

Occupational Health and Safety Policy



1 Why we need this policy

Nedbank (we, us, our) considers its **employees** to be its most valuable asset. We undertake to protect them against any threat to their health and safety arising from our business and to take care of their health and safety as far as is reasonably practicable.

2 Definitions

Accident	Means an accident arising out of and in the course of an employee's employment and resulting in a personal injury, illness, or death of the employee.
Contractor	Means an external service provider doing maintenance, construction or any other work while on the premises of Nedbank.
Contractor employee	Means a person who is employed by a contractor.
Dedicated workspace	Means a workspace at a remote workplace that an employee uses to work from.
Emergency controller	Means a person appointed to ensure that emergency preparedness and response plans are developed, implemented and maintained.
Employee	Means any person whom Nedbank employs permanently, temporarily or on fixed-term contract and remunerates directly. This includes any person who works under the direction or supervision of persons whom Nedbank employs.
Evacuator	Means a person responsible for ensuring, among other things, that all persons are evacuated from a workplace in an orderly and safe way if there is an emergency.
Fire marshal	Means a person responsible for ensuring, among other things, that the workplace is evacuated safely if there is a fire.
First aider	Means a person appointed in terms of Regulation 3(4) of the General Safety Regulations, 1986, which are binding in terms of the OHS Act.
Hazard	Means a source of or exposure to danger.
Health and safety standard	Means any standard, whether or not it has the force of law, that, if applied for the purpose of the OHS Act, will help achieve the aim of the OHS Act.
Incident investigator	Means a person responsible for investigating workplace-related incidents and accidents.
Line manager	Means a person in charge of employees who report directly to them, and who is responsible for ensuring that compliance with the OHS Act is enforced within their area of responsibility, including providing tools, equipment and the training needed for OHS compliance and other necessary tasks to be carried out.
Nedbank	Means Nedbank Limited and Nedbank Group Limited and the subsidiaries of these companies.
Nedbank branch	Means a Nedbank site where Nedbank conducts banking business and provides branch services to its clients in the ordinary course of business.
Nedbank site	Means owned or rented Nedbank premises where Nedbank operations are performed and business is conducted in the ordinary course.
Occupational health and safety (OHS) committee	Means the committee appointed in terms of section 19 of the OHS Act and the

	Nedbank Occupational Health and Safety Agreement created in terms of the OHS Act between Nedbank and Sasbo, the finance union.
Occupational health and safety (OHS) representative	Means a person appointed in terms of section 17 of the OHS Act and the Nedbank Occupational Health and Safety Agreement created in terms of the OHS Act (Regulation 6 under the General Administration Regulations) between Nedbank and Sasbo, the finance union.
Official function	Means an event authorised by a member of the Group Executive Committee or their designated representative, not lower than one level below the group executive, in which internal and/or external stakeholders participate to achieve an outcome.
Occupational health and safety (OHS)	Means occupational health and safety, which may include occupational hygiene, occupational medicine and biological monitoring.
OHS Act	Means the Occupational Health and Safety Act, 85 of 1993 (as amended from time to time), and its regulations.
OHS team members	Means persons appointed to perform specific roles to ensure workplace health and safety. These persons include section 16(2) appointees, section 8 appointees, first aiders, fire marshals, evacuators, incident investigators, OHS representatives and emergency controllers.
Regulation/ Regulatory	Means or relates to any legislation, subordinate legislation, regulation, code, guideline, guidance note, supervisory requirement or regulatory directive with which Nedbank Group must by law comply or to which it adheres to ensure good corporate governance.
Remote work (work remotely)	Means work that an employee performs from a remote workplace.
Remote workplace	Means residential premises or any other workplace that is being used temporarily for more than four weeks and that an employee has received approval from their line manager to use. This excludes Nedbank sites.
Remote-work risk assessment	Means the risk assessment that an employee who will be working from a remote workplace must conduct on their dedicated workspace before they may work from it (and when there is a change in the working environment and/or dedicated workspace). In this assessment the employee must complete a checklist when applying for remote work via the digital workplace tool.
Risk	Means the possibility that injury or damage will occur.
Section 8 appointee	Means a person appointed in terms of section 8(2)(h-i) of the OHS Act.
Section 16(2) appointee	Means a person appointed in terms of section 16(2) of the OHS Act to help the Chief Executive fulfil the occupational health and safety duties of Nedbank.
Team-building event	An on- or offsite event for employees to integrate and cultivate a culture of working as a team. These events are compulsory or voluntary and might not

be part of an employee's work description, but their aim (among other) is to ensure increased communication, planning skills, and employee collaboration, recognition, motivation and well-being.

Workplace

Means any premises or place where a person performs work in the course of their employment, whether digitally or otherwise and any premises in relation to a hybrid arrangement.

3 Goal of this policy

The goal of this policy is to:

- set out accountabilities and outline the **occupational health and safety** (OHS) management programme that will ensure that we comply with our duties and responsibilities, as far as is reasonably practicable, in terms of the **OHS Act** in the work environment;
- outline our liability when it comes to employees working in their **dedicated workspace**;
- set out the responsibilities of **line managers** towards employees who work at a **Nedbank site** and employees who are authorised to work from a remote **workplace**; and
- set out the responsibilities of employees who work at a Nedbank site and employees who are authorised to work from a remote workplace;

In achieving the goals of this policy, we will be able to do the following as far as is reasonably practicable:

- Manage the health and safety of our employees, **contractor** employees, visitors, and clients more effectively within the scope of this policy.
- Give employees information on OHS **hazards**.
- Identify and mitigate any known OHS hazards.
- Encourage employees to do their work safely.
- Encourage employees to report incidents, **accidents**, and hazards at Nedbank sites and in their Dedicated workspaces.

4 Where this policy applies

This policy applies to all to our business operations and divisions.

If a provision in this policy is specifically aligned with or linked to South African legislative requirements and is therefore not legally binding in another jurisdiction, that provision must be aligned with the corresponding legislative requirements in that jurisdiction.

This policy binds all our employees, contractors and **contractor employees**, requiring them to adhere to standards that we have set in the interest of health and safety. Group Occupational Health and Safety (Group OHS) must assess the compliance standards of all divisions within Nedbank and report on OHS matters to the directors every year.

This policy must be read and applied together with other policies and/or guidelines that deal with **working remotely** as well as relevant codes of conduct, including the Code of Ethics and Conduct.

If an employee is in an area where the digital workplace model has not been rolled out and is already working remotely without having applied to do so as required under the model, they are not in breach of this policy.

5 Key principles

The principles of this policy are as follows:

- The Chief Executive is responsible for the occupational health and safety of employees, contractors, contractor employees, visitors, and clients.
- The Chief Executive may assign duties under their responsibility to any person under their control, and that person must act under this control. Accordingly, the Chief Executive at Nedbank has delegated their responsibilities to certain managers, who must ensure that these **regulatory** duties are carried out fully.

- Group OHS has the overall responsibility to implement, maintain and monitor the OHS management programme, policies and procedures.
- We do not allow child labour, including hazardous child labour.
- We provide the resources that are required in the interest of health and safety at our cost. An employee's remuneration may not be used to pay for anything that we must provide.
- We are responsible for taking measures that are reasonably practicable to ensure that employees' dedicated workspaces or their workspaces at a Nedbank site have no foreseeable hazards or **risks**.
- We require relevant employees working remotely to conduct a risk assessment of their dedicated workspace. The risk assessment is done via the digital workplace tool as part of the process of applying for approval to work remotely.
- Employees are responsible for their own health and safety while they are working from a Nedbank site and while they are working at a dedicated workspace.
- Employees working from a Nedbank site must take appropriate measures to ensure that the Nedbank site is kept safe and healthy, in line with our health and safety guidelines, policies, protocols and procedures.
- Employees working remotely must take appropriate measures to ensure that their dedicated workspace is kept safe and healthy, in line with the **remote-work risk assessment** that they conducted, the Flexible Work Practices Guideline and other relevant health and safety guidelines, policies, protocols and procedures in place.
- An employee may work remotely only after their line manager has given them approval via the digital workplace tool.
- Subject to operational requirements, a line manager must give an employee approval to work remotely only after that employee has applied to work remotely via the digital workplace tool and has met the requirements for a healthy and safe dedicated workspace.
- If an employee is injured while working at their dedicated workspace and that injury arose out of and was in the course of their employment, the relevant incident reporting and investigation procedure under the Compensation for Occupational Injuries and Diseases Act (COIDA), 130 of 1993, must be followed.
- If an employee is injured while working remotely without the prior approval of their line manager and that injury arose out of and was in the course of their employment, we may not be liable for any claims.

6 Who does what

OHS team members are responsible for enforcing, as far as is reasonably practicable, compliance with the OHS Act at Nedbank sites, ensuring that related processes and procedures are being followed, identifying risks and hazards, and reporting all incidents and accidents within their area of responsibility to maintain a healthy and safe working environment as far as is reasonably practicable.

6.1 Section 16(2) and/or section 8 appointees

Section 16(2) and/or **section 8** appointees are responsible for, among other things, the following:

- Ensuring that OHS Act requirements and other applicable legislation (including the Disaster Management Act, 57 of 2002, and its regulations and directives issued in response to the Covid-19 pandemic or outbreak of any infectious disease or other disasters) are met in their area of responsibility.
- Taking all reasonable measures within their area of responsibility to ensure the health and safety of persons as well as proper discipline and compliance with the OHS Act and its regulations as well as other relevant legislation.
- Ensuring that precautionary measures that we take when it comes to using machinery are implemented.
- Ensuring that they know, among other things, the relevant provisions of the OHS Act and other relevant legislation, as well as all internal **health and safety standards**, procedures, managerial instructions and all permissions and exemptions that are applicable to their area of responsibility.
- Ensuring that **OHS committee** meetings are held at least once every three months and attended and that minutes are kept.
- Appointing OHS team members in writing.

- Ensuring that OHS representatives are elected and appointed in line with the OHS agreement between Nedbank and Sasbo
- Ensuring that they and all OHS team members on their site attend the necessary training.
- Appointing new OHS team members timeously when there are vacancies.
- Reporting all work-related incidents and accidents to the Group OHS.
- Helping employees complete the necessary forms for purposes of claims under COIDA.
- Following up on forms completed in terms of COIDA when it comes to all injuries on duty when they are reported and when they are requested by Group OHS until the final medical report is obtained.
- Attending evacuation drills, attending to emergencies when they occur and ensuring that, where applicable, reasonable steps are taken during evacuation drills and emergencies to prevent the spread of hazardous biological agents such as Covid-19.

6.2 Emergency controllers

Emergency controllers are responsible for, among other things, the following at Nedbank sites:

- Ensuring that comprehensive emergency planning is done and that such planning is recorded as a written emergency plan.
- Ensuring that emergency team leaders and emergency personnel are appointed in writing and trained adequately so they can perform their duties, and that all aspects of the emergency plan are practised regularly.
- Ensuring that emergency equipment and facilities are well maintained and kept in a state of readiness so they can be used in any emergency.
- Ensuring that all exits, evacuation routes and location of firefighting and first-aid equipment are indicated prominently and reflected clearly on floor plans.
- Ensuring that emergency situations are managed effectively and taking overall command during emergencies until the emergency management services have arrived.
- Ensuring that regular exercises and practices (at least one every six months) are conducted, and registers of all exercises are kept.
- Ensuring that an up-to-date list of OHS team members of the floor, with contact numbers and locations within a Nedbank site and/or **Nedbank branch**, is maintained and displayed prominently on each floor.
- Carrying out inspections and reporting on i) any problems with firefighting equipment and fire doors, ii) cluttered exit routes, iii) poor housekeeping, iv) the unsafe use or storage of flammable materials and v) the unsafe use of heating appliances and other electrical equipment.

6.3 Occupational health and safety representatives

OHS representatives are responsible for, among other things, the following at Nedbank sites:

- Reviewing the effectiveness of health and safety measures.
- Identifying potential hazards and potential major incidents and accidents at the area of responsibility.
- Examining the causes of incidents and accidents.
- Investigating all injuries on duty and giving recommendations.
- Investigating complaints by employees relating to health or safety at work.
- Participating in OHS committee meetings on all health and safety matters.
- Participating in any internal health or safety audit.
- Attending evacuation drills and attending to emergencies as they happen.
- Attending OHS committee meetings at least once every three months.
- Conducting monthly workplace inspections and recording the findings on the prescribed report template.
- Attending training as required.
- Knowing and complying with the OHS agreement between Nedbank and Sasbo.

6.4 First aiders

First aiders are responsible for, among other things, the following at Nedbank sites:

- Inspecting the first-aid bag and first-aid room monthly.

- Ensuring that the first-aid bag is indicated by the correct signage and that the name of the first aider responsible for the bag is displayed.
- Attending to all incidents and accidents as well as treating injuries as required.
- Participating in accident investigations.
- Participating in all evacuation drills and ensuring that, where and when applicable, social distancing is practised during the evacuation drills and at the assembly point.
- Ensuring that employees return to the building timeously and safely after an evacuation.
- Identifying and reporting all hazards.
- Attending training as required.
- Attending monthly safety meetings.
- Reporting all incidents and accidents.

6.5 Evacuators

Evacuators are responsible for, among other things, the following at Nedbank sites:

- Ensuring that emergency exits are never blocked and that the glass and hammers or green break-glass push button units at emergency exit doors are in place.
- Being aware of any disabled or pregnant person or person with moving difficulties in their area and accommodating them as is relevant and necessary..
- Inspecting all offices, boardrooms and toilets in their area, ensuring that the area is clear of people before leaving the floor and reporting to the section 8 or section 16(2) appointees (or emergency controllers where applicable) during evacuation drills or in emergencies.
- Noting the names of people who refuse to obey an evacuation order and reporting this to the OHS committee.
- Evacuating all people in an orderly way and ensuring, where applicable, that social distancing is practised during the evacuation drills and at the assembly point.
- Preventing people from smoking and carrying hot liquids to the assembly points.
- Ensuring that employees return to the building timeously and safely after an evacuation.
- Attending training as required.
- Attending monthly safety meetings.

6.6 Fire marshals

Fire marshals are responsible for, among other things, the following at Nedbank sites:

- Inspecting areas for fire hazards monthly and reporting on this to the OHS committee.
- Inspecting all fire equipment monthly, recording the findings on the checklist and signing the monthly inspection sticker on the fire equipment.
- Participating in all evacuation drills and assisting evacuators.
- Ensuring that employees return to the building timeously and safely after an evacuation.
- Attending training as required.
- Attending to all fires within their level of training.
- Ensuring that they have all emergency numbers at hand.
- Attending monthly safety meetings.

6.7 Occupational Health and Safety committees

Every Nedbank site and Nedbank branch must have an OHS committee in place to discuss, report and deal with issues that OHS team members have raised.

OHS committees are responsible for the following:

- Initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of employees at work.
- Discussing incidents and accidents at the workplace in which any person was injured (requiring medical attention), became ill or died as a result, and reporting this to Group OHS.
- Ensuring that the health and safety standards are followed.
- Meeting at least once every three months. OHS representatives must ensure that the minutes of meetings are made available to employees in their area of responsibility and that the minutes are kept in the OHS file for at least three years.
- Making recommendations to the employer regarding any matter affecting the health and safety of persons at a workplace.
- Maintaining records of OHS training (eg valid certificates), workplace inspections and hazard identification, unsafe conditions or practices found and the corrective measures

taken, all first-aid incidents, accidents and injuries on duty, incident and accident investigations, OHS committee meetings (minutes), disciplinary action for failure to comply with health and safety policies and practices, appointment letters, evacuation post-mortems, and recommendations made to the employer in terms of section 20(2)(1)(a) of the OHS Act.

- Knowing and complying with the OHS agreement between Nedbank and Sasbo.
- Escalating unresolved matters to Group OHS.

6.8 OHS Incident investigators

OHS Incident investigators are responsible for, among others, the following at Nedbank sites:

- Knowing the content and requirements of the OHS Act, in particular section 24 as well as the General Administration Regulations with regard to incident management.
- Investigating the cause of all incidents within their area of responsibility and submitting the investigation report to the line manager.
- Identifying the root cause of any incident in their area of responsibility and providing recommendations to the line manager of the injured person and to the OHS committee.
- Adhering to the provisions of the incident reporting and investigation procedure, specifically regarding the incident investigation process.
- Attending training as required.
- Attending monthly safety meetings.
- Reporting all incidents and accidents to line management.

6.9 Line management

Line managers are responsible for performing an oversight and monitoring role to ensure, among other things, the following, as far as is reasonably practicable:

- Workplaces are safe.
- Equipment is well maintained.
- Employees have the necessary personal protective equipment to carry out specified tasks. Timeous completion and submission of documentation required in the interest of matters related to Health and Safety
- Employees are aware of all health and safety hazards and requirements in the workplaces that the line managers manage.
- Communicate the outcomes of Risk Assessments to staff
- Employees, contractors and contractor employees follow safe work procedures.
- There is adequate coverage for their areas of responsibility by having enough OHS team members. Line managers with more than 20 employees or who manage a Nedbank branch must have their own OHS team members, who must include, among others, OHS representatives, first aiders, fire marshals, evacuators and **incident investigators**. Line managers on campus sites with teams of less than 20 employees must ensure coverage by appointing OHS team members or agreeing coverage with line managers of teams with adequate coverage.
- Timeous approval of training requests from employees who take up a role as an OHS team member.
- Staff attend training within normal working hours
- Budget provision is made for compliance with the OHS Act and its regulations, as well as this policy, including training provision for all OHS team members.
- The OHS team members' roles are recognised by including them in the goal commitment contracts.
- OHS representatives are elected and appointed in line with the OHS agreement between Nedbank and Sasbo.
- Investigating incidents and accidents and completing the required forms for purposes of COIDA on behalf of employees injured in the line managers' areas of responsibility.

6.10 Employees

Employees are responsible for, among other things, the following:

- Knowing OHS team members and the relevant OHS procedures, emergency procedures and this policy.
- Participating in training programmes provided by management.
- Participating in all evacuation drills or emergency procedures and cooperating with the OHS team that is coordinating the drill or emergency.
- Following good health and safety practices and protocols.
- With regard to any duty or requirement imposed on us or any other person by the OHS Act, COIDA or any other applicable

Act, cooperating with us or that person to ensure that the duty or requirement is performed or complied with.

- In the interest of health and safety, carrying out any lawful order given to them and obeying the health and safety rules and procedures laid down by us or by anyone authorised by us to lay them down, including obeying all instructions from an OHS team member.
- Reasonably seeing to their own health and safety and that of other persons who may be affected by what they do or do not do.
- Taking reasonable care to protect assets and facilities of the Group
- Advising line management and the OHS committee of all hazards or any situation that is unsafe or unhealthy in the workplace.
- Notifying line management and the Group OHS of all work-related first-aid incidents, accidents, injuries on duty and illnesses.
- Ensuring that they are not under the influence of, that they do not have in their possession, that they do not partake in or that they do not offer any other person intoxicating liquor or drugs while at work. Alcohol may not be stored or consumed at any place within Nedbank sites and/or Nedbank branches, except where this is allowed in licensed areas (including for example cafeterias, executive dining areas, and Nedbank function venues but not in general areas such as offices, work areas, kitchens, bathrooms, parking areas, and boardrooms) or as part of an **official function** at any place or site other than the licensed areas.
- Employees who consume alcohol at official functions hosted by Nedbank must use their discretion as to whether to return to work. If their alcohol consumption puts their blood alcohol level above the legal driving limit, they must not return to work.
- An employee who takes medication prescribed by their medical practitioner must report in advance to their line manager any potential side effects that might affect that employee's health and safety or ability to do their job.
- An employee may use prescription and legal non-prescription medication on company premises if they do not abuse the dosage and do report any potential side effects to their line manager or supervisor or any other person acting on behalf of Nedbank.

6.11 Remote work

When it comes to remote work, employees are responsible for, among other things, the following:

- Conducting a remote-work risk assessment of their dedicated workspace during the process of applying to work remotely via the digital workplace tool to ensure a healthy and safe working environment before they get approval from their line manager to work remotely. Please click on the links below to access the videos developed to enable safe remote work:
 - [Conduct OHS risk assessment of your remote workplace](#)
 - [How to set up an ergonomic workplace](#)
 - [Pregnancy and Ergonomics in the workplace](#)
 - [How to extinguish a fire](#)
- Working from a Nedbank site if, according to their completed remote-work risk assessment, there are circumstances that do or would affect their health and safety negatively if they were to work remotely.
- Informing their line manager immediately about any changes that may impact their dedicated workspace negatively and therefore their health and safety (e.g. construction work in their home, flooding) and, if necessary or required, getting approval from their line manager to work from a Nedbank site until their dedicated workspace is reasonably safe again.
- Ensuring that they conduct a new work risk assessment of their dedicated workspace when there is a change in their working environment and/or Dedicated workspace.
- Giving us reasonable access to their homes or residences so that we can inspect their dedicated workspace to ensure compliance with the OHS Act and to investigate incidents and accidents that may have happened in their dedicated workspace, where required.
- Ensuring that they know and understand the Flexible Work Practices Guideline.

Line managers are responsible for, among other things, the following:

- Giving employees approval to work remotely in terms of the Flexible Work Practices Policy. The approval is required if an employee will work remotely for more than four weeks.
- Ensuring that an employee who will be working remotely has fully completed the remote-work risk assessment before that employee works remotely.
- Refusing approval for an employee to work remotely if their completed remote-work risk assessment shows circumstances that do or would affect that employee's health and safety negatively if they were to work remotely.
- Withdrawing approval to work remotely and advising an employee to return to a Nedbank site if that employee's dedicated workspace has changed in a way that may impact that employee's health and safety negatively.
- Ensuring that an employee has fully completed the remote-work risk assessment when that employee reports a change in their working environment and/or dedicated workspace.
- Ensuring that incidents and accidents that happen in an employee's dedicated workspace are investigated accordingly and, where applicable, reported to the Department of Employment and Labour: Compensation Commission as prescribed.

7. Team-building events

To prevent injuries during team-building events, the following applies:

- A line manager organising an event to be held outside our premises must find out from the service provider what the health and safety requirements are for that event and communicate them to participating employees in writing before the event.
- All participating employees must:
 - adhere to health and safety protocols as instructed by facilitators throughout the event;
 - read and understand the indemnity form before signing and participating in the event;
 - always look out after each other's health and safety;
 - keep physical activities during team-building events to a minimum as far as reasonably practical;
 - not participate in activities that could cause sprains, strains, muscle injuries, etc if they do not engage in regular physical exercise;
 - ensure that the attire worn is appropriate for the activity for example, avoid wearing loose items of clothing or ensure that they are secured safely when interacting with moving machinery.

Any employee, contractor or contractor employee who does not comply with our OHS standards and procedures in the interest of health and safety will be disciplined and, if found guilty, may be dismissed in line with our disciplinary procedures.

7 Links to procedures

- [Incident Reporting and Investigation Procedure](#)
- [Emergency Evacuation Procedure](#)
- [Contractors Procedure](#)
- [Nedbank Covid-19 Portal](#)

8 Links to other documents

- [Bringing Children to Work](#)
- [Housekeeping Rules](#)
- [Code of Ethics and Conduct](#)
- [OHS Website](#)
- [Flexible Work Practices Policy](#)
- [Flexible Work Practices Guideline](#)
- Nedbank–Sasbo OHS agreement

9 Review of this policy

This policy must be reviewed in line with the Policy on Policies.

10 Document control

September 2012	Policy review.	Sherry Pretorius
24 October 2012	Tabled for approval. Substantially rewritten, shortened and simplified.	GRCMC
September 2013	Annual review – minor changes made. Updated links to new procedures for incident reporting, control of contractors and emergency evacuations.	OHS
22 October 2013	Tabled for noting.	GRCMC
29 April 2014	Early annual review – minor changes made to responsibilities for Section 16(2) appointees and First aiders.	OHS
28 July 2014	Tabled for noting.	GRCMC
4 June 2015	Policy review. Minor changes made to rectify errors.	Sherry Pretorius
6 June 2015	Policy annual review – minor changes made to reference to the policy owner.	Sherry Pretorius
21 October 2015	Tabled for noting.	GRCMC
26 February 2016	Annual policy review.	Main board
11 July 2016	Policy annual review – minor changes made.	Marinda Strydom
26 July 2016	Tabled for noting.	GRCMC
September 2017	Annual policy review – minor changes and corrections made to align the policy with the OHS Agreement and the revised incident reporting procedure.	Tumelo Molefe

Date	Description	Reference
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Level 1 Occupational Health and Safety Policy

August 2018	Annual policy review –added responsibilities for Emergency controller and rearranged responsibilities of Employees and Line managers.	Tumelo Molefe
25 October 2018	Approved.	DAC
September 2019	Annual policy review – minor changes made and additional responsibility for Employees with regard to prohibition of alcohol use in the Workplace in line with General Safety Regulation 2A to the OHS Act included.	Tumelo Molefe
30 October 2019	Approved.	DAC
September 2020	Annual policy review – minor changes to ensure plain language and additional responsibility for line management to ensure adequacy of OHS resources.	Tumelo Molefe
13 October 2020	Approved.	RRCF
February 2021	Amended to include Remote work aspects and for alignment with the Flexible Work Practices Policy.	Tumelo Molefe
April 2021	For noting and support for approval.	GC Exco
13 May 2021	Approved.	RRCF
27 May 2021	Tabled for noting.	DAC
September 2022	Amended to include commitment to take care of the needs of all employees in support of UN WEPs,	Tumelo Molefe

	prohibition of hazardous child labour, and alignment of the remote-work risk assessment process with the Digital Workplace tool process; and exempt certain employees from being non-compliant with the application requirements for remote work.	
September 2022	Tabled for noting and support for approval.	GC Exco and cluster heads of compliance
13 October 2022	Approved.	RRCF
27 October 2022	Tabled for noting.	DAC
3 May 2023	Annual policy review – minor updates.	Tumelo Molefe
14 June 2023	Tabled for noting and support for approval.	GC Exco and cluster heads of compliance
July 2023	Annual policy review – Other than the changes made to ensure plain language, the following are significant changes: 1. Section 1: Definitions o Added “Accident”. o Amended “Dedicated workspace”. o “Accident investigator/incident investigator” changed to “Incident investigator” but the definition	

	<p>remains the same.</p> <ul style="list-style-type: none"> o Expanded “OHS” with “which may include occupational hygiene, occupational medicine and biological monitoring. o Expanded “OHS Act” with “and its regulations”. o Added incident investigators in the definition of “OHS team members”. o Re-arranged sentence (grammar) for “Remote Workplace”. <p>2. Section 3;</p> <ul style="list-style-type: none"> o Bullet 5 – added “contractor employees” o Bullet 7 – deleted “as far as reasonably practicable”. o Bullet 9 – added “accidents”. <p>3. Section 4::</p> <ul style="list-style-type: none"> o amended/rephrased the paragraphs (grammar). <p>4. Section 5:</p> <ul style="list-style-type: none"> o Added first sentence “The principles of this policy are as follows:” o Bullet 5 – deleted “while they are 			<p>working from home”</p> <ul style="list-style-type: none"> o Bullet 11 – added “Subject to operational requirements” to the sentence. o Bullet 13 – deleted “other than a Nedbank site or a dedicated workspace”. <p>5. Sections 6 and 7 moved below after remote work and are now numbered sections 7 and 8 respectively. Numbering of sections 8.1 to 8.9 changed to 6.1 to 6.9. Numbering of section 10 (Remote work) changed to 6.10.</p> <p>6. Section 6.1</p> <ul style="list-style-type: none"> o Bullet 3: added “Ensuring that precautionary measures that we take when it comes to using machinery are implemented”. o Bullet 5 – replaced “quarterly” with “at least once every three months”. <p>7. Section 6.3</p> <ul style="list-style-type: none"> o Bullet 9 – replaced “quarterly” 	
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	<p>with “at least once every three months”.</p> <ul style="list-style-type: none"> o Bullet 11: added “Attending training as required.” <p>8. Section 6.4</p> <ul style="list-style-type: none"> o Bullet 2 – added “Ensuring that the first-aid bag is indicated by the correct signage and that the name of the first aider responsible for the bag is displayed.” <p>9. Section 6.7</p> <ul style="list-style-type: none"> o Bullet 4– replaced “quarterly” with “at least once every three months”; added “at least three years” and deleted “auditing purposes”.. o Bullet 5 – Added “Making recommendations to the employer regarding any matter affecting the health and safety of persons at a workplace.” o Bullet 6 – deleted “documentation and” and “ a record of 			<p>each” ; added “recommendations made to the employer in terms of Section 20(2)(1)(a) of the OHS Act.”</p> <p>10. Section 6.8</p> <ul style="list-style-type: none"> o Bullet 7– added “Timeous approval of training requests from employees who take up a role as an OHS team member.” <p>11. Section 6.9</p> <ul style="list-style-type: none"> o Bullet 5– added “COIDA or any other applicable Act,” o Bullet 10 – added “including for example cafeterias, executive dining areas, and Nedbank function venues but not in general areas such as offices, work areas, kitchens, bathrooms, parking areas, and boardrooms”. <p>12. Section 6.10:</p> <ul style="list-style-type: none"> o Added to the first sentence “When it comes to remote work”. 	
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	<ul style="list-style-type: none"> o Bullet 1– added “Please click on the links below to access the videos developed to enable safe remote work: <ul style="list-style-type: none"> - Conduct OHS risk assessment of your remote workplace - How to set up an ergonomic workplace - Pregnancy and ergonomics in the workplace - How to extinguish a fire o Last paragraph – replaced “the Code of Ethics and Conduct” with “our disciplinary procedures.” 	
30 June 2023	Sign-off by GCCO	Daleen du Toit
21 July 2023	Approval	RRCF
30 January 2024	Included requirements pertaining to team-building events, responsibilities of OHS incident investigators and references to Sasbo agreement.	Tumelo Molefe
15 February 2024	Approved	RRCF