


	<b>Occupational Health &amp; Safety Act 85 of 1993</b>		H.S.E.	Section 1.1	
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### HEALTH, SAFETY AND ENVIRONMENTAL PLAN

Rev.	Date	Prep.	Review	Signature	Description of Revision
00	09/06/2020	J.Campbell	J.Campbell		Initial Draft for Approval


APPROVAL				NAME	SIGNATURE	DATE	COMMENTS
Approved by Superswim Academy Durbanville				Leande Carstens		09/06/2020	n/a

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### Introduction


The implementation of this Safety, Health & Environmental Plan is the responsibility of Senior Managers and Supervisors who shall be appointed as Managers in terms of Section 16(2) and Compliance Officers in terms of the Disaster Management Act 27(2). The Safety, Health and Environmental Consultants act only in an advisory capacity and provides assistance where requested. This HSE Plan must be read and implemented in conjunction with the relevant Covid 19 Management Workplan.

It is the Senior- and line management's responsibility to have sound knowledge of the provisions of relevant acts as they affect the particular operations of working as a swimming school/Academy.

The two main aims of this program are to ensure that Superswim Academy Durbanville complies with all relative legislation and to ensure that a safe working environment is created and sustained for all employees.

The objectives of the Safety, Health & Environmental Plan are as follows:

- To comply with applicable legislation, including the new gazetted regulations on Covid 19
- To reduce losses to the Company and to achieve "zero" harm in safety
- To investigate, analyse, record and report incidents and findings.
- To correct all deficiencies promptly.
- To provide Safety, Health & Environmental & Covid 19 Awareness training.
- To measure whether objectives have been met with regards to the HSE Management System
- To provide a safe workplace for every employee
- To recognize outstanding performance.

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### **Scope of Work**

Superswim Academy Durbanville is a Swimming Academy that caters for babies, toddlers, pre-schoolers and special needs clients.

### **Equipment used will consist of the following:**

Floating & sinking devices and props  
 Flippers  
 Floating toys  
 Kickboards  
 Sinking Toys  
 Hoola Hoops/Diving rings  
 Pool Noodles  
 Heating Equipment

### **Hazards identified will include but not be limited to:**


Hazardous Chemical Substances  
 Chlorinated saltwater  
 Swimming Pool  
 Wet Surfaces  
 Manual Handling  
 Contracting Covid 19 Virus

### **Company Policies**

As per the Health, Safety and Environmental File under Section 1. Policies will consist of the following:

Health, Safety, Environmental & Covid 19 Policy  
 Alcohol and Substance Abuse Policy  
 HIV & Aids Policy

All policies will be communicated to the entire workforce and an attendance register signed as proof of communication.


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### Company Health and Safety Rules

In order to maintain the necessary Safety, Health, Environmental & Covid 19 controls and discipline at the workplace, certain rules and regulations are necessary.

Violation of these rules could result in **termination** of employment or prosecution in terms of the Occupational Health & Safety Act 85 of 1993 and Disaster Management Act.

- Carelessness with equipment or one's personal behaviour so as to endanger or result in injury to yourself and/or another, is unacceptable.
- Horseplay of any form will not be tolerated at the workplace.
- Contributing to or creating unsanitary or unsafe conditions will not be tolerated.
- Personal Protective equipment i.e. Face shield, masks, gloves etc., where supplied must be worn and maintained in a safe working condition.
- Only authorized, trained and competent persons will be allowed within the swimming pool training areas.
- Signs, notices, posters, fire-fighting equipment, etc. may not be removed or tampered with other than by the responsible person appointed in terms of the OHS Act and Regulations
- Safety railings, guards, barricades or demarcations are not to be removed or tampered with, other than by the responsible person appointed in terms of the OHS Act and Regulations
- Employees are to ensure all Covid 19 precautionary measures are in place prior to starting lessons/classes and enforce social distancing and the use of PPE at all times.
- Intoxication on the job or possession of non-prescription hard drugs will result in immediate removal from the premises.
- Each employee is responsible for the cleanliness and neatness of his/her own work area. Failure to do so may result in disciplinary action. Covid 19 procedure for the disinfecting of swimming equipment must be strictly adhered to at all times.

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**Environmental Mission Statement**

The mission of Superswim Academy Durbanville is to achieve its declared business objectives with recognition of its responsibilities towards customers, management and employees, the community and our environment. All necessary procedures will be followed to ensure that our work is completed according to all applicable environmental laws and regulations.

**Covid 19**

Superswim Academy Durbanville will provide all employees with the necessary PPE to ensure their employees stay protected at all times. Use of facemasks/shields will be compulsory as per the current lockdown regulations.

All employees, staff, visitors and/or clients will adhere to social distancing at all times and no physical contact is to be made at any time. Only physical contact will be made during the scheduled swimming lessons/classes. a 1.5 meter distancing must be enforced where applicable. Internal screening will be done on all employees, visitors and/or clients on a daily basis through consistent temperature monitoring and screening checklists.

All employees found to have a cough and/or high temperature or fever, must be removed from site immediately and isolated. The Covid 19/Corona virus hotline must be called to conduct further screening. All equipment, vehicles and props will be disinfected prior to entering site.

Employees will be issued with hand sanitizers, and all employees will sanitize their hands every 30 minutes. Equipment and/or pool props must be cleaned continuously. Bathrooms, Toilets, Washrooms and changing facilities on site must be cleaned, disinfected and sanitized on a very regular basis.

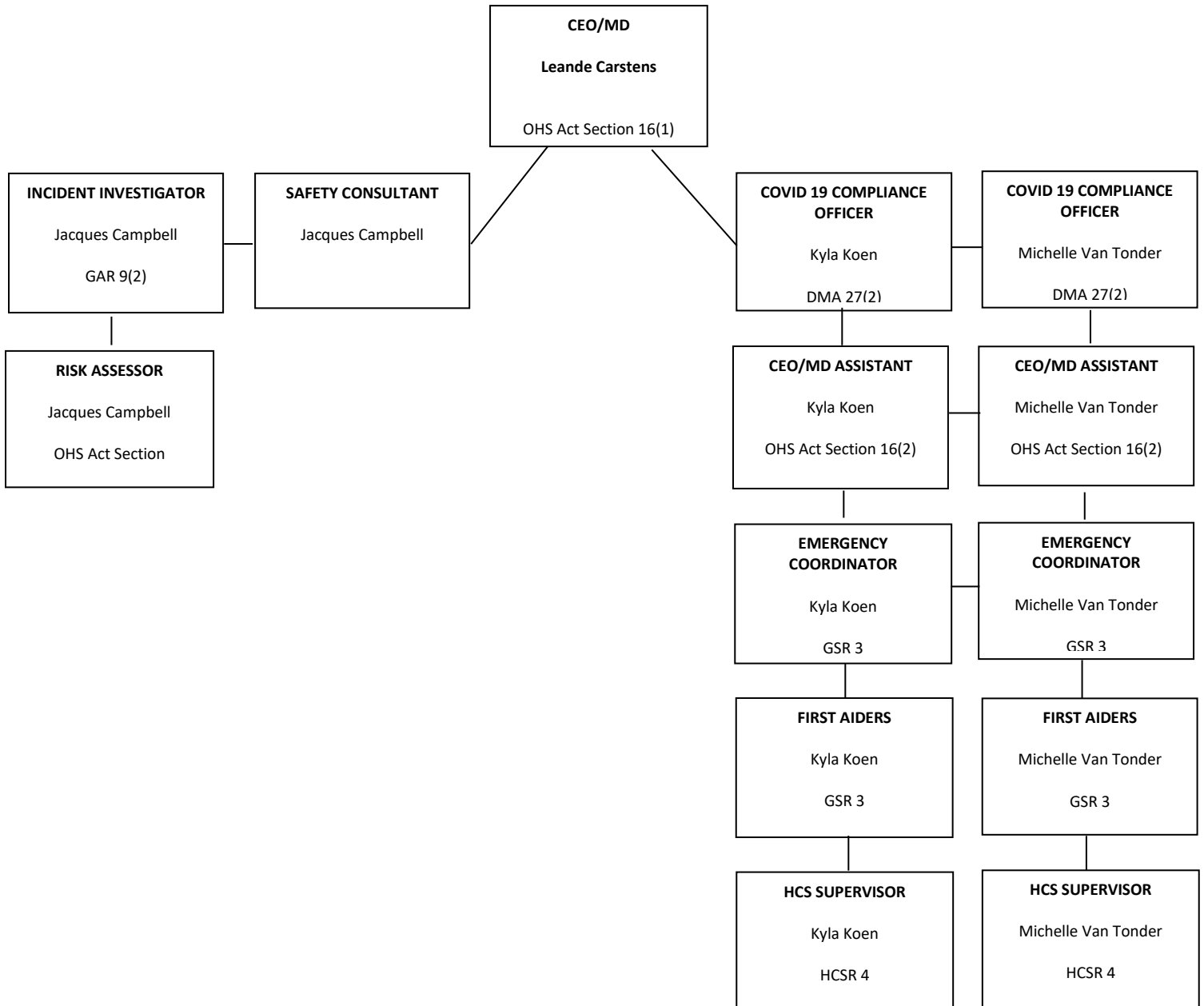



# Occupational Health & Safety Act 85 of 1993

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### COMPANY & HSE ORGANOGRAM



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### Appointment


Responsible persons shall be appointed, in writing, in terms of the applicable Act and Regulations when so required:

- OHS Act, General Administrative Regulations, General Safety Regulations and other applicable Regulations

### Appointments in Writing

<b>OHS ACT</b>	<b>APPOINTMENT</b>
SECTION 16(1)	CEO/MD- Mandated by the OHS Act
SECTION 16(2)	CEO/MD Assistant– Swimming Instructors
<b>HAZARDOUS CHEMICAL SUBSTANCE REGULATIONS</b>	<b>APPOINTMENT</b>
HCSR 4	Competent Person – HCS Supervisor
<b>GENERAL ADMINISTRATIVE REGULATIONS</b>	<b>APPOINTMENT</b>
GAR 9(2)	Competent Person – Incident Investigator
<b>GENERAL SAFETY REGULATIONS</b>	<b>APPOINTMENT</b>
GSR 3	Competent Person – Emergency Coordinator
GSR 3(4)	Competent Person – First Aider
<b>DISASTER MANAGEMENT ACT</b>	<b>APPOINTMENT</b>
DMA 27(2)	Competent Person – Compliance Officer/Manager



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**Duty to inform as per Section 13 of the Occupational Health and Safety Act 85 of 1993**

Without derogating from any specific duty imposed on an employer by this Act, every employer shall-

As far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work which he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery which he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards;

Inform the health and safety representatives concerned beforehand of inspections, investigations or formal inquiries of which he has been notified by an inspector, and of any application for exemption made by him in terms of section 40; and

Inform a health and safety representative as soon as reasonably practicable of the occurrence of an incident in the workplace or section of the workplace for which such representative has been designated.

**General Duties of Employees as per Section 14 & 15 of the Occupational Health and Safety Act 85 of 1993**

Every appointed employee shall, on site:


Take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions;

As regards any duty or requirement 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;

Carry out any lawful order given to him/her, 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 and safety.

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 and safety representative for his workplace or section thereof, as the case may be, who shall report it to the employer; and

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

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and safety representative, as soon as practicable, but not later than the end of the particular shift during which the incident occurred, except if this is not possible, in which case he shall report the incident as soon as practicable thereafter.

**NO PERSON SHALL INTENTIONALLY OR RECKLESSLY INTERFERE WITH OR MISUSE ANYTHING WHICH IS PROVIDED IN THE INTEREST OF HEALTH AND SAFETY (OHS Act section 15)**

**General Duties of Employers as per Section 8 of the Occupational Health and Safety Act 85 of 1993**

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.

Without derogating from the generality of an employer's duties under subsection (1), the matters to which those duties refer include in particular-

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;


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;

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;

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;

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;

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

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which may be prescribed, have been taken;

taking all necessary measures to ensure that tire 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;

enforcing such measures as may be necessary in the interest of health and safety;

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

causing all employees to be informed regarding the scope of their authority as contemplated in section 37 (1) (b).


### **Health & Safety Audits**

An HSE File shall be kept on site which will consist of all the relevant legal appointments, documentation, and inspection registers and shall be updated as required by legislation. This file will be made available to the outsourced HSE Consultants and/or any Department of Labour Inspector when and if so requested/required.

Quarterly (3 monthly) HSE audits will be conducted by the appointed external HSE Consultants on all Documentation, Appointments, Inspection Registers, Physical Compliance and other criteria as required by Superswim Academy Durbanville Management.

### **HSE Document Updating**

HSE documentation will be updated by the legally appointed employee as required. Any other daily requirements will also be the responsibility of the various departments appointed persons. Revisions on HIRA's, HSE- and Covid 19 Plans will be done on a 3monthly basis, and/or as the need arises by the appointed and Competent Persons. All applicable registers will be updated by the appointed persons as per the legal requirement.

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**Covid 19 Compliance Officers, HSE Reps, Committees & Meetings**

Superswim Academy will appoint 2x Covid 19 Compliance Officers for the facility.

HSE Committee meetings will be held once a month. The committee meetings will be attended by the various appointed Covid 19 compliance Officers and senior Management.

For every 20 employees one H&S representative will be elected by the workforce. The nomination process will be conducted by completing a nomination form and electing the various HSE Representatives as elected by the workforce. Specific criteria will have to be complied with.

**Pool side and Observation Areas**

Only one accompanying parent / guardian per swimmer will be allowed.

No parent / guardian will be permitted on the poolside during swimming lessons, unless requested by the swimming instructor.

Where possible no siblings of swimmers who are not within a swimming lesson are to attend the facility or poolside areas.


Staggering the lessons time will be done to reduce the amount of people on poolside during a changeover.

Lesson lengths will be reduced to include a safe changeover time

Hand sanitisers will be available and compulsory on entry and exit of the observation and/or waiting area.

When on poolside or observation area, it will be compulsory for parents / guardians to adhere to the PPE Policy and use either cloth face mask and/or Face shields.

Seating on poolside and/or in the observation/waiting area will be spaced 1.5 metres apart and cleaned regularly.

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## Cleaning/Hygiene

The cleaning / disinfecting schedule/roster will include the area to be cleaned, the date and time, and the person responsible. For example, every hour, every 2 – 3 hours or every day.

The cleaning / disinfecting schedule should cover, but is not limited to, the following:

- Changing rooms including furniture and surfaces within the changing rooms or cubicles
- Showers
- Hand sanitizer / hand washing stations
- Toilets
- Handrails
- Door handles
- Lockers
- Poolside
- Pool equipment including lifesaving equipment
- Swimming teaching equipment
- Observation areas including any tables or chairs within this area
- Reception area
- Entry and exit barriers / gates.


Toys used within swimming lessons will be cleaned regularly, after each lesson, with disinfecting agent, Aquaster- Dioxy Mp 14.

Superswim Academy Durbanville will ensure that all who are responsible for cleaning are provided with the appropriate cleaning equipment, chemicals and Personal Protective Equipment (PPE)

All cleaning chemicals will be stored and labelled correctly.

All staff will be trained on the safe operating procedures of all cleaning chemicals.

Superswim Academy Durbanville will ensure there is adequate personnel to maintain the cleaning of changing rooms, poolside, observation areas and equipment during lessons.

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## **Swimming Lessons**

### **Babies, toddlers and preschoolers**

One baby with one parent / guardian will be allowed.

Lesson sizes will be reduced to enable/promote social distancing

Entry and exit into the pool with babies will be done safely and the swimming instructor will only carry the baby if the parent/guardian can't access the pool area safely whilst handling the baby.

Where applicable swimming instructors will remind adults/guardians to limit babies, toddlers and pre-schoolers putting toys and equipment in their mouths at any point.

Swimming instructors will ensure all equipment used is properly disinfected prior and after use.

### **Health & Safety Training**

#### **Inductions**

Superswim Academy Durbanville will be responsible to provide adequate site specific HSE induction training to all employees & visitors who intend to access the facility prior to access. All applicable persons will sign an indemnity and induction form.

#### **Toolbox Talks**


Fortnightly Toolbox Talk training sessions will be conducted. Talks will be conducted on the relevant Risks/Hazards found within the swimming facility and an attendance register shall be kept on file. Talks will also cover general awareness on Covid 19.

#### **Competency**

All competent persons will have the necessary knowledge, experience, training and in some areas a formal qualification required for them to Supervise, Control or Conduct their specific tasks.

#### **Medical Evaluations**

All employees will undergo a medical evaluation by a registered occupational practitioner and the medicals will be compulsory and will form part of the pre employment process.

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**Ergonomics**

Ergonomics is an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely.

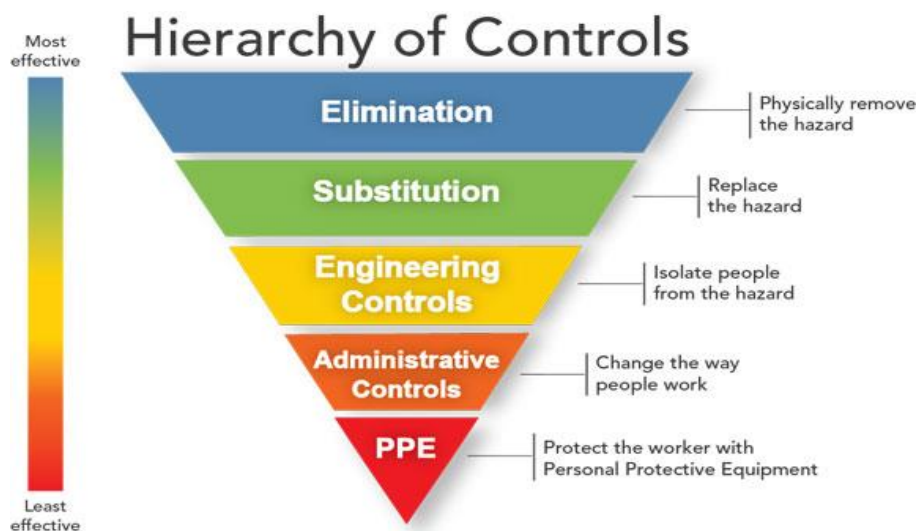
In House Ergonomics will be implemented, thereby improving the worker-task relationship, which will in turn improve productivity and reduce chronic conditions such as back strains, joint problems and mental fatigue, amongst others. Social distancing will also form part of pro-active ergonomics application and thus limit the chances of contracting Covid 19.


**Risk Assessments**

A Baseline and Covid 19 Risk Assessment will be compiled and cover all the applicable hazards on site with regards to the Superswim Academy scope of works. Implementation of these risk assessments are to be done by the employees and must be monitored and enforced by their respective Supervisors/ managers.

Risk Assessments will be monitored and reviewed at monthly intervals to ensure that the preventative measures are still adequate. The Monitoring and Review plan will be attached to Risk Assessments. Risk Assessments will also be reviewed and amended (if required) when the method of the task changes, if an incident occurs, when the identified risks/hazards change and if a person visiting the facility is tested positive for Covid 19.

When determining controls, or considering changes to existing controls, consideration shall be given to reducing the risks according to the following hierarchy:



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### Signage

All hazardous areas of the Superswim Academy Durbanville Facility will also have the relevant signage displayed. Signage will consist of warning signs, compulsory signage, informational signage etc. Covid 19 awareness and informational signage will also be conspicuously displayed.

Signage must be obeyed at all times.

### Personal Protective Equipment

Adequate SABS approved Personal Protective Equipment shall be available and provided to the employees as per the Risk Assessment Requirements. Minimum PPE requirements will be adhered to.

Obligatory PPE:

Face Masks/Shields.

Latex Gloves


Sanitisers/Disinfectants

Other job/activity/lesson specific PPE must be worn when the need arises. All PPE shall be provided to Superswim Academy Durbanville employee's free of charge as contemplated in General Safety Regulation 2, this will include Covid 19 required PPE. PPE procurement will be part of the set-out annual budget and must be freely accessible to employees when needed.

Employees will be charged with the responsibility of ensuring that their PPE is kept safe and is maintained in a safe working condition. PPE training and issue certificates will be communicated.

PPE training and Issue Certificates cover in house training with regards to PPE issue, use, limitations and storage thereof.



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## Incidents, Accidents & Near misses


All accidents, incidents and near misses will be reported immediately to the supervisor and the consulting H&S Department so that an investigation and/or flash report can be conducted in order to ascertain the cause, and to prevent further occurrences. The following steps must be followed when an accident is reported:

### **Incident in which no serious injury or damage is involved**

- 1 Less serious injury** (Injured does not need medical treatment, only first aid)
  - 1.1 Incident must be reported by injured to supervisor/employer [OHASA 14(e)]
  - 1.2 Apply first-aid, if required [GSR 3(1)]
  - 1.3 Complete dressing register (NB: not accident register). This is not a statutory obligation but serves as a record should the injury later deteriorate.
  - 1.4 Ensure that injured reports daily to first-aid station (prevent infection and monitor progress)
  - 1.5 Investigate incident and take steps to prevent recurrence, if possible
  
- 2 Less serious damage**
  - 2.1 Ask the question whether human lives or safety were endangered by the circumstance of incident. If yes, report to Provincial Inspector, Department of Labour [OHASA 24]
  - 2.2 Take steps to prevent recurrence
  - 2.3 Report to insurer
  - 2.4 Should the answer to the question in 2.1 be “No”, no further action is necessary.

### **Incident in which injuries and/ or damage are involved**

- 1 More serious injury** (injured is referred for medical treatment)
  - 1.1 Incident must be reported to supervisor/ employer [OHASA14(e)]
  - 1.2 Injured receives first-aid [GSR 3(3)]
  - 1.3 Complete WCL 1/ WCL 2 [GAR 8(1)(a)]
  - 1.4 Transport or arrange transport for injured to doctor or hospital (Copy of Report in 1.3 must accompany injured) [COIDA 72]
  - 1.5 Should it be foreseen that injured will be unfit for duty in 14 days or longer, immediately report to Provincial Director by telephone or fax [OHASA 24(1)(a)]
  - 1.6 Do not disturb the scene of the accident [OHASA 24(2)]
  - 1.7 Investigate circumstances and enter conclusions and recommendations in annexure 1 [GAR 9(3)]
  - 1.8 Let safety committee consider and investigate conclusions and recommendations at next meeting. Record to be signed by chairman of safety committee [GAR 9(4)].
  - 1.9 Send remaining part of Compensation Commissioner’s report form through. If FEM policy holder, complete FEM report and send through [COIDA 39]
  - 1.10 Enter in Accidents Register and keep annexure 1 on file for minimum of three years [GAR 9(1)]

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### Incident in which serious injuries, death and/ or damage is involved

- 1 **Serious injury** (including loss of a limb or unconsciousness)  
The same procedure as is set out above
- 2 **Fatal accident**
  - 2.1. Report without delay to Provincial Inspector, Department of Labour [OHASA 24(1) GAR 8(b) Principle Contractor
  - 2.2. Report to South African Police
  - 2.3. Report to FEM/ Compensation Commissioner [COIDA 39]
  - 2.4. Do not disturb scene of accident [OHASA 24(2)]
  - 2.5. Notify next of kin

#### Note:

- 1 Motor car accidents involving the free transport to or from the workplace with the employer's permission, are treated as injuries on duty.
- 2 Traffic accidents on a public road are reported to the SAPS or local traffic authority
- 3 OHS: Occupational Health & Safety Act (85/93)
- 4 COID: Compensation for Occupational Injuries and Diseases Act (130/ 93)
- 5 WCL 1 for diseases – WCL 2 or RMD 1 for injuries


### Compensation for Occupational Injuries and Diseases.

Superswim Academy Durbanville is not currently registered with any registered Companies that cover occupational injuries and/or diseases

The Current Letter Of Goodstanding application has been submitted and is currently pending.

### Emergency Evacuation

Superswim Academy Durbanville shall follow the in-house Emergency Evacuation Procedures. Emergency numbers will also be displayed on the notice board and also in the HSE Master File. An emergency evacuation plan must be placed in conspicuous places and highlight all emergency evacuation routes, position of all fire-fighting equipment and emergency assembly areas. Emergency coordinators will be appointed in writing that will lead/coordinate any emergency that may arise.

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### **First Aid**

A fully stocked first aid box shall be kept on the premises at all times. A designated first aid area must be made available, and signage displayed to confirm the location of the first aid box. The first aider on duty details must be clearly displayed. All injuries shall be recorded on a dressing register and the first aid box shall be regularly inspected and stock replenished when so required.

A full-time employee will be trained and legally appointed as first aider in terms of General Safety Regulation 3(4) & (5). All first aiders' training certificates shall be made available and a copy placed in the HSE master file. For every 50 employees, there shall be one fully trained first aider available.

### **Ladders/Access stairs**

Access ladder must be constructed of sound material and must be suitable for the purpose;  
Access ladder must be secured or lashed whilst being used to ensure stability;

Visual inspections will be done daily and/or as per the daily use of the ladders on site. Access ladder must be sanitized/disinfected continuously.

### **Housekeeping**

Superswim Academy Durbanville Management will ensure that suitable housekeeping practises are continuously implemented, including proper storage of materials and equipment. Loose materials required for use will not be placed or allowed to accumulate on the poolside and/or observation areas, so as to obstruct the access to or egress from the pool, and that will cause a danger to passers-by and to any person in an evacuation emergency. Superswim Academy Durbanville will solely be responsible for all their housekeeping issues.


### **Hazardous Chemical Substances**

Superswim Academy Durbanville will provide the necessary training & information to their employees when transporting, using or storing hazardous chemicals in the form of the Material Safety Data Sheets and Safe Operating Procedures for the substance used.

Management will ensure that all tasks done with hazardous chemicals are done in accordance with the HCS Regulations.

No chemicals will be stored in unmarked containers or in drink bottles. Adequate PPE will be worn when using hazardous chemicals i.e. gloves and respiratory equipment.

Large containers that are decanted must be closed at all times. Smaller containers must be clearly labelled and/or marked. HCS used and/or handled on site- Chlorine, Salt bags, Pool Acid

	<b>Occupational Health &amp; Safety Act 85 of 1993</b>		H.S.E.	Section 1.1	
	<b>OCCUPATIONAL HEALTH, SAFETY &amp; ENVIRONMENTAL PLAN</b>		Rev	00	13/05/20
			PAGE	20	

### **Fire Fighting Equipment**

Superswim Academy Durbanville will ensure that adequate fire-fighting equipment is available and easily accessible.

All fire-fighting equipment will have all the necessary guards and safety devices fitted and will be in a safe working condition. Fire Extinguishers will be thoroughly inspected and also recorded on a monthly register. All fire fighting equipment must be service by a registered SAQCC inspector on a annual basis.

Clear and safe access and egress will be available to and from the area of work in case of an emergency. No fires or smoking is allowed within the swimming school facility.

### **Ablution & Facilities**

Superswim Academy Durbanville Management shall provide adequate toilet, and hand wash facilities to all employees, visitors and/or clients that use the swimming academy facilities. Facilities shall be kept clean and shall be respected by all staff. Facilities must comply with the relevant Regulations.

### **Permits & Penalties**

Management will compile the necessary permit or penalty protocols/systems that will be implemented for negligence and wilful misconduct. All employees will be trained on the systems/ protocols and any employees found to be in non-compliance with the permit or penalty protocols/systems shall be disciplined accordingly.

### **Disciplinary Procedure**

Employees that take part in negligent acts and/or wilful misconduct in any way, exposing themselves and/or others to danger will be disciplined accordingly. Employees legally appointed to fulfil certain duties must execute these responsibilities as agreed and specified in the appointment letters. Management will coordinate the disciplinary process and follow all regulatory and legislative requirements when conducting disciplinary hearings.