

PROVIDING A SAFE AND HEALTHY WORKING ENVIRONMENT



ACCEPTING RESPONSIBILITY

We aim to have a safe workplace that is injury-free and enhance the well-being of employees, suppliers, contractors and customers. For this reason, we take all reasonable measures to prevent workplace accidents and injuries, adhere to occupational health and safety laws in the countries where we trade, as well as our own occupational health and safety standards.



Think

Safety first
Housekeeping
Merchandising
Hygiene

Safety equipment
Avoid accidents at all times



Feel

Look out for others
Customers
Colleagues
Contractors and suppliers

Protection of self
Safe



Do

Adhere to policy
Wear and use required and appropriate safety equipment
Safety harness
Hard-hat
Safety shoes
Kidney belt
Mounty safety steps



SCAN QR CODE TO ACCESS HEALTH AND SAFETY POLICY



**FOR MORE INFORMATION
TALK TO YOUR LINE MANAGER**



POLICY AND PROCEDURE HEALTH AND SAFETY

TABLE OF CONTENTS

A.	Definitions.....	3
A.1	Abbreviations and Definitions.....	3
A.2	Audience.....	3
B.	Policy.....	3
B.1	Policy Objective.....	3
B.2	Purpose / Rationale.....	3
B.3	Policy Specification	3
B.4	Compliance and audit	4
B.5	Enforcement / Disciplinary	5
C.	Process Flow	5
C.1	Health and Safety – Legal Compliance	5
C.2	Health and Safety – Accident Report.....	6
D.	Procedure.....	7
D.1	Scope	7
D.2	Steps to follow	7
D.2.1	Legal Requirement	7
D.2.2	Monthly Meeting.....	8
D.2.3	Investigate Incident.....	9
D.2.4	Handling an Injury on Duty.....	11
D.2.5	First Aiders	12
D.2.6	Forklift	13
D.2.7	Packing Of Stock – Hardhat Policy.....	13
D.2.8	SAFE Use of Ladders.....	13
D.2.9	Evacuation Guidelines	15
D.2.10	Hot and Cold Work Procedures (In-House and Contractors).....	15
D.2.11	Cashbuild Contractor Waiver	17
D.2.12	Construction H&S Templates.....	18
D.2.13	Smoking in the Workplace.....	18
D.2.14	Housekeeping	19



POLICY AND PROCEDURE HEALTH AND SAFETY

E.	References	21
E.1	Cross Reference	21
E.2	Improvement Effectiveness Cycle	24

LIST OF TABLES

Table E.1 1:	Operational processes.....	21
Table E.1 2:	Support Processes.....	21
Table E.1 3:	Procedures.....	21
Table E.1 4:	Documentation.....	21
Table 0-1:	Improvement Cycle Documents	24



POLICY AND PROCEDURE HEALTH AND SAFETY

A. DEFINITIONS

A.1 ABBREVIATIONS AND DEFINITIONS

CB Way: The Cashbuild Way

OHSA: Occupational Health and Safety Act 85, 1993

EF: Employee Forum

CE: Chief Executive

COIDA: Compensation for Occupational Injuries and Diseases Act 130, 1993

A.2 AUDIENCE

This policy applies to:

All Cashbuild Employees, Contractors and Outsource Partners within all Countries in which we trade.

B. POLICY

B.1 POLICY OBJECTIVE

This policy aims to ensure legal compliance with OHSA and COIDA regulations at Store level and at Support Office.

B.2 PURPOSE / RATIONALE

The purpose of this policy is to continuously maintain a safe, healthy and hygienic workplace.

B.3 POLICY SPECIFICATION

B.3.1. All Cashbuild Employees must adhere to the procedures defined in accordance with the Occupational Health and Safety Act 85 of 1993 and COIDA Act 130, 1993

B.3.2. Responsibility for compliance will be delegated from the CE to other levels within the Company.

B.3.3. All accidents must be reported according to the COIDA regulations and will be investigated and corrective action taken.

B.3.4. All Stores/Departments will have a dedicated OHSA File available for inspection and Audit. This file will contain all legal documentation.



POLICY AND PROCEDURE HEALTH AND SAFETY

B.4 COMPLIANCE AND AUDIT

B.4.1 Head of Departments, Line and Store Managers are responsible for ensuring compliance with this policy.

B.4.2 Internal Audit is responsible for auditing compliance and reporting on non-compliance in terms of this policy to Management.

B.5 ENFORCEMENT / DISCIPLINARY

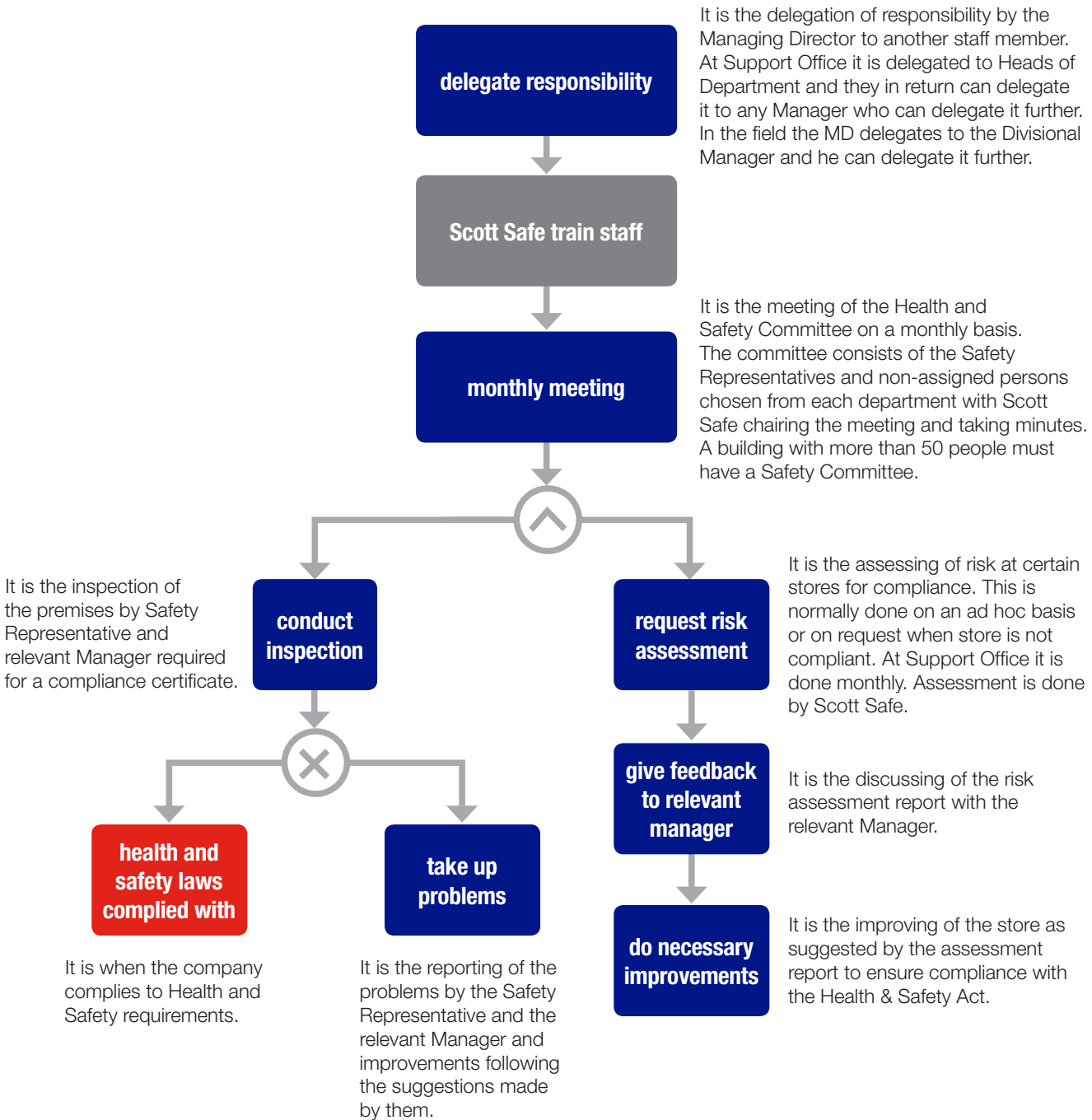
All managers and supervisors are responsible for enforcing this policy. Violation of this policy may result in disciplinary action that may include service termination of permanent and temporary Employees.



POLICY AND PROCEDURE HEALTH AND SAFETY

C. PROCESS FLOW

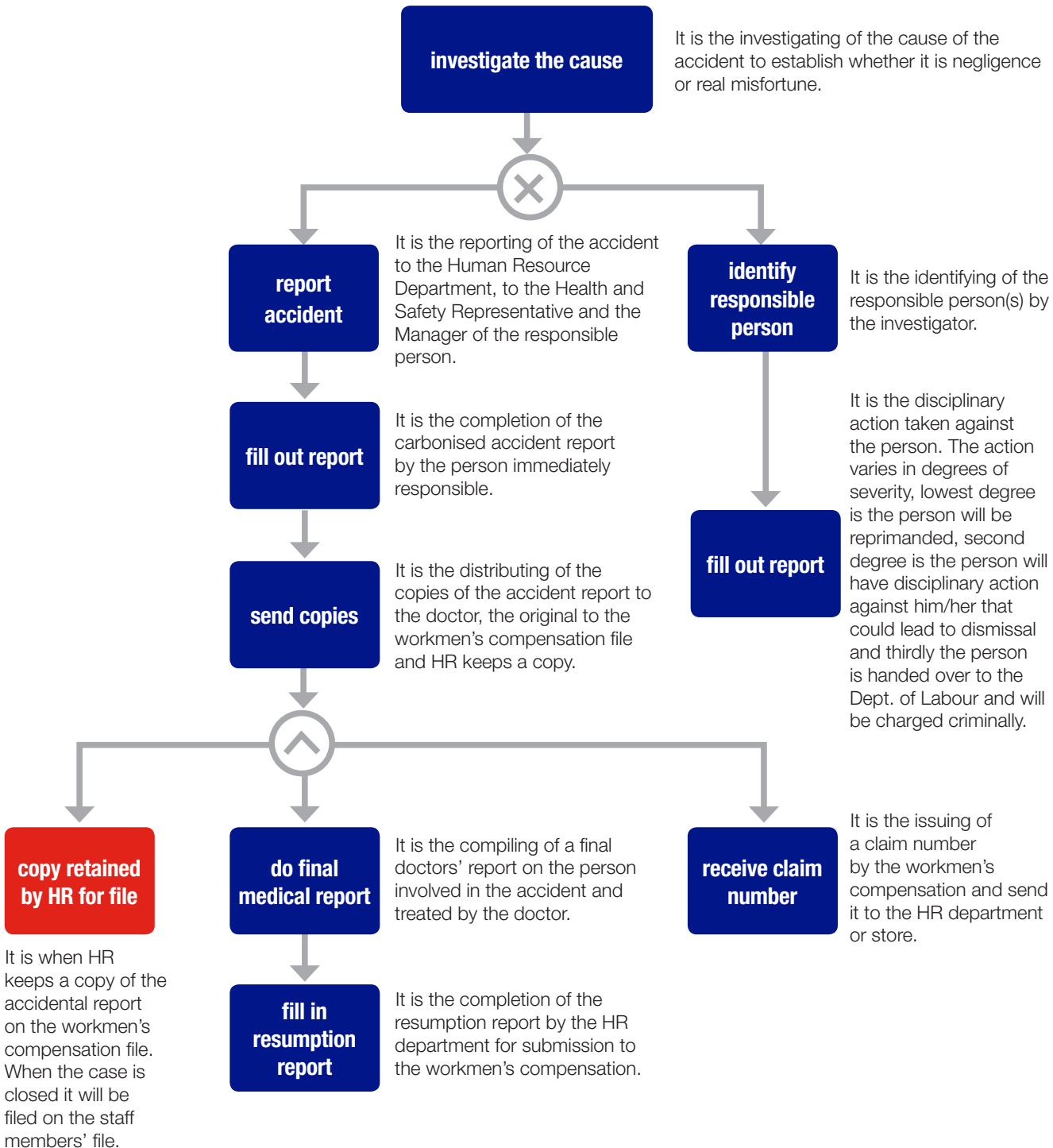
C.1 HEALTH AND SAFETY – LEGAL COMPLIANCE





POLICY AND PROCEDURE HEALTH AND SAFETY

C.2 HEALTH AND SAFETY – ACCIDENT REPORT





POLICY AND PROCEDURE HEALTH AND SAFETY

D. PROCEDURE

D.1 SCOPE

This procedure applies to all functions relevant to Health and Safety Legal and Accident Compliance, including:

- The meeting of the Health and Safety Committee on a monthly basis. (The committee consist of the Safety representatives and non-assigned persons chosen from each department with Scott Safe chairing the meeting and taking minutes. A building with more than 50 (fifty) people has to have a Safety Committee).
- The inspection of the premises by Safety Representative and applicable Manager required for a compliance certificate.
- The procedure applies to the completion of the carbonised accident report by the person immediately responsible.
- Reporting on the status of OHSa policy and procedure, compliance thereto, and the occurrence of related incidents should be done to the Social and Ethics Committee within the guidelines provided by this document.

D.2 STEPS TO FOLLOW

The steps should be read, in conjunction with the Health and Safety process flow to ensure that the detail, logic and sequence are understood. Steps must be followed to determine cause and establish responsibility of accident process flow to ensure that the details, logic and sequence are understood.

D.2.1 LEGAL REQUIREMENT

D.2.1.1 Managerial Responsibility

D.2.1.1.1 Cashbuild Chief Executive Policy of Intent (TLS 00222) – This template is placed at the Customer Service Desk within each Store and is required from the day the fittings are installed and Employees start working within the Store.

D.2.1.1.2 Responsibility for compliance will be delegated from the CE to Directors. Directors will then delegate to other Line Managers and/or Department Heads at Support Office. This responsibility will be further delegated to Store Manager Level within Operations and mid-management at Support Office (TLS 00221) – This template is signed by the Store or Line Manager who will take responsibility for the compliance within the designated area of responsibility.

D.2.1.1.3 Appointments to Health and Safety positions will be made in terms of the Act and appointed Employees trained to carry out the requirements of their portfolio as indicated in the Occupational Health and Safety manual. Health and Safety appointments are made by the Line or Store Manager. Within Operations the appointment is given to Employees within the specific Store. This must be done on the first day when Employees start working



POLICY AND PROCEDURE HEALTH AND SAFETY

within the Store. If the Employee resigns or get transferred, a new Employee must be elected immediately to take over the Health and Safety Portfolio. Health and Safety Representatives elected are formally trained in First Aid, Fire Fighting and Evacuation Procedures.

- D.2.1.1.3.1 The Health and Safety Representatives are able to:
- Conduct health and safety inspections
 - Identify potential dangers
 - Investigate incidents
 - Make recommendations regarding health and safety
 - Attend Health and Safety Committee meetings. They meet formally at least once per every 3 (three) months with Management to discuss safety issues which have not been resolved in the line function.
- D.2.1.1.4 Appointment of Machinery Supervisor (TLS 00201) – as per D.2.1.1.3 above
- D.2.1.1.5 Appointment of Hazardous Chemical Substance Coordinator (TLS 00228) - as per D.2.1.1.3 above.
- D.2.1.1.6 All OHS incidents occurring (those affecting staff members, customers and bystanders on Cashbuild premises) should be reported to Group Risk Management for recordkeeping, monitoring and reporting to Executive Management and the Social and Ethics Committee.
- D.2.1.2 **Store Occupancy requirements**
- D.2.1.2.1 Fire Certificate – This is a governmental requirement and should be renewed as and when required.
- D.2.1.2.2 Electricity Certificate - This is a governmental requirement and should be renewed as and when required.
- D.2.1.3 **OHSAct – Department of Labour Wall Charts display**
- D.2.1.3.1 The Department of Labour enforces compliance with the **Occupational Health and Safety (OHS) Act**
- D.2.1.3.2 The Department of Labour enforces compliance with the **Employment Equity Act (EE Act).**
- D.2.1.3.3 The Department of Labour enforces compliance with the **Basic Conditions of Employment (BCE) Act**
- D.2.1.3.4 This chart must be displayed within the Store (Canteen) and at Support Office (Hallway towards Payroll Administration) where Employees are able to see and read it. The Department of Labour Wall Charts display is a legal requirement and the Store Manager needs to ensure they are up on the day the Store opens. These charts are to be put up so the Employees can read them to ensure that their rights as per the law are being met.
- D.2.1.3.5 The Store should also have displayed for Employees Emergency Numbers (TLS 00209) as well as Department of Labour Office Contact numbers (TLS 00210)



POLICY AND PROCEDURE HEALTH AND SAFETY

D.2.2 MONTHLY MEETING

D.2.2.1 Stores

Health and Safety issues must be placed on the Store/Div EF Meeting Agenda at least once every 3 (three) months and the inspection results reported. Minutes must be kept in OHSa file in addition to the EF Meeting file.

D.2.2.2 Support Office

Health and Safety Committee Meeting must be held at least once every 3 (three) months. Minutes must be kept on file.

D.2.2.3 Conduct H&S Inspection

D.2.2.3.1 Stores

The appointed Safety Representative must complete a Health and Safety inspection at least once per month and report any risks/hazards to the Store Manager. Inspection checklists must be kept on file. (TLS 00217 – OHSa Inspection Checklist)

D.2.2.3.2 Support Office

The appointed Safety Representative must complete a Health and Safety inspection at least once per month and report any risks/hazards to the Line Manager. Inspection checklists must be kept on file.

D.2.2.3.3 Take up problems

D.2.2.3.4 Request risk assessment

D.2.2.3.5 Give feedback to relevant Manager

D.2.2.3.6 Do necessary improvements

D.2.3 INVESTIGATE INCIDENT

All accidents must be reported according to the COIDA regulations and will be investigated and corrective action taken.

D.2.3.1 Incident report

D.2.3.1.1 Investigate the cause

D.2.3.1.2 Identify responsible person –this is the person who was responsible for the incident

D.2.3.1.3 Take action – This is disciplinary action taken against the person who is responsible.

D.2.3.1.4 Report accident (TLS 00211) – The HR Department, Manager of the Employee, and Health and Safety Representative must be informed

D.2.3.1.5 Fill out report – the responsible person must complete and ensure the report gets sent to HR at SO.



POLICY AND PROCEDURE HEALTH AND SAFETY

- D.2.3.1.5.1 Group Risk Management Administrator should be informed via telephone, e-mail, fax, of any OHS incidents occurring
- D.2.3.1.5.2 Incident report (recorded on TLS 00211 and filed in OHS file at Store or SO Department) should be sent to Group Risk Management Administrator for recordkeeping of incident details on BarnOwl generated OHS incident register.
- D.2.3.1.5.3 Group Risk Management may enquire or launch detailed investigation into reported incident depending on the seriousness of the incident at hand.
- D.2.3.1.5.4 Divisional/Line Managers will take responsibility for timely and complete reporting of incidents to Group Risk Management.
- D.2.3.1.5.5 Group Risk Management will take responsibility for timely and complete reporting on the status of incidents occurring to Executive Management and the Social and Ethics Committee.
- D.2.3.1.5.6 The TLS 00211 template will be the medium of recording incidents at store department level, while the BarnOwl OHS Register will be the medium used to centrally collate information associated with these incidents.
- D.2.3.1.6 In case of an injury on duty, the procedures according to COIDA must be followed and adhered to:
- D.2.3.1.6.1 Employers' report of accident (W.C.L. 2(E))
Part A, page 1 must be completed. The self-copy, Part B must be detached and sent with the injured person to hospital/doctor. Part A, page 2 of this report form must then be completed and both pages 1 and 2 forwarded to the Compensation Fund within 7 (seven) days of the accident. – The HR Department is responsible for sending this to the doctor, Workmens Compensation. They also keep a copy in their files.
- D.2.3.1.6.2 First medical report and account for accident (W.C.L.4)
This document must be returned with Part B of the Employers' report of accident to the Employer and both documents must be forwarded to the Compensation Fund (W.C.L.22 in the case of a disease).
- D.2.3.1.6.3 Final/progress report in respect of an accident (W.C.L.5 (E))
To be completed by hospital/doctor and sent to the Employer. This is sent to the HR Department.
- D.2.3.1.6.4 Resumption report (W.C.L.6)
The HR Department will complete when Employee resumes work and forward with final medical report to the Compensation Fund.
- D.2.3.1.7 Send copies
- D.2.3.1.8 Do final medical report
- D.2.3.1.9 Fill in resumption report
- D.2.3.1.10 Receive claim number



POLICY AND PROCEDURE HEALTH AND SAFETY

D.2.4 HANDLING AN INJURY ON DUTY

D.2.4.1 **An accident is an accident in terms of the COIDA when the following conditions are met simultaneously:**

D.2.4.1.1 It is an accident

D.2.4.1.2 It results in personal injury;

D.2.4.1.3 It arises out of the employee's employment; and

D.2.4.1.4 It arises in the course of the employee's employment

D.2.4.2 **An Employee is anyone except a domestic worker in a private household who works under conditions of (not "for") service. The question of how long the employee has been in service, the hours he/she works, manner in which remunerated and other conditions of service do not affect this definition.**

D.2.4.3 **Whenever you as Supervisor/Manager encounter an injury on duty, please follow the procedures as described below:**

D.2.4.3.1 Complete the Employer's Report of an Accident Form (WCI2).

D.2.4.3.1 WCA Workers Compensation Assistance has been contracted to manage your Injury on Duty claims. Fax to WCA your Employers Report of Accident (WCI2) or Disease (WCI1) immediately that you become aware of the accident. (Remember it is a legal requirement to report within 7 (seven) days for an accident and 14 (fourteen) days for a disease.)

D.2.4.3.3 Never report to the Compensation Commissioner directly.

D.2.4.3.4 Attach a Certified copy of the ID Document to all claims. The Commissioner will not issue a claim number unless a certified copy of the ID document is furnished.

D.2.4.3.5 A copy of the completed WCI2 (Part B) must be send to the doctor/hospital

D.2.4.3.6 As soon as you receive the First Medical Report (WCI4), [accidents], fax it to WCA

D.2.4.3.7 If any other supporting documentation is needed (e.g. travel report, salary detail, etc), WCA will advise you by email. Please respond to these requests immediately.

D.2.4.3.8 As soon as the Employee is back at work, complete the Resumption Report (WCI6) and fax this to WCA

D.2.4.3.9 WCA will take over the necessary processing from that point onward and will submit documents on your behalf and regularly follow them up at the Office of the Compensation Commissioner.

D.2.4.3.10 Please note that the salary at the time of the accident will be used by COID to calculate any compensation. A payslip for the month in which the accident occurred, or Page 2 of the WCI2 are both acceptable.

D.2.4.3.11 Compensation will only be paid out to an employee if Banking details and proof of residence have been furnished to COID.



POLICY AND PROCEDURE HEALTH AND SAFETY

- D.2.4.3.12 The First Medical Report must contain a full clinical description of the injury sustained. No symptoms will be accepted by the CC.
- D.2.4.3.31 Once the employee's condition stabilises, the doctor must furnish a Final Medical Report with a date fit for duty.
- Any queries must be directed to
- Ms Lesley Peters,
Telephone number
0861 WCA IOD.
(0861 922 463)
- Or email her at Lesley.peters@wcawca.co.za.
- Fax number:
0866 794 773

D.2.5 FIRST AIDERS

- D.2.5.1.1 Neither First Aiders nor any other Employees are allowed to dispense pain tablets (or any scheduled medication) to any Employees, as this is highly illegal.
- D.2.5.1.2 The only person who may issue any medication on site is someone registered with the Health Professions Council of South Africa (Registered Sister or Doctor) AND who is in possession of a Medicine Dispensing Certificate.
- D.2.5.1.3 Please note that any Employer who allows tablets to be issued by any Employee to any other Employee on site makes himself guilty of an offence, and can face a fine of R 500 000.00 (five hundred thousand rand) and/or 5 (five) years imprisonment. In other words, do not issue pain tablets to anyone on site, and remove any medication from the first aid box.
- D.2.5.1.4 The reason for this is that if a First Aider gives someone a pain tablet, without the necessary knowledge and competence, and that person has a seizure, or develops complications, the Employer then faces civil liability for allowing the medication to be dispensed on site.
- D.2.5.1.5 Explain this to all Employees during the CARE meetings or Induction Basic Safety Training, where they are also told that a headache does not necessitate a visit to the Doctor, but that they are welcome to provide their own medication for their own use, kept in their lockers.
- D.2.5.1.6 The Employer shall affix a prominent notice or sign (a white cross on a green background) in a prominent place indicating where the First Aid box or boxes are kept, as well as displaying the names of the First Aiders. This is a legal requirement and must be put up before the store first opens. (Each store must have at least one person who is competent in giving first aid. The people who are give first aid will need to be sent on a First Aid Course by the Store).



POLICY AND PROCEDURE HEALTH AND SAFETY

- D.2.5.1.7 Refer to TLS 00219 - 1st Aid Report for contents required in First Aid Box. The First Aid box is to be stocked at all times. The person responsible for looking after the First Aid in the store will be required to complete the report of items used whenever anything from the box is used. This must be given to the SM who will need to ensure the box is replenished.

D.2.6 FORKLIFT

- D.2.6.1 **Refer to CB Way: PLS 004 Forklift Policy**

D.2.6.2 **General**

- D.2.6.2.1 "FORKLIFT in OPERATION" sign must be situated at the ENTRANCE and EXIT of each specifically where loading of deliveries are done.
- D.2.6.2.2 Each forklift must have a yellow light switched on when in operation.
- D.2.6.2.3 The forklift driver must be licensed to drive this vehicle.
- D.2.6.2.4 All forklift drivers must be familiar with the safety aspects regarding the forklift.
- D.2.6.2.5 Ensure the forklift driver know how to carry out safety checks on a daily and weekly basis.
- D.2.6.2.6 The forklift must be serviced as required.
- D.2.6.2.7 Operators to be qualified, valid Forklift drivers licence (as per OHSA requirements)

D.2.7 PACKING OF STOCK – HARDHAT POLICY

- D.2.7.1.1 With immediate effect any Employee packing stock under or on top of a rack is required to wear a hardhat secured by means of a chin strap. This also applies to any Employee making use of our step ladders or working above a height of 1.5 m (one and a half meters)
- D.2.7.1.2 We will distribute the required hardhats to every Sales Assistant in the Company through our weekly Courier Service
- D.2.7.1.3 All Store Managers please ensure that that these hats are given to the intended Employees
- D.2.7.1.4 The supply of the hardhats will be incorporated into our Uniform Policy and all Stores will be able to place orders direct with the Supplier going forward
- D.2.7.1.5 The hardhats must be ordered under SKU 1300965 for every Sales Assistant within each Store

D.2.8 SAFE USE OF LADDERS

- D.2.8.1.1 All Store Managers please ensure that all Employees that are required to use the step ladders are trained in this procedure
- D.2.8.1.2 Attached is 2 (two) laminated A3 copies of this procedure that must be fixed to the ladders in accordance with the instructions.



POLICY AND PROCEDURE HEALTH AND SAFETY

- D.2.8.1.3 Should you require additional chain clips or A3 laminated copies of the instructions please contact the Project Manager.
- D.2.8.1.4 Ensure that the step ladder is in good working order. This will include the inspection of the following items:
- D.2.8.1.4.1 All wheels are securely fixed to the ladder
- D.2.8.1.4.2 All steps are securely fastened to the ladder. i.e. there are no loose steps or damaged steps
- D.2.8.1.4.3 The ladder is placed on a level platform
- D.2.8.1.4.4 The front 2 (two) wheels can be “locked” – Should the wheels not be able to lock please follow the step as listed in item 4 below
- D.2.8.1.4.5 Ensure the safety chain is correctly fastened and secured to the ladder
- D.2.8.1.5 **SHOULD THERE BE ANY DOUBT AS TO THE SAFETY OF THE LADDER DO NOT USE IT**
- D.2.8.1.6 Place the ladder as close as possible to the rack, lining the upright of the ladder up with an upright of racking
- D.2.8.1.7 Lock the wheels – if the wheels do not lock please have another member of staff hold the base of ladder to stop it from moving when working on it. Please make arrangements for the defective wheels to be replaced
- D.2.8.1.7.1 The wheels can be ordered through the Store system
- D.2.8.1.8 Secure the chain around the racking upright and lock into position
- D.2.8.1.8.1 Please ensure that there is no slack in the chain and ladder is not able to move further than 5 (five) cm
- D.2.8.1.9 Please attach the A3 laminated copy of this instruction onto the top crossbar of the step ladder by means of cable ties. It is the SM responsibility to ensure the instructions are attached to the ladder.
- D.2.8.1.10 **IF YOU DO NOT UNDERSTAND THESE INSTRUCTIONS DO NOT USE THE LADDER**
- D.2.8.2 **Securing Of Safety Chains onto Ladders**
- D.2.8.2.1 Equipment Required
- Size 6 (six) Chain SKU 994708
 - Pad Lock SKU 135364
 - 6 (six) mm steel clips To be supplied to Stores by the Project Managers.
- D.2.8.2.2 Measure and cut 700 (seven hundred) mm chain
- D.2.8.2.3 Install 6 (six) mm clip to one end of chain
- D.2.8.2.4 Install other end of chain to the mid crossbar of the ladder and secure into position with the padlock



POLICY AND PROCEDURE HEALTH AND SAFETY

D.2.9 EVACUATION GUIDELINES

- D.2.9.1.1 The premises should be evacuated with immediate effect should circumstances warrant. The following should be adhered to at all times
- Be aware of emergency exits in the building
 - Be aware of the layout of emergency escape routes
 - Be aware of the existence and sound of the emergency alarm signal
- D.2.9.1.2 Contact the responsible person and request that the emergency alarm be sounded should you become aware of any emergency situation
- D.2.9.1.3 Provide assistance at the emergency scene without putting yourself or any other person at risk
- D.2.9.1.4 Leave the building and move to the assembly point for roll call
- D.2.9.1.5 Do not waste time trying to recover personal items
- D.2.9.1.6 Never re-enter the building unless it is safe to do so.
- D.2.9.1.7 If trapped, find a safe place, remain calm and await assistance
- D.2.9.1.8 Report any suspicious activities, people and or objects to Supervisor / Emergency Coordinator / Store Manager with immediate effect.

D.2.10 HOT AND COLD WORK PROCEDURES (IN-HOUSE AND CONTRACTORS)

- D.2.10.1.1 Many processes and activities normally occurring in industry produce heat or flame as a natural part of the operation. Examples of this are:
- D.2.10.1.1.1 Cutting, Welding, Grinding, Brazing, Soldering, Drying, Burning
- D.2.10.1.1.2 When these operations are conducted in a controlled environment (e.g. welding in a mechanical workshop) or the process is designed to separate the heat or flame from extraneous combustibles, there is seldom any danger of unwanted ignition. But when the operation has to be carried out under other circumstances – for example emergency breakdowns – a fire may be started and the consequences are disastrous. This danger is especially severe when outside contractors work on the premises.
- D.2.10.2 **Normal Precautions**
- D.2.10.2.1 Arrangements must be made at the planning stage to ensure that normally present ignition sources cannot come close enough to combustible materials to cause ignition.
- D.2.10.2.1.1 Separate production areas from storage areas by means of fire walls / compartmentalise, where practicable.
- D.2.10.2.1.2 Each plant must be set aside a “restricted area” for routine welding and flame cutting (e.g. workshop bricked off from production, storage areas, etc).
- D.2.10.2.1.3 Ensure that flash back arrestors are fitted to all cutting apparatus.



POLICY AND PROCEDURE HEALTH AND SAFETY

D.2.10.3 Abnormal Circumstances

- D.2.10.3.1 When heat or flame producing activities are unavoidably carried out outside the restricted area or in a combustible environment, as when welding repairs must be undertaken on a large piece of machinery which cannot be taken to the workshop, or heat shields removed from a machine which cannot be stopped. It is then that the following special precautions must be employed to prevent fires:
- D.2.10.3.1.1 No such work to be carried out, whether by own staff or contractors without the issuing of a daily clearance "Hot Work Permit"- signed by the manager responsible for Risk Control or deputy nominated by him.
 - D.2.10.3.1.2 It is the responsibility of the manager responsible for Risk Control or his nominated deputy to ensure that conditions are safe for such work and that all precautions laid down in this standard are being observed.
 - D.2.10.3.1.3 The Hot Work Permit shall be prominently displayed at the place of work and returned to the authorizing person after completion.
 - D.2.10.3.1.4 Remove combustibles and flammable materials from the area as far as practicable. Check above, below and around the work place.
 - D.2.10.3.1.5 Place portable screens between the combustibles and ignition source, with consideration being given to flying sparks and molten metal.
 - D.2.10.3.1.6 Provide additional fire extinguishers of the appropriate type at the work place (all welding sets must carry carbon dioxide or dry powder units).
 - D.2.10.3.1.7 Operators in the area must be practiced in the use of extinguishers, and be familiar with the alarm procedure.
 - D.2.10.3.1.8 In particularly hazardous areas, e.g. near flammables, a member of the fire team must be on standby during the operation.
 - D.2.10.3.1.9 Only qualified operators should use welding and cutting equipment.
 - D.2.10.3.1.10 Avoid undue strain and weakening of cylinder walls due to mechanical damage.
 - D.2.10.3.1.11 Avoid gas coming into contact with reactive materials (e.g. do not use copper piping with acetylene).
 - D.2.10.3.1.12 Avoid gas leaks from valves due to defects or being incorrectly turned off.
 - D.2.10.3.1.13 Avoid faulty attachments to gas cylinders (e.g. defective rubber tubing, torches, etc.).
 - D.2.10.3.1.14 Do not allow oil or grease to come into contact with oxygen.
 - D.2.10.3.1.15 Keep cylinders and valves free from dirt and grit.
 - D.2.10.3.1.16 Check the equipment being used for the operation (e.g. welding sets) for safety before the work commences.
 - D.2.10.3.1.17 Check the work place thoroughly for incipient fires after completion of the work or working periods, and double-check 30 (thirty) minutes thereafter.



POLICY AND PROCEDURE HEALTH AND SAFETY

D.2.10.3.1.18 Portable welding and cutting sets should be chained and locked in the workshop when not in use. Key to be held by workshop foreman.

D.2.10.3.1.19 When not in use, valves at cylinders are also to be turned off.

D.2.10.4 **Permit System**

D.2.10.4.1 Refer to TLS 00232 – Hot Work Permit

D.2.10.4.2 Refer to TLS 00254 – Oxy Acetylene Equipment Checklist.

D.2.10.5 **Contractors**

D.2.10.5.1 When contractors or servicemen are employed to carry out welding and/or cutting operations a “Contract Agreement” must be obtained by the contractor from the plant engineer.

D.2.10.5.2 Before issuing a “Contract Agreement” the responsible person must satisfy himself that:

D.2.10.5.2.1 The job is carried out safely.

D.2.10.5.2.2 All additional fire precautions have been pre-arranged.

D.2.10.5.2.3 The contractor will appoint a competent person in terms of the Occupational Health and Safety Act and Regulations.

D.2.10.5.2.4 No reasonably safe alternative method of carrying out the work is available (e.g. dismantling and removal to workshop).

D.2.10.5.3 No contractor may begin work of any type in any operation without his written affirmation that he understands the restrictions on welding and flame cutting.

D.2.10.5.4 The contractor and his Employees must be made aware of:

D.2.10.5.4.1 All potential fire ignition and inception hazards in the area where operations are to be carried out (e.g. combustible materials, gaps in wooden flooring, jousting, partitions, flammable vapours).

D.2.10.5.4.2 Location and use of available fire extinguishing appliances.

D.2.10.5.4.3 Plant alarm system and emergency procedures.

D.2.10.5.4.4 All plant rules relating to fire avoidance (e.g. smoking restrictions).

D.2.10.5.4.5 A suitable outside location must be provided for safe storage of full or empty gas cylinders not in use. Only cylinders in immediate use shall be allowed inside buildings.

D.2.11 **CASHBUILD CONTRACTOR WAIVER**

D.2.11.1.1 In terms of the OHSA Act no Contractor is permitted to do work if they do not comply with all standards of the Act.

D.2.11.1.2 The Contractor must be advised of our Cashbuild safety requirements and take due care when working on Cashbuild premises.



POLICY AND PROCEDURE HEALTH AND SAFETY

- D.2.11.1.3 With immediate effect any Contractor that undertakes to do work at any of our Stores regardless of value is required to complete and sign the attached contract – TLS 00235 Contractor Waiver.
- D.2.11.1.4 A copy of the Contact together with the Letter of Good Standing (example herewith attached TLS 00236) from the Contractor is to be filed in the OHS file at the Store.
- D.2.11.1.5 Should the Contactor not have a Compensation Fund Registration No. and Letter of Good Standing they are not permitted to commence work.
- D.2.11.1.6 A Contractor for the above purposes is defined and any individual or Company that does any form of maintenance or repair work to our Stores e.g. changing light bulbs, painting, building work, fixing of trolleys etc.
- D.2.11.1.7 Cashbuild Line Management must take precaution on safety for all Employees and Customers and the Contractor.
- D.2.11.1.8 If Contractor is reprimanded for not complying with our Cashbuild safety requirements it must be done in writing and kept within the OHS file for future reference.

D.2.11 CONSTRUCTION H&S TEMPLATES

Cashbuild has defined an H&S Construction File to be implemented by all Building Contractors when they build new Stores or refurbish current Stores. Refer to TLS002 C 001 Index and Listing of Construction Templates.

D.2.13 SMOKING IN THE WORKPLACE

- D.2.13.1 The Tobacco Products Control Act provides for the protection of non-smokers - it does not provide any benefit or protection for smokers.
- D.2.13.2 In addition, smoking in the workplace is not regulated by Labour Law but only by the above-mentioned Act.
- D.2.13.3 In terms of this Act, the Employer is obliged to take steps to protect his non-smoking staff from the cigarette smoke of the smokers.
- D.2.13.4 The Employer is entitled to ban smoking completely on his building or in the workplace if he wishes to, and he can designate any area of his choice to be the smoking area.
- D.2.13.5 This could be the roof of the building, or the car park, and the Employer is under no obligation to provide an alternative smoking area in the event of inclement weather.
- D.2.13.6 The Employer is obligated to comply with the following regulations in the Act if he wishes to provide a smoking area:
 - D.2.13.6.1.1 **Section 3: Tobacco Products Control Act:**

Note: A “*workplace*” falls within the definition of and is regarded as a “*public place.*”

An Employer, owner, licensee, lessee or person in control of a public place may designate



POLICY AND PROCEDURE HEALTH AND SAFETY

a portion of a public place as a smoking area; (Refer PSV 001 – Customer Service; D.3.12 – Smoking Policy) provided that-

- a. the designated smoking area does not exceed 25% (twenty five percent) of the total floor area of the public place;
- b. the designated smoking area is separated from the rest of the public place by a solid partition and an entrance door on which the sign “SMOKING AREA” is displayed, written in black letters, at least 2 (two) cm in height and 1,5 (one and a half) cm in breadth, on a white background;
- c. the ventilation of the designated smoking area is such that air from the smoking area is directly exhausted to the outside and is not re-circulated to any other area within the public place;
- d. the message: “SMOKING OF TOBACCO PRODUCTS IS HARMFUL TO YOUR HEALTH AND TO THE HEALTH OF CHILDREN, PREGNANT OR BREASTFEEDING WOMEN AND NONSMOKERS. FOR HELP TO QUIT PHONE (011) 720 3145” is displayed at the entrance to the designated smoking area, written in black letters, at least 2 (two) cm in height and 1,5 (one and a half) cm in breadth, on a white background; and
- e. notices and signs indicating areas where smoking is permitted and where it is not permitted must be permanently displayed and signs indicating that smoking is not permitted must carry the warning: “ANY PERSON WHO FAILS TO COMPLY WITH THIS NOTICE SHALL BE PROSECUTED AND MAY BE LIABLE TO A FINE”.

D.2.13.6.2

Section 6, 7, 8, 9: Tobacco Products Control Act.

6. An Employer, owner, licensee, lessee or person in control of a public place **must ensure** that no person smokes anywhere other than in the designated smoking area in that public place.
7. An Employer **must ensure** that-
 - a. Employees who do not want to be exposed to tobacco smoke in the workplace are protected from tobacco smoke in that workplace; and
 - b. Employees may object to tobacco smoke in the workplace without retaliation of any kind.
8. Employers must have a written policy on smoking in the workplace, and the policy must be applied within three months from the date of coming into operation of the Tobacco Products Control Amendment Act, 1999 (Act No. 12 of 1999).
9. Any Employer, owner, licensee, lessee or person in control of any public place or part of a public place may totally prohibit smoking in that place.

D.2.14

HOUSEKEEPING

D.2.14.1.1

Cleaning Roster (TLS 00225) for the cleaning of the Canteen/Kitchen (TLS 00226), Toilets and Change Room (shower area) (TLS 00227) within all Stores. The tasks of the Cleaning Roster are given to Store Employees on a rotating basis.



POLICY AND PROCEDURE HEALTH AND SAFETY

- D.2.14.1.2 Checklist to be completed daily by the Employee scheduled to assist with the cleaning for the week.
- D.2.14.1.3 Schedule all Employees within the Store to enable them to partake in the cleaning and maintenance of the Canteen/Kitchen and Shower area within all Cashbuild Stores. Spot checks must be done
- D.2.14.1.4 The Employee must be scheduled per week in a designated area.
- D.2.14.1.5 Do not schedule 1 (one) Employee in more than 1 (one) area within a week
- D.2.14.1.6 The Employee scheduled must visit the area of responsibility at least 3 (three) times a day to ensure the area is compliant with set standards.
- D.2.14.1.7 During the morning (about 11 a.m. (11h00))
- D.2.14.1.8 During the afternoon (about 3 p.m.(15h00))
- D.2.14.1.9 Before closing (about 6 p.m. (18h00))
- D.2.14.1.10 All Employees using the facilities must still tidy up, papers and left over food in bins; clean the shower after use with chemicals supplied.
- D.2.14.1.11 The Manager must spot check the areas of responsibility to ensure standards are met.
- D.2.14.1.12 The Store floor may not be cleaned/swept with any mixture of car oil/diesel and saw dust. This leaves marks on the floor and makes it slippery.



POLICY AND PROCEDURE HEALTH AND SAFETY

E. REFERENCES

E.1 CROSS REFERENCE

The reference documents contained in the following tables elaborate on the process.

Table E.1-1: Operational processes

Short Code	Description

Table E.1-2: Support Processes

Short Code	Description
PSD 001	Open New Store
PSD 002	Refurb Store

Table E.1-3: Procedures

Short Code	Description
PLS 004	Forklift Policy
PLS 005	Generators

Table E.1-4: Documentation

Short Code	Description
TLS 00201	Appointment of Machinery Supervisor
TLS 00202	H&S – Agenda & Minutes
TLS 00203	H&S – Hazard/Risk Identification and Classification
TLS 00204	SHE Representative Monthly Inspection Deviation Report
TLS 00205	Fire Fighting Equipment Checklist
TLS 00206	Portable Electric Equipment Regulations
TLS 00207	Checklist for Kitchen/Canteen



POLICY AND PROCEDURE HEALTH AND SAFETY

Short Code	Description
TLS 00208	Checklist for Toilets & Change Rooms
TLS 00209	Emergency Services
TLS 00210	Department of Labour Offices – Divisional Inspectors
TLS 00211	Incident Report
TLS 00212	Recommended Notices & Signs
TLS 00213	Attendance Register
TLS 00214	Evacuation Instruction
TLS 00215	Insurance Claim Checklist
TLS 00216	Visitors Notice
TLS 00217	H&S Inspection Checklist
TLS 00218	SHE Incident Register
TLS 00219	First Aid Report (First Aid Box Contents)
TLS 00221	H&S Representative Appointment16_1
TLS 00222	H&S Policy Statement of Intent
TLS 00223	Government Lift Letter
TLS 00224	Annexure 1 - Lift Particulars
TLS 00225	Cleaning Roster
TLS 00226	Employee Kitchen Cleaning Checklist
TLS 00227	Employee Toilet/Change Room Cleaning Checklist
TLS 00228	Appointment of Hazardous Chemical Substance Coordinator
TLS 00229	Notice of Visit by Labour Department Inspector
TLS 00230	Notice of Inspection by Labour Department
TLS 00231	Health And Safety Representative Checklist
TLS 00232	Hot Work Permit
TLS 00233	OHSACT
TLS 00234	Construction Regulations
TLS 00235	Contract between Employer and Contractor
TLS 00239	Glass Cutter Delivery Driver Safety



POLICY AND PROCEDURE HEALTH AND SAFETY

Short Code	Description
TLS 00242	Contractor Stopped
TLS 00240	OHSA Safety Off appointments
TLS 00243	Employers report of accident
TLS 00244	OHSA File H&S\CB Way index
TLS 00245	H&S Rep_1 st Aid Notice
TLS 00246	Appointment as first Aider
TLS 00247	Appointment of First Aid Team Member
TLS 00248	Appointment as Health and Safety Representative17_1
TLS 00249	Appt as member of Health and Safety Committee
TLS 00250	OHSA Legal Appointments
TLS 00252	Appt Person Responsible for H&S16_2
TLS 00236	Letter of good Standing
TLS 00237	Employee Safety Merchandise Stores
TLS 00238	Right to know
TLS 00241	Contractor waiver
TLS 00253	Ladder Procedure
TLS 00254	Oxy Acetylene Equipment Checklist
TLS 00255	Record of Emergency
TLS 00256	Cement Guide



POLICY AND PROCEDURE HEALTH AND SAFETY

E.2 IMPROVEMENT EFFECTIVENESS CYCLE

The reference documents contained in the following tables elaborate on the improvement effectiveness cycle.

Table 0-1: Improvement cycle documents

Short Code	Description
PQS 006	Steps to Create New Policies and Procedures
TQS 00601	Change Request Form
PQS 005	Procedure for Document and Data Control