



POLICY: Health and Safety				
Document Number:	HS01			
Version Number:	31/07/2017 (V1)			
Custodian	Human Resource Manager			
Status	Chairperson	Date	Signature	
Ratified by Council	Mr Sechaba Motsieloa	31/08/2017		
Revision Frequency	Triennial			
Next Review Date:	September 2020			
Related documents				
Da Vinci documents (eg. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> • Policy: Human Resources and Annexures • Procedures: Human Resources 		Other (eg Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • NQF Act, No. 67 of 2008 • SAQA - National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-Qualifications and Professional Designations in South Africa • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • Labour Relations Act (Act 66 of 1995) as amended • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide 		
Website address of this document:		www.davinci.ac.za/da-vinci-policies-and-procedures/		

TABLE OF CONTENTS

1	Preamble	3
2	Scope	3
3	Purpose	3
4	RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY	3
5	Health and safety committee	4
5.1	Representative	4
5.2	Committee.....	4
6	Reporting of incidents	4
7	First Aid	4
7.1	The appointment of first aiders	4
7.2	First Aid boxes	5
8	Fire equipment	5
9	Regulatory requirements	6
9.1	Equipment risk and Hazard Identification	6
9.2	Evacuation procedure.....	6
10	MONITORING AND REVIEW OF THIS POLICY	19
11	RELATED POLICIES AND PROCEDURES	19
12	Version Control	19

1 Preamble

The Da Vinci Institute is a School of Management in higher education specialising in the Management of Technology, Innovation, People and Systems.

The Institute aims to ensure that staff, students and visitors of The Institute, work and study in a safe environment and further to instil in them the procedures to follow in a specific situation, by following a prescribed contingency plan.

2 Scope

This policy is applicable to all:

- ☞ Staff
- ☞ Students
- ☞ Visitors

3 Purpose

In South Africa, Health and Safety in the workplace is regulated by Occupational Health and Safety Act No. 85 of 1993, as amended by the Occupational Health and safety Amendment Act, No 181 of 1993.

The Act was established to:

Provide for:

- ☞ *the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery;*
- ☞ *the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work;*
- ☞ *to establish an advisory council for occupational health and safety; and*
- ☞ *to provide for matters connected within.*

4 RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

- ☞ The Human Resources Manager has overall responsibility for the effective operation of this policy
- ☞ The Human Resources Manager is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our operations
- ☞ All staff are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All staff should ensure that they take the time to read and understand it. Any breach of this policy should be reported to Human Resources Manager

- ☞ Questions regarding the content or application of this policy should be directed to Human Resource Manager.

5 Health and safety committee

5.1 Representative

Every employer who has more than 20 employees in his employment shall designate in writing for a specific period, a health and safety representative.

The HR Manager is currently appointed as the person to represent The Institute.

5.2 Committee

The health and safety committee currently consists of 2 members, currently the Operations Manager and the HR Assistant. One first aider is co-opted as a third member of the committee if and when required. Should any member of staff have any concerns regarding Health and Safety, please feel free to discuss it with either member.

6 Reporting of incidents

Section 24 of the Occupational Health and Safety Act requires that each incident occurring at work, in which;

- ☞ Any person dies, becomes unconscious, suffer the loss of or part of a limb, or becomes ill; or
- ☞ A major incident occurred; or
- ☞ The health and safety of any person was endangered.

be investigated by the relevant appointed person and all the necessary documentation be completed, authorities notified if necessary and kept on file.

The appointed Investigator will be the person investigating any such serious incidents that occur at The Institute.

7 First Aid

7.1 The appointment of first aiders

The labour law regulations state that "*Where more than 10 employees are employed at a workplace*", the employer needs to *appoint a first aider*.

The ratio of first aiders is as follows:

- ☞ Shops and offices - one first aider for every 100 employees.
- ☞ Other workplaces - one first aider for every 50 employees.

Policy: Health and Safety

Although The Institute has less than 50 employees, it was decided that it is necessary to have a minimum of 2 qualified first aiders due to the number of students that attends classes on our premises.

Currently there are 2 first aiders appointed. Any changes in this regard will be communicated to all staff by the Operations Manager.

7.2 First Aid boxes

The Regulation makes provision that first aid facilities must be provided “Where *more than five employees are employed* at a workplace”. The regulation states that “an employer shall take all reasonable steps that are necessary under the circumstances, to ensure that persons at work *receive prompt first aid treatment* in case of injury or emergency.”

The first aid box is situated in the office of the First Aiders.

Should the situation arise when a colleague, student or visitor requires medical attention please follow the procedure as described in **Annexure A**.

8 Fire equipment

The fire equipment within and in the car park at Da Vinci house is supplied and maintained by Tempest fire, through the landlord, Heartland Properties. The fire equipment is a combination of water hoses and CO² extinguishers and 1 fire blanket. The location of these is shown in **Annexure B**. The equipment is serviced once a year to ensure that it is maintained in correct working order. The equipment is also inspected monthly to check for any damage, breakages or faults. A Fire officer has also been appointed by the Health and Safety Committee.

Should the situation arise where a fire has broken out please follow the procedure as described in **Annexure A**.

Material Safety data sheets

Introduction

A [material safety data sheet](#) is a means of transferring essential information on the hazards of handling a chemical substance during transport, storage and processing from the supplier to the handler. It may also be used to transfer this information to institutions, services and other bodies that play a role in dealing with the chemical substances. Hazardous chemical substances should not be handled unless the handler has obtained the appropriate information.

In terms of regulations promulgated under the **Occupational Health and Safety Act (Act No. 85 of 1993) (R1449 of 6 September 1996; Government Notice No. 17403)** it is

compulsory for the supplier of any hazardous chemical substance to provide a material safety data sheet to any party which receives such a substance.

9 Regulatory requirements

Every employer must be in possession of a copy of the relevant **Annexure D** or a copy of sufficient information as contemplated in sub-regulation 1 for any hazardous chemical substance for use at work.

Every employer must make the relevant **Annexure D** or sufficient information as contemplated in sub-regulation 2, available at the request of any interested or affected person.

Although The Institute does not manufacture or store highly dangerous or harmful chemicals, we do make use of normal household cleaning products and detergents, and general maintenance products such as paints and varnishes. Because of this, The Institute has compiled a list of products that are used by staff and are kept in the building. All available data supplied by the manufacturer of the product has been captured on the **Material Safety Data sheet** for each product. This includes information amongst others such as chemical name, composition, hazards, first aid treatment, handling and storage and physical properties.

All this information is available on request. Electronic and hardcopies are kept in the office of Operations Support.

9.1 Equipment risk and Hazard Identification

Certain equipment in the workplace poses a potential risk or hazard to employees in the workplace. Such equipment needs to be assessed and rated as to its level of risk, such as high, medium or low risk. Corrective measures should then be taken by the employer to minimise or eliminate the potential health or safety risks that this equipment may pose. Examples of the potential risks that occur at The Institute are outlined in **Annexure C**.

Should any member of staff wish to add or recommend changes to this list, please let any member of the health and safety committee know and the subject will be discussed and noted for addition or changes.

In addition, a **Workplace Safety Procedure** document is available which describes the procedure to follow when working with workplace equipment.

9.2 Evacuation procedure

The emergency evacuation layout has been displayed on the relevant notice boards within Da Vinci house. This layout shows the location of the emergency exits, assembly points, firefighting equipment and first aid boxes. It is attached to this document as **Annexure B**.

Policy: Health and Safety

Should the situation arise where the building needs to be evacuated please follow the procedure as described in **Annexure A**.

This policy will be updated at minimum every 2 (two) years. The frequency may change depending on;

- Any changes to the Occupational Health and Safety Act
- Any issues discussed at Health and Safety meetings at The Institute that the committee deems to be of such importance
- Changes to the representatives in the Health and Safety committee

Annexure A: Emergency Plan

Fire

- ☞ Ring the internal bell continuously for staff;
- ☞ Alert a co-worker nearby to assist;
- ☞ Close all doors and windows before evacuation;
- ☞ Electrical fire – Do not use water, use the CO2 extinguishers;
- ☞ Paper fire – the fire hoses (water) can be used; and
- ☞ If it is a serious fire that cannot be contained using the firefighting equipment on the premises then raise the alarm by phoning 10177 or 011 608 2039 - Modderfontein Fire station – Thornhill Rd, Modderfontein.

Medical emergency

- ☞ Contact a first aider 011 579 4414 (ext 4414) or 011 579 4435. (ext 4435);
- ☞ Alert a co-worker nearby to assist;
- ☞ If it is a serious incident that cannot be dealt with by a first aider phone 10177, Medicross, Van Riebeeck Street, Edenvale on 011 451 9500/452 5023/452 2962 or the Medical Center – 011 922 1172 - 20 Pine Street, Modderfontein;
- ☞ Do not leave the patient alone;
- ☞ Try to obtain medical history of patient; and
- ☞ Remain calm and reassure patient.

Evacuation

- ☞ Stay calm and do not run;
- ☞ Ensure that essential records and cash are secured – if possible;
- ☞ Appointed safety leaders for the 4 wings of the building (upper north, lower north, upper south and lower south) must accompany staff and the official staff list especially prepared for emergency cases to the assembly points outside; Visitors in each of the wings, must be accompanied by their host to the assembly points outside;
- ☞ KAMs should accompany their student cohort and the relevant attendance register to the assembly point outside;
- ☞ Report at the assembly points;

Policy: Health and Safety

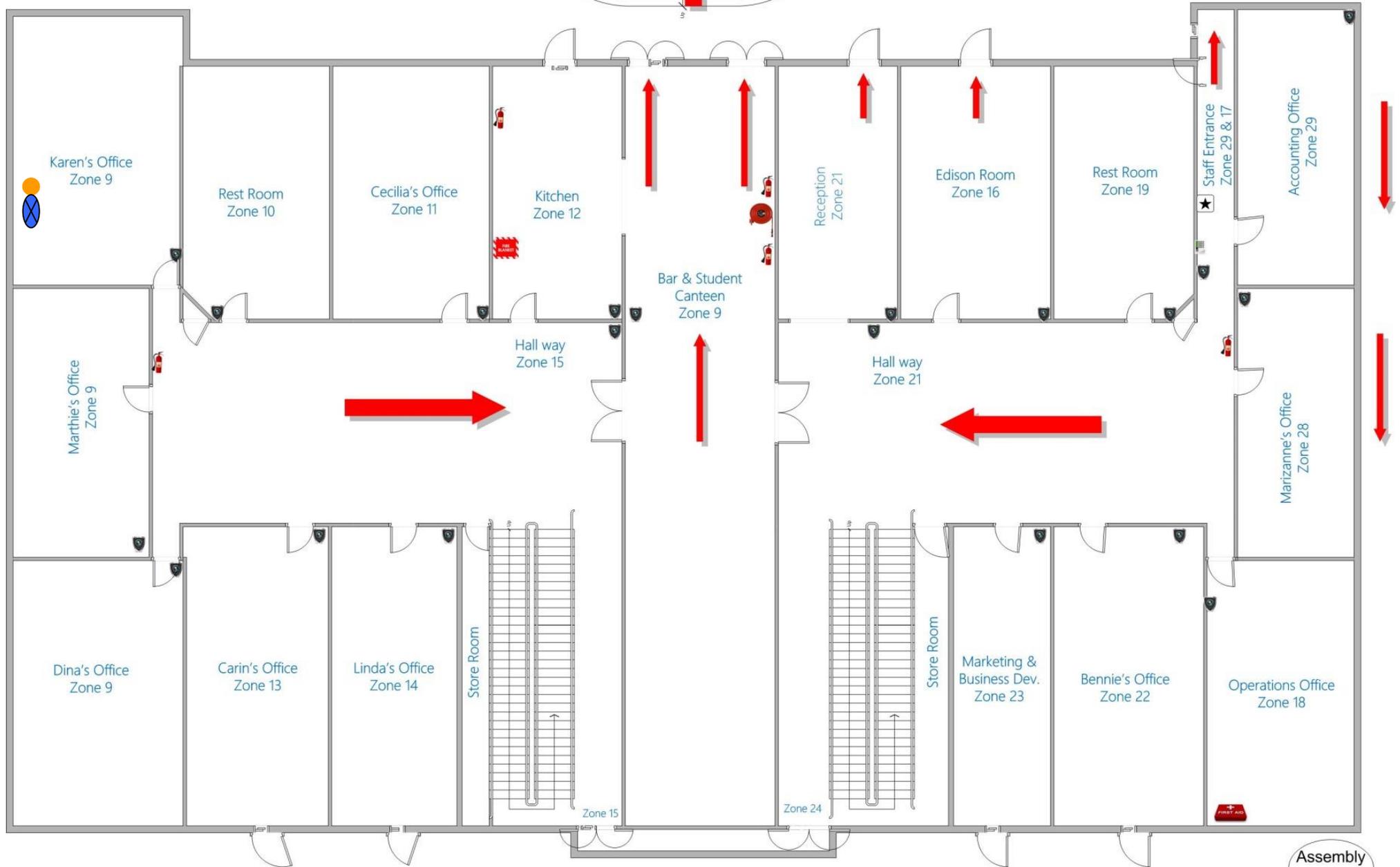
- 🌀 Take an attendance register and report any missing persons; and
- 🌀 Know your building, positions of fire equipment and escape routes.

Assembly point 1

North Bottom Wing

Annexure B

South Bottom Wing



Assembly point 2

Assembly point 1



Assembly point 2

Equipment Risk / Hazard Identification (Section 8(2)(d))				
Air conditioners	All	Low	<ul style="list-style-type: none"> • Aircon gas leakage • Overheating from being left on 	<ul style="list-style-type: none"> • Regular Maintenance • Staff to ensure that they switch off when leaving
Lighting	All	Low		<ul style="list-style-type: none"> • Occupational Hygiene survey done
Ventilation	All	Low		<ul style="list-style-type: none"> • Occupational Hygiene survey done
Paint and Paint Equipment	Maintenance	Medium	<ul style="list-style-type: none"> • Spilling • Fumes 	<ul style="list-style-type: none"> • Correct storage • Medical safety data sheets available
Drill	Maintenance	Medium	<ul style="list-style-type: none"> • Damage to hands and fingers 	<ul style="list-style-type: none"> • Staff member trained and competent
Oven	Catering	Medium	<ul style="list-style-type: none"> • Fire • Burns 	<ul style="list-style-type: none"> • Staff member trained and competent
Coffee Machine	Catering	Low	<ul style="list-style-type: none"> • Hot water burns 	<ul style="list-style-type: none"> • Sign indicating caution
Urn	Catering	Medium	<ul style="list-style-type: none"> • Hot water burns 	<ul style="list-style-type: none"> • Sign indicating caution
Stairs	All	Medium	<ul style="list-style-type: none"> • Slipping, tripping and falling 	<ul style="list-style-type: none"> • Non-slip strip on stairs
Cleaning Chemicals	Cleaning – Operations	Medium	<ul style="list-style-type: none"> • Inhalation, spillage and body contact 	<ul style="list-style-type: none"> • Staff trained and chemicals stored. Safety data sheets available
Guillotine	Printing	Medium	<ul style="list-style-type: none"> • Cutting of fingers and or hands 	<ul style="list-style-type: none"> • Staff trained. Safety data sheets available

Material Safety

Data Sheet index

- 1 Jik
- 2 Pledge polish
- 3 Airwick air freshener
- 4 Ajax Dishwash liquid
- 5 Harpic toilet cleaner
- 6 Handy Andy
- 7 Cobra wood and floor cleaner
- 8 Mr Muscle tile cleaner
- 9 Sunlight dishwasher rinse aid
- 10 Washing powder
- 11 Mr Muscle cleaner
- 12 Finish dishwash powder
- 13 Domestos Bleach
- 14 Zed Microwave oven cleaner

The following template is used for the previously mentioned materials. A copy of which is available from the office of the Operations Manager.

MATERIAL SAFETY DATA SHEET

PRODUCT:	No: Date issued: Page	1 of 5
COMPANY DETAILS		
Name:	Emergency telephone no.:	
Address:	Telex:	
Tel:	Fax:	
1. Product and Company Identification: (Page 1 may be used as an emergency safety sheet)		
Trade name:	Chemical abstract no.:	
Chemical family:	NIOSH no.:	
Chemical name:	Hazchem code:	
Synonyms:	UN no.:	
2. Composition:		
Hazardous components:		
EEC classification:		
R Phrases:		
3. Hazards Identification:		
Main hazard:		
Flammability:		
Chemical hazard		
Biological hazard:		
Reproductive hazard:		

Eye effects: eyes:

Health effects - skin:

Health effects - ingestion:

Health effects - inhalation:

Carcinogenicity:

Mutagenicity:

Neurotoxicity:

4. First Aid Measures:

Product in eye:

Product on skin:

Product ingested:

Product inhaled:

5. Fire Fighting Measures:

Extinguishing media:

Special hazards:

Protective clothing:

6. Accidental Release Measures:

Personal precautions:

Environmental precautions:

Small spills

Large spills:

7. Handling and Storage:

Suitable material:

Handling/storage precautions:

8. Exposure Controls/Personal Protection:

Occupational exposure limits:

Engineering control measures:

Personal protection - respiratory:

Personal protection - hand:

Personal protection - eye:

Personal protection - skin:

Other protection:

9. Physical and Chemical Properties:

Appearance:

Odour:

pH:

Boiling point:

Melting point:

Flash point:

Flammability:

Autoflammability:

Explosive properties:

Oxidizing properties:

Vapour pressure:

Density:

Solubility - water:

Solubility - solvent:

Solubility - coefficient:

10. Stability and Reactivity:

Conditions to avoid:

Incompatible materials:

Hazardous decomposition products:

11. Toxicological Information:

The Da Vinci Institute for Technology Management (Pty) Ltd

Registered with the Department of Education as a private higher education institution

under the Higher Education Act, 1997. Registration Certificate No. 2004/HE07/003

Acute toxicity:
Skin and eye contact:
Chronic toxicity:
Carcinogenicity:
Mutagenicity:
Neurotoxicity:
Reproductive hazards:

12. Ecological Information:

Aquatic toxicity - fish:
Aquatic toxicity - daphnia:
Aquatic toxicity - algae :
Biodegradability:
Bio-accumulation:
Mobility:
German wgk:

13. Disposal Considerations:

Disposal methods:
Disposal of packaging:

14. Transport Information:

UN no.
Substance identity no.
ADR/RID class:
ADR/RID item no.
ADR/RID hazard identity no.:
IMDG - shipping name:

IMDG - class:

IMDG - packaging group:

IMDG - marine pollutant:

IMDG - EMS no.

IMDG - MFAG tabel no.:

IATA - shipping name:

IATA - class:

IATA - subsidiary risk(s):

ADNR - class:

UK - description:

UK - emergency action class:

UK - classification:

Tremcard no.:

15. Regulatory Information:

EEC hazard classification:

Risk phases:

Safety phases:

National legislation:

16. Other information:

MSDS:TC

10 MONITORING AND REVIEW OF THIS POLICY

The Human Resource Manager shall be responsible for reviewing this policy on an annual basis to ensure that it meets legal requirements and reflects best practice.

11 RELATED POLICIES AND PROCEDURES

 HR Policy Manual

12 Version Control

Author	Revision
Operations Manager: Ms Marizanne Burger	01/01/2015
Operations Manager: Ms Marizanne Burger	31/07/2017