



UNIVERSITY
OF
JOHANNESBURG

OCCUPATIONAL SAFETY DEPARTMENT

EXECUTIVE SUMMARY REPORT 2010

STRATEGIC PLAN/THRUSTS:

1. Division's strategic plan/thrusts

Strategic objective of the occupational safety department

1.1 The Occupational Safety Departments core business function is:

To ensure a Health and Safe work environment by complying with the OHS Act and its regulation and relevant standards.

	APK	DFC	APB	SWC	2010	2009
Total injuries	23	6	5	1	35	34
Surveys	1	2	2	1	6	7
Inspections	22	35	29	50	136	134
General Safety Meetings	164	50	82	77	373	302
Safety Meetings with Health and Safety reps	12	35	29	11	87	0
Training	65	92	90	21	268	175
Appointments	64	28	18	16	126	65

1.2 Progress review:

- 1.2.1 Overall compliance rate for December 2010 is 76%. December 2009 it was 61%
- 1.2.2 Started with the recycling process on the Doornfontein and Bunting road campuses in August 2009. Total waste recycled from August 2009 to December 2009 is 56141kg. Waste recycled over the same period from August 2010 to December 2010 is 51304kg.
- 1.2.3 Waste recycled from January 2010 to December 2010 is 137667kg.

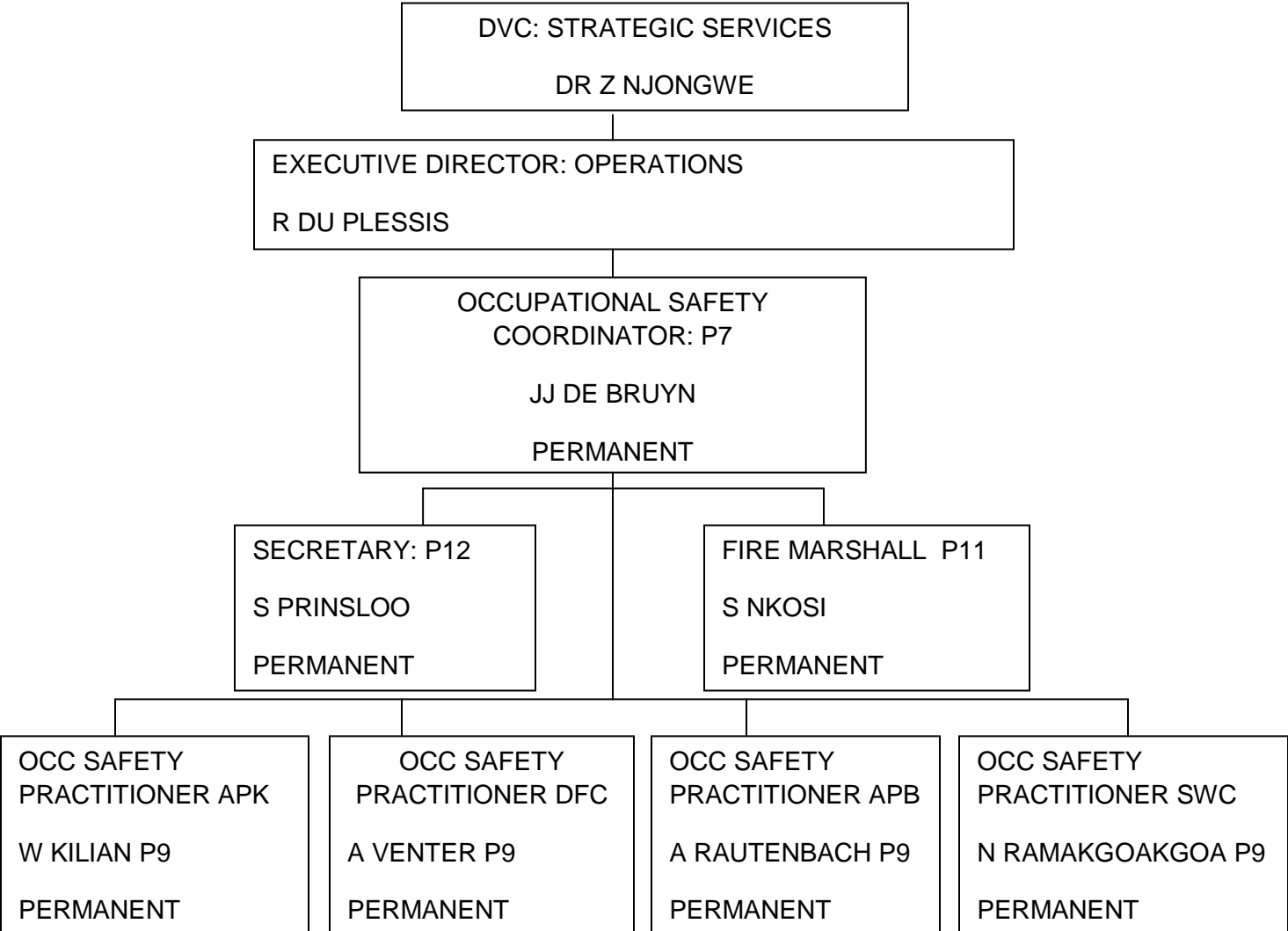
1.3 Gaps:

- 1.3.1 Lack of gas monitoring systems. (Order number given to supplier, work in progress). New gas monitoring systems will be installed at D Lab on the APK Campus and lab 3405 on the DFC campus. Gas Monitoring systems are already installed at DFC Labs (2402+3313) and at the Residences (Jeunesse, Aurum and Dale Lace). At APB at STH kitchens, SACA (South African Chef's Association, Jewellery Department, Design Café and at the Residences (Majuba, Panorama and Horizon). Gas monitoring systems installed at C Lab, Laser lab and lab materials.
- 1.3.2 Lack of fire drills at all the high risk areas. (Scheduled drills will be conducted in 2011).
- 1.3.3 Lack of proper storage facilities for hazardous chemicals. (Storage facilities will be upgraded and new facilities will be put in place in 2011).
- 1.3.4 Lack of recycling on all four campuses. Waste area completed at SWC. Need to build recycling cages. (Recycling cages at the APK, SWC and Eiland will be completed in 2011). Staff from the service provider for the removal of waste will be placed at the recycling stations. DFC and APB campuses already have recycling cages in the waste storage areas.
- 1.3.5 Building defects such as loose ceiling panels, water leakage and electrical faults. (Risks identified are being reported to the Campus Director for action)
- 1.3.6 Emergency preparedness for fires at UJ due to lack of personnel and equipment at the fire departments. (Mobile units form part of the budget 2011 and is approved). The monthly inspections of all sprinkler systems will be added to the service level agreement for fire equipment.
- 1.3.7 Lack of proper fume cabinets at the labs. (plans to upgrade in place)
- 1.3.8 Lack of evacuation alarms at all the high risk areas identified. (Contractor approved after tender process. Installation to commence in 2011)
- 1.3.9 Lack of waste management on the Eiland. (2011 budget) (Followed tender process, await feedback for the successful waste removal company from tender office). Will form part of the recycling where one person will be placed to conduct recycling on the Eiland.

- 1.3.10 Cover doors of the Distribution Boards on the roof of the John Orr Building are open and broken. Danger of being blown off the roof and fall on people. Danger of electrocution. Memo forwarded to Campus Director for immediate action.
- 1.3.11 No maintenance and repairs on the fat trap at the STH. The fat trap at the STH is not functional. Need to be repaired as a matter of urgency. Cleaning of fat traps will form part of waste management.
- 1.3.12 No water pressure or very low water pressure from the hydrants on the DFC Campus. Contractor appointed to work on the water pressure.
- 1.3.13 Contractors on site not complying with the construction regulations. No safety plans or safety specifications in place. The Occupational Safety department will inspect all work performed by contractors in order to ensure compliance.
- 1.3.14 Certificates of crane operators have expired. Crane operators will undergo fitness tests before they will be allowed to be issued crane operator certificates after the re evaluation.

2. Human Resource Management

2.1 Occupational safety structure:



2.2 Equity Profile

EQUITY PROFILE								
	AM	AF	IM	IF	CM	CF	WM	WF
P7							1	
P9		1					1	2
P11	1							
P12								1

2.3 Status of qualifications: Not applicable.

2.4 Appointments, promotions, resignations, deceased and succession planning: Not applicable.

2.5 Achievements of employees: Not applicable.

2.6 Staff Development Programme:

2.6.1 Kobus de Bruyn, Willem Kilian, Alet Venter, Anzani Rautenbach and Nora Ramakgoakgoa has completed the following courses in 2010, Construction regulations, Radio Active principles, Safe Crane operations, Fire fighting, Waste management seminar and Scaffold training.

2.6.2 Solly Nkosi has completed the following courses in 2010, Basic fire training, Waste management seminar and Health and Safety representative course.

2.6.3 Susan Prinsloo has completed the following courses in 2010. Basic fire fighting, first Aid level one, Health and Safety Representative Course and Construction regulations.

2.7 Summary of skills and competencies within the division:

2.7.1 Kobus de Bruyn, Safety Management Diploma, IRCA Safety Diploma, Security Management Diploma, SAMTRAC, ISO 14001,18001 Certification and ISHEQ.

2.7.2 Willem Kilian, SAMTRAC, Basic ambulance assistant, Advance fire fighting, ISO 18001 Certification and ISHEQ.

2.7.3 Alet Venter, National diploma Environmental Health, ISHEQ and ISO 18001 Certification.

2.7.4 Nora Ramakgoakgoa, B A Curative degree, Occupational Health diploma, diploma midwifery, General Nursing diploma and ISO 18001 Certification.

2.7.5 Anzani Rautenbach, BSC Geography, Botomy & Environmental management, Hons. Degree Geography and MSC Environmental Management.

2.7.6 Solly Nkosi, Basic Fire training, First aid training level one, Health and Safety Representative training and Hazardous handling training .

2.7.7 Susan Prinsloo, N3 Qualification

2.8 Occupational Safety:

2.8.1 Monthly meetings are conducted within the department.

- 2.8.2 Risks are identified and corrective actions are put in place. Minutes of the safety meetings are being distributed and discussed on all levels.
- 2.8.3 Safety Practitioners have random meetings with appointed Health and Safety Representatives. Risks identified are being discussed at the safety meeting and feedback is given to the relevant departments.
- 2.9 Dissatisfaction regarding the Peromones grades of the Head Occupational Safety Coordinator and Safety Practitioners and the effect the claw back will have on the moral of staff members.

3. Stakeholder report

- 3.1 Contracts are in place with the following service providers:
 - 3.1.1 Tempest Fire responsible for the servicing of fire equipment.
 - 3.1.2 Budget waste for the removal of hazardous and non hazardous waste. Out on new tender for 2011.
 - 3.1.3 Servicing of Evacuation alarms by HB Controls. New tender awarded to HB Controls for the installation of additional evacuation alarms.
 - 3.1.4 Servicing of the gas monitoring systems by GFG. Order number given to GFG for the installation of additional gas monitoring systems at C Lab.
 - 3.1.5 Interaction with the local fire departments.

4. Sustainability report

4.1 Governance of the division

4.1.1 Governance overview:

Governance structure	Policies	Procedures	Charter
Occupational Safety Committee	Waste Management policy Occupational Safety policy	Work procedures for Head Occupational Safety Coordinator Work procedures for safety practitioners Work procedures for Fire Marshall Emergency planning and evacuation procedures	Occupational Safety charter

		Reporting of incident procedures	
		Safety procedures for construction work.	

4.1.2 Occupational Safety Management system consisting of 14 elements. (Policy management, legal appointments, safety meetings, safety training, safety audits, safety awareness, premises and housekeeping, mechanical, electrical and personal safe guarding, fire prevention and protection, waste management, incident management, safety inspections, statutory maintenance and contractor safety). The 14 elements that consist of relevant questions form part of the Safety Management System to determine the overall compliance rating.

4.1.3 Risk Management :
As discussed in point 1.3 under gaps.

4.1.4 Financial review:

Campus	Approved Budget	Expenditure	Under spend	Over spend
APK	R2,336,387	R2,308,929 (98.8%)	R27,458	
DFC	R5,618,437	R5,966,692 (106%)		R348,255.04
APB	R768,018	R711,542 (92.6%)	R56,476	
SWC	R768,604	R719,908 (93.6%)	R48,696	
TOTAL	R9,491,446	R9,707,071		R215625

4.2 Social responsibilities

4.2.1 The occupational Safety Department ensures that all waste are disposed of in a legal manner in order not to put people's lives in danger and minimize the negative effect that waste generated at UJ will have on the environment.

4.2.2 Ensures that staff members are issued with the necessary Personal Protective Equipment in order to perform their work in a safe manner.

4.3 Environmental sustainability

- 4.3.1 All hazardous and non hazardous waste are being removed by an external contractor.
- 4.3.2 Non hazardous waste (general waste) is being recycled. Recycling cages have been built and are in operation on the DFC and APB campuses.
- 4.3.3 HP Cartridges are being collected on a small scale for recycling. Recycling boxes will be placed at strategic areas by the Occupational Safety Department that will form part of the awareness campaign.
- 4.3.4 Old oil is collected by an external company for recycling.
- 4.3.5 Recycling stations have being put up on all four campuses.
- 4.3.6 Statistics of recycled general waste

Com paper	White paper	Plastic	Cans	Alum	Card boxes	Glass	Total
18.828 ton	40.914 ton	13.841 ton	8.630 ton	1.780 ton	26.615 ton	27.059 ton	137.667 ton

4.3.7 Statistics of all waste generated in 2010

General waste	Building rubble	Hazardous waste	Medical waste	Total waste generated
1298 ton	407 ton	66 ton	5 ton	1776 ton

Report compiled by:
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