should not be used to clean your hands or clothing.
4. Panic and confusion are contagious, stay calm at all times.
5. Fire equipment is for extinguishing fires, not washing cars, floors or for fun.
6. Observe the fire prevention signs.

EXPLOSIONS

Certain substances, plant and equipment could explode if not used or maintained properly.

CHEMICAL EMISSIONS

You may work for an organization or be located near a producer of gases. If so, then there maybe the possibility of an emission of hazardous substances into the air.

PHYSICAL OR STRUCTURAL INCIDENTS

In any work environment there may be the possibility of structures collapsing or machinery injuring employees.

EVACUATION

Each organization should have an evacuation plan, which includes evacuation routes and assembly points. Signs have been posted up showing you the way. It is very important that you familiarise yourself with these.

11. EMERGENCY NUMBERS

At the back of this pocket booklet you will find a place for emergency telephone numbers, using the telephone directory write in the numbers for quick reference.

12. CONCLUSION

YOU'VE JUST BEGUN

You have just started getting to know the dangers and hazards that you might encounter in the workplace. You must keep asking questions. There will be opportunities for further training and information. Make the most of every opportunity to gather more information.

REMEMBER YOUR RIGHTS

We have discussed your rights as far as your health and safety are concerned. Exercise those rights when necessary.

REMEMBER YOUR DUTIES

We have also discussed your duties and you will remember that it is up to you to look after yourself.

MAKE HEALTH AND SAFETY A WAY OF LIFE

Please commit yourself to the ongoing task of looking after your health and safety. It is not only the organization that will benefit if you take it seriously but you and your family will benefit the most in the long run.

GOOD LUCK

We trust that your stay with our organization will be a healthy and safe experience.



13. IMPORTANT TELEPHONE NUMBERS

You may want to contact some of these people to report incidents to them.
Write their information in pencil now.

INTERNAL

Clinic / Nurse

Employer / CEO

Evacuation Marshall

Fire Team Leader

First Aider

Health & Safety Rep

Personnel Manager

Security Officer

Supervisor.....

Switchboard.....

EXTERNAL

Ambulance.....

Government Health and Safety
Inspector.....

Building
Inspector.....

Fire
Department.....

Health
Department.....

Hospital.....

Police.....

Bomb
Squad.....

Disaster
Management.....

DEPARTMENT OF LABOUR

OFFICES OF DIVISIONAL INSPECTORS

If any assistance is required, Occupational Health and Safety Inspectors can be contacted at the following regional offices of the Department of Labour:

Provisional Executive Manager (Head Office) Private Bag X 117 PRETORIA 0001 Tel: 012 309 4774 / Fax: 012 309 4382	Provisional Executive Manager Private Bag X 6045 PORT ELIZABETH 6000 Tel: 041 556 255 / Fax: 041 523 588
Provincial Executive Manager PO Box 522 BLOEMFONTEIN 9300 Tel: 051 505 6248/6200 / Fax: 051 447 9353	Provincial Executive Manager Private Bag X 7263 WITBANK 1035 Tel: 013 655 8700 / Fax: 013 655 8878
Provincial Executive Manager PO Box 872 CAPE TOWN 8000 Tel: 021 460 5033/ 4/08 / Fax: 021 461 9430	Provincial Executive Manager Private Bag X 6454 GEORGE 6530 Tel: 044 873 4179 / Fax: 044 873 2568
Provincial Executive Manager PO Box 940 DURBAN 4000 Tel: 031 336 2000 / Fax: 031 305 2904	Provincial Executive Manager Private Bag X 9368 POLOKWANE (PIETERSBURG) 0700 Tel: 015 290 1744 / Fax: 018 290 1670
Provincial Executive Manager PO Box X 9005 EAST LONDON 5200 Tel: 043 701 3297 / Fax: 043 743 9719/2047	Provincial Executive Manager Private Bag 461 KLERKSDORP 2570 Tel: 018 462 5560 / Fax: 018 462 7751
Provincial Executive Manager PO Box 4560 JOHANNESBURG 2000 Tel: 011 497 3086 / Fax: 011 834 3050	Provincial Executive Manager Private Bag X 5012 KIMBERLEY 8300 Tel: 053 1500/1622 / Fax: 053 838 1620

14. SYMBOLIC SIGNS

Five different types of symbol signs have been established so that you can identify the message at a glance

➤ **WARNING OR DANGER SIGNS**

These signs consist of a black border around a yellow triangle
A black picture will indicate the danger you need to be aware of



➤ **COMPULSORY SIGNS**

The signs consist of a blue circle with a white picture telling you what to do or wear



➤ **THE PROHIBITORY SIGN**

These signs consist of a red circle with a line drawn through it
The black picture will tell you what you may not do



➤ **THE INFORMATION SIGN**

These signs consist of a green square with a white picture informing you of facilities you may use or granting permission for something



➤ **THE FIRE EQUIPMENT SIGN**

These signs consist of a red square on a white background
Inside the square on a red picture will tell you the type & position of the available equipment

