



Enq: Mr WN Khoza  
Tel: 013 766 5513

**TO :** DIRECTOR: HR BENEFITS AND EHWP  
DISTRICT DIRECTORS: ALL DISTRICTS  
DEPUTY DIRECTOR: EHWP HEAD OFFICE  
DEPUTY DIRECTORS: HRS ALL DISTRICTS  
WELLNESS PRACTITIONERS: HEAD OFFICE AND DISTRICTS

**FROM :** MRS. LH MOYANE  
HEAD: EDUCATION

**HRM DIRECTIVE NO 04 OF 2024**

**SUBJECT :** NOMINATION AND ELECTION OF OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES AS WELL AS THE FORMATION OF OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

## 1. PURPOSE

This HRM Directives serves as an instruction to the above listed Departmental officials to organize the nomination and election of Occupational Health and Safety Representatives as well as the formation of Occupational Health and Safety Committee at both Head Office and Districts.

## 2. BACKGROUND

In terms of the Occupational Health and Safety Act no 85 of 1993 every employer who has more than 20 employees in his employment is expected to designate in writing for a specified period Health and Safety representatives at his workplace.

The Act also specifies that only those employees employed in a full-time capacity at a specific workplace and who are acquainted with conditions and activities at that workplace or Section are eligible to be nominated and elected as Health and safety Representatives. The Act further states that an employer shall in respect of each workplace where two or more Health and Safety representatives have been designated, establish one or more Health and Safety Committees.

Section 18(1) and 20(1) clearly spells out the functions of both the Health and Safety Representatives and Health and Safety Committees respectively. All role players are urged to visit these Sections of the Act for a more comprehensive understanding of the functions of these two structures.

### 3. NOMINATION AND ELECTION OF OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES AS WELL AS THE FORMATION OF OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

The Wellness Unit at Head Office and all District Offices are hereby instructed to organize the designation, election and formation of the Occupational Health and Safety Representatives as well as the formation of the Occupational Health and Safety Committees respectively.

#### 3.1 OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES

- Officials who will be eligible to be nominated and elected as Health and Safety Representatives are those who are appointed in a full-time capacity and who are familiar with the conditions and activities in the Department.
- Health and Safety Representatives should be nominated from amongst the employees at a workplace and if the nominees accept, they will be appointed accordingly and issued with appointment letters to be signed by the Head: Education.
- Where more nominees are received than the number of Health and Safety Representatives required, a ballot will then take place to democratically elect the required number of OHS representatives from among the nominees.

#### 3.2 OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

- The Occupational Health and Safety Committee shall consist of all Health and Safety Representatives within the Department.
- The OHS Committee may co-opt one or more person(s) in accordance with his/her particular knowledge of Health and Safety matters as an advisory member of the committee.
- The Occupational Health and Safety Committee shall meet as often as may be necessary or once per quarter.
- The Committees shall determine the procedures at their meetings.
- The Committee shall nominate and appoint a secretariat among its members and the Chairperson shall be the Deputy Director EHWP at Head Office and the Deputy Director HRS at the District level.

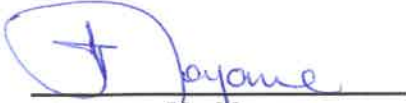
### 4. TERM OF OFFICE

The term of office for both the Occupational Health and Safety Representative as well as the Occupational Health and Safety Committee shall be **two** years commencing from April of each year. The new term will start with effect from 01 April 2024 and end on 31 March 2026.

**NB:** This HRM Directive should be read in conjunction with the Departmental SHERQ Management Policy and the Occupational Health and Safety Act no 85 of 1993.

**NOMINATION AND ELECTION OF OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES AS WELL THE FORMATION OF  
OCCUPATIONAL HEALTH AND SAFETY COMMITTEES**

The Districts and the EHWP Unit at Head Office must ensure that this process is speeded up so that by **01 April 2024** the OHS Representatives and Committees commence with their function. A comprehensive report on the progress for the nomination of the Representatives and Committees respectively should be submitted to the Director HR Benefits and EHWP on or before 15 March 2024.



**MRS LH MOYANE  
HEAD: EDUCATION**

DATE: 29/02/2024