
	Standard Operating Procedures: SITE SAFETY RULES & REGULATIONS				
	Doc No.	Compiled By:	Date	Version	Approved by
	HS001	Louise Van Heerden	01/05/2019	01	GM, HR Manager
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STANDARD OPERATING PROCEDURES

SITE SAFETY RULES & REGULATIONS

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1. SCOPE AND PURPOSE

To ensure that the hotel has a set of rules & regulations for Health & Safety compliance.

2. REFERENCES

SA Legislation and company policies
 Health & Safety Act
 Health & Safety Policy

3. IMPLEMENTATION

The basic duty of the employee is to obey instructions or orders given to him from his supervisors. Herewith follows a set of rules and regulations pertaining to the site:

1. SECURITY

- Access control will be enforced at all entrances to the site.
- Theft from the company or fellow employees will not be tolerated; hence random searching of bags, vehicles and packages may be carried out.
- Access to the site may be controlled by identity cards.

2. DISCIPLINE PROCEDURE

- The company's discipline procedure applies fully to the safety rules and regulations and will be enforced if transgressed.
- The company code of conduct is available upon request.

3. COMPANY PROPERTY

- It is expected of all employees to respect company property as their own. Wilful damage (especially to PPE and safety equipment) can lead to disciplinary action and dismissal.
- Company property will be maintained in a safe state of repair.

4. EMERGENCY PROCEDURE


- The site emergency procedure is for the safety of all employees employed on the site.
- Employees are to familiarise themselves with the procedures to be followed in the event of an emergency. KNOW YOUR EMERGENCY ALARMS.
- In the event of fire, sound the alarm, report to immediate supervisor, attempt to extinguish, if unable to, evacuate.
- First aid is available for minor treatment. In the event of serious injury, the injured will be conveyed to the nearest hospital or clinic.

5. COMPETENCE/QUALIFICATION

- Employees carrying out special tasks i.e. First Aid must be in compliance with minimum levels of competence required to carry out the task at hand.
- Ensure that employees understand their scope of work and what they are permitted to do.

6. FUNCTIONS OF HEALTH AND SAFETY REPRESENTATIVE

- Review effectiveness of health and safety measures.
- Identify potential hazards and major incidents.
- Examine the causes of incidents.

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- Investigate complaints by any employee.
- Make representation to the inspector if unsuccessful with the employer.
- Inspect the workplace, including any articles, substances, plant, machinery or health and safety equipment, at intervals agreed upon by the employer.
- Participate in consultations and inspections of the workplace with inspectors.
- Receive information from inspectors.
- Attend Health and Safety Committee meetings.
- Visit the site of an incident and attend any inspection.
- Attend any investigation or any enquiry held in terms of the Act.
- Inspect any document, which the employer is required to keep in terms of the Act.
- Be accompanied by a technical advisor on any inspection.
- Participate in the internal health and safety audit.

THE HEALTH AND SAFETY REP IS THERE FOR YOU AND IS YOUR MOUTHPIECE TO MANAGEMENT.

7. ENVIRONMENT

- The natural environment in and around the site and yard is precious and must be maintained in a proper condition.
- Unnecessary pollution of our water systems and natural water systems will not be tolerated.
- Take all practicable precautions to prevent the spillage of oils and fuel. Contaminated soil to be bagged and disposed of correctly.
- Papers, bottles, tins etc. should be disposed of correctly. Let's not leave them lying around.

8. HEALTH AND HYGIENE

- Toilets and wash-up facilities are provided for your convenience.
KEEP THE FACILITIES CLEAN, KEEP IT IN THE CONDITION IN WHICH YOU WOULD LIKE TO FIND IT.
- Wash hands after using the ablutions, after shifts and before eating.
- Don't flush papers and cloths down the toilets as these can cause blockages.
- Ensure all your own eating utensils are cleaned before each use.

9. WASTE MANAGEMENT


- All employees are to utilise the bins provided for the discarding of papers, bottles and tins.
- Scrap steel bins are provided and are only to be used for scrap steel.
- Old oil is to be discarded in the area identified as an old oil area.

10. PERSONAL PROTECTIVE CLOTHING

- All employees employed in inherently hazardous areas or environments shall wear PPE as prescribed in the site Hazard Analysis.
- Tasks requiring PPE will be identified, and this will be issued to the employee.
- Employees shall maintain all PPE in a safe and clean condition.
- Personnel not wearing PPE where PPE is prescribed will be disciplined in accordance with the company's disciplinary code of conduct.

11. PICTOGRAMS AND SIGNAGE

- All safety warning signs posted at the entrance to the site or change rooms or in the work area, are there for your benefit and must be adhered to.

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- Failure to comply with the safety requirements where signage is displayed may lead to disciplinary action being taken against the offender or offenders.

12. OPERATION OF EQUIPMENT

- Operation of equipment, plant and machinery, will only be done by those trained and authorised to operate such equipment.
- These persons are trained to identify hazards attached to the operation of such equipment and are therefore are the competent persons to carry out the work.
- Persons found misusing company property or operating such equipment without proper authorisation will be disciplined in accordance with the company disciplinary code of conduct.
- Operators of equipment, who are required to be in possession of an operator's certificate, must ensure this is carried on their person at all times.

13. HAND TOOLS

- All hand tools will be inspected weekly by an appointed inspector.
- Hand tools made from materials other than what is supplied by the manufacturer is prohibited for use on site. These tools will be confiscated.
- Persons found to be in possession of such tools will be disciplined.
- Hand tools must be properly maintained, clean and securely locked away when not in use.
- Use the correct hand tool for the correct job.

14. DUTY TO INFORM

- It is the employee's duty to inform his immediate supervisor or management should there be an injury or incident whilst working.
- All injuries and incidents must be reported no matter how big or small that it may seem.

SAFETY IS FREE, USE IT GENEROUSLY

4. IMPLEMENTATION RESPONSIBILITY


All Hotel Staff & Management
 Health & Safety Committee
 Health & Safety Reps
 Contractors
 Vendors

5. MEASUREMENT

The above will ensure that the hotel has minimal incidents relating to health, safety, injury and near-misses.

6. FORMS AND RECORDS

- None

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7. APPENDIX / ADDENDUM

- **Not Applicable**