

MISSION STATEMENT ON OCCUPATIONAL HEALTH AND SAFETY OF BOKSBURG PRINTERS (PTY) LTD

Based on the Occupational Health and Safety Act No. 85 of 1993

To provide for the health and safety of employees 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 employees; to establish an advisory committee for occupational health and safety.

The Occupational Health and Safety poster shall be made visible to all persons concerned

We hereby note the pertinent points of the Act:

GENERAL DUTIES OF THE COMPANY TO ALL EMPLOYEES:

BOKSBURG PRINTERS (PTY) LTD shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of all employees.

GENERAL DUTIES OF THE COMPANY REGARDING LISTED WORK:

Subject to such arrangements as may be prescribed, listed work undertaking employees who might be liable to be exposed to the hazards emanating from listed work, shall, after consultation with the health and safety committee established for that workplace.

- Identify the hazards and evaluate the risks associated with such work constituting a hazard to the health of such employees, and the steps that need to be taken to comply with the provisions of this Act.
- As far as is reasonably practicable, prevent the exposure of such employees to the hazards concerned or, where prevention is not reasonably practicable, minimize such exposure; and
- Having regard to the nature of the risks associated with such work and the level of exposure; and such employees to the hazards, carry out an occupational hygiene programme and biological monitoring, and subject such employees to medical surveillance.

BOKSBURG PRINTERS (PTY) LTD AS CONTEMPLATED IN SUBSECTION (1) OF THE ACT:

Shall keep the health and safety representatives designated for their workplaces or sections of the workplaces, informed of the actions taken under subsection (1) in their respective workplaces or sections thereof and of the results of such actions provided that individual results of biological monitoring and medical surveillance relating to the work of the employee, shall only be with the written consent of such employee, be made available to any person other than an inspector, the employer or the employee concerned.

DUTY TO INFORM:

Without derogating from any specific duty imposed on the company by this Act every employer shall:

- As far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work which he or she has to perform, any article or substance which he or she has to produce, process, use, handle, store or transport and any plant or machinery which he or she is required to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards;
- Inform the health and safety representatives concerned beforehand of inspections, investigations, or formal enquiries of which he or she has been notified by an inspector, and of any application for exemption made by him in terms of section 40; and
- Inform a health and safety representative as soon as reasonably practicable of the occurrence of an incident in the workplace or section of the workplace for which such representative has been designated.

GENERAL DUTIES OF EMPLOYEES AT WORK: EVERY EMPLOYEE SHALL AT WORK:

- Take reasonable care for the health and safety of himself or herself and of other persons who may be affected by his acts or omissions.
- As regards any duty or requirement imposed on the company or any other person by the Act, co-operate with the company or person to enable that duty or requirement to be performed or complied with;
- Carry out any lawful order given to him, and obey the health and safety rules and procedures laid down by **BOKSBURG PRINTERS (PTY) LTD**, in the interest of health or safety.
- If any situation which is unsafe or unhealthy comes to his attention, as soon as practicable report such situation to the health and safety representative for his or her workplace or section thereof, as the case may be, who shall report it to the company; and
- If he or she is involved in any incident which may affect his or her health, or which has caused an injury to him or herself, report such incident to the health and safety representative, as soon as practicable, but not later than the end of the particular shift during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he or she shall report the incident as soon as practicable thereafter.

DUTY NOT TO INTERFERE WITH, DAMAGE OR MISUSE THINGS:

No employee shall intentionally or recklessly interfere with, damage or misuse anything which is provided in the interest of health and safety.

HEALTH AND SAFETY REPRESENTATIVES:

BOKSBURG PRINTERS (PTY) LTD shall, designate in writing for a specified period health and safety representatives for such workplace, or for different sections thereof.

HEALTH AND SAFETY COMMITTEE:

BOKSBURG PRINTERS (PTY) LTD shall in respect of each workplace where two or more health and safety representatives have been designated, establish one or more health and safety committees, and, at every meeting of such a committee as contemplated in subsection (4), consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of his employees at work.

(EMPLOYER)

(JOB FUNCTION, FULL NAME AND SURNAME)

(HEALTH AND SAFETY REPRESENTATIVE)

(JOB FUNCTION, FULL NAME AND SURNAME)