

<b>WALTFIN (PTY) LTD</b>	Document Number: <b>W(HOv4yE</b>	Revision Number: <b>v1</b>
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## 15 REVISION HISTORY

REVISION No	DATE	DESCRIPTION OF CHANGE	AUTHOR

NOT APPROVED

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## 11.4 Other References and Applicable Resources

11.4.1 Department of Employment and Labour

11.4.2 Rand Mutual Assurance Company Limited

## 12 ASSOCIATED DOCUMENTATION

### 12.1 Policies

12.1.1 Health and Safety Policy

### 12.2 Procedures

12.2.1 Reporting of Occupational Injuries and Diseases: Reporting of Incidents and Occupational Injuries Procedure

### 12.3 Practices

12.3.1 Reporting of Occupational Injuries and Diseases: Reporting of Incidents and Occupational Injuries Practice

## 13 ASSOCIATED RESOURCES

None noted.

## 14 ANNEXURES

14.1 Reporting of Occupational Injuries and Diseases: Reporting of Incidents and Occupational Injuries Policy, Annexure 01

***[Include reference to all relevant annexures in this section. Annexures will support information contained in this policy and should be referenced.]***

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by **Waltfin (Pty) Ltd.**

In order to ensure that this policy remains current and applicable for use in respects of reporting of incidents and injuries, this policy will need to be reviewed periodically and updated as required.

## 10 IMPLEMENTATION

**Waltfin (Pty) Ltd** will implement this policy as part of its ongoing commitment to ensuring a healthy and safe workplace for all persons working there and all persons visiting.

This policy will be implemented and made effective from DATE\_IMPLEMENTATION.

## 11 LEGAL FRAMEWORK AND REFERENCES

The following legislation, regulatory specifications and references provide a legal framework for this policy:

### 11.1 Applicable Legislation

- 11.1.1 The Occupational Health and Safety Act, 1993 (No85 of 1993) (OHSA)
- 11.1.2 Compensation for Occupational Injuries and Diseases, 1993 (No130 of 1993) (COID)
- 11.1.3 General Administrative Regulations, 2003 (GAR)
- 11.1.4 Noise Induced Hearing Loss Regulations, 2003 (NIHL)

**[Refer to Department of Labour for links to the Regulations. Remove what is not applicable.]**

### 11.2 Applicable National Standards

None noted.

### 11.3 Applicable Court or Administrative Tribunal Judgements

None noted.

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conjunction with management and other interested parties.

Any **Waltfin (Pty) Ltd** employees, who are involved in a reportable incident in which they suffer a disabling injury, will be expected to provide any necessary or required documentation relating to the injuries and recovery progress.

Any **Waltfin (Pty) Ltd** employees, who are involved in any reportable incident and who are witnesses or can provide any useful information in relation to these incidents, will be required to cooperate fully with any investigators or associated persons and any reasonable requests, instructions or requirements that they may require.

### **7.3 Exposed Contractor, Visitor and Other Persons Duties and Responsibilities**

Any contractors or visitors to any **Waltfin (Pty) Ltd** premises who are involved in any reportable incidents and who are witnesses or can provide any useful information in relation to these incidents, will be required to cooperate fully with any investigators or associated persons and any reasonable requests, instructions or requirements that they may require.

## **8 CONFIDENTIALITY NOTICE**

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## **9 COMPLIANCE**

In terms of relevant legislative and regulatory requirements, where any reportable incidents occur on any **Waltfin (Pty) Ltd** premises which involves any **Waltfin (Pty) Ltd** employees or other persons, **Waltfin (Pty) Ltd** will ensure that all prescribed documentation requirements are implemented and appropriately managed as per the Occupational Health and Safety Act, 1993.

All employees (and other affected persons) must comply with the Reporting of Occupational Injuries and Diseases: Reporting of Incidents and Occupational Injuries Policy, its associated procedures and practices, as implemented

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Provincial Director.

**Waltfin (Pty) Ltd** will ensure any other reportable incidents that occur on any **Waltfin (Pty) Ltd** premises, these will be reported by the relevant appointed competent person to the Provincial Director.

**Waltfin (Pty) Ltd** will ensure that where any reportable incidents occur, these will be reported in a timeous manner in conjunction with the relevant reporting authority.

**Waltfin (Pty) Ltd** will ensure all reportable incidents will be recorded in the prescribed documentation, as well as the progress and ensure the closure of the incident.

**Waltfin (Pty) Ltd** will ensure that where any occupational diseases are diagnosed, these will be reported and recorded in the same manner as any reportable incidents.

## 7 ROLES AND RESPONSIBILITIES

### 7.1 Employer Duties and Responsibilities

The following are the key duties and responsibilities of the employer that provide a basis for allowing the proper reporting of any fatalities or disabling injuries that may occur on any **Waltfin (Pty) Ltd** premises:

To implement a reporting system and associated procedures for any reportable incidents to ensure the correct processes are followed, in order to allow the applicable compensation procedures to be carried out.

To appoint relevant responsible persons to correctly report any reportable incidents and to ensure these persons are suitably trained in these activities in order to ensure they are competent in these roles.

To provide the relevant prescribed documentation which is required to report these incidents correctly.

To ensure all relevant documentation relating to any reportable incidents, is kept and maintained and made available to all relevant interested parties.

To review all recorded reportable incidents and their information and to provide the necessary support and resources to ensure the necessary steps are taken to prevent any recurrences of these incidents.

### 7.2 Employee Duties and Responsibilities

Any **Waltfin (Pty) Ltd** employees, who are appointed and trained to conduct any reporting duties, will be expected to carry out these duties as prescribed by legislation and any **Waltfin (Pty) Ltd** procedures and in

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	None noted.

## 5 DEFINITIONS

The list below contains definitions that are relevant in terms of this policy:

TERM	DESCRIPTION
<b>Commissioner</b>	means the Compensation Commissioner appointed under Section 2 of the Compensation for Occupational Injuries and Diseases Act, 1993 (No 130 of 1993)
<b>Inspector</b>	means a person designated under Section 28 of the Act. This designation is done by the Minister
<b>occupational injury</b>	means any injury that arises in the course of conducting any work duties in the workplace
<b>Provincial Director</b>	means the senior provincial officer who acts under the Chief Inspector on a provincial level; there would be a different Provincial Director for each province
<b>Regulations</b>	means the General Administration Regulations, 2003
<b>reportable incident</b>	means an incident as contemplated in Section 24 of the Act. This needs to be formally reported to an Inspector
<b>the Act</b>	means the Occupational Health and Safety Act, 1993 (No 85 of 1993)

## 6 POLICY ASPECTS

This policy document is formulated to address any specific and mandatory requirements that must be followed in order to ensure that where any reportable incidents occur on any **Waltfin (Pty) Ltd** premises, their notification and reporting is carried out efficiently and correctly, according to any relevant health and safety legislation requirements:

**Waltfin (Pty) Ltd** will ensure any reportable incidents that occur on any **Waltfin (Pty) Ltd** premises which results in a fatality or a disabling injury, these will be reported by the relevant appointed competent person to the

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- Any incident that endangers the health and safety of any person where machinery or machinery part fractures or fails resulting in flying, falling or uncontrolled objects
- Any incident that endangers the health and safety of any person where any machinery runs out of control

Where any of the above incident types occur on any **Waltfin (Pty) Ltd** premises, the notification and the reporting of these will be done by the relevant competent person within seven (7) days of the incident occurring.

Where any of the above incident types occur on any **Waltfin (Pty) Ltd** premises, the notification and the reporting of these will be done by the relevant competent person using the prescribed documentation to report the initial incident as well as the progress and closure of the incident.

Where any occupational disease types occur on any **Waltfin (Pty) Ltd** premises, the notification and the reporting of these will be done by the relevant competent person using the prescribed documentation to report the initial incident as well as the progress and closure of the incident.

Where any incidents occur in which an employee has suffered a ten percent (10%) (or more) loss of hearing, the notification and the reporting of this will be done by the relevant competent person using the prescribed documentation.

Where any of the above incidents occur, these will be reported by telephone, fax or similar means of communication by the relevant competent person to the Provincial Director in the following manner:

- All notifications will include the name, telephone number and address of the injured person
- All notifications will include the name and telephone number of the user, employer to self-employed person
- All notifications will include the name of the contact person
- All notifications will include the details of the incident, including what happened, where it happened, when it happened, how it happened and why it happened
- All notifications will include the names of any witnesses

## 4 ABBREVIATIONS

The list below explains abbreviations that are relevant in terms of this policy:

ABBREVIATIONS	MEANING OR DESCRIPTION

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## 1 SCOPE

This policy is formulated to ensure that where any reportable incidents occur on any **Waltfin (Pty) Ltd** premises, their notification and reporting is carried out efficiently and correctly, according to relevant health and safety legislation.

## 2 PURPOSE

The purpose of this Reporting of Occupational Injuries and Diseases: Reporting of Incidents and Occupational Injuries Policy is to ensure that where any reportable incidents occur on any **Waltfin (Pty) Ltd** premises, their notification and reporting is carried out efficiently and correctly, according to relevant health and safety legislation.

In this way, **Waltfin (Pty) Ltd** ensures that where any reportable incidents occur these are reported correctly and efficiently, in order to ensure their completion as soon as possible and thereby allow the Commissioner to close these and compensate the relevant injured person(s).

## 3 POLICY OBJECTIVES

The objectives of this policy document are to ensure that where certain incidents occur on any **Waltfin (Pty) Ltd** premises, these are reported efficiently and correctly, according to relevant health and safety legislation.

Where any of the following incident types occur on any **Waltfin (Pty) Ltd** premises, the notification and the reporting of these will be done by the relevant competent person to the Provincial Director in the following manner:

- Any incident that results in the immediate death of a person (or subsequent death)
- Any incident that results in a person becoming unconscious
- Any incident that results in a person suffering the loss or partial loss of a limb
- Any incident that results in a person being injured to such a degree that they are likely to die or suffer a permanent physical defect
- Any incident that results in a person becoming ill to such a degree that they are likely to die or suffer a permanent physical defect
- Any major incident that occurs
- Any incident that endangers the health and safety of any person due to a dangerous substance being spilled
- Any incident that endangers the health and safety of any person due to an uncontrolled release of a substance under pressure occurs

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## WALTFIN (PTY) LTD

# HEALTH AND SAFETY MANAGEMENT SYSTEM POLICY DOCUMENT

## REPORTING OF OCCUPATIONAL INJURIES AND DISEASES IN THE WORKPLACE: REPORTING OF INCIDENTS AND OCCUPATIONAL INJURIES

DESCRIPTION	NAME	SIGNATURE	DATE
AUTHORISED BY		SIGNATURE	DATE
IMPLEMENTATION DATE		SIGNATURE	DATE

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