

## **Health and Safety Policy**

### **a. Purpose**

The purpose of this document is to describe the policy of KTRC regarding the Safety and Health of all its staff and clients.

### **b. Scope**

The scope of this policy will cover Health and safety as it applies to any staff and/ or learners that deal in any which way with the organization.

### **c. References**

- None

### **d. Definitions**

None.

### **e. Policy-Health and Safety**

The organization's premises and equipment must comply with the relevant and most up-to-date health and safety legislation. As per the Occupational Health & Safety Act and Regulations education and training organizations are treated like any other workplace.

All activities should take place in an environment where potential hazards have been properly identified and dangers minimized through the establishment of safety procedures and where safe working practices are incorporated into all education and training programmes.

The requirements of the policy are met when there is evidence that the organization and all its subcontractors for education and training and placement providers implement health and safety guidance and regulations for premises, equipment, and materials, for everyone using them (clients, learners, staff and visitors, and contractors).

Premises should be correctly registered. Clients, learners, and staff should be covered by appropriate insurance.

**Responsibilities for health and safety should be appropriately allocated.**

Arrangements should ensure that learners are correctly supervised by responsible people in all training locations (including subcontractors and placements) and that staff and learners know who to refer to for advice on health and safety matters.

Responsibilities for instigating, supervising, and reporting on safety audits, inspections, and accidents and for taking corrective action should be clearly specified.

The requirement for review of health and safety arrangements has a number of specific deliverables for evidence in addition to general review requirements.

**WHEN DISASTER STRUCK**

**An employee who notices any unhealthy challenge such as fire shall:**

Inform one of the safety committee members.

The Marshall to check that all employees are outside the building.

Command all employees to wait at the evacuation area without panicking.

The Marshall to make a second roll call to ensure that all employees are safe.

- Depending on the type of the disaster for example if it is fire:
- Use the fire extinguisher to extinguish the fire.
- Phone the relevant stakeholder.
- Use own integrity the safety committee will ask for help form the following stakeholders:
  - Police (Florida) 011-831 7000/ 072 727 7339
  - Fire brigade 10177/011-3755911
  - Ambulance 10177/ 011-3755911
  - Trauma debriefing such as Life Line.
  - Metro police: 011-3755911.
  - Water and Electricity 011-375 5555.
- Keep all employees calm.
- If any victim injured: apply basic first aid principles of:
- Position the candidate properly without causing any further damage.
- Clear the airway
- Ensure proper Breathing.
- Apply cardiac massage.
- Calm the victim whilst waiting for the help from the Emergency Medical Services (EMS).
- Hand over the victim to the EMS.

## **EVACUATION PLAN**

- All employees gather outside the building on the front side of the building (PAVED SIDE)
- Emergency cars enter from the main street and park on the PAVING.
- The exit point is direct from the Driveway

## **SAFETY COMMITTEE APPOINTMENT**

The managing director of KTRC must nominate the employees to a portfolio of health and Safety committee.

**This committee shall work closely with management and employees in ensuring a safe, healthy and conducive environment at the workplace by doing the following:**

- Ensuring that all employees adhere to the safety standards as described in the OHSA.
- Report any safety hazards observed during their occupation of the office space.
- Suggest any best practice safety measures to the building owner.
- Hold regular safety meeting as agreed upon by the safety committee to empower the committee, management and employees on safety related matters.
- Draw up a disaster plan including the evacuation plan.
- Hold regular in-service training for all employees on safety related issues.
- Propose any changes /innovations related to safety to management.
- Ensure that all employees are trained on Basic First Aid.

## **Management shall ensure that:**

- The building complies with the safety measures in line with the Occupational Health and Safety Act.
- The building is kept clean and neat at all times.
- Repair any faults and leakages as observed and reported by the tenants.

Duties of each safety committee member

<b>Name</b>	<b>Position</b>	<b>Duties</b>
XXXXXXX	Chairperson	Compile the safety procedures. Place safety related signs where applicable. Order and receive safety equipment Supervise all safety related matters.

		Compile a disaster plan.
XXXXXXX	Safety Representative	Train all employees on first aid Measures. Conduct monthly safety inspection. Propose any changes to the safety Committee.
XXXXXXX	Secretary	Train all employees on OHSA and other Safety related acts. Conduct regular disaster drill. Compile minutes of every safety Committee meetings.

Acceptance of the portfolio by each committee member indicated by the signature of each member.

No	Name	Signature	Date
1	XXXXXXX		
2	XXXXXXX		
3	XXXXXXX		

### Health and Safety Checklist for Training Sessions

	Y	N	Comments
Acceptable noise and lighting levels maintained in learning centre			
Emergency evacuation procedures in place and communicated demarcated			
Emergency exits and stairways are free from obstructions.			
Hygiene and cleanliness standards maintained in learning centre.			
Key points of Occupational Health and Safety Act strategically displayed (signage visibility)			
Learning centre ergonomically suitable in terms of layout and adequate space			
No pollution and hazardous materials present where training and related activities take place.			
Personal and contact details of safety representative/s available.			

Precautionary measures in place in areas where applicable.			
Protective clothing available and supplied where applicable			
Security systems and procedures in place and communicated			
Suitable heat/air conditioning in learning centre provided.			
Suitable learning centre available for the learners to sit at tables without being unduly crowded			
Are the floors slippery?			
Smoking area designated			
First Aid kit available			
Hygiene & cleanliness of all areas			
Emergency contact numbers displayed.			
Fire extinguisher visible and accessible			
Light intensity			

Signed at: \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
Management signature  
signature

\_\_\_\_\_  
Board of Directors' representative