

Occupational Health and Safety Example Chart

Occupational Health and Safety Example Chart

Health and Safety Policy

Sample Engineering Works (Pty) Ltd

SAMPLE — light-engineering workshop, Germiston, Gauteng — 60 employees

Our policy statement

In terms of **section 7 of the Occupational Health and Safety Act 85 of 1993**, this company will provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of our employees, contractors and visitors.

We commit to

- **Find the hazards** in our workshop and office, and assess the risks.
- **Remove or control** those risks.
- Provide **safe machinery and safe ways of working**.
- Give **information, training and supervision** to everyone.
- **Consult** employees and their health and safety representatives.
- **Investigate incidents** and learn from them.
- **Obey the law.**
- **Review this policy every year.**

Chief Executive Officer — overall responsibility (section 16(1))

Name: [Name]

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Who does what

SAMPLE — Sample Engineering Works (Pty) Ltd

Role	Duties	Law
Chief Executive Officer	Carries overall responsibility for health and safety in the company.	s 16(1)
Managers the CEO assigns	Given their duties in writing ; the CEO stays responsible.	s 16(2)
Supervisors	Work is done under the supervision of a person trained to understand its hazards.	s 8(2)(i)
Health and safety representatives	Needed where there are more than 20 employees: one for every 50 in the workshop, one for every 100 in the office — two here .	ss 17 & 18
Health and safety committee	Needed where there are two or more representatives. Meets at least every three months .	ss 19 & 20
First aiders	One qualified first aider for every 50 employees (every 100 in an office) — two here — readily available during working hours.	GSR 3
Contractors	A written agreement with the company before work starts.	s 37(2)
Every employee	See Panel 5 — your duties.	s 14

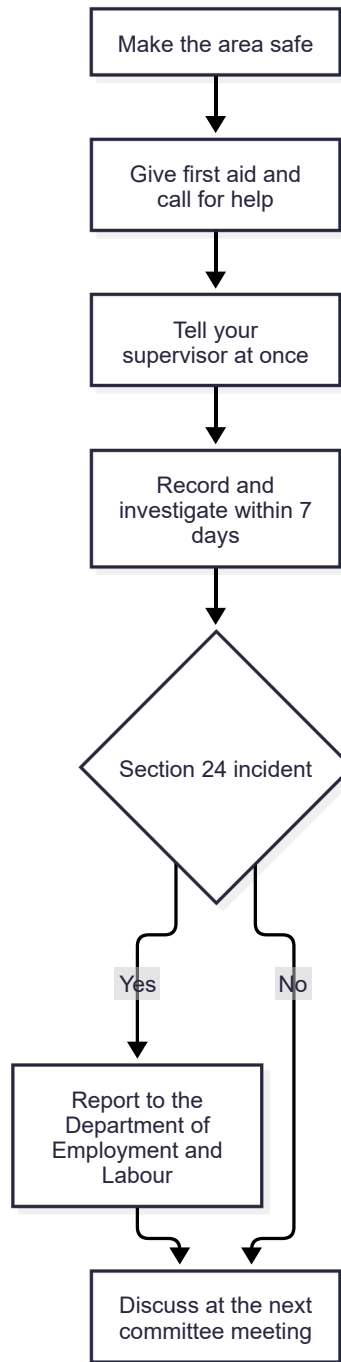
Tip

Your representatives and committee members are named on the notice board next to this chart. Talk to them.

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If something goes wrong

SAMPLE — Sample Engineering Works (Pty) Ltd



- **Section 24 incidents** include a death, unconsciousness, the loss of a limb or part of one, an injury likely to cause permanent harm or 14 or more days off work, a major incident, a dangerous spill, and machinery that breaks apart or runs out of control.

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Emergencies, first aid, and your rights and duties

SAMPLE — Sample Engineering Works (Pty) Ltd

Important

Emergency numbers 112 from any cell phone · **Ambulance 10177** · **Police 10111** · **Fire brigade** [local number]

First aiders: [names and extensions] · **First aid boxes:** [locations] · **Assembly point:** [location]

Your duties — section 14

- Take care of yourself and others.
- Co-operate with the company on health and safety.
- Follow the safety rules you are given.
- Report anything unsafe.
- Report any incident before the end of your shift.

Your rights

- No one may interfere with or misuse anything provided for safety (section 15).
- No one may be victimised for raising a safety concern (section 26).
- A copy of the **Act and regulations is kept at [location]** for you to read (General Administrative Regulation 4).

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Signed: _____ **Date:** September 2026

Next review: September 2027

Note

The signed policy is displayed where employees report for work (section 7(3)).

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Our hazards and how we control them

SAMPLE — Sample Engineering Works (Pty) Ltd

Hazard	How we control it	Regulation
Machinery and forklifts — lathes, grinders, drill press	Guards in place, trained operators, regular inspections	Driven Machinery Regs, 2015
Electricity	Certificate of compliance for the installation	Electrical Installation Regs, 2009
Chemicals — cleaning agents, cutting fluids	Safety data sheets, labels, ventilation	Hazardous Chemical Agents Regs, 2021
Noise	Marked noise zones, hearing protection, hearing tests	Noise Exposure Regs, 2024
Heat, cold, vibration and lighting	Monitored and controlled in the workshop	Physical Agents Regs, 2024
Manual lifting and workstations	Lifting aids, office workstations set up correctly	Ergonomics Regs, 2019
Housekeeping, flooding, fire and escape routes	Aisles clear, extinguishers serviced, escape routes open	GSR 13H–13I (March 2025)
Personal protective equipment	Supplied free , never deducted from pay	GSR 2; s 23
Alcohol and drugs	No alcohol or drugs at work	GSR 2A
Toilets, change rooms, eating areas	Kept clean and available	Facilities Regs, 2004

Caution

If it is not safe, stop and tell your supervisor.

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- If someone **dies or is seriously injured, phone the Department at once**; the written report follows within **7 days** (General Administrative Regulation 8, 2003).
- Incident records are kept for **at least 3 years** (General Administrative Regulation 9).
- Every **injury on duty** is reported to the **Compensation Commissioner within 7 days**, and a claim must reach the Commissioner **within 3 years**. The Compensation for Occupational Injuries and Diseases Act 130 of 1993, as amended by Act 10 of 2022 (in force since 23 January 2026), also covers PTSD, work training, and transport the employer provides.

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SAMPLE — current at September 2026

Law	What it covers
Occupational Health and Safety Act 85 of 1993	The main Act — duties of the employer, employees, representatives and the committee
General Administrative Regulations, 2003	Reporting and investigating incidents, keeping records, copies of the Act
General Safety Regulations (amended March 2025)	PPE, alcohol and drugs, first aid, housekeeping, flooding, fire and escape routes
Facilities Regulations, 2004	Toilets, change rooms, washing and eating areas
Ergonomics Regulations, 2019	Manual lifting and workstation set-up
Hazardous Chemical Agents Regulations, 2021	Cleaning chemicals, cutting fluids, welding fume
Physical Agents Regulations, 2024 and Noise Exposure Regulations, 2024	Noise, heat, cold, vibration and lighting. Fully in force since September 2026, replacing the Environmental Regulations for Workplaces, 1987 and the Noise-Induced Hearing Loss Regulations, 2003
Driven Machinery Regulations, 2015 and General Machinery Regulations, 1988	Lathes, grinders, the drill press and forklifts (a replacement was published in draft in 2025)
Electrical Installation Regulations, 2009	The certificate of compliance for our installation
Compensation for Occupational Injuries and Diseases Act 130 of 1993 , as amended by Act 10 of 2022	Claims for injury and disease on duty

Note

The Occupational Health and Safety Amendment Bill is **not yet law**. We will review this policy when it is.

Sample only, not legal advice. Have your own policy checked by a competent health and safety practitioner.

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