



HUMAN RESOURCES POLICY AND PROCEDURE

HEALTH, SAFETY AND SECURITY POLICY AND PROCEDURE

INDEX

4. HEALTHY, SAFETY AND SECURITY POLICY AND PROCEDURE

- 4.1 PURPOSE**
- 4.2 STATEMENT**
- 4.3 OBJECTIVES**
- 4.4 SCOPE**
- 4.5 ROLE AND RESPONSIBILITIES**
- 4.6 RELATED POLICIES AND DOCUMENTS**
- 3.6 HEALTH, SAFETY AND SECURITY**
 - 3.6.1 FIRST AID**
 - 3.6.1.1 Catering / Food Handling Staff and all Medical staff**
 - 3.6.2 SMOKING**
 - 3.6.3 EVACUATION**
 - 3.6.4 INJURY ON DUTY**
 - 3.6.5 LOST AND FOUND PROPERTY**
 - 3.6.6 FIREARMS/ WEAPONS:**
 - 3.6.7 SECURITY**
 - 3.6.8 ENVIRONMENT**

4. HEALTHY, SAFETY AND SECURITY POLICY

4.1 PURPOSE

Settlers Park Retirement Village and its senior management are committed to complying with the Occupational Health and Safety Act 85 of 1993, and ensuring the health, safety and welfare of its workers, staff, contractors, volunteers, residents and visitors.

4.2 STATEMENT

Settlers Park Retirement Village employees are not expected to commence or continue working in an unsafe manner and/ or environment or to follow any unsafe instructions and they are required to report any such incident to the General Manager immediately.

All employees are expected to adhere to all health and safety rules and regulations of Settlers Park Retirement Village. These may be revised from time to time. The employees also undertake to work safely and not to endanger himself/ herself or fellow employees.

Non-compliance will be considered to be serious misconduct, and the employer is hereby indemnified by the employee towards any liability resulting from an injury or illness as a result of non-compliance with safety measures.

4.3 OBJECTIVES

The primary objective of the policy is to prevent and reduce work-related accidents and occupational diseases. The application of this policy will assist in avoiding the expense, inconvenience, and other consequences of workplace accidents by making sure that employees and other role players know what is expected of them.

4.4 SCOPE

The Health, Safety and Security Policy applies to:

- 4.4.1 All permanent vacant positions within Settlers Park Retirement Village
- 4.4.2 Full-time and part-time employees (half day and two third day employees) who are regarded as permanent employees
- 4.4.3 Temporary employees who have applied for permanent vacancies within Settlers Park Retirement Village
- 4.4.4 All Volunteer positions within Settlers Park Retirement Village

4.5 ROLE AND RESPONSIBILITIES

- 4.5.1 _____ (Position) is responsible for drafting and updating the policy in line with the Occupational Health and Safety Act 85 of 1993 and The Basic Conditions Of employment Act 75 of 1997
_____ (Position) within the specific business units are responsible for the implementation of the Health, Safety and Security Policy and Procedure as well as ongoing advisory support to line managers
- 4.5.2 It is the line managers responsibility to ensure compliance with the Health, Safety and Security Policy and Procedure

4.6 RELATED POLICIES AND DOCUMENTS

- 4.6.1 The Basic Conditions Of Employment Act 75 of 1997
4.6.2 Individual Employment Contracts
4.6.3 Occupational Health and Safety Act 85 of 1993
4.6.4 Compensation for Occupational Injuries and Disease Act 130 of 1993

4.7 HEALTH, SAFETY AND SECURITY

4.7.1 FIRST AID

_____ (Position) and _____ (Position) are qualified First Aider in the company that can be called upon should any person on the premises need any assistance.

Should a person require basic first aid (bandages and dressings only), First Aid boxes are kept by _____ (Position) who can be found at _____ (Location).

4.7.1.1 Catering / Food Handling Staff and All Medical Staff

Any staff member working in a catering or food handling are will need to report to the Manager on duty should he / she have any of the following conditions:

- Septic lesions on any part of the body
- Gastric or stomach upset
- Any septic throat condition
- Septic ear condition
- Any rashes that appear on the skin

4.7.2 SMOKING

Settlers Park Retirement Village advocates a no-smoking policy to promote the health and well-being of all its employees and Volunteers. Employees and Volunteers are instructed to adhere to this policy and to refrain from smoking in any areas other than those designated for smoking. *(Designated areas need to have indication signs)*

_____	is a designated smoking area.
_____	is a designated smoking area
_____	is a designated smoking area

Employees who are in uniform are prohibited from smoking in the presence of a resident or a guest.

4.7.3 EVACUATION

In the event of a fire or other emergency, an evacuation of the building will be carried out. In this instance, all staff and guests are required to leave the building or part of the building for their own safety and should assemble in the demarcated area of _____ where a rollcall will be carried out to ensure that all employees, residents, guests and volunteers are accounted for. *(A safe Location to be determined and demarcated: e.g. parking lot/ club house / admin office/ security office)*

Evacuation:

Assembly point:

Block A
Block B
Block C
Block D

(This is a very simple and summarised version of what could be Settlers Park Retirement Village Evacuation Plan. The names by which the buildings are known, can be used e.g Admin building. If names are used, then the name of the building must be clearly and obviously displayed as well as the designated assembly area. If the word “Block A” or “Block B” are used, then the buildings need to be clearly signed and marked as “Block A” or “Block B”)

An evacuation may take place for several reasons i.e.:

- Fire
- Explosion

- Bomb threat
- Labour unrest, strike, political instability
- Riot and civil unrest
- Floods and natural disasters
- Interruption of water or electrical supplies
- Subsidence of building or a major accident
- Escape of poisonous or dangerous gas

Practice evacuations are carried out during the year and all employees on duty are obliged to participate in these evacuations. Staff should assist guests and residents in evacuations, whilst special attention should be given to children, elderly guests and handicapped persons.

It is the responsibility of all employees and residents to ensure that they are aware of where evacuation routes, fire escapes and firefighting equipment are situated and of the procedure that should be followed in such an event.

4.7.4 INJURY ON DUTY

Injuries at work are covered by the Compensation for Occupational Injury and Diseases Act. It is essential that when an employee incurs an injury on duty, the incident should be reported immediately to _____(Position), and _____(Position) immediately. Thereafter a full medical examination will be carried out, and the administration process put into action. This is vital if the employee seeks compensation for such an injury

The fund provides for the payment of benefits to an employee injured as a result of accidents arising out of and in the course of his/ her employment. Compensation is paid in respect of temporary disablement, permanent disablement and death.

4.7.5 LOST AND FOUND PROPERTY

Any lost property of a personal nature must be reported directly to _____(Position) who will complete a report and assist, where possible, in the recovery and return of the missing items.

Any lost property belonging to the company must be reported to _____(Position), who in turn will report it to _____(Position).

All found items must be handed in to the _____(Position) without delay where it will be listed on a register.

4.7.6 FIREARMS/ WEAPONS:

A weapon is deemed to be any object that could cause bodily harm to another person.

All employees need to notify the _____ (Position) prior to bringing a weapon or firearm onto Settlers Park Retirement Village property. No weapons are to be left in vehicles, offices etc. without being declared. Any transgression of this rule may result in disciplinary action.

4.7.7 SECURITY

Settlers Park Retirement Village reserves the right to conduct a search of any employee or their personal belongings or motor vehicle upon arrival or departure from the hotel.

No one is permitted to remove any Items belonging to Settlers Park Retirement Village or any resident or any guest, from the premises. In certain cases, where permission has been granted, a “Pass Out”/ “Removal” voucher, signed by _____ (Position) and _____ (Position), together with the property / item , must be presented to _____ (Position) at the exit.

Employees are granted a 30-minute grace period, upon completion of their relevant shift, to vacate their work area. No loitering in operational areas or disturbances to staff on duty will be tolerated. Any employee not adhering to this requirement will be seen as contravening policy and may be subject to disciplinary action

All employees must observe the security regulations of the Settlers Park Retirement Village, and ensure that they understand these as they may be varied from time to time.

It is a condition of service that, if and when required by Settlers Park Retirement Village, employees agree to undergo a Polygraph test, Alcohol test and a Breathalyzer test under the supervision of _____ (Position) and _____ (Position).

In the interest of our employees and residents, a number of work and public areas are under constant camera surveillance. The areas under camera surveillance may be varied from time to time at the company's discretion and, in some cases, in

compliance with legislative obligations. Employees are required and hereby unconditionally agree to work in any area that is under such camera surveillance. The company reserves the right to use any evidence gathered from such surveillance, as it deems necessary.

4.7.8 ENVIRONMENT

Settlers Park Retirement Village acknowledges its responsibility in protecting the environment and to this end conducts its operation in such a manner that has the least negative impact on the environment.

Each manager is responsible and held accountable for providing a safe and healthy working environment for our employees and residents. Settlers Park Retirement Village makes use of well-designed equipment and procedures supported by the necessary training and management systems to minimize and control any potential harmful effects on not only people but also the environment.

Each employee is trained and is expected to work and act safely at all times and to accept his / her personal responsibility for preventing and reporting practices which could endanger fellow employees, residents and the environment.