

	Kraft Foods South Africa Company Policy Manual	
	Policy No.: O1	Title : Occupational Health

1. POLICY STATEMENT

The maintaining of Employee health is of prime importance to The Company in order not only to maximise Employee morale and productivity, but to ensure a safe and hygienic environment in which our products are manufactured.

Our Health Policy includes the following:

- (a) Establishing an Occupational Health and Safety Programme consisting of:
 - (i) Injury Prevention
 - (ii) Work-place Environmental Control
 - (iii) Medical Examinations
 - (iv) Occupational Disease Management
 - (v) Non-occupational Disease Intervention
- (b) Keeping Employee Health Information in the strictest confidence
- (c) Complying with statutory health and safety requirements
- (d) Supporting the health and safety programme
- (e) Reviewing and updating all health and safety programmes

2. INSPECTIONS

- 2.1 Inspections to take place on a roster system once per week, allowing each department to be inspected once per month. The inspection to comprise of the Manager Quality Control, Departmental Manager, and the Occupational Health Sister.
- 2.2 A quarterly report, compiled by the Medical Centre Personnel, to be given to the Functional Head for inclusion in his quarterly report.

3. THE MEDICAL CENTRE

- 3.1 The Medical Centre is staffed by a full-time Occupational Health Sister and a full time Primary Health Care Nurse.
- 3.2 A Doctor will be in attendance at the Medical Centre once a week for one hour per Plant.
- 3.3 The Doctor will only see patients if an appropriate appointment has been made with Sister beforehand.
- 3.4 Nobody can be seen by the Sister or Doctor without the appropriate referral note from his immediate Supervisor.

3.5 The medical service is totally free of charge however may be changed at Management's discretion.

4. **FACILITY**

4.1 The Medical rooms are situated in the building adjacent to the main building at Tunney.

5. **FUNCTIONS OF MEDICAL STAFF**

- (i) Attending to the sick daily. Issue of Medicine where required
- (ii) Daily dressings for injuries
- (iii) Family Planning
- (iv) Health education and preventative medicine.
- (v) Periodic medical examinations on all Employees
- (vi) Environmental surveillance
- (vii) Aids Awareness Programmes
- (viii) Pre-Employment Medical Examination. It is a condition of service that all new Employees obtain a satisfactory Certificate of Health from the Medical Centre prior to assuming duty.

6. **PERSONAL HYGIENE**

The Occupational Health Nursing Sister and the Company Doctor will monitor and report on the application of the Personal Hygiene Policy as well as regular medical examination and exit medical examinations as required by law.

Rules for the entry of Contractors on the Premises of The Company. and for their conduct whilst on the premises.

1. **DEFINITION**

For the purpose of these rules – herein after referred to as “the rules” the following meanings shall apply:

“**COMPANY**” shall mean THE COMPANY or any of its Subsidiaries.

“**MANAGEMENT**” shall mean the person or persons to whom the function of the day to day management and control of the Company's business and operation have been assigned to at each particular location.

“**COMPANY'S PREMISES**” shall mean the offices, workshops, production area, stores, warehouse and any other premises owned or occupied by the company.

“**CONTRACTOR**” shall mean any person, firm or corporation, who either on their own account or through their employees, agents or sub-contractors enter on the company's premises, and shall include such employees operating or performing any services, and shall include such employees, agents or sub-contractors.

“**O H S – act**” shall mean the OCCUPATIONAL HEALTH and SAFETY ACT – ACT 85 of 1993. The contractor will at all times comply with the requirements of the O H S – Act.

2. GENERAL

The rules are designed to ensure the proper conduct and safe working of contractors on any of the Company's Premises. The rules also emphasise the procedures to be followed and all contractors should encourage compliance by bringing them to the attention of those who will be entering on the Company's Premises. The provisions of these rules will in no way detract from or negate the contractual obligations between the Company and the Contractor.

3. ENTRY ON PREMISES

A) All persons entering the Company's Premises must report to Security, giving details of:

3.1 The Contractor they represent

3.2 The purpose of the visit, and

3.3 The name of the official of Management to whom they should report.

Where there are several persons they should be represented by one of their number, who should be responsible for giving the necessary particulars.

B) In each case the Company will issue suitable identification to the Contractor who must produce this any time at the request of Management or Security.

C) The Contractor is permitted to use that part of the Company's Premises necessary to carry out his duties or as directed by Management. In no circumstances will the Contractor be permitted to have access to any other part of the Company's Premises unless accompanied by a representative of Management. Contractor requiring to work out of normal hours should apply to Management in writing for permission.

4. VEHICLE ON THE PREMISES

Vehicle belonging to the Contractor will only be permitted inside the Company's Premises provided that this is necessary for the execution of the contract or any purpose allowed by Management. Motor vehicle should be parked as directed, but are left at the motor vehicle owners risk. The Management reserves the right to inspect all vehicle and their contents on entering and departing from the Company's Premises. Such vehicles must be driven with due care and in accordance with the Company's safety regulations. In the case of any accident involving a vehicle belonging to the Contractor the accident must be reported to Management at once.

5. CANTEEN

The canteen on the premises may only be used by the Contractors representatives where they have express permission of Management.

6. WORK ON COMPANY'S PREMISES AFFECTING THE COMPANY

Where any work to be carried out by the Contractor on the Company's Premises is likely to involve, interrupt or in any other way affect the work being performed by the Company or the operation of any equipment, machinery used on the Premises, the Contractor should obtain the express consent of Management.

MORE PARTICULARLY:

6.1 Express written permission of the Company must be sought prior to using any explosive or flammable materials, any welding or similar equipment or any other

dangerous, noxious or hazardous substance or equipment on the Company's premises.

- 6.2 Excavation work should not be commenced without the permission of Management. The Contractor should not leave, at any time, any excavation or projecting equipment, which is liable to cause injury without taking necessary safety precautions. During the excavation of any work, the surrounding area should be maintained in an orderly and tidy condition.
- 6.3 Work should not be carried out on above the heads of the Company's employees, or over gangways or roads unless all precautions have been taken to ensure the safety of the persons and property below.
- 6.4 On no account should the contractor make use of the Company's machinery or equipment, or electricity or compressed air, mains or water or any facilities for purposes such as driving equipment, portable tools or temporary lighting without permission. If such facilities are required to expedite the job, arrangements should be made with Management. The use of the Company's tools and / or grinders by the contractor is prohibited. If any grinding, either materials or tools are required, it should be handed to the appropriate department. No water, electricity or compressed air supplies may be interrupted without prior consent of management.
- 6.5 The driving and usage of the Company's vehicle, lifting equipment, lifting trucks or hoists by the contractor is prohibited except with the consent of management.
- 6.6 Materials and equipment awaiting installation should be stored in good order in areas agreed with Management.

7. CONTRACTORS EQUIPMENT AND MATERIALS

All the property belonging to the contractor including site huts, plant, tools, machinery, materials and equipment must be inspected and approved by the Security Personnel and should be stored whilst not in use in a area designated by the management. The contractor shall be solely responsible for ensuring the security and safety of his own property, including all equipment and materials brought onto the Company's premises for use by the contractor at all times whilst it is on the Company's premises and the Company shall not be responsible for any loss or damage thereto, however caused. A detailed list of all hand tools, Portable Electrical Equipment, spares, equipment, materials and machinery must be handed to the security personnel on entering the premises for verification and control.

8. CONTROL OF CONTRACTORS PERSONNEL

At all times during his visit to the Company's Premises, the contractor will be subject to the same working and safety disciplines as the Company's own employees, this include specifically the wearing of Personal Protective Equipment as required by the work being done.

9. SUB – CONTRACTORS

The contractor must ensure that all sub – contractors engaged by him and that will do work for him on the premises are aware of and undertake to comply with these rules.

10. ACCIDENTS

Every accident, whether including persons and / or property, must be reported to management immediately including accidents which could have led to personal injury or loss or damage to property.

11. FIRE PRECAUTIONS AND EMERGENCY EVACUATION PROCEDURES

- A) Hot work permits are enforced and smoking restrictions must be obeyed.
- B) Should a fire occur, however slight, it must be dealt with as follows:
 - B.1. Raise alarm
 - B.2. If possible, attempt to extinguish the fire with the fire fighting appliances provided.
 - B.3. As soon as possible, inform management of the circumstances leading to the outbreak of the fire.

The contractor must ensure that he and his employees and sub contractors are aware of the fire protection procedure of the Company.

The contractor must ensure that he and his employees and sub-contractors are aware and understand the EMERGENCY EVACUATION PROCEDURE of the Company.

Where more than two employees are operating on behalf of the contractor on the Company's premises, the contractor must nominate one of them to be responsible for the evacuation of the contractors personnel.

Petroleum, petroleum mixtures, cellulose and other flammable or explosive substances should be stored and used in accordance with statutory requirements on the Company's Premises.

12. INSURANCE

Every contractor will be required to maintain and cause each sub-contractor to maintain liability for death or bodily injury to any person or loss or damage to any property belonging to or in the custody of the Company, whilst on the Company's Premises.

Before entry onto the Company's premises, the contractor must produce satisfactory evidence that:

- 12.1 Such Public Liability Insurance cover , and
- 12.2 Workman's Compensation Insurance cover,

Are currently in force, and shall ensure that each sub-contractor does likewise.

13. SALVAGED MATERIALS AND EQUIPMENT

Any off-cut or waste building or other materials or equipment for which the Company has paid and which remain after the completion of the work by the contractor shall belong to the Company unless otherwise specifically provided for in the contract.

14. COMPLETION OF WORK OR SERVICES

On completion of the work or services on the Company's premises, the contractor must:

- 14.1 Report to the appropriate Management official that the work or services has been completed.
- 14.2 Obtain his approval that the work or services provided has been satisfactorily completed.
- 14.3 Obtain the consent of management for the removal of any machinery equipment or materials from the premises.
- 14.4 Where authoritative certificates are necessary these must be provided.

15. ACKNOWLEDGEMENT OF RULES

The contractor or his authorised representative on the Company's premises is required to sign a copy of these rules to signify that they have been, received, accepted and will be complied with.

ACKNOWLEDGEMENT

I, the undersigned, acknowledge receipt of rules to signify that they have been received, accepted and will be complied with.

NAME _____ :

POSITION _____ :

CONTRACTORS NAME _____ :

CONTRACTORS W.C.A. NO. _____ :

CONTRACTORS ADDRESS _____ :

BRIEF SCOPE OF WORK _____ :

SIGNATURE _____ :

DATE _____ :

WITNESS _____ :

Version	Review Date	Author	Revisions Made
00	2004	HR Department	● Initial Release
01			●