



MERA FONG CITY LOCAL MUNICIPALITY

DRAFT OCCUPATIONAL HEALTH & SAFETY PLAN 2026/2027

Quarter 1	July – September
Quarter 2	October - December
Quarter 3	January - March
Quarter 4	April - June

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1. Introduction

The Merafong City Local Municipality is an organization that is committed to the wellbeing of its employees and the communities who we serve as public servants. OHS is always look at new and innovative ways to create a safe and healthy environment for its employees by committing to providing, maintaining, facilitating and brokering a quality service that can meet present and future needs of its employees and communities at international standards.

OHS is focusing on developing an organization that is trustworthy, respected and deliver on services effectively and efficiently and also encouraging innovative solutions to Safety and Health issue by practicing fairness and equity to all employees.

The Occupational Health and Safety Strategic Plan, supports the achievement of objectives in the Business Plan by focussing attention on the important health and safety issues within the organization. Developing an acceptance of the Occupational Health and safety as a core function within the job descriptions of employees is a value that will ensure the utilization of human capital to achieve a goal of an injury and incident free workplace

As an employer, Merafong City Local Municipality has a legal obligation to provide a safe and healthy workplace for its people, contractors, volunteers and visitors. By providing a safe and healthy work environment EMS will attract and retain employees of the highest quality as well as enable our people to maximise their contribution to the achievement of the OHS Mission, Values and Vision.

2. Staff Survey

Staff surveys are a means of obtaining insight into the needs of employees and provide vital input to the culture of an organization and can be one of the most powerful employee feedback and analytical platforms. This mechanism can be used to navigate through negative, known biases and anxiety around giving and receiving feedback.

This is a perfect platform to create:

- Insights for everyone
- Provide a complete picture of the organisations standing.
- Create an organizational trust culture.
- Measure employee engagement, morale and performance.
- Provides improvement opportunities

The survey results can be used to better define the Objectives of the OHS Strategic Plan.

3. Occupational Health & Safety Program

Occupational health and safety (OHS) are a legal requirement, as specified in the Occupational Health and Safety Act 85 of 1993. All organisations must have an OHS program to help prevent accidents and injuries and deal with any incidents that do occur. Merafong City Local Municipality recognises their obligation to provide a safe, supportive and stimulating work environment for all its employees.

Every workplace is different, and the OHS are faced with all kinds of dangers on a daily basis therefore it is important for the development of an OHS program that addresses the specific needs of the organisation's operations. This OHS Program is a starting point. It contains the basic components of a program, which will be modified and added on as necessary to create a unique working program for OHS.

To ensure that the above statement is complied with the programme will be reviewed at least once a year to make sure it remains current and effective. An annual review will help to identify the strengths and weaknesses of the program to enable the organisation to focus on the areas that need improvement. It is good practice to include employees in the review process.

In order to achieve the aim of the OHS policy and to comply with OHS Legislation, Merafong City Local Municipality is committed to providing the resources necessary to implement and continuously improve the OHS Program. This is done in consultation with employees through the OH&S Committee and other means. OHS program activities include:

- Providing OHS training and information to employees, contractors and visitors.
- Identifying, reducing and eliminating risks to health and safety (such as lack of information, training or supervision, unsafe work practices, equipment, substances or places of work)
- Reporting, recording and analysing all incidents, accidents and illnesses
- Performing workplace inspections
- Providing OHS equipment, services and facilities
- Providing adequate PPE
- Implementing and enforcing safety rules and disciplinary procedures
- Developing emergency procedures and conducting drills.

4. Safety Management System

The safety management system has been designed primarily for the management of OHS Units which performs maintenance. However, the processes described are equally applicable to all aspects of OHS operations.

OHS has a Safety Management System, the aim of which is to:

- Facilitate the communication of intent and consistency of action
- Demonstrate the ability of EMS to meet requirements of customers, interested parties and applicable regulations
- Enhance customer satisfaction by continually improving processes and assuring conformity to customer and applicable regulatory requirements by providing objective evidence of compliance.

Management Philosophies of this system, Occupational Health and Safety Management is aimed at identifying hazards to health and safety, assessing the risk presented by these and implementing methods to control these risks to an acceptable level and consequently to reduce workplace injuries and illnesses.

While OH&S management aims to eliminate workplace injuries, it is inevitable that they will occur. Rehabilitation is aimed at minimising the impacts of an injury or illness on an employee and the organisation by providing the necessary services to enable an early, safe and durable return to work.

The effective implementation of the system requires the participation and support of all parts of the organisation. To gain this participation and support, management must:

- Demonstrate commitment and provide leadership through policy, setting performance objectives and allocation of sufficient resources
- Hazard prevention and control
- Worksite analyses
- Demonstrate a commitment to improvement
- Involve employees through consultation, provision for contribution to system improvement and feedback on performance
- Clearly define the structure of the organisation with respect to the system
- Implement mechanisms for suitable recognition and reward.

Integral with all of the above, is consultation and communication with employees and interested parties within the organisation.

5. Safe Work Practices

OHS is committed to the continuous improvement of workplace health and safety. These practices are recognition of Occupational Health and safety practices in the workplace and are designed to provide a gateway for employee recognition.

The OHS Practices will:

- Recognise innovation and excellence in occupational health and safety
- Raise the profile and awareness of occupational health and safety
- Encourage our employees to develop, implement and evaluate initiatives to help achieve a safer and healthier work environment.

6. Risk Management Program

OHS is committed to Risk Management as an integral part of its operations, focusing on strategies to minimise Risks to corporate goals and objectives.

The objectives of the Risk Management Policy are to effectively utilise the human, financial and other resources available to minimise injury, loss and exposure to litigation through: -

- Increased knowledge and understanding of exposure to Risk
- Creating a best practice and quality organisation
- A systematic, well-informed and thorough method of decision making
- Effective strategic planning
- Enhancing value by minimising losses and maximising opportunities
- Minimise disruptions
- Better cost control
- Better utilisation of resources
- Strengthening a culture for continued improvement
- Increasing preparedness for outside review

7. OHS Objectives

Occupational Health and Safety section will provide a strategic approach to the management of OHS in the workplace through the following Objectives:

1. OHS Challenges

- 1.1 Compliance to legal obligations
- 1.2 Management commitment to OHS strategy
- 1.3 Organisational pressure practical management systems
- 1.4 Active Safety Culture

2. Improving performance – the key ingredients

- 2.1 A strategic approach to health and safety management
- 2.2 Strong leadership in health and safety management
- 2.3 Practical management systems
- 2.4 Active Safety Culture

3. Preventing Injuries & illness

- 3.1 What the law says
- 3.2 Critical success factors
- 3.3 Demonstrating compliance
- 3.4 Stress prevention strategies
- 3.5 Preventing sprains, strains and soft tissue injuries

4. Injury management and returning staff to work

- 4.1 What the law says
- 4.2 Critical success factors
- 4.3 Return to work policies and programs

5. Claim Management

- 5.1 What the law says
- 5.2 Critical success factors
- 5.3 Management commitment and leadership
- 5.4 Planning for efficient claims management
- 5.5 Claims management practices

8. Programme Objectives

OCCUPATIONAL HEALTH AND SAFETY PROGRAMME 2026/27		
OBJECTIVE	To ensure a healthy and safe working environment.	
SUB-OBJECTIVES	1. To ensure Occupational Health and Safety 2. To provide and sustain a risk-free total environment 3. To provide Occupational Risk management and Quality assurance	
	<u>Key Activities</u>	
	1. Occupational Health and Safety	1.1. OHS Committees / Safety Reps 1.2. Injury / Incident Management 1.3. OHS Awareness and Training
	2. Environmental Management	2.1. Conducting OHS Inspections by ensuring: - <ul style="list-style-type: none"> - Good housekeeping - Well maintained machinery and electrical equipment - Well maintained buildings and offices

	3. Risk and Quality Management	3.1. Hazard identification and risk assessment 3.2. OHS Compliance Audit 3.3. Emergency preparedness
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9. Indicators, Activities and Costs.

Programme Performance Indicator Description	Annual Target	Quarter	Quarterly Targets	Activities to be Taken to meet the quarterly target	Cost Description	Estimated cost
100% Implementation of Occupational Health and Safety Plan	2.1. To ensure occupational health and safety within Merafong City Local Municipality					
	OHS Committee	Q1	Quarterly Meeting	- Convene OHS quarterly meetings - Make recommendations	Transport costs	
		Q2	Quarterly Meeting	- Convene OHS quarterly meetings - Make recommendations		
		Q3	Quarterly Meeting	- Convene OHS quarterly meetings - Make recommendations		
		Q4	Quarterly Meeting	- Convene OHS quarterly meetings - Make recommendations		

	Incident Injuries Management	Q1	Monthly administration and reporting	<ul style="list-style-type: none"> - IOD administration and reporting - Handle IOD inquiries - Report and Investigate Section 24 incidents 	Training costs First Aid Kit Installation of boxes Signage and installation	R 400 000.00
		Q2	Monthly administration and reporting	<ul style="list-style-type: none"> - IOD administration and reporting - Handle IOD inquiries - Report and Investigate Section 24 incidents 		
		Q3	Monthly administration and reporting	<ul style="list-style-type: none"> - IOD administration and reporting - Handle IOD inquiries - Report and Investigate Section 24 incidents 		
		Q4	Monthly administration and reporting	<ul style="list-style-type: none"> - IOD administration and reporting - Handle IOD inquiries - Report and Investigate Section 24 incidents 		
	OHS Awareness	Q1	OHS Awareness/ workshop/ training	<ul style="list-style-type: none"> - Develop and circulate safe procedures 	Safety signage / material costs Transport costs	R 250 000.00

		Q2	OHS Awareness	- Conduct OHS awareness		
		Q3	OHS Awareness	Conduct safety awareness		
		Q4	OHS Awareness	Conduct safety awareness		
2.2. To provide and sustain a hazard free total environment						
Conduct Monthly Inspection	Q1	OHS Inspection	- Conduct monthly inspections - Prepare inspection reports - Following up on action plan	Transport costs	Fleet to provide transport	
	Q2	OHS Inspection	- Conduct monthly inspections - Prepare inspection reports - Follow up on action plan			
	Q3	OHS Inspection	- Conduct monthly inspections - Prepare inspection reports - Follow up on action plan			
	Q4	OHS Inspection	- Conduct monthly inspections			

				<ul style="list-style-type: none"> - Prepare inspection reports - Follow up on action plan 		
2.3. To provide occupational risk management and quality assurance						
Risk Assessment	Q1	Planning and preparation		- Sectional Risk Assessment Report	Transport costs Training costs	
	Q2	Planning and preparation		- Sectional Risk Assessment Report		
	Q3	Planning and preparation		- Sectional Risk Assessment Report		
	Q4	Conduct Risk Assessments		<ul style="list-style-type: none"> - Conduct Risk Assessments in facilities occupied by municipal employees. - Provide risk assessment reports 		
Emergency Preparedness	Q1	Planning		- Establish Safety Team (Chief Emergency Controller, First Aiders, Fire Marshals and Evacuation Marshals)	Costs for emergency equipment, i.e. fire extinguishers, hose reels, sprinklers, fire alarms, smoke detectors.	R 500 000.00
	Q2	Evacuation Drill Exercise		- Finalise Evacuation / Emergency Plan		

				<ul style="list-style-type: none"> - Communicate finalised plan - Conduct a drill exercise 	Servicing emergency equipment. Training Signage and installation Evacuation chairs	
	Q3	Plenary Meeting	<ul style="list-style-type: none"> - Convene a plenary meeting - Report and improve on previous drill exercise conducted - Plan on the next unannounced evacuation drill 			
	Q4	Evacuation Drill	<ul style="list-style-type: none"> - Conduct an evacuation drill 			
OHS Compliance Audit	Q1	Quarterly Compliance Audit	<ul style="list-style-type: none"> - Conduct OHS Compliance Audit - Provide report on findings - Remedial action on findings 	Transport costs	Internal fleet management process	
	Q2	Quarterly Compliance Audit	<ul style="list-style-type: none"> - Conduct OHS Compliance Audit - Provide report on findings - Remedial action on findings 			
	Q3	Quarterly Compliance Audit	<ul style="list-style-type: none"> - Conduct OHS Compliance Audit - Provide report on findings 			

				- Remedial action on findings		
		Q4	Quarterly Compliance Audit	- Conduct OHS Compliance Audit - Provide report on findings - Remedial action on findings		

The plan approval:

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