

Occupational Health & Safety (OH&S) Documentation

Date: March 2026

OH&S Policy Statement

Bay Home Improvements is committed to maintaining a **safe and healthy work environment** for all employees, contractors, and clients.

Our policy ensures:

- Compliance with **South African Occupational Health and Safety Act (Act 85 of 1993)**
- Safe work practices for all maintenance and repair tasks
- Risk identification, assessment, and mitigation
- Continuous safety training and awareness for employees

All staff are responsible for **following safety procedures**, reporting hazards, and participating in all OH&S programs.

Risk Assessment Table

Task / Activity	Potential Hazard	Likelihood	Severity	Control Measures
General Repairs	Cuts, bruises	Medium	Medium	Use gloves, safety boots, and eye protection
Electrical Maintenance	Electric shock	Low	High	Only qualified personnel; insulated tools
Cleaning & Waste Disposal	Slips, trips, falls	Medium	Medium	Non-slip footwear, caution signage
Working at Heights	Falls	Low	High	Safety harness, ladder inspections
Chemical Handling	Skin irritation	Low	Medium	Gloves, masks, proper labeling and storage

Safety Procedures

1. **Induction Training** – All employees receive OH&S training before starting work.
2. **Personal Protective Equipment (PPE)** – Mandatory on all job sites.
3. **Site Inspections** – Conducted regularly to identify hazards.
4. **Accident Reporting** – All incidents are documented and investigated.
5. **Emergency Preparedness** – First aid kits, fire extinguishers, and emergency protocols are maintained on all sites.

Compliance Records

- Employee training logs
- PPE issue register
- Risk assessments and safety checklists
- Accident and incident reports
- Site inspection reports

These records are **updated regularly** and can be provided to clients or regulatory authorities on request.

Declaration

I, **Washington Chitiza**, Director of **Bay Home Improvements**, confirm that the company complies with all relevant **OH&S regulations** and ensures the safety of all employees, contractors, and clients during operations.

Signature: Washington Chitiza

Washington Chitiza

Director – Bay Home Improvements