

Fred's Forklift Occupational Health & Safety Policy



1. Why Fred's need this policy

Fred's considers its employees to be its most valuable asset and undertakes to protect them, as far as reasonably practicable, against any threat to their health and safety arising from any work associated with its business.

Definitions

Accident investigator/ Incident investigator	Means a person responsible for investigating workplace-related incidents and accidents.	Fred's	Means Fred's Forklift and Plant Hire CC
Contractor	Means an external service provider doing maintenance, construction or any other work while on the premises of Fred's Forklift and Plant Hire CC.	Fred's Premises	Means owned or rented Fred's premises where Fred's Forklift operations are performed, and business is conducted in the ordinary course.
Contractor employee	Means a person who is employed by a Contractor.	Occupational health and safety representative	Means a person appointed in terms of section 17 of the OHS Act
Customer Premises	Means customer owned or rented premises where Fred's Forklift operations perform a service.	Official function	Means an authorised event in which internal and/or external stakeholders participate to achieve an outcome.
Dedicated workspace	Means a workspace at a Remote workplace that an employee uses as their workplace from time to time.	OHS	Means occupational health and safety.
Emergency controller	Means a person appointed to ensure that emergency preparedness and response plans are developed, implemented and maintained.	Regulation/ Regulatory	Means or relates to any legislation, subordinate legislation, regulation, code, guideline, guidance note, supervisory requirement or regulatory directive with which Fred's Group must by law comply or to which it adheres to ensure good corporate governance.
Employee	Means any person whom Fred's employs permanently, temporarily or on fixed-term contract and remunerates directly. This includes any person who works under the direction or supervision of persons whom Fred's employs.	Remote work	Means work that an employee performs from a Remote workplace for more than a week, approved by the Fred's Member(s)
Evacuator	Means a person responsible for ensuring, among other things, that all persons are evacuated from a workplace in an orderly and safe way if there is an emergency.	Remote workplace	Means i) residential premises or ii) any other Workplace used temporarily for more than one week and in either case approved by a Fred's Member(s), which Workplace does not include Fred's premises.
Fire marshal	Means a person responsible for ensuring, among other things, that the Workplace is evacuated safely if there is a fire.	Remote work risk assessment	Means the risk assessment that an employee who will be working from a Remote workplace must conduct on their Dedicated workspace before they may work from that remote workplace.
First aider	Means a person appointed in terms of regulation 3(4) of the General Safety Regulations, 1986, which are binding in terms of the OHS Act.	Risk	Means the possibility that injury or damage will occur.
Hazard	Means a source of or exposure to danger.	Section 8 appointee	Means a person appointed in terms of section 8(2) (h-i) of the OHS Act.
Health and safety standard	Means any standard, whether or not it has the force of law, that, if applied for the purpose of the OHS Act, will help achieve the aims of the OHS Act.	Section 16(2) appointee	Means a person appointed in terms of section 16(2) of the OHS Act to help the Member(s) fulfil the occupational health and safety duties of Fred's.
Fred's Member(s)	Means the person(s) in charge of Fred's employees who report directly to them, and who is responsible for ensuring that compliance with the OHS Act is enforced within their area of responsibility, including providing tools, equipment and the training needed.	Workplace	Means any premises or place where a person performs work in the course of their employment.

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2. Goal of this Policy

The goal of this policy is to, among other things:

- set out accountabilities and outline the occupational health and safety management programme that will ensure that Fred's complies with its duties and responsibilities, as far as reasonably practicable, in terms of the OHS Act in the work environment.
- outline the extent or limitation of Fred's liability in respect of Employees who work from their Dedicated workspaces.
- set out the responsibilities and obligations of Fred's member(s) towards employees who work at Fred's or Customer premises and employees who are authorised to work from a Remote workplace; and
- set out the responsibilities and obligations of employees who work at Fred's or Customer premises.

In achieving the goals of this policy, Fred's, where reasonably practicable, will be able to do the following:

- Manage the health and safety of its employees, Contractor employees and clients more effectively within the scope of this policy.
- Give employees information on OHS hazards.
- Identify and mitigate, as far as reasonably practicable, any known OHS hazards.
- Encourage employees to do their work safely.
- Encourage employees to report incidents, accidents and hazards at Fred's or Customer premises and at remote workplace(s) as may be required from time to time.

3. Where this Policy applies

This policy applies to all business operations, of Fred's. Provisions are specifically aligned with or linked to South African legislative requirements. This policy binds all employees, Contractors and Contractor employees of Fred's (as applicable) and requires them to adhere to standards that Fred's has set in the interest of health and safety. The appointed Health and Safety Officer must assess the compliance standards and report OHS matters to the Fred's Member(s) on a regular basis. This policy must be read and applied together with other Fred's policies and/or guidelines that deal with other relevant codes of conduct, including the Code of Ethics and Conduct.

4. Key Principles

- The Member(s) of Fred's Forklift and Plant Hire CC is responsible for the occupational health and safety of employees, contractors, contractor employees, visitors and clients.
- The Member(s) may assign duties under their responsibility to any person under their control, and that person must act under this control. Accordingly, the Member(s) at Fred's has delegated their responsibilities to certain representatives, who must ensure that these regulatory duties are carried out fully.
- The Member(s) is responsible for implementing, maintaining, and monitoring overall the OHS management programme, policies and procedures.
- Fred's is responsible for taking measures that are reasonably practicable to ensure that the Dedicated workspaces of employees, while they are working at Fred's or Customer premises, have no foreseeable hazards or risks.
- With regard to employees working from a Remote workplace, Fred's will require relevant employees to conduct a risk assessment of their Dedicated workspaces.
- Employees are responsible for their own health and safety while they are working from a Fred's or Customer premises and while they are working remotely at a Dedicated workspace.
- Employees working from a Fred's or Customer premises must take appropriate measures to ensure that the relevant Fred's premises is kept safe and healthy, in line with Fred's or Customer's health and safety guidelines, policies, protocols and procedures.
- An Employee working from a Remote workplace must take appropriate measures to ensure that their Dedicated workspace is kept safe and healthy, in line with the Remote work risk assessment required, the Remote work Guideline and other relevant health and safety guidelines, policies, protocols and procedures that Fred's has in place.
- An employee is allowed to work remotely only after Member(s) of Fred's has given them approval to do so.
- A Fred's Member(s) must give an employee approval to work remotely only after the employee has submitted to them the Remote work risk assessment they conducted of their Dedicated workspace and has acknowledged the Remote work Guideline.
- If an employee is injured while working at their Dedicated workspace and that injury arose out of and was in the course of their employment, the relevant incident reporting procedure under the Compensation for Occupational Injuries and Diseases Act, 130 of 1993 (COIDA) must be adhered to.
- If an employee is injured while working from any Remote workplace other than Fred's premises or a Dedicated workspace without the prior approval of a Fred's Member(s), and that injury arose out of and was in the course of their employment, Fred's may not be liable for any claims.

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5. Links to Procedures

- Incident Reporting and Investigation Procedure
- Emergency Action Plan Procedure

6. Links to other Documents

- Code of Ethics and Conduct
- Bringing Children to Work
- Remote Work Guideline
- Remote Work Risk Assessment Checklist

7. Who does what

Fred's OHS representative and Member(s) are responsible for enforcing, as far as reasonably practicable, compliance with the OHS Act on Fred's premises, ensuring that related processes and procedures are being followed, identifying risks and hazards, and reporting all incidents and accidents within their area of responsibility to maintain a healthy and safe working environment as far as reasonably practicable.

8. Section 16(2) and/or Section 8 appointees

Section 16(2) and/or Section 8 appointees are responsible for, among other things, the following:

- Ensuring, as far as reasonably practicable, that the requirements of the OHS Act and its regulations, as well as all other applicable legislation (including the Disaster Management Act, 57 of 2002, and its regulations and directives issued in response to the Covid-19 pandemic), are met in their area of responsibility.
- Taking all reasonable measures within their area of responsibility to ensure the safety and health of persons as well as proper discipline and compliance with the OHS Act and its regulations, as well as other relevant legislation.
- Ensuring that they know, among other things, the relevant provisions of the OHS Act and other relevant legislation, as well as all internal health and safety standards, procedures, Member(s) instructions and all permissions and exemptions that are applicable to their area of responsibility.
- Ensuring that regular OHS Fred's member(s) engagements and updates are provided.
- Reporting all work-related incidents and accidents to Fred's Member(s).
- Helping employees complete the necessary forms for purposes of claims under COIDA.
- Following up on forms completed in terms of COIDA when it comes to all injuries on duty when they are reported and when they are requested by Fred's member(s) until the final medical report is obtained.
- Attending evacuation drills, attending to emergencies when they occur and ensuring that, where applicable, social distancing during the Covid-19 pandemic is practised during the evacuation drills and at the assembly point.

9. Emergency Practices

The Fred's appointed OHS representative are responsible for, amongst other things, the following at Fred's premises:

- Ensuring that emergency planning is done and that such planning is recorded as a written emergency plan.
- Ensuring that all aspects of the emergency plan are practised on a regular basis as practicable.
- Ensuring that emergency equipment and facilities are well maintained and kept in a state of readiness so they can be used in any emergency.
- Ensuring that all exits, evacuation routes and location of firefighting and first-aid equipment are indicated prominently and reflected clearly on floor plans.
- Ensuring that emergency situations are managed effectively and taking overall command during emergencies until the emergency management services have arrived.
- Ensuring that regular exercises and practices are conducted, and registers of all exercises are kept.
- Ensuring that an up-to-date Emergency procedure(s) are maintained and displayed prominently as required.
- Carrying out inspections and reporting on any problems with firefighting equipment and fire doors, on cluttered exit routes and on poor housekeeping, including the unsafe use or storage of flammable materials and the unsafe use of heating appliances and other electrical equipment.

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10. Occupational health and safety

The Fred's appointed OHS representative are responsible for, amongst other things, the following at Fred's premises:

- Reviewing the effectiveness of health and safety measures.
- Identifying potential hazards and potential major incidents and accidents at the area of responsibility.
- Examining the causes of incidents and accidents at the workplace.
- Investigating all injuries on duty and giving recommendations.
- Investigating complaints by employees relating to employees' health or safety at work.
- Providing updates to Fred's Member(s) on all health and safety matters.
- Participating in any internal or external health or safety assessments.
- Arranging and executing emergency evacuation drills and attending to emergencies as they happen.

11. First Aid

The Fred's appointed OHS representative are responsible for, amongst other things, the following at Fred's premises:

- Inspecting the first-aid bag and first-aid room monthly.
- Attending to all incidents and accidents and treating injuries as required.
- Accident investigations.
- Arranging and executing evacuation drills and ensuring that, where applicable, social distancing is practised during the evacuation drills and at the assembly point.
- Ensuring that employees return to the building timeously and safely after an evacuation.
- Identifying and reporting all hazards.
- Reporting all incidents and accidents.
- Providing Fred's Member(s) updates as required.

12. Evacuations

The Fred's appointed OHS representative are responsible for, amongst other things, the following at Fred's premises:

- Ensuring that emergency exits are kept clear of any obstacles at all times.
- Being aware always of any disabled or pregnant person or person with moving difficulties in their area.
- Inspecting all offices and toilets in their area, ensuring that the area is clear of people before leaving the floor and reporting to the Fred's Member(s) during evacuation drills or in emergencies.
- Noting the names of people who refuse to obey an evacuation order and reporting this Fred's Member(s).
- Evacuating all people in an orderly way and ensuring, where applicable, social distancing is practised during the evacuation drills and at the assembly point.
- Preventing people from smoking at assembly points, if possible.
- Ensuring employees return to the building timeously and safely after an evacuation.
- Providing Fred's Member(s) updates as required.

13. Fire Hazards

The Fred's appointed OHS representative are responsible for, amongst other things, the following at Fred's premises:

- Inspecting areas for fire hazards monthly and providing update(s) to Fred's Member(s)
- Inspecting all fire equipment regularly, recording the findings on the checklist and signing the inspection sticker on the fire equipment.
- Identifying and reporting all hazards to Fred's Member(s).
- Arranging and execution of evacuation drills and assisting evacuators as practical.
- Ensuring that employees return to the building timeously and safely after an evacuation.
- Attending training, as required.
- Attending to all fires within their level of training.
- Ensuring that they have all emergency numbers at hand.
- Attending monthly safety meetings.

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14. Occupational health and safety Fred's Member(s) updates

The Fred's appointed OHS representative are responsible for, amongst other things, the following at Fred's premises:

- Initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of Fred's employees at work.
- Discussing incidents and accidents at the workplace in which any person was injured (requiring medical attention), became ill or died as a result, and reporting this to the Fred's Member(s).
- Ensuring that the health and safety standards are followed.
- OHS representatives must ensure that bi-annual meetings with Fred(s) Member(s) are held, and the minutes of meetings are made available to employees on request, and the minutes must be kept in the OHS operations manual for governance purposes.
- Maintaining documentation and records of OHS aspects, workplace inspections and hazard identification, unsafe conditions or practices found, and the corrective measures taken, all first-aid incidents, accidents and injuries on duty, incident and accident investigations, Fred's Member(s) updates, assisting Fred(s) Member(s) with disciplinary action for failure to comply with health and safety policies and practices.
- Escalating unresolved matters to the Fred's Member(s).

15. Fred's Member(s)

Fred's Member(s) are responsible for, amongst other things, the following at Fred's premises:

- Fred's premises are safe.
- Equipment is well maintained.
- Employees have the necessary personal protective equipment to carry out specified tasks.
- Employees are aware of all health and safety hazards and requirements in the workplaces that Fred's Members manage.
- Employees, Contractors, and Contractor employees follow safe work procedures.
- Appointing an Occupational Health and Safety Representative.
- Compliance with the OHS Act and its regulations, as well as this policy, including training provision for the Fred's appointed Health and Safety Representative.
- Investigating incidents with the assistance of the appointed Health and Safety representative and accidents and completing the required forms for purposes of COIDA on behalf of employees injured at Fred's premises.

16. Employees

Employees are responsible for, among other things, the following:

- Knowing who the appointed Fred's OHS representative is and procedures, emergency procedures and this policy.
- Participating in all evacuation drills or emergency procedures and cooperating with the OHS representative that is coordinating the drill or emergency.
- Following good health and safety practices and protocols.
- With regard to any duty or requirement imposed on Fred's or any other person by the OHS Act, cooperating with Fred's or that person to ensure that duty or requirement is performed or complied with.
- In the interest of health and safety, carrying out any lawful order given to them and obeying the health and safety rules and procedures laid down by Fred's or by anyone authorised by Fred's to lay them down, including obeying the OHS rules and procedures Fred's has laid down and obeying all instructions from an OHS representative.
- Reasonably seeing to the health and safety of themselves and of other persons who may be affected by what they do or do not do.
- Advising Fred's Member(s) of all hazards or any situation that is unsafe or unhealthy in the workplace.
- Notifying Fred's Member(s) of all work-related first-aid incidents, accidents, injuries on duty and illnesses.
- Ensuring that they are not under the influence of, that they do not have in their possession, that they do not partake in or that they do not offer any other person intoxicating liquor or drugs while at work. Alcohol may not be stored or consumed at any place within Fred's or Customer premise.
- Employees who consume alcohol at Fred's or Customer premises will be subject to disciplinary action and dismissal.
- Employees will use their discretion as to whether to return to work. If their alcohol consumption puts their blood alcohol level above the legal driving limit, they must not return to work.
- An employee who takes medication prescribed by their medical practitioner must report in advance to the Fred's Member or OHS Representative of potential side effects that might affect that employee's health and safety or ability to do their job.
- An employee may use prescription and legal non-prescription medication on company premises if they do not abuse the dosage and report any potential side effects to Fred's Member(s) or appointed OHS representative or any other person acting on behalf of Fred's.

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17. Remote work

Remote work is not a typical occurrence for Fred's Employees. Where approval for Remote work is provided by Fred's Member(s), Employees are responsible for, among other things, the following:

- Conducting a Remote work risk assessment of their Dedicated workspace, to ensure a healthy and safe working environment, and submitting it to the Fred's Member(s) before they get approval from Fred's Member(s) to work remotely.
- Working from the Fred's premises if according to their completed Remote work risk assessment there are circumstances that do or would affect their health and safety negatively.
- Informing the Fred's Member(s) immediately about any changes that may impact their Dedicated workspace negatively and therefore their health and safety (e.g., construction work in their home, flooding, etc) and, if necessary or required.
- Ensuring that they conduct a new Remote work risk assessment of their Dedicated workspace by completing the Remote work risk assessment checklist honestly and then submitting it to the Fred's Member(s) when there is a change in their working environment and/or Dedicated workspace.
- Giving Fred's reasonable access to their homes or residences so that Fred's inspects their Dedicated workspace to ensure compliance with the OHS Act and to investigate incidents and accidents that may have happened in their Dedicated workspace, if required.
- Ensuring that they know the Remote work Guideline.

Fred's Member(s) are responsible for, among other things, the following:

- Giving employees approval to work from a Remote workplace as required. The approval is required where an employee will work from a Remote workplace for more than one week.
- Ensuring that an employee who will be working remotely has fully completed and submitted the Remote work risk assessment to the Fred's Member(s) before that employee works remotely.
- Refusing approval for an employee to work from a Remote workplace if the completed Remote work risk assessment shows circumstances that do or would affect that employee's health and safety negatively.
- Withdrawing approval to work from a Remote workplace and advising an employee to return to the Fred's premises if that employee's Dedicated workspace has changed in a way that may impact that employee's health and safety negatively.
- Ensuring that an employee has fully completed and submitted the Remote work risk assessment to their line manager when that employee reports a change in their working environment and/or Dedicated workspace.
- Maintaining records of approval and the Remote work risk assessments.
- Ensuring that incidents and accidents that happen in an employee's Dedicated workspace are investigated accordingly and, where applicable, reported to the Department of Employment and Labour: Compensation Commission as prescribed.
- Any employee, contractor or contractor employee who does not comply with Fred's OHS standards and procedures in the interest of health and safety will be disciplined and, if found guilty, may be dismissed in line with the Code of Ethics and Conduct.

18. Review of this policy

- This policy will be reviewed annually by the Fred's Member(s)

19. Document Control

- 24 August 2022 - Policy Review and Approved by Fred's Member(s)