



**RHODES UNIVERSITY**  
Grahamstown • 6140 • South Africa

# Health and Safety Policy

<b>Policy Volume</b>	E: General Institutional Policies & Protocols
<b>Policy Chapter</b>	E.1 RU Safety Health & Environment
<b>Responsible Committee/Unit/Division/Faculty</b>	RU Risk Management Committee RU Health & Safety Committee
<b>Responsible Chairperson/Director/Manager</b>	Chairperson Health & Safety Committee
<b>Dates of First and Subsequent Council Approvals</b>	
<b>Revision History: Approved Reviews</b>	
<b>Review Cycle</b>	Every 3 years
<b>Next Review Date</b>	2019

## POLICY PARTICULARS

<b>Policy Title</b>	HEALTH AND SAFETY POLICY
<b>Policy Statement</b> (State in a single paragraph the policy mandate and how this relates to the University Mission and Vision)	Rhodes University is committed to ensuring the health, safety and welfare of all staff, students, mandataries (agents, contractors or subcontractors) and visitors in its working environment. All members of the University community are required to regard safe work practices and prevention of accidents and occupational illness as a collective and individual responsibility. Managers and Heads of Departments have a duty to provide and maintain, <i>as far as is reasonably practicable</i> , a working environment that is safe and without risk to health.
<b>Reason for Policy</b> (What this policy aims to achieve)	Rhodes University aims to comply with the regulations and conditions set out in the Occupational Health and Safety Act 85 of 1993 (OHS Act) and associated legislation, as far as is reasonably practicable.
<b>People affected by this Policy</b> (All units of the University)	All university structures, staff, students, mandataries and visitors.
<b>Who should read this Policy</b> (People who need to heed this policy to fulfil the duties)	<ul style="list-style-type: none"> <li>• Faculties and academic departments.</li> <li>• Support divisions/sections.</li> <li>• Student representative council</li> </ul>
<b>Website address/link for this Policy</b>	<a href="http://www.ru.ac.za/institutionalplanningunit/policies">www.ru.ac.za/institutionalplanningunit/policies</a>

## RELATED DOCUMENTS FORMS AND TOOLS

<b>University Policies and Documents</b> (such as rules/protocols/guidelines related to this policy)
Rhodes University Vision and Mission Statement, Environmental Sustainability Policy, Smoking Policy, Institutional HIV and AIDS Policy, Ill-Health, Incapacity and Occupational Health Policy, Policy on Eradicating Unfair Discrimination and Harassment, Disability Policy, etc.
<b>Other Documents</b> (Legislation/Regulatory requirements/Organisational Reports)
The Occupational Health and Safety Act 85 of 1993, Compensation for Occupational Injuries and Diseases Act 130 of 1993, Basic Conditions of Employment Act 75 of 1997, Labour Relations Act 66 of 1995, National Environmental Management Act 107 of 1998, Standards Act 8 of 2008, Employment Equity Act 55 of 1998, National Building Regulations and Building Standards Act 103 of 1977, the Constitution of the Republic of South Africa (1996) – with special reference to section 24 – as well as NOSA Occupational Safety, Health and Environmental management systems, ISO 14000 Environmental management systems, and OHSAS 18001 international Occupational Health and Safety management system specification.
<b>Forms and Tools</b> (documents to be completed in support of this policy implementation)
Policy template for the policy itself.
Documents pertaining to procedures for implementation, as well as monitoring and evaluation, to be developed and negotiated with stakeholders, following approval of this policy.

## POLICY DEFINITIONS

(Technical or Conceptual terms used in the policy)

TERM & DEFINITION
<b>Competent person:</b> Any appointed person in a workplace having the knowledge, training, experience and qualifications specific to the work or task being performed.
<b>Construction work:</b> Refers to any work in connection with the erection, maintenance, alteration, renovation, repair, demolition or dismantling of, or addition to, a building or any similar structure, including work which involves the risk of a person falling, as well as installation/construction, maintenance of civil engineering structures such as roads, bridges, canals, sewer and water reticulation systems, excavations, earth-moving, and clearing of land.
<b>Danger:</b> Anything that could cause injury or damage to a person or to property
<b>Employee:</b> Any person who would be considered to be an employee in terms of section 213 of the Labour Relations Act 66 of 1995. <sup>1</sup>
<b>Hazard:</b> A source of, or exposure to, danger.
<b>Healthy:</b> Free from illness or injury attributable to occupational causes.
<b>Machinery:</b> Refers to any mechanical or electrical device that transmits or modifies energy to perform or assist in performing a task.
<b>Mandataries:</b> Agents, contractors or subcontractors or who conduct their business on campus.
<b>Other person:</b> In the context of this Policy, any person other than staff members who are on Rhodes University campus or performing work for the University, such as students and visitors.
<b>Reasonably practicable:</b> In the context of in risk management, means taking into account how significant any hazards and risks are (their extent and severity), current knowledge and practices, the availability of mitigation measures, and the costs of removing or minimising such hazards and risks.
<b>Risk:</b> The probability that injury or damage may occur.
<b>Safe:</b> Free from any hazard.
<b>Student:</b> Any person registered for a degree, diploma or certificate at Rhodes University.
<b>Trade Union:</b> Refers to NTEU and NEHAWU at Rhodes University.
<b>Workplace:</b> In the context of this Policy, any premises or place on campus where a person performs work or study, or resides for the purpose of study.

## PRINCIPLES GOVERNING THIS POLICY

OVERVIEW
Rhodes University strives to carry out the following, as far as is reasonably practicable:
<b>1. HEALTHY AND SAFE ENVIRONMENT:</b> Provide and maintain an environment that is safe and without risk to the health and safety of members of the University community.
<b>2. FACILITIES AND RESOURCES:</b> Provide facilities and adequate resources to support the University's efforts to comply with the OHS Act and related regulations.

<sup>1</sup> "employee" means—

- (a) any person, excluding an independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any remuneration; and
- (b) any other person who in any manner assists in carrying on or conducting the business of an employer, and "employed" and "employment" have meanings corresponding to that of "employee";

3. <b>RISK MANAGEMENT:</b> Carry out risk management activities to ensure that risks relating to working procedures and practices, and conditions in the work environment, are identified and adequately controlled.
4. <b>SAFETY PROTOCOLS:</b> Develop safety protocols for maintaining systems in connection with the use, handling, storage, transport and disposal of hazardous articles and substances.
5. <b>SAFE WORKING PROCEDURES:</b> Ensure that all members of the University community are provided with safe working procedures and adhere to appropriate health and safety standards.
6. <b>HEALTH AND SAFETY PROMOTION:</b> Encourage all University staff to serve as appropriate role models for students and promote health and safety standards in teaching, learning, research and technical support.
7. <b>MONITOR AND REVIEW:</b> Monitor the effectiveness of the University's health and safety provisions in consultation with University management and designated Health and Safety Representatives, to ensure continued improvement in terms of eliminating work-related injury and illness.
8. <b>LEGAL COMPLIANCE:</b> Ensure that this Health and Safety Policy is kept current in terms of any changes in legislation.

## PROCEDURES FOR IMPLEMENTING THIS POLICY

(Actions and processes by which the objectives of the policy will be achieved.)

<p><b>DIRECTIVE 1</b></p> <p><b>HEALTHY AND SAFE ENVIRONMENT.</b> Rhodes University provides and maintains an environment that is safe and without risk to the health and safety of members of the University community in line with the OHS Act and related regulations.</p>
<p><b>DIRECTIVE 2</b></p> <p><b>FACILITIES AND RESOURCES.</b> Rhodes University provides safety equipment, facilities, training, assistance and other resources in line with the OHS Act and related regulations.</p>
<p><b>DIRECTIVE 3</b></p> <p><b>RISK MANAGEMENT.</b> Rhodes University carries out risk management activities to ensure that risks relating to working procedures and practices are identified, and that adequate controls and mitigating measures are put in place.</p>
<p><b>DIRECTIVE 4</b></p> <p><b>SAFETY PROTOCOLS.</b> Rhodes University develops safety protocols for maintaining systems in connection with the use, handling, storage, transport and disposal of hazardous articles and substances.</p>
<p><b>DIRECTIVE 5</b></p> <p><b>SAFE WORKING PROCEDURES.</b> Rhodes University ensures that all members of the University community are provided with safe working procedures and adhere to appropriate health and safety standards.</p>
<p><b>DIRECTIVE 6</b></p> <p><b>HEALTH AND SAFETY PROMOTION &amp; COMMUNICATION.</b> Rhodes University features safety, health and environmental concerns in the context of the university's communications, and strives to ensure that University staff serve as appropriate role models for students, and promote health and safety standards in teaching, learning, research and technical support.</p>
<p><b>DIRECTIVE 7</b></p> <p><b>MONITORING AND LIAISON.</b> Rhodes University monitors the effectiveness of the University's health and safety provisions in consultation with University management and designated Health and Safety Representatives, to ensure continued improvement in terms of eliminating work-related injury and illness.</p>
<p><b>DIRECTIVE 8</b></p> <p><b>LEGAL COMPLIANCE.</b> Rhodes University strives to ensure that this Health and Safety Policy is kept current in terms of any changes in legislation.</p>

## RESPONSIBILITIES

Responsibility for health and safety applies to all individuals on campus. Specific roles and responsibilities, as dictated by the OHS Act, are allocated at Rhodes University as follows (see Annexure A):

ROLE	RESPONSIBILITY
<b>ROLE 1</b> <b>HEALTH AND SAFETY ACCOUNTABILITY:</b>	<p><b><i>RU Vice-Chancellor – OHS Act section 16(1)</i></b> (see Annexure B)</p> <p>Rhodes University’s Vice-Chancellor is ultimately accountable for compliance with the requirements of the OHS Act, as contemplated in its section 16(1). Delegation of responsibility, in writing, is a provision within the OHS Act. The Vice-Chancellor shall:</p> <ol style="list-style-type: none"> <li>1.1 Designate responsibility to satisfy the requirements of the OHS Act section 16(2), to the following employees: <ul style="list-style-type: none"> <li>• Staff who report directly to him/her;</li> <li>• Deans of Faculties;</li> <li>• Any other University employee who the VC deems to be necessary.</li> </ul> </li> <li>1.2 Sign legal appointment letters for section 16(2) appointees (see Role 2).</li> <li>1.3 Sign the legal appointment letter for the GMR 2 appointee (see Role 7).</li> <li>1.4 Designate a Chairperson for the Health and Safety Committee (see Role 15).</li> </ol>
<b>ROLE 2</b> <b>HEALTH AND SAFETY LEADERSHIP:</b>	<p><b><i>VC Appointees – OHS Act section 16(2)</i></b> (see Annexure C)</p> <p>At Rhodes University, the 16(2) appointees are responsible for:</p> <ol style="list-style-type: none"> <li>2.1 Overseeing their areas of responsibility/accountability and ensuring that Managers and Heads of Departments in those areas fulfil the duties of the employer (see Role 8);</li> <li>2.2 Signing legal appointment letters for Health and Safety Representatives, First Aiders and Fire Marshals, as required by the OHS Act section 17(1), General Safety Regulations 3 and 2, and Environmental Regulation for Workplaces 9(1).</li> </ol>
<b>ROLE 3</b> <b>INFRASTRUCTURE &amp; OPERATIONS HEALTH AND SAFETY RESPONSIBILITIES:</b>	<p><b><i>RU Executive Director of Infrastructure, Operations &amp; Finance</i></b></p> <p>At Rhodes University, the Executive Director of Infrastructure, Operations &amp; Finance, or his/her designee, is responsible for:</p> <ol style="list-style-type: none"> <li>3.1 Ensuring that health and safety specifications are in place for any construction or maintenance work, and providing these to mandataries who make bids or who are appointed to perform such work for the University, as stated in the Construction Regulations 4 (see Annexure D);</li> <li>3.2 Liaising with mandataries on campus and ensuring that appointed service providers are aware of and comply with the University’s health and safety requirements, as in point (a) above;</li> <li>3.3 Managing legal appointment letters, as required by the OHS Act, with regard to mandataries: <ul style="list-style-type: none"> <li>• <i>Principal Contractor</i> – OHS Act section 37(2) Agreement, Construction Regulation 4 Health &amp; Safety Specifications (see Annexure D)</li> <li>• <i>Contractors</i> – Minor Works Agreement, Health &amp; Safety Specifications</li> <li>• <i>Any others</i> – as required and specified in the OHS Act.</li> </ul> </li> </ol>
<b>ROLE 4</b> <b>HUMAN RESOURCES HEALTH AND SAFETY RESPONSIBILITIES:</b>	<p><b><i>RU Director of the Human Resources Division</i></b></p> <p>At Rhodes University, the Director of Human Resources, or his/her designee, is responsible for:</p> <ol style="list-style-type: none"> <li>4.1 Ensuring that employees’ appointment letters in terms of the OHS Act are initiated by the Safety, Health and Environmental (SHE) Officer (see Role 6), and copies are filed in the Human Resources Division for safekeeping. These include: <ul style="list-style-type: none"> <li>• <i>VC’s 16(2) appointees</i> – Section 16(2) appointees (see Role 2)</li> <li>• <i>GMR 2 / Machinery supervisor</i> – General Machinery Regulation 2(1) appointee (see Role 7)</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• <i>RU Health and Safety Representatives</i> – Section 17 appointees (see Role 11)</li> <li>• <i>RU First Aiders</i> – General Safety Regulation 3 (see Role 12)</li> <li>• <i>RU Fire Marshals</i> – General Safety Regulations 2, Environmental Regulation for Workplaces 9(1) (see Role 13)</li> </ul> <p>4.2 Ensuring that general duties of employees at work as stated in the OHS Act section 14 (see Role 9) are integrated into all job profiles.</p>
<b>ROLE 5 RISK CONTROL RESPONSIBILITIES:</b>	<p><b><i>RU Manager: Risk Control</i></b></p> <p>At Rhodes University, the Manager: Risk Control is responsible for:</p> <p>5.1 Overseeing the function of the SHE Officer (see Role 6).</p> <p>5.2 Signing legal appointment letters for Health and Safety Representatives, First Aiders and Fire Marshals for sections of workplace in which there is no 16(2) appointee;</p> <p>5.3 Providing assistance and guidance to line management to promote compliance with the requirements of the OHS Act and associated legislation.</p> <p>5.4 Serving on the Health and Safety Committee and on the Risk Committee.</p>
<b>ROLE 6 SAFETY, HEALTH AND ENVIRONMENTAL OFFICER RESPONSIBILITIES:</b>	<p><b><i>RU SHE Officer (Safety, Health and Environment)</i></b></p> <p>At Rhodes University the SHE Officer is responsible for:</p> <p>6.1 Establishing and maintaining a basic health and safety administrative system on campus.</p> <p>6.2 Consulting with heads and managers in setting up a viable infrastructure of Health and Safety Representatives, First Aiders and Fire Marshals.</p> <p>6.3 Initiating employees' legal appointment letters in terms of the OHS Act, including:</p> <ul style="list-style-type: none"> <li>• <i>VC's 16(2) appointees</i> – Section 16(2) appointees (see Role 2)</li> <li>• <i>GMR 2 / Machinery supervisor</i> – General Machinery Regulation 2(1) appointee (see Role 7)</li> <li>• <i>RU Health and Safety Representatives</i> – Section 17 appointees (see Role 11)</li> <li>• <i>RU First Aiders</i> – General Safety Regulation 3 (see Role 12)</li> <li>• <i>RU Fire Marshals</i> – General Safety Regulations 2, Environmental Regulation for Workplaces 9(1) (see Role 13)</li> </ul> <p>6.4 Providing assistance and guidance to Managers and Heads of Departments with regard to:</p> <ul style="list-style-type: none"> <li>• Executing their responsibilities in terms of the OHS Act;</li> <li>• Identifying and training Health and Safety Representatives, First Aiders and Fire Marshals.</li> <li>• Supplying appropriate information and training in safety, health and environmental issues, when requested to do so;</li> <li>• Conducting audits and inspections;</li> <li>• Conducting investigations of incidents.</li> </ul> <p>6.5 Reporting on workplace health and safety performance and management issues to the Health and Safety Committee, to the Manager: Risk Control (see Role 5) and, where required, to the Risk Management Committee (see Role 14).</p>
<b>ROLE 7 MACHINERY SUPERVISION RESPONSIBILITIES:</b>	<p><b><i>RU GMR 2 Appointee / Machinery Supervisor – OHS Act General Machinery Regulations 2</i></b> (see Annexure E)</p> <p>Any workplace with machinery requires a responsible GMR 2 appointee. At Rhodes University, the GMR 2 appointee is responsible for overseeing:</p> <p>7.1 Compliance with the provisions of the OHS Act and its regulations in relation to machinery in the workplace;</p> <p>7.2 Management of the appointed contractors related to:</p> <ul style="list-style-type: none"> <li>• <i>Fire Extinguisher Inspection &amp; Service Provider</i> – Pressure Equipment Regulation 19(2);</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Pressure Vessel Inspector</i> – Pressure Equipment Regulation 11;</li> <li>• <i>Goods Hoist Inspector</i> – Driven Machinery Regulation 17(2);</li> </ul> <p>7.3 <i>Lift Inspection &amp; Service Provider</i> – Lift, Escalator and Passenger Conveyor Regulation 6(1).</p>
<p><b>ROLE 8</b></p> <p><b>HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES:</b></p>	<p><b><i>Managers and Heads of Departments – OHS Act section 8</i></b> (see Annexure F)</p> <p>Managers and Heads of Departments are responsible for the day-to-day health and safety management within their areas of responsibility. This will include:</p> <ol style="list-style-type: none"> <li>8.1 Where appropriate, ensuring that Health and Safety Representatives (see Role 11), First Aiders (see Role 12) and Fire Marshals (see Role 13) are appointed, as required by the OHS Act section 17(1), General Safety Regulations 3 and 2, and Environmental Regulation for Workplaces 9(1).</li> <li>8.2 Consulting with the SHE Officer (see Role 6) and the Unions (see Role 10), as required by the OHS Act General Administrative Regulation 6, in making Health and Safety Representative appointments.</li> <li>8.3 Providing and maintaining equipment and systems of work that are safe and without risks to health.</li> <li>8.4 Taking steps to eliminate or minimise any hazard or potential hazard to safety or health, before resorting to personal protective equipment.</li> <li>8.5 Making arrangements to ensure the safety and absence of risks to health relating to any articles or substances used or stored in each workplace.</li> <li>8.6 Identifying existing and potential hazards in each workplace, assessing the level of risk and ensuring that the necessary precautionary measures are in place.</li> <li>8.7 Ensuring employees are informed of any actual or potential hazards and risks.</li> <li>8.8 Utilising the generic information, instructions and training provided by the SHE Officer.</li> <li>8.9 Providing the specific information, instructions, training and supervision to ensure the health and safety of all members of the University community.</li> <li>8.10 Providing such health and safety equipment and/or personal protective equipment as is required, and ensuring that appropriate protective clothing is worn by all members of the University community, as required.</li> <li>8.11 Enforcing any required health and safety control measures in each workplace, including where plant or machinery is used, and not permitting people under their control to carry out work if they do not adhere to the required precautionary measures or any other precautionary measures which may be prescribed by the OHS Act.</li> <li>8.12 Where plant or machinery is used, ensuring that work is carried out under the supervision of a competent person with authority to enforce precautionary measures.</li> <li>8.13 Ensuring that all employees and mandataries are informed regarding the scope of their authority as contemplated in the OHS Act section 37(1)(b) (see Annexure G).</li> </ol>
<p><b>ROLE 9</b></p> <p><b>EMPLOYEE HEALTH AND SAFETY RESPONSIBILITIES:</b></p>	<p><b><i>RU Employees – OHS Act section 14</i></b> (see Annexure H)</p> <p>In terms of the OHS Act all employees, students, visitors and mandataries shall:</p> <ol style="list-style-type: none"> <li>9.1 Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions.</li> <li>9.2 Co-operate with the employer or person to whom they report in terms of the requirements of the OHS Act.</li> <li>9.3 Carry out any lawful order and obey the health and safety rules and procedures laid down by the employer.</li> <li>9.4 Report any situation which is unsafe or unhealthy to the employer or to the relevant health and safety representative.</li> <li>9.5 Report to the employer or to the relevant health and safety representative any incident in which they are involved and which affects their health or safety or which</li> </ol>

	has caused injury, no later than the end of the particular shift in which the incident occurred.
<b>ROLE 10 TRADE UNION HEALTH AND SAFETY RESPONSIBILITIES:</b>	<p><b>Registered Trade Unions – OHS Act GAR 6</b> (see Annexure I)</p> <p>In terms of the OHS Act General Administrative Regulation 6, representatives of the registered trade unions on RU campus are responsible for assisting Managers and Heads of Departments by:</p> <p>10.1 Consulting or bargaining in good faith and concluding an agreement concerning:</p> <ul style="list-style-type: none"> <li>• The nomination or election of Health and Safety Representatives (see Role 11);</li> <li>• Their terms of office and circumstances and prescribed manner in which they may be removed as Health and Safety Representatives;</li> <li>• The manner in which Health and Safety Representatives shall perform their functions.</li> </ul> <p>10.2 Ensuring that agreements comply with the terms of the OHS Act and Labour Relations Act</p>
<b>ROLE 11 HEALTH AND SAFETY REPRESENTATIVE RESPONSIBILITIES:</b>	<p><b>Health and Safety Representatives – OHS Act section 17</b> (see Annexure J)</p> <p>In terms of the OHS Act section 17, employees who serve as designated Health and Safety Representatives are responsible for:</p> <p>11.1 Representing fellow employees’ interests in terms of occupational health and safety.</p> <p>11.2 Monitoring and reporting on health and safety concerns within their designated workplace and submitting quarterly<sup>2</sup> health and safety inspection reports to the SHE Officer, after discussing the report with their line manager. This includes:</p> <ul style="list-style-type: none"> <li>• Reviewing effectiveness of health and safety measures;</li> <li>• Identifying potential hazards and major incidents;</li> <li>• Examining causes of incidents, in collaboration with the employer;</li> <li>• Investigating complaints relating to employees’ health or safety concerns;</li> <li>• Informing the line manager or committee about the above;</li> <li>• Inspecting the workplace with a view to employees’ health and safety.</li> </ul> <p>11.3 Serving as a member of at least one Health and Safety (sub-) Committee and attending health and safety meetings as required</p> <p>11.4 Adhering to the duties and responsibilities as outlined in the letter of appointment (see Annexure K)</p>
<b>ROLE 12 FIRST AIDER RESPONSIBILITIES:</b>	<p><b>First Aiders – OHS Act General Safety Regulation 3</b> (see Annexure L)</p> <p>At Rhodes University, employees who serve as designated First Aiders are responsible for:</p> <p>12.1 Being a custodian of a first aid box, inspecting it on a regular basis and ensuring that the contents are maintained.</p> <p>12.2 Ensuring that the content complies with requirements of General Safety Regulations (see Annexures J and L).</p> <p>12.3 Treating all first aid injuries in the workplace.</p> <p>12.4 Entering all details into the first aid register.</p> <p>12.5 Ensuring that access to the first aid box is not obstructed.</p> <p>12.6 Ensuring that available first aiders’ names and contact details are prominently displayed.</p> <p>12.7 Ensuring that serious injuries are reported to the line manager and to the SHE Officer.</p>

<sup>2</sup> Where activities with plant and machinery are involved, more frequent health and safety inspection reports may be necessary.



	<p>12.8 Assisting the Emergency Coordinator in the event of an emergency.</p> <p>12.9 Adhering to the duties and responsibilities as outlined in the letter of appointment (see Annexure M).</p>
<p><b>ROLE 13 FIRE MARSHAL RESPONSIBILITIES:</b></p>	<p><b><i>Fire Marshals – OHS Act Environmental Regulations for Workplaces 9(1) and General Safety Regulation 2</i></b> (see Annexure N)</p> <p>At Rhodes University, employees who serve as designated Fire Marshals are responsible for:</p> <p>13.1 Familiarising themselves with the operation of fire-fighting equipment in their workplace and monitoring it to ensure it is in working order and has been serviced.</p> <p>13.2 Checking emergency escape routes on a regular basis to ensure they are not obstructed.</p> <p>13.3 Supporting the building Emergency Coordinator or HOD/manager in the event of a fire emergency.</p> <p>13.4 Adhering to the duties and responsibilities as outlined in the letter of appointment (see Annexure O)</p>
<p><b>ROLE 14 HEALTH AND SAFETY POLICY OVERSIGHT:</b></p>	<p><b><i>RU Risk Management Committee</i></b> (see Annexure P)</p> <p>The RU Risk Management Committee shall:</p> <p>14.1 Receive reports from the Health and Safety Committee.</p> <p>14.2 Escalate any unresolved health and safety concerns to the Audit Committee and Senate.</p>
<p><b>ROLE 15 HEALTH AND SAFETY POLICY LIAISON:</b></p>	<p><b><i>RU Health and Safety Committee – OHS Act section 19</i></b> (see Annexure Q)</p> <p>In terms of the OHS Act, the RU Health and Safety Committee<sup>3</sup> is responsible for:</p> <p>15.1 Overseeing and monitoring health and safety management and performance in each workplace</p> <p>15.2 Meeting on a regular basis, at least four times a year</p> <p>15.3 Receiving reports on workplace health and safety performance and management issues from the SHE Officer (see Role 6), from Chairpersons of the Health and Safety sub-committees (see Role 16), and from others where applicable.</p> <p>15.4 Submitting copies of the minutes to the Risk Committee and to any other University committee as deemed appropriate.</p> <p>15.5 Keeping records of meetings and recommendations to the employer.</p> <p>15.6 The membership of the Health and Safety Committee shall be governed according to the OHS Act:</p> <ul style="list-style-type: none"> <li>• The number of persons nominated to represent the employer on the Health and Safety Committee shall not exceed the number of Health and Safety Representatives on that Committee. However, the Health and Safety Committee may co-opt one or more persons in a voluntary capacity by reason of his/her/their particular knowledge of health or safety matters as advisory member(s).</li> <li>• At Rhodes University, the committee will comprise the following members: Chairperson: Vice-Chancellor or Nominee; Executive Director: Infrastructure, Finance &amp; Operations or Nominee; Dean elected by Deans Forum; Director of Human Resources or Nominee; GMR 2 appointee / Machinery supervisor; Manager: Risk Control; SHE Officer; NEHAWU Representative or Alternate; NTEU Representative or Alternate; Wardens Representative or Alternate; Food Services Sub-Committee Chair or Deputy; Housekeeping Sub-Committee Chair or Deputy; Laboratory Sub-Committee Chair or Deputy; Maintenance Sub-Committee Chair or Deputy; Office Sub-Committee Chair or Deputy; SRC</li> </ul>

<sup>3</sup> Note that a health and safety committee is required for each workplace where 2 or more health and safety representatives have been designated (OHS Act Section 19); more than one health and safety committee may be required.

	<p>Representative; Up to 2 persons may be co-opted by the Chairperson after consultation with the Committee.</p> <p>15.7 It should be noted that of the 16 standing members above, not all are employee or employer representatives.</p> <p>15.8 At Rhodes University, the committee quorum shall comprise one-third of the total members, with a minimum of two representing the employer and two representing the employees.</p> <p>15.9 Secretarial duties will be provided and all minutes kept on record by the Registrar's Secretariat, and dates of meetings published in the University calendar.</p>
<p><b>ROLE 16</b></p> <p><b>HEALTH AND SAFETY POLICY PARTNERSHIPS:</b></p>	<p><b><i>RU Health and Safety sub-committees</i></b></p> <p>At Rhodes University, to accommodate the diversity of working environments, a number of sub-committees have been formed. These are comprised of Health and Safety Representatives from similar workplaces, and the chair is elected by the Health and Safety Representatives in each sub-committee. Each Health and Safety Sub-committee is responsible for:</p> <p>16.1 Meeting on a regular basis, at least four times a year</p> <p>16.2 Discussing unresolved workplace health and safety issues.</p> <p>16.3 The Chairpersons/deputies of all Health and Safety sub-committees report into the main institutional Health and Safety Committee (see Role 15).</p> <p>16.4 Submitting copies of the minutes to the RU Health and Safety Committee and to any other University committee as deemed appropriate.</p> <p>16.5 Keeping records of meetings and recommendations to the employer.</p>

## CONTACTS

Direct any questions about the policy to the Safety Health & Environmental Officer (see Responsibilities – Role 6). For specific questions, contact the specific role-players at Rhodes University who have been identified as key to facilitating compliance with the OHS Act (see Annexure R).

## REVIEW PROCEDURE

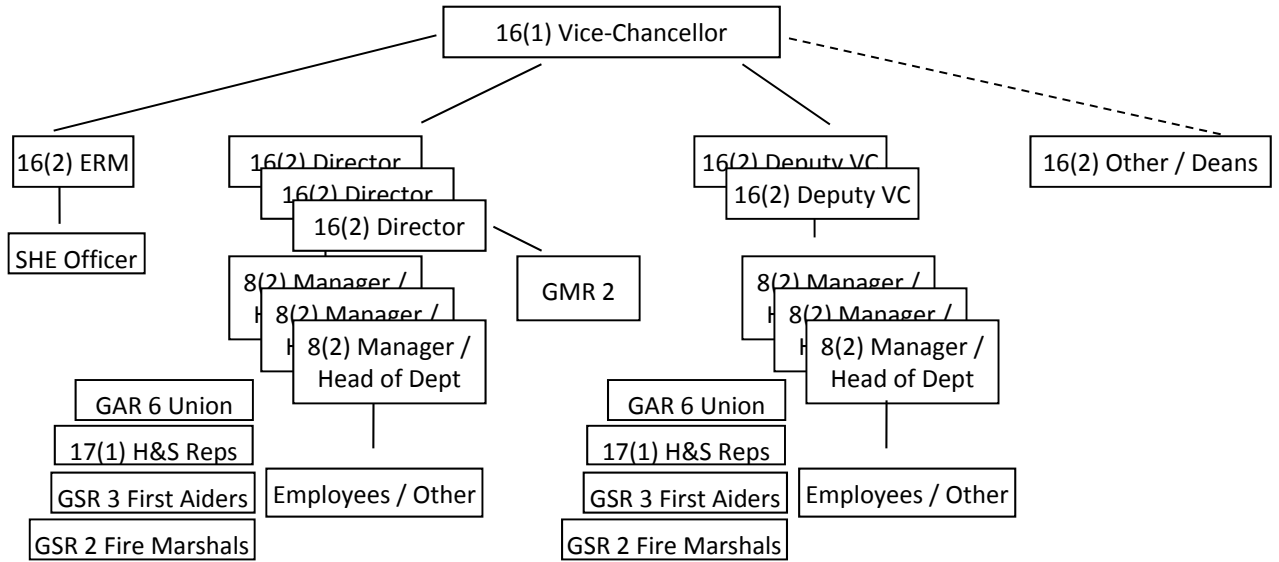
<p><b>Actions and processes by which the policy will be reviewed</b></p>
<p>The Health and Safety Committee will regularly review this Policy as may be required by legislation, organizational changes and other considerations, or at least every three years.</p> <p>The committee will use the university procedures, protocols and templates and the revision process will involve consultation with key stakeholders in order to receive input and recommendations, reach consensus on key concerns, and achieve a strong unity of purpose.</p> <p>The committee will also ensure that the list of contacts (see Annexure R) is updated annually.</p>
<p><b>Communication of the review process</b></p>
<p>The Health and Safety Committee will keep the Risk Committee and Audit Committee apprised of the review process.</p> <p>The committee will engage stakeholders through <a href="mailto:Toplist@lists.ru.ac.za">Toplist@lists.ru.ac.za</a>, <a href="mailto:Healthsafety@lists.ru.ac.za">Healthsafety@lists.ru.ac.za</a>, <a href="mailto:safetyreps@lists.ru.ac.za">safetyreps@lists.ru.ac.za</a>, <a href="mailto:enviroreps@lists.ru.ac.za">enviroreps@lists.ru.ac.za</a>, <a href="mailto:societychairs@lists.ru.ac.za">societychairs@lists.ru.ac.za</a>, <a href="mailto:studentnews@lists.ru.ac.za">studentnews@lists.ru.ac.za</a>, etc.</p>
<p>The Health and Safety Committee has requested the Web Unit to establish a counter at <a href="http://www.ru.ac.za/safety/about">www.ru.ac.za/safety/about</a> and/or <a href="http://www.ru.ac.za/institutionalplanningunit/policies">www.ru.ac.za/institutionalplanningunit/policies</a> to monitor how many website 'hits' the policy receives.</p>

## LIST OF ANNEXURES

- ANNEXURE A: Organogram of RU Individuals responsible for Health and Safety Policy implementation
- ANNEXURE B: Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 16. Chief Executive Officer charged with certain duties
- ANNEXURE C: Roles and Responsibilities of Rhodes University 16(2) Appointees (to be read in conjunction with Annexure F)
- ANNEXURE D: Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), OHS Act section 37(2) Agreement, Construction Regulation for Workplaces 4 and 14, Health & Safety Specifications
- ANNEXURE E: Extract from Occupational Health and Safety Act, 1993. General Machinery Regulations, 1988, 2. Supervision of machinery
- ANNEXURE F: Roles and Responsibilities of Rhodes University Managers and HODS. Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 8. General duties of employers to their employees
- ANNEXURE G: Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 37. Acts or omissions by employees or mandataries
- ANNEXURE H: Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 14. General duties of employees at work
- ANNEXURE I: Extract from Occupational Health and Safety Act, 1993, General Administration Regulations, 2003, 6. Negotiations and consultations before designation of health and safety representatives
- ANNEXURE J: Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 17. Health and Safety Representatives; 18. Functions of Health and Safety Representatives
- ANNEXURE K: Rhodes University legal appointment letter: SECTION 17 - HEALTH & SAFETY REPRESENTATIVE
- ANNEXURE L: Extract from Occupational Health and Safety Act, 1993, General Safety Regulations; 3. First aid, emergency equipment and procedures
- ANNEXURE M: Rhodes University legal appointment letter: GENERAL SAFETY REGULATION 3 - FIRST AIDER
- ANNEXURE N: Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), Environmental Regulations for Workplaces 9(1); General Safety Regulation 2
- ANNEXURE O: Rhodes University legal appointment letter: ENVIRONMENTAL REGULATIONS FOR WORKPLACES 9(1) & GENERAL SAFETY REGULATION 2 - FIRE MARSHAL
- ANNEXURE P: Organogram of RU Committees responsible for Health and Safety Policy implementation
- ANNEXURE Q: Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 19. Health and Safety Committees
- ANNEXURE R: Role-players at Rhodes University who have been identified as key to facilitating compliance with the OHS Act

ANNEXURE A

Organogram of RU Individuals responsible for Health and Safety Policy implementation



## **ANNEXURE B**

### **Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 16. Chief Executive Officer charged with certain duties**

1. Every chief executive officer shall as far as is reasonably practicable ensure that the duties of his employer as contemplated in this Act, are properly discharged.
2. Without derogating from his responsibility or liability in terms of subsection (1), a chief executive officer may assign any duty contemplated in the said subsection, to any person under his control, which person shall act subject to the control and directions of the chief executive officer.
3. The provisions of subsection (1) shall not, subject to the provisions of section 37, relieve an employer of any responsibility or liability under this Act.
4. For the purpose of subsection (1), the head of department of any department of State shall be deemed to be the chief executive officer of that department.

## ANNEXURE C

### Roles and Responsibilities of Rhodes University 16(2) Appointees (to be read in conjunction with Annexure F)

At Rhodes University, the 16(2) appointees (see section 3.1.2 of this Policy) are responsible for:

1. Ensuring that Managers and Heads of departments, institutes, divisions and various sections in their areas of responsibility/accountability are appropriately managed<sup>4</sup> in terms of the requirements of the OHS Act, section 8. General duties of employers to their employees (see Annexure D).
2. Signing legal appointment letters<sup>5</sup> for Health and Safety Representatives, First Aiders and Fire Marshals, as required by the OHS Act section 17(1), General Safety Regulations 3 and 2, and Environmental Regulation for Workplaces 9(1).

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<sup>4</sup> Good management involves planning, organising, resourcing, leading/directing, and controlling.

<sup>5</sup> The ERM Manager will sign appointment letters for sections of workplace in which there is no 16(2) appointee.

## ANNEXURE D

### Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), Construction Regulations (2003), 4. Client

- 1) A client shall be responsible for the following in order to ensure compliance with the provisions of the Act:
  - a) to prepare a health and safety specifications for the construction work, and provide any principal contractor who is making a bid or appointed to perform construction work for the client with the same;
  - b) to promptly provide the principal contractor and his or her agent with any information which might affect the health and safety of any person at work carrying out construction work;
  - c) to appoint each principal contractor in writing for the project or part thereof on a construction site;
  - d) to take reasonable steps to ensure that each principal contractor's health and safety plan as determined in regulation 5(1) is implemented and maintained on the construction site: Provided that the steps taken, shall include periodic audits at intervals mutually agreed upon between the client and principal contractor, but at least once every month;
  - e) to stop any contractor from executing construction work, which is not in accordance with, the principal contractor's health and safety plan contemplated in regulation 5(1) for the site or which poses a threat to the health and safety of persons;
  - f) to ensure that where changes are brought about to the design or construction, sufficient health and safety information and appropriate resources are made available to the principal contractor to execute the work safely;
  - g) to ensure that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer prior to work commencing on site; and
  - h) to ensure that potential principal contractors submitting tenders, have made provision for the cost of health and safety measures during the construction process.
- 2) A client shall discuss and negotiate with the principal contractor the contents of the health and safety plan contemplated in regulation 5(1) and thereafter finally approve the health and safety plan for implementation.
- 3) A client shall ensure that a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor.
- 4) No client shall appoint a principal contractor to perform construction work, unless the client is reasonably satisfied that the principal contractor which he or she intends to appoint has the necessary competencies and resources to carry out the work safely.
- 5) A client may appoint an agent in writing to act as his or her representative and where such an appointment is made, the responsibilities as are imposed by these regulations upon a client, shall as far as reasonably practicable apply to the agent so appointed.
- 6) No client shall appoint any person as an agent, unless the client is reasonably satisfied that the person he or she intends to appoint has the necessary competencies and resources to perform the duties imposed on a client by these regulations.

## ANNEXURE E

### Extract from Occupational Health and Safety Act, 1993. General Machinery Regulations, 1988, 2. Supervision of machinery

1. In order to ensure that the provisions of the Act and these Regulations in relation to machinery are complied with, an employer or user of machinery shall, subject to this regulation, in writing designate a person in a full-time capacity in respect of every premises on or in which machinery is being used.
2. The chief inspector may, subject to such conditions as he may impose, permit an employer or user of machinery to designate more than one person in terms of subregulation (1).
3. Subject to the provisions of this regulation, an employee designated in terms of subregulation (1) shall be a competent person.
4.
  - a. If-
    - i. the sum of the power generated by machinery on or in the premises in question and the power derived from other sources, including the generation of steam for process purposes, exceeds 1200 kW, but is less than 3 000 kW, the person designated in terms of subregulation (1) shall be a person as referred to in paragraph (b), (c) or (d) of the definition of 'competent person';
    - ii. any such sum is 3 000 kW or more, the person so designated shall be a person as referred to in paragraph (c), or (d) of the said definition.
  - b. For the purpose of paragraph (a), the power derived from the generation of steam by any particular boiler shall be calculated in kW by dividing the manufacturer's rated evaporative capacity (in kg of water per hour at 100°C) by 21 or, in the absence of any such rated evaporative capacity, by multiplying the heating surface of that boiler (in m<sup>2</sup>) by 0.8.
5. If, in the case where machinery on or in the premises in question is used solely for the distribution of electricity -
  - a. the maximum demand over any continuous period of 30 minutes is 3 000 kVA or less, the person designated in terms of subregulation (1) shall be a person as referred to in paragraph (a) of the definition of 'competent person' and registered as an installation electrician in terms of regulation 11(1) of the Electrical Installation Regulations, promulgated under Government Notice R. 2270 of 11 October 1985;
  - b. any such demand exceeds 3 000 kVA, but is less than 10 000 kVA, the employee so designated shall be a person as referred to in paragraph (b), (c) or (d) of the said definition;
  - c. any such demand is 10 000 kVA or more, the employee so designated shall be a person as referred to in paragraph (c) or (d) of the said definition.
6. Notwithstanding the provisions of subregulations (3), (4) and (5), the chief inspector may, subject to such conditions as he may impose, permit an employer or user of machinery to designate a person who holds any qualification other than that of a competent person in terms of subregulation (1).
7.
  - a. An employer or user of machinery may designate one or more competent persons to assist a person designated in terms of sub-regulation (1).
  - b. The chief inspector may by written notice direct any employer or user of machinery to designate within the period specified in the notice the number of persons so specified holding the qualifications so specified to assist a person designated in terms of subregulation (1).
8. Except with the approval of an inspector, no person designated in terms of subregulations (1) or (7) shall supervise machinery on or in any premises other than the premises in respect of which he had been designated.
9. When an employer or user of machinery designates a person referred to in subregulations (4) (a), (5) (b) or (c), he shall forthwith forward to the divisional inspector a copy of the letter of appointment of that person.



10. a. Notwithstanding the provisions of subregulation (1), no employer or user of machinery needs to designate a person in terms of that subregulation in respect of any elevator, goods elevator, escalator or electrical installation in any shop or office or on, or in, any domestic premises, any domestic appliance used as such, any machinery used in connection with building work, any vehicle or earth-moving plant or any refrigeration, cooling, air-conditioning or freezing plant inspected and maintained by a duly qualified person in pursuance of an agreement entered into by any such employer or user of machinery.
- b. The chief inspector may by written notice direct any employer or user of machinery referred to in paragraph (a) to designate within the period specified in the notice a person holding the qualifications so specified in terms of subregulation (1).
11. Any employer or user of machinery who applies for exemption from the provisions of this regulation under section 32 of the Act shall furnish the Minister with the following particulars, namely -
  - a. the grounds for the application;
  - b. the number of employees employed on or in the premises in question;
  - c. the nature of the work performed on or in the premises in question;
  - d. the number and type of incidents reported in terms of section 17(1) of the Act during the preceding three years;
  - e. the safety management system in force in respect of the premises in question; and
  - f. such other particulars as the chief inspector may require.
12. Notwithstanding the provisions of this regulation, machinery required to be supervised by a person referred to in paragraph (b), (c) or (d) of the definition of 'competent person' may be used in the absence of any such person for a period not exceeding one month in any continuous period of six months, if it is due to circumstances beyond the control of the employer or user of machinery concerned or in the opinion of an inspector, impracticable to comply with the provisions of this regulation: Provided that a person referred to in paragraph (a) of the said definition shall in writing be designated to supervise the machinery in question during such absence.

## ANNEXURE F

### Roles and Responsibilities of Rhodes University Managers and HODS. Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 8. General duties of employers to their employees

1. Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees.
2. Without derogating from the generality of an employer's duties under subsection (1), the matters to which those duties refer include in particular --
  - a. the provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe and without risks to health;
  - b. taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment;
  - c. making arrangements for ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transport of articles or substances;
  - d. establishing, as far as is reasonably practicable, what hazards to the health or safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in his business, and he shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons, and he shall provide the necessary means to apply such precautionary measures;
  - e. providing such information, instructions, training and supervision as may be necessary to ensure, as far as is reasonably practicable, the health and safety at work of his employees;
  - f. as far as is reasonably practicable, not permitting any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery, unless the precautionary measures contemplated in paragraphs (b) and (d), or any other precautionary measures which may be prescribed, have been taken;
  - g. taking all necessary measures to ensure that the requirements of this Act are complied with by every person in his employment or on premises under his control where plant or machinery is used;
  - h. enforcing such measures as may be necessary in the interest of health and safety;
  - i. ensuring that work is performed and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the employer are implemented; and
  - j. causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1)(b).

## ANNEXURE G

### Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 37. Acts or omissions by employees or mandataries

1. Whenever an employee does or omits to do any act which it would be an offence in terms of this Act for the employer of such employee or a user to do or omit to do, then, unless it is proved that -
  - a. in doing or omitting to do that act the employee was acting without the connivance or permission of the employer or any such user;
  - b. it was not under any condition or in any circumstance within the scope of the authority of the employee to do or omit to do an act, whether lawful or unlawful, of the character of the act or omission charged; and
  - c. all reasonable steps were taken by the employer or any such user to prevent any act or omission of the kind in question, the employer or any such user himself shall be presumed to have done or omitted to do that act, and shall be liable to be convicted and sentenced in respect thereof; and the fact that he issued instructions forbidding any act or omission of the kind in question shall not, in itself, be accepted as sufficient proof that he took all reasonable steps to prevent the act or omission.
2. The provisions of subsection (1) shall mutatis mutandis apply in the case of a mandatary of any employer or user, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatary with the provisions of this Act.
3. Whenever any employee or mandatary of any employer or user does or omits to do an act which it would be an offence in terms of this Act for the employer or any such user to do or omit to do, he shall be liable to be convicted and sentenced in respect thereof as if he were the employer or user.
4. Whenever any employee or mandatary of the State commits or omits to do an act which would be an offence in terms of this Act, had he been the employee or mandatary of an employer other than the State and had such employer committed or omitted to do that act, he shall be liable to be convicted and sentenced in respect thereof as if he were such an employer.
5. Any employee or mandatary referred to in subsection (3) may be so convicted and sentenced in addition to the employer or user.
6. Whenever the employee or mandatary of an employer is convicted of an offence consisting of a contravention of section 23, the court shall, when making an order under section 38(4), make such an order against the employer and not against such employee or mandatary.

## ANNEXURE H

### Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 14. General duties of employees at work

Every employee shall at work --

- a. take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions;
- b. as regards any duty or requirement imposed on his employer or any other person by this Act, co-operate with such employer or person to enable that duty or requirement to be performed or complied with;
- c. carry out any lawful order given to him, and obey the health and safety rules and procedures laid down by his employer or by anyone authorized thereto by his employer, in the interest of health or safety;
- d. if any situation which is unsafe or unhealthy comes to his attention, as soon as practicable report such situation to his employer, or to the health & safety representative for his workplace or section thereof, as the case may be, who should report it to the employer; and
- e. if he is involved in any incident which may affect his health or which has caused an injury to himself, report such incident to his employer or to anyone authorized thereto by the employer, or to his health and safety representative, as soon as practicable but not later than the end of the particular shift during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he shall report the incident as soon as practicable thereafter.

## ANNEXURE I

### Extract from Occupational Health and Safety Act, 1993, General Administration Regulations, 2003, 6. Negotiations and consultations before designation of health and safety representatives

- 1) The employer shall, in any workplace where there must be a health and safety representative in terms of section 17(1) of the Act and within four months after the commencement of these regulations or after commencing business, meet with the registered trade unions of that workplace in order to consult or bargain in good faith and conclude an agreement concerning the-
  - a) nomination or election of health and safety representatives;
  - b) terms of office of health and safety representatives and the circumstances and the prescribed manner in which they may be removed as health and safety representatives;
  - c) manner in which vacancies are to be filled;
  - d) manner in which health and safety representatives must perform their functions in terms of the Act; and
  - e) facilities, training and assistance that must be provided to a health and safety representative in terms of section 18(3) of the Act;

Provided that, where there is no registered trade union, the employer shall enter into consultation with all employee representatives in that workplace in order to conclude an agreement with regard to subregulation (1).

- 2) An agreement referred to in subregulation (1) may include two or more employers as parties to the agreement.
- 3) The conditions applicable to collective agreements in terms of the Labour Relations Act, read with the changes required by the context, shall apply to agreements concluded in terms of subregulation (1).
- 4) A dispute shall exist if no agreement in terms of subregulation (1) is concluded on the arrangement and procedures for the nomination and the election of health and safety representatives at a workplace.
- 5) If a dispute exists in terms of subregulation (4), any party to the dispute may refer the dispute to the CCMA or Bargaining Council.
- 6) If a dispute is referred to the CCMA or Bargaining Council under subregulation (9), the CCMA shall attempt to resolve it through conciliation.
- 7) If a dispute remains unresolved, any party to the dispute may request that it be resolved through arbitration, in which case the CCMA shall, taking into account the objectives of the Act and the proposals of the parties, determine the arrangement and procedures for the nomination or the election of the health and safety representatives.

## ANNEXURE J

### Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

#### 17. Health and Safety Representatives

1. Subject to the provisions of subsection (2), every employer who has more than 20 employees in his employment at any workplace, shall, within four months after the commencement of this Act or after commencing business, or from such time as the number of employees exceeds 20, as the case may be, designate in writing for a specified period health & safety representatives for such workplace, or for different sections thereof.
2. An employer and the representative of his employees recognized by him or, where there are no such representatives, the employees shall consult in good faith regarding the arrangements and procedures for the nomination or election, period of office and subsequent designation of health and safety representatives in terms of subsection (1): Provided that if such consultation fails, the matter shall be referred for arbitration to a person mutually agreed upon, whose decision shall be final: Provided further that if the parties do not agree within 14 days on an arbitrator, the employer shall give notice to this effect in writing to the President of the Industrial Court, who shall in consultation with the chief inspector designate an arbitrator, whose decision shall be final.
3. Arbitration in terms of subsection (2) shall not be subject to the provisions of the Arbitration Act, 1965 (Act No. 42 of 1965), and a failure of the consultation contemplated in that subsection shall not be deemed to be a dispute in terms of the Labour Relations Act, 1956 (Act No. 28 of 1956): Provided that the Minister may prescribe the manner of arbitration and the remuneration of the arbitrator designated by the President of the Industrial Court.
4. Only those employees employed in a full-time capacity at a specific workplace and who are acquainted with conditions and activities at that workplace or section thereof, as the case may be, shall be eligible for designation as health and safety representatives for that workplace or section.
5. The number of health and safety representatives for a workplace or section thereof shall in the case of shops and offices be at least one health and safety representative for every 100 employees or part thereof, and in the case of all other workplaces at least one health and safety representative for every 50 employees or part thereof: Provided that those employees performing work at a workplace other than that where they ordinarily report for duty, shall be deemed to be working at the workplace where they so report for duty.
6. If an inspector is of the opinion that the number of health and safety representatives for any workplace or section thereof, including a workplace or section with 20 or fewer employees, is inadequate, he may by notice in writing direct the employer to designate such number of employees as the inspector may determine as health and safety representatives for that workplace or section thereof in accordance with the arrangements and procedures referred to in subsection (2).
7. All activities in connection with the designation, functions and training of health and safety representatives shall be performed during ordinary working hours, and any time reasonably spent by any employee in this regard shall for all purposes be deemed to be time spent by him in the carrying out of his duties as an employee.

#### 18. Functions of Health and Safety Representatives

1. A health & safety representative may perform the following functions in respect of the workplace or section of the workplace for which he has been designated, namely -
  - a. review the effectiveness of health and safety measures;
  - b. identify potential hazards and potential major incidents at the workplace;
  - c. in collaboration with his employer, examine the causes of incidents at the workplace;
  - d. investigate complaints by any employee relating to that employee's health or safety at work;
  - e. make representations to the employer or a health and safety committee on matters arising from paragraphs (a), (b), (c) or (d), or where such representations are unsuccessful, to an inspector;
  - f. make representations to the employer on general matters affecting the health or safety of the employees at the workplace;
  - g. inspect the workplace, including any article, substance, plant, machinery or health and safety equipment at that workplace with a view to the health and safety of employees, at such intervals as

may be agreed upon with the employer: Provided that the health and safety representative shall give reasonable notice of his intention to carry out such an inspection to the employer, who may be present during the inspection;

- h. participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace;
  - i. receive information from inspectors as contemplated in section 36; and
  - j. in his capacity as a health and safety representative attend meetings of the health and safety committee of which he is a member, in connection with any of the above functions.
2. A health and safety representative shall, in respect of the workplace or section of the workplace for which he has been designated be entitled to--
- a. visit the site of an incident at all reasonable times and attend any inspection in loco;
  - b. attend any investigation or formal inquiry held in terms of this Act;
  - c. in so far as is reasonably necessary for performing his functions, inspect any document which the employer is required to keep in terms of this Act;
  - d. accompany an inspector on any inspection;
  - e. with the approval of the employer (which approval shall not be unreasonably withheld) , be accompanied by a technical adviser, on any inspection; and
  - f. participate in any internal health or safety audit.
3. An employer shall provide such facilities, assistance and training as a health and safety representative may reasonably require and as have been agreed upon for the carrying out of his functions.
4. A health and safety representative shall not incur any civil liability by reason of the fact only that he failed to do anything which he may do or is required to do in terms of this Act.

## ANNEXURE K

### Rhodes University legal appointment letter: SECTION 17 - HEALTH AND SAFETY REPRESENTATIVE

**DESIGNATION:** \_\_\_\_\_ [H&S Rep Name Surname]

I, \_\_\_\_\_ [VC's 16(2) Appointee Name Surname], designated as Director/Dean for \_\_\_\_\_ [Division/Faculty], hereby appoint you, \_\_\_\_\_ [H&S Rep Name Surname], as Health and Safety Representative in the workplace, to serve on the \_\_\_\_\_ \* Health and Safety Sub-Committee. Your appointment is valid from \_\_\_\_\_ until \_\_\_\_\_ [1 year, renewed each year for 3 years, unless other arrangement is made]. In terms of this appointment, you are responsible for:

- |  |                                  |   |
|--|----------------------------------|---|
| a) Representing fellow employees' interests in terms of occupational health and safety.    | You may also be responsible for: | e) Visiting incident sites and attend inspections;                        |
| b) Reporting to your supervisor any health and safety issues that come to your attention.  |                                  | f) Attending investigations / formal inquiries;                           |
| c) Doing quarterly health and safety inspections and reports of your designated workplace. |                                  | g) Accompanying an inspector;   |
| d) Serving on your health and safety sub-committee and attending meetings.                 |                                  | h) Participating in internal audits;                                      |
|  |                                  | i) Being accompanied by a technical advisor if approved by your employer. |

You will be required to familiarise yourself with the Health and Safety Training Materials and/or undergo Health and Safety Representative training in order to fulfil these requirements.

Be assured of our support at all times.

**SIGNED:**

\_\_\_\_\_  
by VC's 16(2) Appointee

\_\_\_\_\_  
Date

Kindly confirm your acceptance of this appointment by completing the following:

#### **ACCEPTANCE OF DESIGNATION**

I, \_\_\_\_\_ [H&S Rep Name Surname], understand the implications of the appointment as detailed above and confirm my acceptance.

**SIGNED:**

\_\_\_\_\_  
by Health & Safety Rep

\_\_\_\_\_  
Date

\*Please state one of the sub-committees: Laboratory / Office / Housekeeping / Food Services / Maintenance / Wardens

<b>COPY DISTRIBUTION:</b>	1. Department/Section Health & Safety file 2. Safety, Health and Environmental Office 3. Human Resources Division staff file
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## ANNEXURE L

### Extract from Occupational Health and Safety Act, 1993, General Safety Regulations, 3. First aid, emergency equipment and procedures

1. An employer shall take all reasonable steps that are necessary under the circumstances, to ensure that persons at work receive prompt first aid treatment in case of injury or emergency.
2. Where more than five employees are employed at a workplace, the employer of such employees shall provide a first aid box or boxes at or near the workplace which shall be available and accessible for the treatment of injured persons at that workplace.
3.
  - a. Taking into account the type of injuries that are likely to occur at a workplace, the nature of the activities performed and the number of employees employed at such workplace, the employer shall make sure that the first aid box or boxes contemplated in sub-regulation (2) contain suitable first aid equipment which include at least the equipment listed in the Annexure hereto.
  - b. Such an employer shall make sure that only articles and equipment contemplated in subregulation (a) or other similar equipment or medicine is kept in the first aid box or boxes.
4. Where more than 10 employees are employed at a workplace, the employer of such employees shall take steps to ensure that for every group of up to 50 employees at that workplace, or in the case of a shop or an office as contemplated in the Basic Conditions of employment Act, 1983 (Act No. 3 of 1983), for every group of up to 100 employees, at least one person is readily available during normal working hours, who is in possession of a valid certificate of competency in first aid, issued by -
  - a. the SA Red Cross Society
  - b. the St. John Ambulance;
  - c. the SA First Aid League; or
  - d. a person or organization approved by the chief inspector for this purpose.
5. An employer shall at a workplace where a high risk substance or toxic, corrosive or similar hazardous substances are used, handled, processed or manufactured, ensure that the first aid worker contemplated in subregulation (4) is trained in the first aid procedures that are necessary for the treatment of injuries that may result from such activities, including the acute detrimental effects of exposure to such substances, and in the emergency procedures which are necessary in the case of accidental leakage or dumping of such substances.
6. An employer shall affix a prominent notice or sign in a conspicuous place at a workplace, indicating where the first aid box or boxes are kept as well as the name of the person in charge of such first aid box or boxes.
7. An employee with an open wound, cut, sore or any similar injury, who works in a workplace where a substance contemplated in subregulation 5 is used, handled, processed or manufactured, shall report such injury to his employer forthwith. The employer may not permit such employee to continue working before the injury has been cleaned with soap and water or with a diluted disinfectant.
8. Where an employee is exposed or can be exposed to a potential hazard of injury to the eye through contact with a biological or chemical substance, the employer concerned shall make sure that there is an eyewash fountain or any similar facilities, in the immediate vicinity of the workplace of such employee and that the employee is trained in the use thereof.
9. Where an employee at a workplace is exposed or can be exposed to a potential hazard of injury to or absorption through the skin as a result of sudden contact with a large amount of toxic, corrosive, high risk or similar hazardous substance, the employer concerned shall make sure that there is a fast-reacting deluge-shower with clean water or a similar facility in the immediate vicinity of the workplace of such employee and that the employee is trained in the use thereof.

## ANNEXURE M

### Rhodes University legal appointment letter: GENERAL SAFETY REGULATION 3 - FIRST AIDER

**DESIGNATION:** \_\_\_\_\_ [First Aider Name Surname]

I, \_\_\_\_\_ [VC's 16(2) Appointee Name Surname], designated as Director/Dean for \_\_\_\_\_ [Division/Faculty], hereby appoint you, \_\_\_\_\_ [First Aider Name Surname], as First Aider in the workplace. Your appointment is valid from \_\_\_\_\_ until \_\_\_\_\_ [3 year, from course date]. In terms of this appointment, you are responsible for:

- a) Being a custodian of a first aid box, inspecting it on a regular basis and ensuring that the contents are maintained.
- b) Ensuring that the content complies with requirements of General Safety Regulations Annexure.
- c) Treating all first aid injuries in the workplace.
- d) Entering all details into the first aid register.
- e) Ensuring that access to the first aid box is not obstructed.
- f) Ensuring that available first aiders' names and contact details are prominently displayed.
- g) Ensuring that serious injuries are reported to the line manager and to the SHE Officer.
- h) Assisting the Emergency Coordinator in the event of an emergency.

You should undergo First Aid training in order to fulfil these requirements.

Be assured of our support at all times.

**SIGNED:**

\_\_\_\_\_  
by VC's 16(2) Appointee

\_\_\_\_\_  
Date

Kindly confirm your acceptance of this appointment by completing the following:

#### **ACCEPTANCE OF DESIGNATION**

I, \_\_\_\_\_ [First Aider Name Surname], understand the implications of the appointment as detailed above and confirm my acceptance.

**SIGNED:**

\_\_\_\_\_  
by First Aider

\_\_\_\_\_  
Date

<b>COPY DISTRIBUTION:</b>	<i>1. Department/Section Health &amp; Safety file</i>
	<i>2. Safety, Health and Environmental Office</i>
	<i>3. Human Resources Division staff file</i>

## ANNEXURE N

### Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

#### Environmental Regulations for Workplaces 9(1)

- 1) In order to expedite the evacuation of a workplace in case of fire, every employer shall ensure that
  - a) any emergency escape door from any room or passage or at a staircase shall, as far as is practicable, be hung so as to open outwards;
  - b) every door of a room in which persons may be present, and every door of a passage or at a staircase serving as a means of exit from such room, shall be kept clear and capable of being easily and rapidly opened from inside so as to ensure quick and easy evacuation;
  - c) the provisions of paragraphs (a) and (b) shall also be complied with in respect of the outer escape exit from the workplace;
  - d) staircases and steps leading from one floor to another or to the ground shall be provided with substantial hand-rails;
  - e) staircases intended to be used as fire escapes shall -
    - i) be constructed of non-combustible material;
    - ii) be kept clear of any material or other obstruction; and
    - iii) not terminate in an enclosed area;
  - f) staircases, passages and exits intended for escape purposes shall be of a width and of a gradient which will facilitate the quick and safe egress of the number of persons intended to make use of them; and
  - g) having regard to the size, construction and location of a workplace, the number of persons, and the activity therein, such workplace is provided with at least two means of egress situated as far apart as is practicable.

#### General Safety Regulation 2

- 1) Subject to the provisions of paragraphs (f), (g), (h) and (i) of regulation 5 of the General Administrative Regulations published under Government Notice R. 2206 of 5 October 1984, every employer and every user of machinery shall make an evaluation of the risk attached to any condition or situation which may arise from the activities of such employer or user, as the case may be, and to which persons at a workplace or in the course of their employment or in connection with the use of machinery are exposed, and he shall take such steps as may under the circumstances be necessary to make such condition or situation safe. (Replaced by GAR, 1994 by Government Notice R. 17403 of 6 September, 1996.)
- 2) Where it is not practicable to safeguard the condition or situation contemplated in subregulation (1), the employer or user of machinery, as the case may be, shall take steps to reduce the risk as much as is practicable, and shall provide free of charge and maintain in a good and clean condition such safety equipment and facilities as may be necessary to ensure that any person exposed to any such condition or situation at a workplace or in the course of his employment or on premises where machinery is used is rendered safe.
- 3) Taking into account the nature of the hazard that is to be countered, and without derogating from the general duties imposed on employers and users of machinery by subregulations (1) and (2), the safety equipment and facilities contemplated in subregulation (2) shall include, as may be necessary -
  - a) suitable goggles, spectacles, face shields, welding shields, visors, hard hats, protective helmets, caps, gloves, gauntlets, aprons, jackets, capes, sleeves, leggings, spats, gaiters, protective footwear, protective overalls, or any similar safety equipment or facility of a type that will effectively prevent bodily injury;

- b) waterproof clothing, high-visibility clothing, chemical-resistant clothing, low temperature clothing, chain mail garments, waders, fire retardant or flame-proof clothing, ice-jackets, or any similar safety equipment of a type that will effectively protect the wearer thereof against harm;
  - c) belts, harnesses, nets, fall arresters, life lines, safety hooks, or any similar equipment of a type that will effectively protect persons against falls;
  - d) mats, barriers, locking-out devices, safety signs, or any similar facility that will effectively prevent slipping, unsafe entry or unsafe conditions;
  - e) protective ointments, ear-muffs, ear-plugs, respirators, breathing apparatus, masks; air lines, hoods, helmets, or any similar safety equipment or facility of a type that will effectively protect against harm;
  - f) suitable insulating material underfoot where persons work on a floor made of metal stone, concrete or other similar material; and
  - g) generally, such safety equipment or facilities as may be necessary to render the persons concerned safe.
- 4) An employer or a user of machinery, as the case may be, shall take steps to ensure that no safety equipment or facility provided as required by this or any other regulation is removed from a workplace or from premises where machinery is used, except for purposes of cleaning, repair, maintenance, modification, mending or replacement, and no person shall remove any such safety equipment or facility from a workplace or premises where machinery is used, except for the aforesaid purposes.
- 5) An employer shall instruct his employees in the proper use, maintenance and limitations of the safety equipment and facilities provided.
- 6) An employer shall not require or permit any employee to work unless such an employee uses the required safety equipment or facility provided in terms of this or any other regulation.
- 7) The provisions of this regulation shall not be construed as derogating from the provisions of any specific regulation prescribing specific safety equipment or facilities.

## ANNEXURE O

### Rhodes University legal appointment letter: ENVIRONMENTAL REGULATIONS FOR WORKPLACES 9(1) & GENERAL SAFETY REGULATION 2 - FIRE MARSHAL

**DESIGNATION:** \_\_\_\_\_ [Fire Marshal Name Surname]

I, \_\_\_\_\_ [VC's 16(2) Appointee Name Surname], designated as Director/Dean for \_\_\_\_\_ [Division/Faculty], hereby appoint you, \_\_\_\_\_ [Fire Marshal Name Surname], as a Fire Marshal in the workplace. Your appointment is valid from \_\_\_\_\_ until \_\_\_\_\_ (3 years). In terms of this appointment, you are responsible for:

- j) Promoting general fire awareness and fire safety in your workplace.
- k) Familiarising yourself with the operation of fire fighting equipment in your workplace.
- l) Checking fire fighting equipment in your workplace on a regular basis to ensure it is in working order and has been serviced.
- m) Identifying items, equipment and areas in your workplace which may be a fire hazard.
- n) Reporting any unserviced or damaged fire-fighting equipment or fire hazards to your HOD/manager /supervisor for necessary action, and to your health & safety rep for inclusion in health and safety report.
- o) Checking emergency escape routes on a regular basis to ensure they are not obstructed.
- p) In the event of a fire emergency:
  - ensure that the building Emergency Coordinator or HOD/manager is advised immediately.
  - assist in identifying the type of fire (a. solid; or b. liquid/gas; or c. electrical) to ensure that the correct method of extinguishing is used;
  - assist the building Emergency Coordinator during evacuation procedures;
  - assist in ensuring that occupants only re-enter the building when instructed to do so by the Makana Fire Officer or building Emergency Coordinator.

You will be required to undergo training in order to fulfil these requirements. Your HOD/manager should arrange fire drills in your workplace at least once a year. Any deviation from this should be reported to a 16(2) Appointee.

**SIGNED:**

\_\_\_\_\_  
by VC's 16(2) Appointee

\_\_\_\_\_  
Date

Kindly confirm your acceptance of this appointment by completing the following:

### **ACCEPTANCE OF DESIGNATION**

I, \_\_\_\_\_ [Fire Marshal Name Surname], understand the implications of the appointment as detailed above and confirm my acceptance.

**SIGNED:**

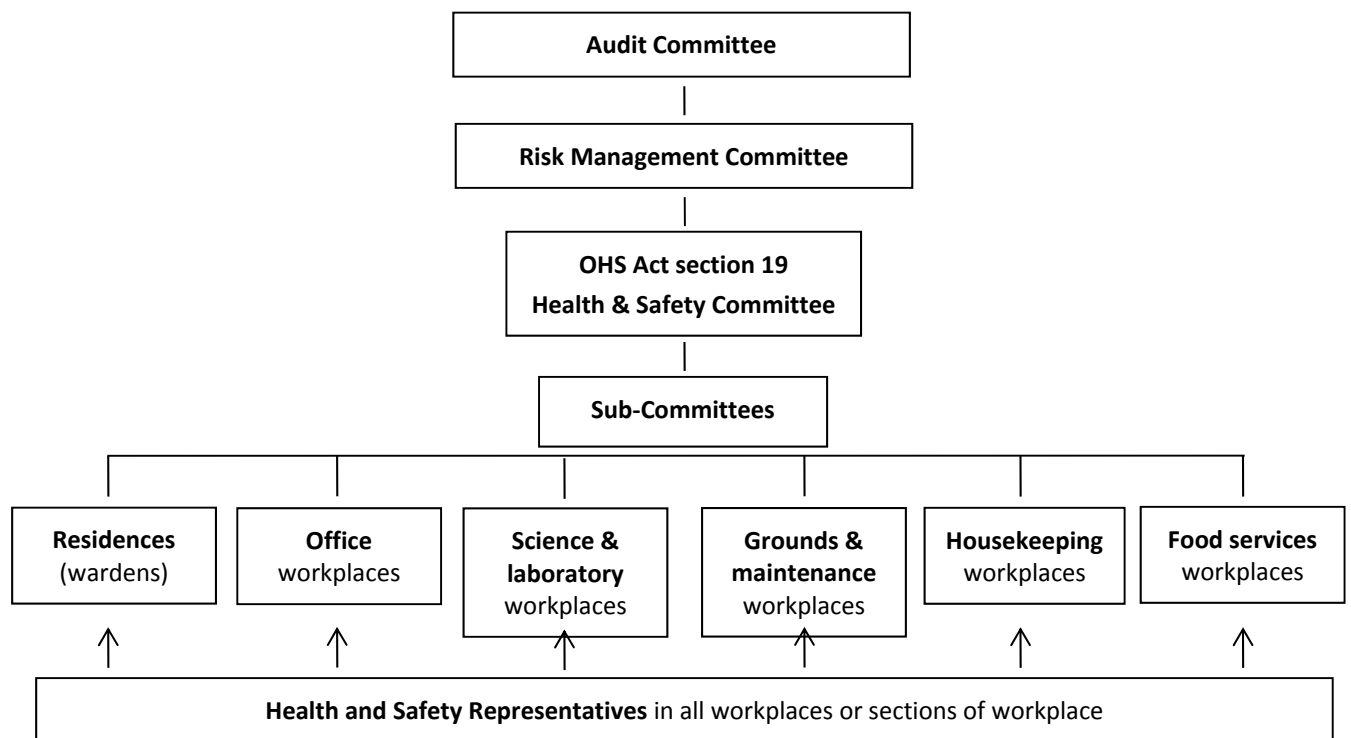
\_\_\_\_\_  
by Fire Marshal

\_\_\_\_\_  
Date

<b>COPY DISTRIBUTION:</b>	<i>1. Department/Section Health &amp; Safety file</i>
	<i>2. Safety, Health and Environmental Office</i>
	<i>3. Human Resources Division staff file</i>

## ANNEXURE P

### Organogram of RU Committees responsible for Health and Safety Policy implementation



## ANNEXURE Q

### Extract from Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), 19. Health and Safety Committees

- 1) An employer shall in respect of each workplace where two or more health and safety representatives have been designated, establish one or more health and safety committees and, at every meeting of such a committee as contemplated in subsection (4), consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of his employees at work.
- 2) A health and safety committee shall consist of such number of members as the employer may from time to time determine: Provided that -
  - a) if one health and safety committee has been established in respect of a workplace, all the health and safety representatives for that workplace shall be members of the committee;
  - b) if two or more health and safety committees have been established in respect of a workplace, each health and safety representative for that workplace shall be a member of at least one of those committees; and
  - c) the number of persons nominated by an employer on any health and safety committee established in terms of this section shall not exceed the number of health and safety representatives on that committee.
- 3) The persons nominated by an employer on a health and safety committee shall be designated in writing by the employer for such period as may be determined by him, while the health and safety representatives shall be members of the committee for the period of their designation in terms of section 17(1).
- 4) A health and safety committee shall hold meetings as often as may be necessary, but at least once every three months, at a time and place determined by the committee: Provided that an inspector may by notice in writing direct the members of a health and safety committee to hold a meeting at a time and place determined by him: Provided further that, if more than 10 per cent of the employees at a specific workplace has handed a written request to an inspector, the inspector may by written notice direct that such a meeting be held.
- 5) The procedure at meetings of a health and safety committee shall be determined by the committee.
- 6) A health and safety committee may co-opt one or more persons by reason of his or their particular knowledge of health or safety matters as an advisory member or as advisory members of the committee.
- 7) If an inspector is of the opinion that the number of health and safety committees established for any particular workplace is inadequate, he may in writing direct the employer to establish for such workplace such number of health and safety committees as the inspector may determine.

## ANNEXURE R

### Role-players at Rhodes University who have been identified as key to facilitating compliance with the OHS Act

Area of Concern	Contact Person	Telephone	Email
OHS Act section 16: CEO	Vice-Chancellor	046 603 8149	vc@ru.ac.za
OHS Act section 16(2) Appointee	Deputy Vice-Chancellor of Research and Development: Dr Peter Clayton	046 603 8055	dvc.research@ru.ac.za
OHS Act section 16(2) Appointee	Deputy Vice-Chancellor Academic & Student Affairs: Prof Chrissie Boughey [t.b.c.]	046 603 8149	c.boughey@ru.ac.za
OHS Act section 16(2) Appointee	Dean of Law: Dr Rosaan Kruger	046 603 7254	r.kruger@ru.ac.za
OHS Act section 16(2) Appointee	Dean of Humanities: Prof Thom Martin	046 603 8362	t.martin@ru.ac.za
OHS Act section 16(2) Appointee	Dean of Commerce: Prof Dave Sewry	046 603 8305	d.sewry@ru.ac.za
OHS Act section 16(2) Appointee	Dean of Pharmacy: Prof Santy Daya	046 603 8381 046 603 8382	s.daya@ru.ac.za
OHS Act section 16(2) Appointee	Dean of Science: Prof Tony Booth	046 603 7232	t.booth@ru.ac.za
OHS Act section 16(2) Appointee	Dean of Education: Prof Di Wilmot	046 603 8385	d.wilmot@ru.ac.za
OHS Act section 16(2) Appointee	Registrar: Dr Stephen Fourie	046 603 8101	s.fourie@ru.ac.za
OHS Act section 16(2) Appointee	Executive Director of Infrastructure, Operations & Finance: Dr Iain L'Ange	046 603 8125	execdirector.iof@ru.ac.za l.LAnge@ru.ac.za
OHS Act section 16(2) Appointee	Director of Equity and Institutional Culture: Ms Noluxolo Nhlapo	046 603 7474	n.nhlapo@ru.ac.za
OHS Act section 16(2) Appointee	Director of Communications & Advancement: Mr Luzuko Jacobs	046 603 8514	l.jacobs@ru.ac.za
OHS Act section 16(2) Appointee	Director of Human Resources: Ms Loshni Govender	046 603 8114	l.govender@ru.ac.za
OHS Act section 16(2) Appointee	Director of Research Office: Ms Jaïne Roberts	046 603 8756	j.roberts@ru.ac.za
OHS Act section 16(2) Appointee	Director of Community Engagement: Ms Di Hornby	046 603 7228	d.hornby@ru.ac.za
OHS Act section 16(2) Appointee	Director of Finance: Ms Desiree Philipson [t.b.c.]	046 603 8123 046 603 8124	d.philipson@ru.ac.za
OHS Act section 16(2) Appointee	Director of Information and Technology Services: Ms Natalie Ripley [t.b.c.]	046 603 7456	n.ripley@ru.ac.za
OHS Act section 16(2) Appointee	Director of International Office: Ms Orla Quinlan [t.b.c.]	046 603 8217 046 603 8225	o.quinlan@ru.ac.za



OHS Act section 16(2) Appointee	Director of Student Affairs: Mr Malinge Gqeba [t.b.c.]	046 603 8181	m.gqeba@ru.ac.za
Health & Safety Committee members – 2017:			
Health & Safety Committee Chair <u>and</u> section 16(2) Appointee:	Ms Susan Smailes (Director of Special Projects)	046 603 8529	s.smailes@ru.ac.za
Executive Director of IOF or nominee	Mr Dawie van Dyk	046 603 7519	d.vandyk@ru.ac.za
GMR 2 Appointee / Machinery supervisor	Mr Eugene Engelbrecht	046 603 8033	e.engelbrecht@ru.ac.za
Dean elected by Deans Forum or nominee	Dr Sagaran Abboo	046 603 8785	s.abboo@ru.ac.za
Director of Human Resources or nominee	Mr Cecil Peters	046 603 8876	c.peters@ru.ac.za
Manager of Campus Protection Unit	Mr Towers Naidu	046 603 8795	towers.naidu@ru.ac.za
Manager of Risk Control	[t.b.a.]	046 603 .....	riskmanagement@ru.ac.za
Safety Health & Environmental Officer	Ms Nikki Kohly	046 603 7205	safety@ru.ac.za
NEHAWU Representative	t.b.a.	046 603 8561 046 603 8482	nehawu@ru.ac.za
NTEU Representative	Mr Siya Dyaloyi	046 603 8144 046 603 8105	nteu@ru.ac.za
Wardens Representatives	Ms Janine Harris Ms Engela Tyson	046 603 8504 046 603 8791	j.harris@ru.ac.za e.tyson@ru.ac.za
Food Services Sub-Committee Chair and Deputy	Chair: Mr Xolani Dyokomba Deputy: Mr Lwazi Nesi	046 603 8482	fsdrostdy@ru.ac.za l.nesi@ru.ac.za
Housekeeping Sub-Committee Chair and Deputy	Chair: Mr Anton Kivitts Deputy: Ms Noluthando Fall	046 603 8567 046 603 7470	a.kivitts@ru.ac.za
Laboratory Sub-Committee Chair or Deputy	Chair: Ms Andrea King Deputy: Mr Siyabonga Dyaloyi	046 603 8267 046 603 8221	a.king@ru.ac.za s.dyaloyi@ru.ac.za
Maintenance Sub-Committee Chair and Deputy	Chair: Mr Jan Nell Deputy: Mr Barry Hartley	speed dial 5073 046 603 8597	j.nell@ru.ac.za b.hartley@ru.ac.za
Office Sub-Committee Chair or Deputy	Chair: Ms Christine Lewis Deputy: t.b.a.	046 603 7129 046 603 .....	christine.lewis@ru.ac.za .....@ru.ac.za
SRC Representative	SRC Student Benefit & Sponsorship Councillor		srcbenefits@ru.ac.za
Co-opted	Prof Sunitha Srinivas: Pharmacy Practice	046 603 8496	s.srinivas@ru.ac.za