

OHSE

PROPERTIES & SERVICES

TOOLBOX SUITE

University of Cape Town

July 2024



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

TABLE OF CONTENTS

- Background to legislation
- Training requirements
- Legal Appointments
- OHSE committee meetings
- OHSE reporting
- Incident management procedure

Background to Legislation

- Legal Liability training for UCT
 - Health and safety legal liability training aims to provide UCT leadership with an understanding of their legal responsibilities related to health and safety in the workplace.
 - It covers topics such as the legal framework, duties and responsibilities of employers and employees, risk assessment, and the consequences of non-compliance. This training is essential to ensure that managers have the knowledge and skills necessary to promote and maintain a safe and healthy work environment, prevent workplace accidents and injuries, protect their employees, and avoid legal liability.

Background to Legislation Cont.

Understanding the OHSE legal structure aligned to the OHSACT

The two most important appointments under the Occupational Health & Safety Act 85 of 1993 can be found under section 16(1) and 16(2).

“16. Chief executive officer charged with certain duties

(1) Every chief executive officer shall as far as is reasonably practicable ensure that the duties of his employer as contemplated in this Act, are properly discharged.

(2) Without derogating from his responsibility or liability in terms of subsection (1), a chief executive officer may assign any duty contemplated in the said subsection, to any person under his control, which person shall act subject to the control and directions of the chief executive officer”.

[OHS Org Chart 2023.pdf](#)

Training requirements

Managers must ensure that employees receive appropriate training and instruction on how to work safely, including the use of personal protective equipment, the safe operation of machinery and equipment, and emergency procedures.

SuccessFactors will be used for booking OHSE statutory training starting 2024.

Please note the following for registering for training on UCT SuccessFactors:

- UCT Success Factors: www.successfactors.uct.ac.za
- For more information :
 - Step-by-step registration process on SuccessFactors: [OHSE Training Manual on SuccessFactors.pdf](#)
 - UCT Success Factors instructional Video on how to register: https://help.uct.ac.za/hr/sf_learning_employees/
 - UCT SuccessFactors Manual:
https://hr.uct.ac.za/sites/default/files/media/documents/hr_uct_ac_za/386/sf_learning_guide_employees.pdf

NB: It is the responsibility of line management to ensure that staff training requests are approved and staff members are to follow up on approval.

Legal Appointments

An employer is responsible for occupational health & safety. However, an employer is in most instances a corporate body or legal entity and unable to perform the duties imposed on it in terms of the Occupational Health & Safety Act 85 of 1993. Thus, the employer is required to appoint employees (managers, supervisors and other staff) to perform its duties on its behalf in an effort of compliance.

The employer in making these appointments have to ensure that the employees they appoint are trained and qualified to perform the functions on its behalf.

- All [appointments](#) are to be signed and filed with the respective department/unit once training is completed.

OHSE Committee Meetings

- The following [agenda](#) is generic and contains the minimum items for discussion.
- All minutes are to be retained by each dept/unit

There are 3 OHSE Committee Levels

1. OHSE Sub Committee
2. Faculty/Pass Dept. OHSE Committee
3. COHSAC

Level 1 & 2 Committee Chairpersons are required to complete an OHSE Committee report for each meeting. (See next Slide for details)

OHSE Committee Reporting

- The OHSE Committee reporting template is aligned to the OHSE agenda and allows for more efficient reporting from each Committee Chairperson.

Matters for escalation are to be documented at the next tier
([See flowchart](#))

Inspection Reports

OHSE reps are to conduct [monthly/quarterly inspections](#) as per the terms of reference of each committee/subcommittee

This inspection checklist needs to be completed every 30 days (monthly) as part of the monthly OHSE representative inspection process.

The number of completed inspection checklists for an annual cycle = 12.

Incident Management Reporting

Whenever an OHSE incident occurs please use the [HSO2 report](#) to notify the Central OHSE division at incident.reporting-group@uct.ac.za

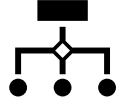
The following [reporting process](#) in case of an incident is to be followed.

Please see the [HSO2 guide](#) to completing the form and saving the information.

Document Links

(Click on the icon to go to the document)

OHS Org Chart 2023



Training bookings



OHSE Reporting Flow Chart



Legal Appointment
Templates



OHSE Rep Inspection Report



OHSE Committee Report Template



HS02 Incident Report



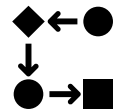
OHSE Meeting Agenda



Fist Aid Kit Contents Checklist



Incident Reporting Process



Evacuation Drill Guideline & Report



Here is a link to the [OHSE Website](#)