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KWAZULU-NATAL

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# An Effective Health and Safety Programme

Discipline of Occupational and Environmental Health,

Howard College, UKZN

Samantha Khan-Gillmore

# Key Elements of a Health & Safety Policy

- A general statement of policy – what it is that you are wanting to achieve through the policy
- Management of workplace safety training
- Training of staff in health and safety including First Aid and Risk Assessment
- Statement of commitment to protect the health and safety of employees
- Process of recording and reporting accidents and incidents

# Key Elements of a Health & Safety Policy

- General responsibilities of all employees with respect to health and safety
- Planning for all eventualities
- Fire safety and Evacuation Procedures
- Dealing with health & safety emergencies – procedures and contact details
- Monitoring and Evaluation of the Policy – including time frames
- Periodic review of the policy

# Key Elements of a Health & Safety Policy

**The policy should be:**

- Should be a consultative process
- Stated in clear, easy-to-read, worker-friendly language and lack ambiguity
- Communicated to ALL workers/employees
- Adhered to by all departments and in all work activities
- Signed by all the relevant parties

# Why an effective Health and Safety Programme?

- Compliance with legislation, standards and regulations are critical to promote health and safety;
- However, an effective programme goes beyond the specific requirements of the law to address all hazards in the workplace
- Often, although not highly recommended, the performance of a programme is measured using indicators such as the number of accidents, incidents, injuries or diseases, etc;

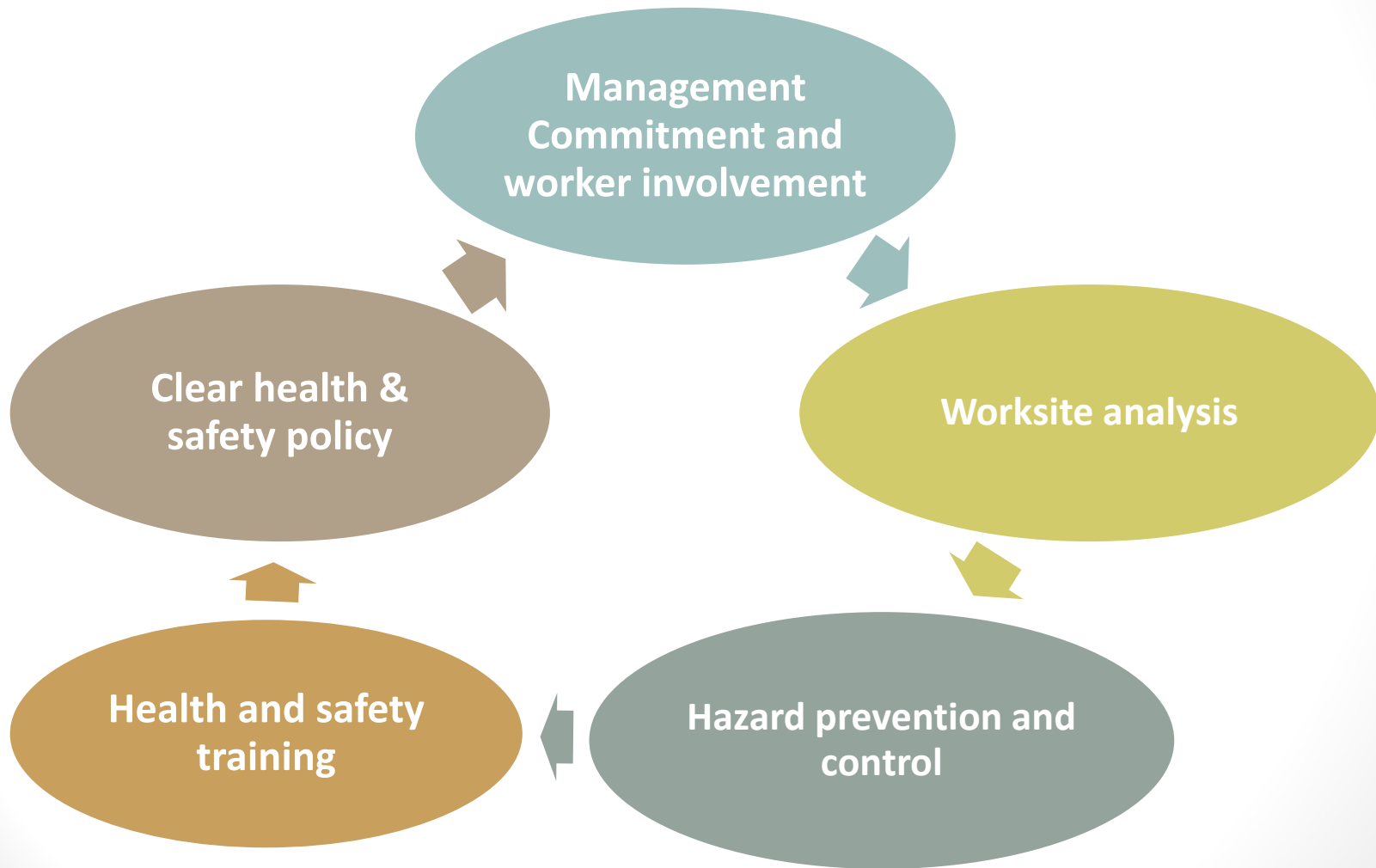
# Why an Effective Worker Health & Safety Programme

- Reduce the extent and severity of work-related injuries and diseases
- Systematically identify, evaluate and prevent or control hazards
- Improve employee morale and productivity
- Reduce Workers' compensation costs

# Major Elements of a Health & Safety Programme

- Management commitment and employee involvement – consultative process
- Worksite analysis – walk-through surveys, risk assessments, etc.
- Hazard prevention and control
- Health and safety training

# Major Elements of a Health & Safety Programme





# Key Elements of a Safety Programme

- I. **Policy** – effective health and safety policies set a clear direction for the organisation to follow
- I. **Organising** – an effective management structure and arrangements are in place for the successful implementation of the policy
- I. **Planning** – there is a planned and systematic approach to implementing the health and safety policy

# Key Elements of a Safety Programme

IV **Measuring performance** – Performance is measured against agreed standards to reveal when and where improvement is needed

V **Auditing and Reviewing of Performance** - the organisation learns from all relevant experience and applies the lessons

# Who is Involved in a Health and Safety Programme



# Different Responsibilities

Supervisors	Management/CEO
Instructing workers to follow safe work procedures	Providing a safe and healthy workplace
Enforcing health and safety regulations	Establishing and maintaining a safe and healthy programme
Correcting unsafe acts and working conditions	Ensuring that workers are trained
Reporting and investigating all accidents/incidents	Providing medical and first aid facilities
Ensuring equipment is properly maintained	Supporting supervisors/line managers in their health and safety activities
Ensuring that only properly trained workers operate equipment	Monitoring and evaluating health and safety at the workplace
Promoting and actively campaigning for safety awareness at work	Ensuring that PPE is available

# A Successful Health & Safety Programme

## Depends on Management:

1. Providing commitment and support of the programme;
2. Ensuring that resources, time, and staff are available to effectively implement the programme
3. Ensuring that staff receive the necessary and appropriate training for each level/tier of work;
4. Attending health and safety meetings and being active in safety committees;
5. Ensuring that staff receive all the relevant health and safety information that they require for the workplace

# Evaluation of the Programme

- Accident/incident frequency is an inadequate measure for evaluating the effectiveness of a health and safety programme;
- Very often, occupational diseases are not included in the analysis;
- Also, the emphasis is on injuries practically occurring rather than the accident itself to indicate a hazardous working environment;

# So how then is an Evaluation undertaken?

An audit system, using a questionnaire, is often used giving weight to various questions pertaining to:

- a) Accident, Incident Records
- b) Worker/Management observations
- c) Interviews with workers, safety reps, etc.
- d) Consolidating this information to identify weaknesses and challenges in the programme
- e) Ensuring that these weaknesses and challenges are given preventative measures, with specific dates for completion and confirmation

# In Summary: an Effective Health & Safety Programme

- Safe Work Procedures are developed for each work process;
- Training of workers and supervisors/line managers on health and safety should be a priority;
- A health and safety policy is developed, functioning and implemented;
- Accidents and incidents need to be reported timeously;
- Emergency and Evacuation procedures are developed and regularly updated – training and drills as needed;



# In Summary: an Effective Health & Safety Programme

- Employee orientation and induction includes effective health and safety principles;
- Medical and First Aid is properly in place;
- Walk-through surveys, workplace inspections and hazard identification is a constant;
- Campaigns to promote health and safety are on-going;
- Monitoring and evaluation is done according to strict time-frames