

HEALTH AND SAFETY POLICY

Function	SHEQ Management System
Document Name	Safety Signature Health & Safety Policy
Approving authority	Safety Signature Managing Director
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Description	This policy describes the Safety Signature's commitment to managing work health and safety to provide a safe and healthy environment for its workers

Related documents

Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents, Hazards and Near Misses
Workplace Harassment, Bullying and Discrimination Policy

Links to external documents

Debswana Health & Safety Policy

1. INTRODUCTION

Safety Signature (Pty) Ltd "**SS**" aims for excellence in work health and safety, as it does in all its fields of activity, and is committed to ensuring the health, safety and well-being of its staff, contractors and visitors while undertaking work activities

2. SCOPE

This policy applies to all staff, students, visitors and contractors who does work on behalf of Ss.

3. DEFINITIONS AND TERMS

Reasonably practicable refers to what can reasonably be done in the circumstances when complying with duties to ensure health and safety under legislation.

Responsibilities for the purpose of this document are those outlined in the Work Health and Safety Accountabilities document.

Staff refers to both paid and unpaid persons undertaking work for or on behalf of SS.

Senior Management are those people that may hold the following job titles within the company managers, supervisors

The **Mines Quarries Works & Machinery Act CHP 44:02 (MQWM)** is the primary piece of legislation that governs health and safety in the workplace.

A **Workplace** is a place where work is carried out for SS and includes any place where a staff member goes, or is likely to be, while at work

4. RESPONSIBILITIES

SS requires those responsible for all SS activities, whether on or off work premise, to comply with relevant work health and safety legislation, codes of practice, and established good practice, including International Standards (ISO 45001), as well as SS policies and procedures.

Whilst the Managing director has ultimate responsibility for the health and safety of all people affected by the SS's activities, there are detailed and clearly articulate accountabilities and obligations for health and safety at all levels of management in the Work Health and Safety Accountabilities document.

5. APPLICATION

SS has a primary duty of care under the *MQWM* to ensure, so far as is reasonably practicable:

- The health and safety of staff while at work or undertaking work-related activities for SS;
- that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking; and
- that risks to health and safety are eliminated or minimized as far as reasonably practicable.

6. HEALTH AND SAFETY COMMITMENT

6.1 CONSULTATION

SS is committed to consulting with staff. There are consultative mechanisms to ensure that safety management systems are operating effectively and that health and safety issues are regularly reviewed.

6.2 REPORTING

SS will report and investigate all injuries and illnesses that occur through work processes and promote a positive safety culture through encouraging reporting of all injuries and near misses.

6.3 CONTINUOUS IMPROVEMENT

SS will strive to continually improve and measure its health and safety performance and will consult with staff through regular team meetings, health and safety committee meetings and through the issue resolution process.

6.4 RISK MANAGEMENT

SS is committed to identifying, assessing and controlling all foreseeable risks in order to minimize or prevent the likelihood of an injury or illness occurring.

6.5 REHABILITATING INJURED OR ILL STAFF

SS will provide appropriate resources to rehabilitate staff who have sustained a work- related injury or illness in accordance with rehabilitation management good practice. SS will also endeavor to support workplace rehabilitation of non-work related injuries/illness.

6.6 TRAINING

All staff will be provided with appropriate training and support to enable them to fulfil their roles in a safe manner and adhere to the safety requirements of SS, report unsafe conditions and participate in the continual improvement of safety.

6.7 WELLBEING

SS will ensure that the health and wellbeing of all staff is valued, enhanced and protected through all work practices, the work environment and workplace culture.

6.8 ISSUE RESOLUTION PROCEDURE

Health and Safety issues will be dealt with at the local level. Staff, managers and supervisors must work together to resolve local issues and participate in improving the health and safety performance and culture to ensure the safety of all persons involved in SS activities and to protect the reputation and integrity of SS. A flow chart is attached as Appendix A.

7. DELEGATED AUTHORITIES

The Managing Director has ultimate responsibility for the implementation and review of SS Health and Safety Policy, delegation of health and safety management responsibilities, and the allocation of appropriate resources.

APPENDIX A

HEALTH AND SAFETY INCIDENT/HAZARD RESOLUTION PROCEDURE

This outlines the process to resolve outstanding health and safety issues resulting from incidents/hazards reported

