



UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

FACILITIES MANAGEMENT

OHS Induction

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OHS Induction guide



SAFETY INDUCTION



Abbreviations:

- SHE Safety Health and Environment
- PPE Personal Protective Equipment
- OHSA Occupational Health and Safety Act
- SOP Standard Operating Procedure
- MSDS Material Safety Data Sheets
- OHS Occupational Health and Safety

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PURPOSE AND OUTCOME

This training ensures all employees, students, external contract workers and visitors to the University are empowered with the knowledge to act in a manner that is conducive to the safety, health and working environment of all.

The outcome is to demonstrate the capability of understanding legal and university requirements regarding the Occupational Health and Safety legislation

EMPLOYER DUTIES

The OHS 85 of 1993, states that it's the duty of the employer to provide and maintain a working environment that's safe and without risk to the occupational health and safety of employees.

SAFETY ACTIONS REQUIRED FROM THE US

- Assess the hazards in each area of operation.
- Evaluate the appropriate precautionary measures needed to mitigate the hazard.
- Take steps to correct deviations and non-compliance.
- Provide appropriate training in the risks and behavioral requirements.
- Enforce legislative, preventative and corrective measures.

WHEN INDUCTION TRAINING IS TO BE PROVIDED

- New Employees
- In event of new Legislation
- External Contract Workers
- Transfers (Inter-departmental)
- Introduction of new processes or equipment
- Revised or updated procedures

APPOINTEES NEEDED TO MANAGE SHE MATTERS

Management Appointments

- Rector – OHS 16(1)
- Deans - OHS 16(2)
- Section Managers - OHS 8(2)(i)
- Department Managers - OHS 8(2)(i),
- Safety committee chairperson - OHS Section 19
- OSHE officer – OHS Section 17





Assistance Appointments

- OSHE representatives
- First aiders
- Fire fighters
- Incident investigator
- Emergency co-ordinator
- Fire co-ordinator
- Notices and signage inspector
- Committee members
- Fire Equipment Inspector

TRAINING







BASIC SAFETY TRAINING OFFERED TO SAFETY COMMITTEE MEMBERS

Training dates and courses can be obtained from Oracle.

-  First Aid
-  Fire fighting
-  Incident investigation
-  Health and Safety Representative







The appointees must be trained in order for employees to perform these functions competently

-  Identify hazards / Risks
-  Recommend controls
-  Do risk assessments for their working environment
-  Give systems support - Sharepoint
-  Do safety inspections and complete monthly inspection reports
-  Give first aid and fire assistance when needed



ACCESS TO INFORMATION

Sharepoint and the US Staff Portal

-  Storage of OHS documents: Audit reports, Appointment letters, Inspection registers, Training certificates
-  Training courses: Available on Oracle
-  Policies, Procedures and Guidelines: Waste Management, Weapon free campus, Use of campus buildings, Event Management, Legislations, Acts, Tree Felling
-  Forms: Injuries on duty, Service Level Agreement, Appointments for safety committees, Registers

EMPLOYEE/STUDENT DUTIES

- Report all unsafe working conditions to your manager immediately, report unsafe acts performed by your colleagues to your OSHE representative or your manager immediately.
- Don't abuse or misuse personal protective equipment; always wear your PPE where required.
- Ensure you arrive fit for work. Don't party the night before work, as late nights and lack of sleep make you careless and negligent.
- Take care of your own safety and of your fellow employees. If you see something that could cause an injury or damage, report it, or correct it, immediately.
- Obey any legal or University instruction regarding safety. The rules are there to protect you.
- Find out who is the safety chairperson and committee as well as first responders in your environment.

***YOU* are responsible for your own safety.**

Non-compliance may result in serious injury or death.

ALCOHOL & DRUGS

Alcohol and drugs seriously reduces a person's ability to detect and take care of one's OHS in the work place.

Alcohol and drug abuse endangers yourself and other persons.

SMOKING

Employees and Students must comply with the University's rules and procedures around smoking in the workplace.

SU is lead by the smoking act of South Africa and expect compliance thereof.

UNSAFE ACTS

- Don't play pranks on your fellow students or colleagues, it could lead to injury and possible death.
- Working on machines without machine guards is dangerous. Report any machine without guards or that isn't working correctly.
- Handling moving parts of a machine while it's in operation is extremely dangerous and can result in loss of a limb or even death. Switch off the machine before you touch any of the parts.
- Not wearing personal protective equipment (PPE) is negligent and could result in a serious injury, or even cause you to develop a long term illness.
- Take care of where you walk. Tripping and falling could cause serious injury.

UNSAFE CONDITIONS

There are many forms of unsafe conditions, some examples include:

- Machines (no guards)
- Poor lighting
- Wet floors
- Spillage of hazardous substances
- Noisy machinery
- Wiring not tidied
- Laboratories

EVACUATIONS

- Evacuation Routes should be clearly displayed in various areas of the University.
- Don't use the lift during an evacuation. The lift should go to the ground floor automatically when the evacuation alarm sounds.
- If you're not in your department when there's an emergency evacuation, ensure that you go to the nearest assembly point.
- Walk out of the building quickly but calmly. Panic and running cause unnecessary accidents and injuries.
- Don't go anywhere else, don't look for your friends or go into another area. Go directly to the assembly point.
- Give your name to the person in charge to ensure nobody goes back into the danger area to look for you.
- When it's safe to return to your work area, give the "all clear" verbally at each assembly point.

SAFETY SIGNAGE

- 🌐 Various signage is displayed, warning of potential dangers in the area. Know your signage, study the signage boards displayed on site and learn what they all mean.
- 🌐 Obeying all signage saves lives and prevents injuries.

Warning: Black triangle on yellow background



Prohibitory: Red (round) on white background



Information: White on green background



Mandatory: White on blue background



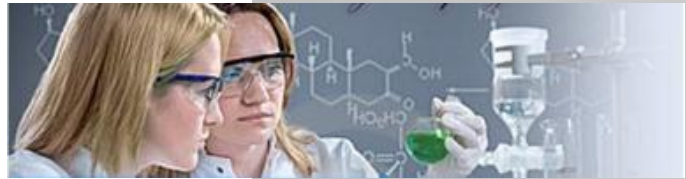
Fire information: Red (square) on white background



REPORTING OF INCIDENTS & UNSAFE CONDITIONS

Immediately report activities or events that may cause or have caused injuries to employees and/or damages to premises and equipment.

- Unsafe acts or conditions
- Aggressive behaviour by fellow employees
- Drunkenness, disorientation of any kind, slurring of speech
- Injury
- Pollution
- Damage to environment : Spillage an hazardous substances that do not belong in stormwater drains.
- Vehicle Accident
- Damage to property
- Near miss ('almost happened')
- Laboratory injuries
- Non-compliance



- Report all injuries before the end of the shift or day. No injury is too small and every accident has an impact on the US.
- Report to the manager, SHE representative or first aider.
- Investigations will be done to rectify or prevent re-occurrence. (chemicals, machinery, trends etc).
- Exceptions to this rule are injuries that occur over a period of time, such as hearing loss, back strain and vision impairment

PERSONAL PROTECTIVE EQUIPMENT

- Your risk assessments and job/study observations will define what PPE is necessary.
- Your manager will issue you with the correct PPE.
- You're responsible for maintaining it in a good, clean, working condition.
- Don't use damaged, repaired or expired protective equipment.
- Always wear the PPE required for the job/operation you're performing.
- Wearing your PPE could save your life or prevent a disabling injury or even death.



HOUSEKEEPING

A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE

- Keep work, live and learn areas neat and tidy.
- Keep emergency exits, fire equipment and evacuations areas clear.
- Identify and demarcate storage areas.
- If you spill it - clean it up. This should apply to the production areas, kitchens, canteen and any other area where liquids, powders and/or granules/particles are present.
- Obstruction of pedestrian areas and obstructed fire equipment causes accidents and injuries. When not in use put away all equipment, machinery, tools and transportation in designated storage areas.
- Keep all hostel rooms and passages clean and tidy.



MACHINERY AND LOCK OUT

- No person may operate a machine unless the guards are safely and securely in place or manager has declared the machine safe for use.
- All employees and students who work on machinery should attend lockout training and comply with the SOP as implemented by the US.
- The foremen at FMare trained and authorized to issue lockout procedures, hot work permits and confined space entry.
- These must also be controlled with risk assessments and formal documentation.
- Lock out all machines before repairs/maintenance commence.

SAFE WORK PERMITS

Staff and students need work permits for:

- Work in confined or enclosed spaces;
- Work in elevated positions (e.g. ladders, scaffolding): Annual medical evaluation compulsory.
- Roof or ceiling work; (Heights) Must undergo an annual medical evaluation.
- Welding, flame cutting, soldering or similar work (usually called hot work);
- Work in hazardous areas (e.g. flammable storage, hazardous chemical substance storage)
- Work on energy sources.
- Vessel or tank entry. (Cellars)
- Working over water.

All managers, artisans and responsible persons, (external/internal) must follow the standard as set out in the procedure.

Fill out a safe work permit before doing any of the required activities.

HAZARDOUS SUBSTANCES

Staff and students need to take note of these rules :

- Maintain an access register and keep this up-to-date at each identified area.
- Only trained, authorised persons may enter hazardous substance stores or enclosed/ confined spaces.
- All hazardous materials must have the necessary supporting documentation, MSDS.
- The MSDS advises the operator what PPE is required for safety when working with the substance.
- Chemicals enter the body via inhalation, skin absorption and ingestion.
- Hazardous substances may fall into one or more of the categories listed below:
 - Corrosive materials
 - Toxic materials
 - Dangerous gases

How can one identify hazardous substances?

- The labels affixed to the container or bottle will describe what it's containing.
- Supplied Material Safety Data Sheet (MSDS) or information brochures.