



## OCCUPATIONAL HEALTH AND SAFETY (OHS)

momentum

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 METROPOLITAN

GUARDRISK 

ERIS 

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## Introduction

As a responsible employer, MMI Holdings is committed to compliance with the Occupational Health and Safety Act 85 of 1993 and its Regulations, as well as the Compensation for Occupational Injuries and Diseases Act 130 of 1993. Health and safety is governed by the group's health and safety policy, in which emergency procedures, employer and employees' rights and responsibilities, as well as all OHS-related roles are clearly defined.

## OHS Officials and training

Employees volunteer for the various OHS positions within the company. They are appointed and trained to perform key functions which will ultimately assist the employees when an emergency occurs. There are three types of OHS officials in MMI:

- Evacuation Marshal (trained in firefighting level 1 and emergency evacuation procedures);
- First Aiders (first aid level 1);
- First Aiders (first aid levels 2 and 3); and
- Health and Safety Representatives (trained as a Representative and incident and accident investigation).

Health and safety representatives are appointed as follows (where possible):

- One health and safety representative for every 100 employees;
- One fire/evacuation marshal for every 100 employees;
- Where the offices have more than ten employees, there is at least one first aider for every 100 employees.

We currently have in excess of 440 trained OHS officials. We have also progressed considerably in our objective to ensure that branches are compliant with the OHS Act and its Regulations. During FY 2017/2018 officials were trained at 21 branches. An amount of R299 962 was spent on health and safety training.

## Injury on duty and first aid incidents: 2017

During financial year 2017, 175 incidents were reported. Of the 175 incidents, 109 were incidents, 3 were maternity incidents, 59 were medical and 4 incidents were reported as "Other". The aforementioned number also includes injuries to contract workers and visitors. The Human Resource and Disability Departments are partners in the injury on duty process and details of first aid incidents/injuries on duty are reported to Human Capital, senior management, risk, various OHS committees and other health and safety forums.

## Risk assessment and mitigation

The fire/evacuation marshals, first aiders and health and safety representatives complete checklists on a monthly or quarterly basis on MMI's internet-based health and safety

management system. These checklists are carefully monitored for any potential hazards or dangers and when identified, the risks or hazards are investigated, eliminated completely or mitigated. Formal risk assessments are also completed, as and when required.

Emergency planning is extremely important and annual evacuation exercises are held at most of our offices. External stakeholders such as the town council's disaster management department, the SA police services, the fire brigade and emergency services are involved in the planning phase. Formal evacuation reports are drafted after a debrief session and presented to the executives and management. Any shortcomings are identified and corrective actions instituted.

### **Personal protection: HIV transmission**

As part of the health and safety induction process and the First Aid Level 1 training, employees are educated on safety in the workplace which includes, inter alia, personal safety and the safety of those around them. Although the risk of exposure is low, employees must be fully aware of any risks. Employees are protected through awareness, communication, training and adopting personal safety practices which includes the use of personal protective equipment such as gloves, resuscitation equipment (CPR mouthpieces and automatic defibrillators), etc. This will assist in ensuring that employees are not exposed to diseases such as HIV/AIDS, etc.

### **Contact details**

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