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## 1. POLICY GUIDELINES

The Management team at CTCFD - Cape Town College of Fashion Design (henceforth referred to as The Institution) will strive to do everything within reason to protect the health and safety of its students and staff. The objective is to provide an effective health and safety programme of a high standard which is subject to continuous improvement. The Institution believes:

- Accidents, injuries and occupational diseases are preventable.
- Management is responsible for creating an environment conducive to achieving this.
- Training staff to work safely is essential in this pursuit.
- Safety requires the involvement and commitment of all staff members.
- Accident prevention is also good business practice.

It is the right of all:

- Staff, academic and administrative, both full-time and part-time
- Students
- Visitors, incl. guest lecturers

To work and learn in an environment that is safe, clean, well-lit and well-ventilated.

## 2. HEALTH & SAFETY RULES

- Speed Limit – Vehicles must not exceed 10km per hour in and out of the gate.
- Students must not make unnecessary / high volumes of noise or play loud music on site.
- No illegal or intoxicating substance is allowed on the premises.
- Smoking – No smoking is allowed within the building and staff and students must please smoke in the allocated smoking areas and use the bins provided to put their cigarettes out.
- Any unsafe act or condition noticed by the students must be reported to a staff member as soon as possible.
- Sewing Machines – Students may not operate, tamper with or work on any machine that does not belong to them unless they have permission from the owner. Students must be aware of the dangers associated with the machine and be given the knowledge on how to operate it.
- Students must ensure that they operate their sewing machines in a safe manner without endangering those working nearby.
- Before re-threading, changing bobbins or cleaning a sewing machine, please ensure that it is switched off.
- All irons, ironing presses, sewing machines and any other electrical equipment must be switched off at the end of the day.
- Students are not permitted to interfere with the electrical distribution as provided by The Institution.
- Students are required to always make sure that their hands are dry before working with electrical equipment and never use electricity when standing in water.
- No inflammable liquid is allowed on the premises at any time.
- No student is permitted to use a ladder that is damaged.

- It is the duty of every student to see that the area surrounding their 'workspace' is kept clean using the bins provided.
- Students are not permitted to damage or tamper with the fire equipment.
- Never break fluorescent tubes as the phosphor released by the broken tube may cause serious injury if inhaled or touched.
- All students are encouraged to report an accident or incident to a staff member before the end of the day on which the accident or incident occurred. Should a student consider an operation to be unsafe, or regard a procedure for performing something to be unsafe, they are encouraged to report this to a staff member immediately.
- Students are not permitted to work with any hazardous substances unless used for its intended purpose and under strict supervision.
- Eating and drinking is not permitted in the studios or bathrooms.
- If a load is too heavy procure assistance from someone else. A back injury can be caused in a moment of indiscretion.
- Wash your hands properly when you have finished working or after using the toilets.

These Health & Safety Rules must be displayed where they are visible to visitors, students and staff.

### **3. SCOPE OF THE POLICY**

#### **3.1. MACHINERY**

The use of machinery by the students during lecture times needs to occur in a safe and controlled manner and under supervision. The machinery referenced here incorporates the following: sewing machines, overlockers, industrial irons, domestic irons and fusing press. It is the responsibility of all staff members to make sure that all electrical equipment in the lecture room they have last vacated, has been switched off. The cleaning staff member is responsible for double checking throughout the premises each evening after closing time.

#### **3.2. FIRE PRECAUTIONS**

The Institution premises are adequately fitted with the required fire equipment which is clearly labelled and serviced annually. Relevant staff members have been trained on the use of such fire equipment. Preventative measures are however in place to make sure that all electrical equipment within The Institution premises is switched off when not in use. Clearly marked fire-escape routes are regularly inspected by the fire officer.

#### **3.3. FIRST AID**

A clearly marked first-aid kit is available in the Administration Office and contains all the relevant requirements to address any minor injury. If anything more serious should occur a doctor or ambulance would be called and these numbers are available in the Administration Office. A trained first aider is on site at all times.

### **3.4. AIRCONDITIONING**

Air-conditioning has been installed in all three studios and is only allowed to be turned on when the rooms are in use. At the end of each day when these rooms are vacated the staff member in attendance is to make sure that the air-conditioning has been switched off. The cleaning staff member is responsible for double checking throughout the premises each evening after closing time. The machines are serviced annually.

### **3.5. INFECTIOUS DISEASE**

The intention is to avoid the spread of disease and to ensure that staff and students are protected. It is the duty of every staff member and student to avoid spreading infection by taking sick leave should it be necessary, and by making sure that they wash their hands using soap or a suitable disinfectant on a regular basis. In the event of a suspected infectious condition that has not been diagnosed, students must discreetly report to a staff member for further investigation by taking note of symptoms and accurately describing the student in question's condition. Staff are further encouraged to update themselves with knowledge of some infectious diseases, e.g. Gastroenteritis, Influenza, Measles, Meningitis, Malaria, Mumps, Rabies, Scarlett Fever, Tuberculosis and Whooping Cough, to name but a few.

### **3.6. EVACUATION PROCEDURE**

An evacuation procedure is in place should the need arise and is controlled by the Fire Officer. The evacuation procedure is practiced regularly and problems are noted and solved.

### **3.7. TOILETS AND KITCHEN**

The Institution premises are checked annually by the Health Department and adherence to sufficient number of toilets has been audited. The toilets and kitchen are cleaned daily as a preventative measure for the spread of diseases.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1. HEALTH & SAFETY OFFICER**

It is the prime responsibility of the Health & Safety Officer to make sure that all the Health and Safety Rules and Regulations are adhered to by both staff and students. Should these Rules and Regulations not be adhered to, such incidences should be reported to the Executive Committee.

### **4.2. FIRE OFFICER**

It is the prime responsibility of the Fire Officer to make sure that all equipment is in working order and that such equipment can be used effectively in the case of an emergency. It is The institution's responsibility to make sure that the Fire Officer has been trained correctly.

### **4.3. SENIOR MANAGEMENT**

It is the responsibility of senior management:

- to identify the hazards and evaluate the risks associated with such work constituting a hazard to the health of such employees, and steps that need to be taken to comply with the provisions of this Act.
- to as far as is reasonably practicable, prevent the exposure of such employees to the hazards concerned or, where prevention is not reasonably practicable, minimize such exposure; and
- by having regard for the nature of the risks associated with such work and the level of exposure of such employees to the hazards, carry out an occupational hygiene programme and biological monitoring, and subject such employees to medical surveillance.

### **4.4. STUDENTS AND STAFF MEMBERS**

It is the Staff Members' obligation to (in terms of the Occupation Health & Safety Act 85/1993 Section 14):

- take reasonable care for the health and safety of themselves and of other persons who may be affected by his acts or omissions
- as regards any duty or requirement imposed on their 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 them, 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 or safety
- if any situation which is unsafe or unhealthy comes to their attention, as soon as practicable report such situation to their employer or to the health and safety representative for their workplace or section thereof, as the case may be, who shall report it to the employer; and
- if they are involved in any incident which may affect their health or which has caused an injury to themselves, report such incident to their employer or to anyone authorized thereto by the employer, or to their health and safety representative, as soon as practicable but not later than the end of the particular shift during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case they shall report the incident as soon as practicable thereafter.

## **5. REPORTING PROCEDURES**

- Each incident occurring at work or arising out of or in connection with the activities of persons at work, or in connection with the use of equipment, in which, or in consequence of which-
  - any person dies, becomes unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he is likely either to die or to suffer a permanent physical defect or unable for a period of at least 14 days either to work or to continue with the activity for which he was employed or is usually employed;
  - a major incident occurred; or
  - the health or safety of any person was endangered and where-

- a dangerous substance was spilled;
  - the uncontrolled release of any substance under pressure took place;
  - machinery or any part thereof fractured failed resulting in flying, falling or uncontrolled moving objects; or
  - machinery ran out of control, shall, within the prescribed period and the prescribed manner, be reported to an inspector by the employer or the user of the plant or machinery concerned, as the case maybe.
- In the event of an incident in which a person died, or was injured to such an extent that he is likely to die, or suffered the loss of limb or part of limb, no person shall without the consent of an inspector disturb the site at which the incident occurred or remove any article or substance involved in the incident there from: Dispensation may be made in cases where such action is necessary to prevent a further incident, to remove the injured or dead or to rescue persons from danger.
  - The provisions of subsections 5.1.1 and 5.1.2 shall not apply in respect of –
    - a traffic accident on a public road;
    - an incident occurring in a private household, provided the householder forthwith reports the incident to the South African Police; or
    - any incident which is to be investigated under section 12 of the Aviation Act, 1962 (Act No. 74 of 1962).
  - Members of the South African Police to whom an incident was reported in terms of subsection (3) (b), shall forthwith notify an inspector thereof.