HSE INDUCTION POLICY

1. Scope
This procedure shall be applicable to all working projects within the WBHO Construction group in order to comply with the legal requirements of the Occupational Health and Safety Act 85 of 1993 and relevant regulations.

2. Purpose
The purpose of this procedure is to ensure that no person without a valid medical certificate and safety induction works on the construction site of WBHO and this procedure will also ensure that no visitor will enter the construction site without a safety induction.

3. Requirements
Refer to OHS Act 85 of 1993 section 8, section 13, General Safety regulations 2C and Construction Regulations 8.2(b). Employers have the duty to inform employees and persons who might be affected by their activities of the dangers / hazards when entering a workplace.

All employees who are working on heights must be possession of a valid (12 Months) certificate of fitness from an Occupational Health Practitioner, whom shall be registered with the Health Professions Council of South Africa.

Operators of Construction vehicles and mobile plant including Crane operators must be in possession of a valid medical certificate of fitness issued by an Occupational Health Practitioner, whom shall be registered with the Health Professions Council of South Africa.

Every project must perform daily HSE inductions with new employees, contractors and visitors.

4. Visitors
Visitors must report to a security guard at the entrance to the premises. After the visitor signed an entrance register at the gate the security guard will direct visitors to the site offices and issue the visitor with a visitor card, which must be returned to the security guard when the visitor leaves the site.

Visitors must report to the site offices before entering the construction site. At the offices the visitor will attend a visitor HSE induction.
The project safety officer, site clerk or secretary will use the Visitors HSE Induction form to communicate the HSE Induction, which will be valid for the specific project. Once the visitor has completed the induction he / she will not be required to complete another induction at the same project. Records of the inductions will be kept with the site secretary, project safety officer, and site clerk or site agent.

The visitor will then be issued with a visitor’s hardhat, which will have an induction sticker on the front of the hardhat. This hardhat must be received back from the visitor before he / she leaves the site. Visitors who do not work on the project will not be required to have a valid medical certificate.

All Visitors will be accompanied by a site representative while walking around the construction site.

5. **Employees**

No employee will start to work on any WBHO project unless he or she is in possession of a valid height medical certificate of fitness and has completed the site specific induction with the project safety officer or site agent. A copy of the induction and medical certificate of fitness along with two certified copies of the employee Identity document must be filed in the employee L1 file.

The employee will then be issued with an orange sticker (induction sticker specific to the site) and a green sticker (medically fit sticker), which will be placed on either side of the employee’s hardhat.

6. **Contractors**

Contractors must be notified in due time to have their employees medically certified by an Occupational Health Practitioner whom shall be registered with the Health Professions Council of South Africa. This is a requirement of the OHS Act 85 of 1993, CR 8.2(b).

Contractors will be required to attend the HSE Induction with the project safety officer or site agent and to produce proof of their valid medical fitness certificates before work will commence on the project.

It will also be a requirement from the contractor to produce a list with names of his employees on a weekly basis to the project safety officer or site agent to ensure compliance with this policy.

Once the contractor has completed the induction and has valid medical certificates for all his employees, he will be issued orange induction stickers and green medically fit stickers for each of his employees. These stickers will then be placed on either side of the employee’s hardhat. These inductions will only be valid for the specific project.
7. **Transgression of this policy**
   Any person / employee who does not comply with this policy will be prevented from working or entering the construction site and any cost that occurs as a result from this action will be for the transgressor’s account until he/she complies with the conditions of this policy. There will be no exceptions made for any person or company. Any site agent / manager who choose to override this policy will do so at his own risk and must know that any accident which might occurs will be his responsibility.