# Policy

Date of last change: 2019-12-27

Date approved by SP Board: TBA

Effective Date: 2019-12-27

Settlers Park is committed to providing a safe environment for its Employees and also compliance with the associated legislation, namely the Occupational Health and Safety Act, Act 85 of 1993.

This legislation, while specifically directed at Employees, may be affected by the ‘public’ or in terms of our business, the Residents of at Settlers Park in that the , that of Residents and that of Employees and will therefore be addressed separately hereafter.

# Residents

The legislation requires Settlers Park to provide and maintain as far as reasonable and practical a living environment that is safe and without risk to the health of the Residents.

Section 7 of the Act provides direction to employers concerning the health and safety policy of the organisation.

# Employee

According to this section the employer will be obligated to have a health and safety policy once the chief inspector has directed him to do so. It would therefore not be compulsory for all organisations to formulate and implement a health and safety policybut the employer is still duty-bound to inform employees of work related risks and dangers. According to legal prescription the employer must inform employees how work related risks and dangers could be prevented.

A health and safety policy could prove to be a valuable tool in this regard, in fact the importance of work related policies and procedures cannot be over emphasised. In a home there are usually rules that the family abides by which brings order to the home. The same applies to the workplace; rules and regulations bring order to the workplace**.**

Employers need to comply with minumum standard legislation but the employer also have the right to set a better standard for their particular business. It is imperative to communicate these standards to employees and other role players like contractors. This should preferably be done in writing and these documents are called policies and procedures.

Policy documents also provide direction to all company activities and provide the criteria to measure and evaluate efficiency. In short, policies and procedures could be described as a set of documents that describe an organisation's policies for operation and the procedures necessary to fulfil the policies. Without it, it would basically be impossible to effectively control and manage employees and other role players.

# Procedure

In the case of the death of a Resident, the responsibilities as far as moveable items are as follows:

* The Resident – During her/his lifetime, the Resident should lodge an envelope with the Park containing:
  + a copy of her/his Will, and a note specifying where the original can be found
  + contact details of the designated executor mentioned in the Will
  + contact details of a designated family member who will act for the estate until the executor has been appointed, and
  + a letter to the family member recording any informal instructions concerning disposition of assets and personal belongings.
* Settlers Park:
  + Secure the assets of the deceased. The cottage should be locked and, if it is possible that other people may have access to keys, the locks must be changed.
  + Notify the designated executor and family member (as listed in our records and/or identified in the envelope) of the death of the Resident and the rules regarding the disposition of assets.
  + Identify items mentioned specifically in the will (or other written instructions from the Resident or her/his family) and secure them for the designated family representative or, failing her/him, the Executor of the deceased estate (when appointed).  This could be a few selected items or the entire household, including broken or unwanted items.  If the disposition of these items takes more than 30 of vacating days, then the Park will move them to a safe place - a store room, or a commercial storage facility at the cost of the Life Right residual value, or the estate.
  + Anything that may need to be disposed of/thrown away can be done by the Park on the Residents’ behalf. This may incur a fee depending on the volume of goods as it may be necessary. As the cottage is to be refurbished there will be no cleaning costs.
* The family member should:
  + Establish what should happen to the remaining assets. Instructions to the Park must be in written form on what to do, including giving some or all of the remainder to the Trust.  A sample form that may be useful is available from Settlers Park Reception.
  + Some specific items may have a price attached that the family wants, if so the price must be specified. the Trust will decide if they want those items in the Trust Shop or if the items should be sent to a dealer. The proceeds to o the he nominated beneficiaries. An upfront agreement between the Trust and the family should be in place whereby if the item on sale in the Trust Shop does not realise the price asked for; the Trust may reduce the price to suit.
  + If the item remains unsold for a period in excess of 6 months, the family must either remove the item at cost OR donate it to the Trust to attempt to dispose of it at their discretion.
  + The estate, or the residual Life Right, will be responsible for all costs associated with the packing, moving, and storing of goods from the cottage, and additional month(s) of levy if required in order to handle the disposition of goods.
  + If the item remains unsold for a period in excess of 6 months , the family must donate them to the Trust to dispose of them at their discretion.
* SP Trust – On advice from the Park, the Trust will designate a delivery address for the goods that have been donated to them. The family, or a contractor (at the cost of the estate or residual life right), will pack the goods into numbered boxes and provide a schedule of the contents of the boxes e.g. kitchenware, clothes, ornaments, etc. and a list indicating what has been packed in each box. Anything cracked or broken should be discarded.
* CWHP

# Appendix A – List of Resources

1. Settlers Park Management – 046 604 0200, [info@settlerspark.co.za](mailto:info@settlerspark.co.za)
2. Settlers Park Welfare Team – 046 604 0200, [carecentremgr@settlerspark.co.za](mailto:carecentremgr@settlerspark.co.za)
3. Settlers Park Trust – 046 …?
4. Packing and Cleaning Team: Mrs XXX
5. Furniture removals: Ace Cartage – 046 …
6. Handyman: …