### Occupational Health and Safety Policy

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<tr>
<th>Reference number</th>
<th>1P/1.1.3</th>
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<tr>
<td>Accountable executive manager</td>
<td>Executive Director: Finance and Facilities</td>
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<td>Policy owner</td>
<td>Institutional Management: Occupational Health and Safety Manager</td>
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<td>Responsible division</td>
<td>IM Occupational Health and Safety</td>
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<td>Status</td>
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<td>Approved by</td>
<td>Council</td>
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<td>Date of approval</td>
<td>18 September 2009</td>
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<tr>
<td>Amendments</td>
<td>Reviewed in March 2013 with 3 amendments</td>
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<td>Date of amendments</td>
<td>10 March 2013</td>
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<td>Review date</td>
<td>September 2014</td>
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<td>Procedures in terms of this policy</td>
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<td>Address on the policy database</td>
<td>Amanda van der Merwe(10935746) R:\2. Management\2.1.3 Policy development and review\2.1.3.2 Review\Database\Policy documents\1P-1.1.3-Occupational Health and Safety_e.docx</td>
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Occupational Health and Safety Policy

1 Preamble
As a pre-eminent university in Africa, driven by the pursuit of knowledge and innovation, with a unique institutional culture based upon the values the University espouses, the North-West University has adopted this Occupational Health and Safety Policy on 18 September 2009.

2 Objectives
The NWU will through this policy:

2.1 demonstrate strong leadership, direction and commitment in environmental, health and safety aspects;
2.2 ensure a consistent approach to the management of environmental, health and safety issues across all campuses;
2.3 consult and communicate with employees and stakeholders on occupational health and safety issues;
2.4 educate and train the workforce about risk management, health, safety and environmental principles;
2.5 respect our employee-'s' right to work in an environment where they feel risks are adequately controlled;
2.6 promote the health and well-being of our employees;
2.7 measure environmental, health and safety performance and ensure quality control;
2.8 comply with statutory obligations.

3 Scope of application
This policy is applicable to all employees of the University as appropriate for the requirements of the University.

All managers / departmental heads / divisional heads / supervisors / staff members are responsible and accountable for providing a safe working environment for fellow employees and stakeholders under their control. They will therefore:

- identify potential dangers;
- use well-designed processes, equipment and procedures, supported by the necessary information, instructions, training and management systems, to control and to limit any potentially hazardous condition or risk to the minimum, to ensure the health and safety at work of employees, students, contractors and visitors (hereinafter collectively referred to as relevant persons) as far as is reasonably possible;
- point out any potential dangers to the relevant persons;
- provide such protective equipment, to be used for the purpose and activity it is issued for, as is necessary for the health and safety at work for employees and stakeholders;
- ensure the provision of health and safety standards in connection with the use, handling, storage and transport of articles and hazardous substances;
- see to it that the necessary measures and standards are properly adhered to, in the interest of health and safety, and;
• monitor the effectiveness of health and safety provisions within the workplace.

4 Guiding principles and policy
The NWU is continuously developing and maintaining a model occupational safety, health and environmental programme and management system. The management system is focused on prevention of and the protection against environmental pollution, injuries and illness, and the promotion of safe and healthful actions and attitudes, not only for the NWU employees but also for all other individuals (including but not limited to students, visitors, contract employees and persons in the surrounding community) who may be affected by its facilities and operations.

The model is used as part of the NWU’s objective to focus on continual improvement. This is achieved by the establishment of an effective monitoring system to provide data useful in evaluating the operation of the programme in terms of scope, appropriateness, and effectiveness, including an annual evaluation of the overall program to determine if it has met or made progress toward its goals and objectives, if its policies and procedures are relevant and appropriate, and if its policies, regulations, procedures, and facilities continue to meet or exceed national standards and legislation.

The University commits itself to meet or exceed all the provisions of the Occupational Health and Safety Act and related standards and/or regulations.

5 Governance, management roles and accountabilities
5.1 Council is ultimately responsible for the existence and monitoring of implementation of the Occupational Health and Safety Policy.

5.2 Institutional Management with the Vice-Chancellor as Chief Executive Officer (through the Institutional Occupational Health and Safety Committee) is responsible for the implementation of this policy in terms of the necessary process systems and procedures on institutional level.

5.3 Campus Manage ments (through the three Campus Occupational Health and Safety Committees) are responsible for the implementation of this policy in terms of the necessary process systems and procedures on campus level.

5.4 The Health and Safety Manager, in collaboration with the Health and Safety Co-ordinators as well as the Health and Safety Representatives, are responsible for the administration, implementation and monitoring of the health and safety management system.

5.5 All NWU employees are responsible for Occupational Health and Safety in their immediate workplace and any other areas of responsibility allocated to them and confirm their commitment with the signing of the enclosed Occupational Health and Safety Policy Statement (Annexure A).

6 Annual policy review
This policy will be reviewed annually.

Approved by the Campus Health and Safety Committees during September 2009
Approved by the Institutional Health and Safety Committee on 11 September 2009
Approved by Institutional Management on 14 September 2009
Occupational Health and Safety Policy Statement

The North-West University (NWU) is continuously developing and maintaining a model occupational health, safety and environment programme. This programme is focussed on the prevention of and the protection against injuries and illnesses, environmental pollution and the promotion of safe and healthful actions and attitudes not only for the NWU employees but also for other individuals (including but not limited to students, visitors, contract employees and person in the surrounding community) who may be affected by its facilities and operations.

As employee of the North-West University, I hereby agree to the NWU Occupational Health and Safety (OHS) Policy and will:

- demonstrate strong leadership, direction and commitment in environmental, health and safety aspects;
- ensure a consistent approach to the management of environmental, health and safety issues across all campuses;
- consult and communicate with employees and stakeholders on occupational health and safety issues;
- educate and train the workforce about risk management, health, safety and environmental principles;
- respect our employee’s right to work in an environment where they feel risks are adequately controlled;
- promote the health and well-being of our employees;
- measure environmental, health and safety performance and ensure quality control; and
- comply with statutory obligations related to occupational health and safety.

I support the NWU’s objective to focus on continual improvement, which is achieved by the establishment of an effective OHS monitoring system to provide data useful in evaluating the operation of the OHS programme in terms of scope, appropriateness and effectiveness, including an annual evaluation of the overall programme to determine if it has met or made progress towards its goals and objectives, if its policies and procedures are relevant and whether these policies, regulations, procedures and facilities continue to meet or exceed national standards and legislation.