




HEALTH & SAFETY POLICY

Policy Owner:	Bottle Buhle Brands (Pty) Ltd		
Effective Date:			
Authorised by:	CEO		25/10/2023
		Signature	Date
Note:	Bottle Buhle Brands (Pty) Ltd (hereinafter referred to as Bottle Buhle Brands) reserves the right to amend the contents of this policy as and when required. The policy currently in effect will apply to all employees regardless of the policy that applied at the time of employment.		

1. Scope/objective of the policy

The objective of the policy is to ensure that Bottle Buhle Brands' business functions are in line with the relevant Health and Safety legislation and to ensure that the company is a safe workplace for Employees, Independent Contractors and other stakeholders.

2. Definitions

N/A

3. Legal principles

The following legislation is applicable:

- 3.1 Occupational Health and Safety Amendment Act, Act 181 of 1993;
- 3.2 General Administrative Regulations, 2003; and
- 3.3 Facilities Regulations 1988.

4. Policy

4.1 Bottle Buhle Brands has the following obligations in terms of Health and Safety:

- 4.1.1 To ensure a safe work environment;
- 4.1.2 To take reasonable steps as far as practically possible, to mitigate any hazard or potential hazard to the safety of Employees;
- 4.1.3 To make arrangements for ensuring, as far as practically possible, the safety and absence of risks to health in connection with production, use, handling storage, or transport of articles or substances if applicable;

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- 4.1.4 To establish, as far as possible, the hazards to the health and safety of persons attached to any work performed, to identify potential hazards and to identify and implement precautionary measures;
 - 4.1.5 To provide information, instruction, training and guidance to ensure the Health and Safety of all in the workplace;
 - 4.1.6 To ensure that work performed, and tools and machinery is used under the general supervision of a person that understands the associated risks and has the authority to ensure that precautionary measures are taken when necessary; and
 - 4.1.7 Provide facilities, assistance and training that Health and Safety Representatives might need to carry out their functions.
- 4.2 Bottle Buhle Brands will inform its Employees of:
- 4.2.1 Possible hazards and precautionary measures; and
 - 4.2.2 Health and safety inspections, investigations or formal inquiries.
- 4.3 Employees have the following obligations in terms of Health and Safety:
- 4.3.1 To take reasonable care for him/herself and of others;
 - 4.3.2 To co-operate with the Employer in this regard;
 - 4.3.3 To obey the health and safety rules and carry out lawful orders given;
 - 4.3.4 To report a situation which is unsafe/unhealthy to the Health and Safety Committee; and
 - 4.3.5 To report an incident which may affect his/her health, or which caused injury.
- 4.4 Appointment of Health and Safety Representatives.
- 4.4.1 A Health and Safety Representative for each main division of Bottle Buhle Brands will be appointed and informed of their role in writing;
 - 4.4.2 Only full time Employees, situated at the offices of Bottle Buhle Brands will be eligible for the designation as Health and Safety Representative;

- 4.4.3 Activities in connection with the designation, functions and training for Health and Safety Representatives will be performed during normal working hours; and
 - 4.4.4 The period of appointment for Health and Safety Representatives will be clearly specified.
- 4.5 Functions of Health and Safety Representatives:
- 4.5.1 Review the effectiveness of Health and Safety measures for the workplace;
 - 4.5.2 Identify potential hazards and potential major incidents;
 - 4.5.3 Examine the cause of incidents in collaboration with the Employer;
 - 4.5.4 Investigate complaints by Employees relating to Health and Safety at work;
 - 4.5.5 Make representations to the Employer on matters arising from the above as well as general matters affecting the health and safety of Employees at work;
 - 4.5.6 Inspect the workplace at a time agreed with the Employer;
 - 4.5.7 Participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace; and
 - 4.5.8 Attend Health and Safety meetings as required.
- 4.6 Establishment of a Health and Safety Committee:
- 4.6.1 A Health and Safety Committee will be formed;
 - 4.6.2 The Committee will consist of a number of members as may be determined from time to time;
 - 4.6.3 Persons nominated by the Employer to serve on the Health and Safety Committee shall be designated in writing for the period determined by Management;
 - 4.6.4 The Health and Safety Committee will agree on a constitution and procedure to follow during meetings; and
 - 4.6.5 Management will consult with the Committee with the view to initiate, develop, promote, maintain and review measures to ensure the Health and Safety of all Employees at work.

4.7 Functions of the Health and Safety Committee:

- 4.7.1 The Committee may make recommendations to Management regarding any matter affecting the Health and Safety of persons at the workplace;
- 4.7.2 Discuss incidents at the workplace;
- 4.7.3 Report on incidents and/or occupational diseases;
- 4.7.4 Record on incidents and/or occupational diseases according to the Administrative Guidelines; and
- 4.7.5 Perform other functions as may be prescribed by Management.

5. Procedure

- 5.1 Accidents in the workplace will be reported to the relevant Health & Safety Representative. The person(s) involved in the accident will complete a form to report the accident. Other daily/monthly check sheets and records must be completed by the employees responsible for those particular check sheets and records.

6. Related policies & procedures

- 6.1 Code of Conduct.
- 6.2 Disciplinary Code.

7. Related documents

- 7.1 Health & Safety Representative Appointment Form.
- 7.2 Report of an accident.