



NWU®

NORTH-WEST UNIVERSITY
NOORDWES-UNIVERSITEIT
YUNIBESITHI YA BOKONE-BOPHIRIMA

OCCUPATIONAL HEALTH AND SAFETY POLICY

Reference number	1P_1.1.3_NWUOHS
Accountable executive manager	Executive Director: Finance and Facilities
Policy owner	Safety Manager
Responsible division	Facilities – Safety Department
Status	Approved
Approved by	Council
Date of approval	17 November 2022
Date of amendments	
Review date	November 2025

OCCUPATIONAL HEALTH AND SAFETY POLICY

Preamble

Against the background of the dream to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care, the council of the North-West University (NWU) has adopted this policy and set of rules on Occupational Health and Safety on 17 November 2022.

1 Interpretation and application

This policy and all related documents must be interpreted and applied in a manner consistent with the -

- 1.1 Constitution of the Republic of South Africa, 1996;
- 1.2 Higher Education Act, 101 of 1997;
- 1.3 Occupational Health and Safety Act, 85 of 1993 ("the Act"), and the
- 1.4 Statute of the North-West University.

2 Policy statement

It is the policy of the NWU to -

- 2.1 maintain and improve an operational occupational health and safety management system, focused on OHS compliance, effective OHS risk management, prevention of illness and the protection against injuries, provide and maintain a working environment that is safe and without risk to the health of his employees and the promotion of safe operations, not only for the NWU employees but also for all other individuals who may be affected by its facilities and operations;
- 2.2 demonstrate leadership, direction and commitment in occupational health and safety (OHS) aspects;
- 2.3 observe and practise the OHS procedures established for the particular environment;
- 2.4 ensure a consistent approach to the management of OHS issues across the university;
- 2.5 consult and communicate with employees, students and stakeholders on OHS matters;
- 2.6 educate the staff on OHS risk management, and occupational health and safety principles;
- 2.7 respect employees', students' and stakeholders' right to work and study in a healthy and safe working environment where they feel where hazards are adequately controlled;
- 2.8 promote the occupational health and safety of employees, students and stakeholders;
- 2.9 measure occupational health and safety performance and ensure quality control;
- 2.10 comply with statutory obligations related to OHS; and
- 2.11 ensure that the NWU identifies and develops OHS objectives and targets that support the vision, mission and values of the NWU.

3 Roles, responsibilities and accountability

- 3.1 The vice-chancellor must ensure that a comprehensive NWU Occupational Health and Safety Management Plan is developed and be continuously updated for implementation and management in all faculties, schools and departments.
- 3.2 The vice-chancellor must assign, in terms of section 16(2) of the Act, the duties and responsibilities relating to OHS to managers and employees of the NWU.

- 3.3 All executive members have the statutory responsibility and accountability for health and safety within their assigned working and operational environments. The executive members appointed as Section 16(2) appointees must implement and manage the NWU OHS system within their assigned environments. This includes OHS appointments, OHS meetings, OHS risk management, OHS operational management, OHS Incident and emergency management.
- 3.4 The three Deputy Vice-Chancellors (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 operational level.
- 3.5 The vice-chancellor must assign, in terms of General Machinery Regulations 2(1) the duties and responsibilities to a competent person to oversee, manage and ensure compliance in terms of machinery at the NWU.
- 3.6 All directors, deputy directors, managers and supervisory staff to undertake their responsibilities in terms of occupational health and safety as per their job requirements and ensure the NWU occupational health and safety management system is implemented, managed and monitored within their faculties, departments or business units.
- 3.7 Every NWU employee must take responsibility and ownership for their own health and safety as well for the health and safety of their colleagues, students and visitors.

4 Scope of application

This policy is applicable to all employees, students and service providers of the University.

5 Specific responsibilities of managers

The NWU management is responsible and accountable to provide a health and safe working environment at the university, where practicable possible, and must strive to –

- 5.1 identify potential hazards, manage and control risks in terms of workplace conditions and acts;
- 5.2 employ well-designed processes, equipment and procedures, supported by the necessary information, instructions, training and management systems, to control and to minimise any potentially hazardous condition or risk, in order to ensure the health and safety of employees, students, contractors and visitors (hereinafter collectively referred to as relevant persons);
- 5.3 ensure the provision of health and safety standards in connection with the use, handling, storage and transport of articles and hazardous substances;
- 5.4 ensure that the necessary measures and standards are properly adhered to, in the interest of health and safety;
- 5.5 monitor the effectiveness of health and safety provisions within the NWU, and
- 5.6 ensure the NWU occupational health and safety management system is implemented.

The NWU is committed to functioning as a unitary, integrated, multi-campus university that enables equity, redress and globally competitive teaching and research across all three of our campuses. The North-West University (NWU) dream is to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care. The NWU recognises what impact its business activities can have on the health and safety of its employees, students and stakeholders.

The NWU is continually managing, maintaining and improving a model occupational health and safety system. The system's focus is on OHS compliance, effective OHS risk management, prevention of illness and the protection against injuries, and the promotion of safe operations, not only for the NWU employees but also for all other individuals (including but not limited to students, visitors, contractor employees and persons in the surrounding community) who may be affected by the NWU facilities and operations.

We as the NWU are committed to:

- maintain and improve an operational occupational health and safety management system, focused on OHS compliance, effective OHS risk management, prevention of illness and the protection against injuries, and the promotion of safe operations, not only for the NWU employees but also for all other individuals who may be affected by its facilities and operations;
- demonstrate leadership, direction and commitment in occupational health and safety (OHS) aspects;
- observe and practise the OHS procedures established for the particular environment;
- ensure a consistent approach to the management of OHS issues across the university;
- consult and communicate with employees, students and stakeholders on OHS matters;
- educate the staff on OHS risk management, and occupational health and safety principles;
- respect employees', students' and stakeholders' right to work and study in a healthy and safe working environment where they feel hazards and risks are adequately controlled;
- promote the occupational health and safety of employees, students and stakeholders;
- measure occupational health and safety performance and ensure quality control;
- comply with statutory obligations related to OHS; and
- ensure that the NWU identifies and develops OHS objectives and targets that support the vision, mission and values of the NWU.

The NWU's objective is to focus on continual improvement, which is achieved by the establishment of an effective OHS management system to provide data useful in assessing the operation in terms of scope, appropriateness and effectiveness, including an regular assessment of the overall OHS system management to determine if it has met or made progress towards meeting its goals and objectives, if its policies and procedures are relevant and whether these policies, procedures, guidelines and facilities continue to meet or exceed legislation.

VICE-CHANCELLOR

DATE

Original details: (11664754) [https://nwucloud.sharepoint.com/sites/nwu_ram-pfr/shared documents/general/ohs policy/2022_01/ready for publication/Occupational Health and Safety Policy.docm](https://nwucloud.sharepoint.com/sites/nwu_ram-pfr/shared%20documents/general/ohs%20policy/2022_01/ready%20for%20publication/Occupational%20Health%20and%20Safety%20Policy.docm)
2 December 2022

File reference: 1P_1.1.3_NWUOHS