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**OFFICE OF THE SUPERINTENDENT- GENERAL**

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**MEMORANDUM**

**TO: ALL DDGS  
ALL CHIEF DIRECTORS  
ALL DIRECTORS  
ALL LABOUR UNIONS**

**FROM: SUPERINTENDENT-GENERAL**

**DATE: 09 MAY 2020**

**SUBJECT: 1. ROLES AND RESPONSIBILITIES OF HEALTH AND SAFETY REPRESENTATIVES  
2. ROLES AND REPRESENTATIVES OF HEALTH AND SAFETY COMMITTEES  
3. APPOINTMENT OF SAFETY COMPLIANCE OFFICER**

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**1. INTRODUCTION**

This memorandum seeks to clarify and give guidance on the roles and responsibilities of the Health and Safety representatives as well as Health and Safety Committees. It also seeks to provide guidance on how to appoint Health and Safety Committees as per the DPSA circular.

**2. ROLES AND RESPONSIBILITIES OF HEALTH AND SAFETY REPRESENTATIVES**

- 2.1 Review the effectiveness of health and safety measures.
- 2.2 Identify potential hazards and potential incidents at the workplace.
- 2.3 In collaboration with the employer, examine the causes of incidents at the workplace; investigate complaints by any employee relating to employee's health and safety at work.
- 2.4 Make representations to the employer on general matters affecting the health and safety of the employees at the workplace;

- 2.5 Inspect the workplace, including any article, substance, plant, machinery or health and safety equipment at the workplace to improve the health and safety of employees at such intervals as may be agreed upon with the employer: Provided that the health and safety representative shall give reasonable notice of his intention to carry out such an inspection to the employer, who may be present during the inspection;
- 2.6 Participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace;
- 2.7 In their capacity as health and safety representatives, attend meetings of the health and safety committee of which they are members, in connection with any of the above functions;
- 2.8 Act as a focal point for the distribution of evidence-based and generic health and wellness promotional material in the workplace;
- 2.9 Take initiative to implement awareness activities or to communicate health and wellness information at the workplace;
- 2.10 Act as a referral agent of employees to relevant internal or external health support programmes.
- 2.11 Be involved with the identification of health and safety risks at the workplace.
- 2.12 Obtain and make condoms and femidom available at the workplace and provide information relating to the use thereof;
- 2.13 Initiate and arrange staff training with regard to employee health and wellness;
- 2.14 Ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL;
- 2.15 Submit monthly reports of activities to the SHERQ coordinator.

### **3. ROLES AND RESPONSIBILITIES OF HEALTH AND SAFETY COMMITTEES**

(1) A health and safety committee:

- (a) may make recommendations to the employer or where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health or safety of persons at the workplace or any section thereof for which such committee has been established;
- (b) shall discuss any incident at the workplace or section thereof in which or in consequence of which any person was injured, became ill or died and may in writing report on the incident to an inspector; and
- (c) shall perform such other functions as may be prescribed.

(2) A health and safety committee shall keep record of each recommendation made to an employer in terms of subsection (1) (a) and of any report made to an inspector in terms of subsection (1) (b);

- (3) A health and safety committee or a member thereof shall not incur any civil liability by reason of the fact only that it or he failed to do anything which it or he may or is required to do in terms of this Act;
- (4) An employer shall take the prescribed steps to ensure that a health and safety committee complies with the provisions of section 19(4) and performs the duties assigned to it by subsections (1) and (2).

#### **4. APPOINTMENT OF SAFETY COMPLIANCE OFFICERS**

The approval of safety compliance officers will be centralized at Head Office however, schools and districts may appoint a second person who will be performing the following duties to ensure compliance of the Act in addition to the health and safety representatives:

- 4.1 Determine the area of floor in square metres;
- 4.2 Based on the information contemplated in paragraph 2.1.4.1, determine the number of service recipients and employees that may be inside the premises at any time with adequate space available;
- 4.3 Take steps to ensure that persons queuing inside or outside premises are able to maintain a distance of one and a half metres from each other;
- 4.4 Provide hand sanitizers for use by the public and employees at the entrance to the premises; and
- 4.5 Ensure that all directions in respect of hygienic conditions and limitation of exposure to persons with COVID-19 are adhered to.

#### **5. TIMEFRAMES FOR APPOINTING HEALTH AND SAFETY REPRESENTATIVES, HEALTH AND SAFETY COMMITTEES AND SAFETY COMPLIANCE OFFICERS**

All of the above-mentioned OHS structures should be appointed on or before 22 May 2020. In the meantime where districts have operational COVID-19 steering committee or health and safety committees, such committees should continue to work with the management of the district in ensuring that all COVID-19 related work and programmes are coordinated, implemented and managed.

Yours in education,

  
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**TS KOJANA**  
**SUPERINTENDENT-GENERAL**

**09/05/20**  
**DATE**